



# **EAST BROOK MIDDLE SCHOOL**

“A Great Place to Grow Up”

**This Agenda/Handbook belongs to:**

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

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

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## **EAST BROOK MIDDLE SCHOOL PTA**

The East Brook Middle School PTA is part of a nationwide network, working to develop programs and activities for the well-being of our children and families. Our membership has a long-standing commitment of dedication and look forward to our future endeavors with enthusiasm.

During the school year, the PTA works to enrich the lives of our children through cultural programs, reading programs and social events such as Fantastic Fridays, dances, and commencement activities. We also supply money for scholarship funds, student assignment books and host a variety of events for our parents as well as our children such as Back-to-School Night, L.E.A.D. Graduation, Red Ribbon Week and monthly PTA meetings.

We invite our parents to become active members of our PTA and hope you will join our administrators and teachers in becoming Partners in Education.



Paramus Municipal Alliance / Substance Abuse Prevention Committee  
Proud to support East Brook Middle School  
“Keep Making Good Choices”

**Special thanks to the East Brook PTA and the Paramus Municipal Alliance and Substance Abuse Prevention Committee for sharing the cost of these agendas. We proudly work together establishing a quality school for all students.**

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**WELCOME TO THE STUDENTS**

The staff at East Brook Middle School welcomes you for another challenging and exciting year. In this handbook, you will find answers to some of the questions you need to know in order to become familiar with school policies and procedures. Please read through this Agenda Book carefully and discuss any questions you have with your teachers and/or parents.

Our primary mission is to give you the best possible school environment in order for you to attain your educational goals. As we all work together to that end...students, teachers and parents...we know that your chances of achieving this success will be greatly enhanced. Be conscientious about your work and respect the rights of all at East Brook. If you practice these two basic rules, your days at East Brook will be both successful and enjoyable.

The Paramus Board of Education, along with the East Brook PTA and the Paramus Substance Abuse Prevention Committee, has provided each student with a copy of this Agenda. Now it is up to you to make good use of it. Write out your assignments daily and use it as a tool to meet your educational needs.

**EAST BROOK MIDDLE SCHOOL  
2019-2020 SCHOOL CALENDAR**

September 5	Thursday	Schools Open
September 12	Thursday	Back-to-School Night – Minimum Day
September 30– October 1	Monday/Tuesday	Rosh Hashanah – Schools Closed
October 9	Wednesday	Yom Kippur – Schools Closed
November 5	Tuesday	Election Day – Schools Closed
November 7- 9	Thursday/Friday	NJEA Convention –Schools Closed
November 27	Wednesday	Minimum Day
November 28-29	Thursday/Friday	Thanksgiving Recess – Schools Closed
December 23 –January 1	Monday – Wednesday	Holiday Recess – Schools Closed
January 20	Monday	Martin Luther King Jr. Day – Schools Closed
February 14 – 18	Friday – Tuesday	Winter Recess – Schools Closed*
April 6 – April 10	Monday – Friday	Spring Recess – Schools Closed**
May 25	Monday	Memorial Day – Schools Closed
June 23	Tuesday	Minimum Day for Students
June 24	Wednesday	Commencement – Minimum Day for Students
June 25	Thursday	Last Day – Minimum Day for Students

\* This week incorporates all legal holidays.

\*\* Should the district utilize emergency closing days which leaves less than the 180 required student days, the make-up days will be taken from the spring recess.

\*\*\*\*\*

**East Brook Team Leaders 2019-2020**

- 5<sup>th</sup> Grade – Sue Rayside / Jessica Madonna
- 6<sup>th</sup> Grade – Danielle Shine / Kristen Johnson
- 7<sup>th</sup> Grade – Rob Karklin / Micheline Lang
- 8<sup>th</sup> Grade – Tina Costanzo / Giovanni Aliano

**BELL SCHEDULE**

**Opening Bell** 7:45 A.M.  
**Homeroom Bell** 7:55 A.M.  
**Tardy Bell** 8:00 A.M.  
**Dismissal Bell** 2:30 P.M.

<b>Teams 5A &amp; 5B</b>	
Period 1	8:15-9:12
Period 2	9:15-9:57
Period 3	10:00-10:42
Period 4	10:45-11:30
Period 5	11:33-12:00
Period 6	12:03-1:00
Period 7	1:03-2:00
Period 8	2:03-2:30

<b>Team 5C</b>	
Period 1	8:15-8:42
Period 2	8:45-9:42
Period 3	9:45-10:42
Period 4	10:45-11:30
Period 5	11:33-12:00
Period 6	12:03-1:00
Period 7	1:03-2:00
Period 8	2:03-2:30

<b>Team 6A</b>	
Period 1	8:15-9:12
Period 2	9:15-9:42
Period 3	9:45-10:42
Period 4	10:45-11:42
Period 5	11:45-12:30
Period 6	12:33-1:30
Period 7	1:33-2:30

<b>Team 6B</b>	
Period 1	8:15-9:12
Period 2	9:15-10:12
Period 3	10:15-10:42
Period 4	10:45-11:42
Period 5	11:45-12:30
Period 6	12:33-1:30
Period 7	1:33-2:30

<b>Team 7A</b>	
Period 1	8:15-9:12
Period 2	9:15-10:12
Period 3	10:15-11:12
Period 4	11:15-12:00
Period 5	12:03-12:30
Period 6	12:33-1:30
Period 7	1:33-2:30

<b>Team 7B</b>	
Period 1	8:15-9:12
Period 2	9:15-10:12
Period 3	10:15-11:12
Period 4	11:15-12:00
Period 5	12:03-1:00
Period 6	1:03-2:00
Period 7	2:03-2:30

<b>Teams 8A &amp; 8B</b>	
Period 1	8:15-9:12
Period 2	9:15-10:12
Period 3	10:15-11:12
Period 4	11:15-12:12
Period 5	12:15-12:45
Period 6	12:48-1:30
Period 7	1:33-2:30

**Minimum Day Schedule**

PERIOD	TIME	5A/B	5C/D	6A	6B	7A	7B	8A/B
<b>HR</b>	8:00-8:12							
<b>1</b>	8:15-8:52	LA/Math	LA/Math	CA/PE	CA/PE	Academic	Academic	Academic
<b>2</b>	8:55-9:32	Social Studies/ Science	Math/ LA	Spanish/ Extended Learning	Academic	CA/PE	CA/PE	Academic
<b>3</b>	9:35-10:12	Science/ Social Studies	Social Studies/ Science	Academic	Spanish/ Extended Learning	Academic	Academic	Academic
<b>4</b>	10:15-10:52	Math/LA	Science/ Social Studies	Academic	Academic	Spanish/ Extended Learning	Academic	CA/PE
<b>5</b>	10:55-11:32	CA/PE	CA/PE	Academic	Academic	Academic	Academic	World Languages
<b>6</b>	11:35-12:12	Academic Support	Academic Support	Academic	Academic	Academic	Spanish/ Extended Learning	Academic

# 2019-2020 A/B DAY CALENDAR

SEPTEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5/A	6/B	7
8	9/A	10/B	11/A	12/B	13/A	14
15	16/B	17/A	18/B	19/A	20/B	21
22	23/A	24/B	25/A	26/B	27/A	28
29	30					

FEBRUARY 2020						
S	M	T	W	T	F	S
						1
2	3/A	4/B	5/A	6/B	7/A	8
9	10/B	11/A	12/B	13/A	14	15
16	17	18	19/B	20/A	21/B	22
23	24/A	25/B	26/A	27/B	28/A	29

OCTOBER 2019						
S	M	T	W	T	F	S
		1	2/B	3/A	4/B	5
6	7/A	8/B	9	10/A	11/B	12
13	14/A	15/B	16/A	17/B	18/A	19
20	21/B	22/A	23/B	24/A	25/B	26
27	28/A	29/B	30/A	31/B		

MARCH 2020						
S	M	T	W	T	F	S
1	2/B	3/A	4/B	5/A	6/B	7
8	9/A	10/B	11/A	12/B	13/A	14
15	16/B	17/A	18/B	19/A	20/B	21
22	23/A	24/B	25/A	26/B	27/A	28
29	30/B	31/A				

NOVEMBER 2019						
S	M	T	W	T	F	S
					1/A	2
3	4/B	5	6/A	7	8	9
10	11/B	12/A	13/B	14/A	15/B	16
17	18/A	19/B	20/A	21/B	22/A	23
24	25/B	26/A	27/B	28	29	30

APRIL 2020						
S	M	T	W	T	F	S
			1/B	2/A	3/B	4
5	6	7	8	9	10	11
12	13/A	14/B	15/A	16/B	17/A	18
19	20/B	21/A	22/B	23/A	24/B	25
26	27/A	28/B	29/A	30/B		

DECEMBER 2019						
S	M	T	W	T	F	S
1	2/A	3/B	4/A	5/B	6/A	7
8	9/B	10/A	11/B	12/A	13/B	14
15	16/A	17/B	18/A	19/B	20/A	21
22	23	24	25	26	27	28
29	30	31				

MAY 2020						
S	M	T	W	T	F	S
					1/A	2
3	4/B	5/A	6/B	7/A	8/B	9
10	11/A	12/B	13/A	14/B	15/A	16
17	18/B	19/A	20/B	21/A	22/B	23
24	25	26/A	27/B	28/A	29/B	30
31						

JANUARY 2020						
S	M	T	W	T	F	S
			1	2/B	3/A	4
5	6/B	7/A	8/B	9/A	10/B	11
12	13/A	14/B	15/A	16/B	17/A	18
19	20	21/B	22/A	23/B	24/A	25
26	27/B	28/A	29/B	30/A	31/B	

JUNE 2020						
S	M	T	W	T	F	S
	1/A	2/B	3/A	4/B	5/A	6
7	8/B	9/A	10/B	11/A	12/B	13
14	15/A	16/B	17/A	18/B	19/A	20
21	22/B	23/A	24/B	25/A	26	27
28	29	30				

<b>MINIMUM DAY</b>	Sep. 12	Back-to-School Night	Nov. 27	Minimum Day	April 6-April 10	Spring Recess
	Sep. 30-Oct. 1	Rosh Hashanah	Nov. 28-29	Thanksgiving Recess	May 25	Memorial Day
	Oct. 9	Yom Kippur	Dec. 23-Jan. 1	Holiday Recess	June 23-25	Minimum Days
<b>SCHOOL CLOSED</b>	Nov. 5	Election Day	Jan. 20	Martin Luther King Day	June 24	Commencement
	Nov. 7-8	NJEA Convention	Feb. 14-18	Winter Recess	June 25	Last Day

## MIDDLE SCHOOL STUDY PROGRAM AND HOMEWORK GUIDELINES

Fifth, sixth, seventh, and eighth grades are structured in a modified two or four teacher interdisciplinary team. These teachers share the responsibility for instruction in Language Arts, Mathematics, Science and Social Studies.

### HOMEWORK GUIDELINES

The teachers in the middle schools believe that homework is a necessary and essential part of each student's educational experience. Homework is designed to serve general objectives. They include:

1. Reinforcement of school learning by further practice and application.
2. Stimulation of initiative, independence, responsibility, and self-direction.
3. Enrichment of the school experience.
4. Development of leisure interest in learning.
5. Development of work-study habits.
6. Introduction of new work or material.

Although homework is assigned to all students regularly, it should be noted that emphasis on developing a program to fit individual needs can and will cause a variation in the time each student spends doing homework each day. It is realistic to expect homework to range between forty-five (45) and seventy-five (75) minutes in the fifth and sixth grades, and between sixty (60), and ninety (90) minutes in the seventh grade, Monday through Thursday. Weekend and holiday assignments will be given at the discretion of the teacher. The academic expectations placed on the eighth grade student in preparation for his/her high school experience require additional homework and study time. It is realistic to expect between sixty (60) minutes and ninety (90) minutes, Monday through Thursday. Students can expect to be assigned homework in Language Arts, Mathematics, World Language, Science, Social Studies and Health. For those students taking a world language, an additional 20 minutes per night can be expected. Weekend and holiday assignments will be given at the discretion of the teacher.

Research has shown the most beneficial activity to foster student success is daily independent reading. Teachers will assign independent reading as homework.

### HOW WILL I BE GRADED FOR THE WORK I DO?

The students attending East Brook Middle School have varying needs, interests, and abilities. Every effort is made to report the individual progress of each student fairly and accurately. In Grades 5 through 8, grades of A, B, C, D and F are given to indicate student progress. The meaning of each symbol is as follows:

A+ – 97-100	A – 93-96	A- – 90-92
B+ – 87-89	B – 83-86	B- – 80-82
C+ – 77-79	C – 73-76	C- – 70-72
D+ – 67-69	D – 65-66	F – Below 65

Pupil's academic progress will be measured by homework, tests and quizzes, class participation and other evaluative methods. Report cards are issued four times a year in November, February, April and June. Parent conferences will be scheduled in the fall.

## MIDDLE SCHOOL GRADING POLICY

\*\*\* In 8<sup>th</sup> grade classes where a final exam is given, the exam will count for 10% of the final grade for the class. \*\*\*

### Language Arts (Grades 5-8):

- Learning Progressions 75%
- Learning Outcomes 25%

### Math (Grades 5-8)

- Tests 40%
- Quizzes 30%
- Class work and Participation 15%
- Homework 15%

### Social Studies (Grades 5-8)

- Homework/Class work 20%
- Quizzes 30%
- Tests 40%
- Participation 10%

### Science (Grades 5-8)

- Tests 40%
- Quizzes/Class work 35%
- Homework 15%
- Preparation/participation 10%

### World Language (Grades 5-7)

- Homework 15%
- Classwork/Participation 35%
- Assessments 50%

### World Language (Grade 8)

- Homework 10%
- Assessments (quizzes, tests, etc.) 70%
- Class Participation 20%

### Visual Art (Grades 5-8)

- Art Work, Individual and Group/Projects 50%
- Class Work/Written Work/Quizzes/Assessments 25%
- Class Preparation and Class Participation 25%
- The Visual Arts will follow the Middle School's class participation rubric. Class participation will include "proper and effective use of materials"

### STEM (Grades 5-8)

- Process 70%
- Product 30%

### 21<sup>st</sup> Century Digital Skills (Grades 5-8)

- Projects 80%
- Class Participation 20%

### Music (Grades 5-8)

- Written Work 50%
- Class Participation 50%

### Theater (Grades 6-7)

- Rehearsal 20%
- Participation 20%
- Performance 30%
- Feedback 20%

### Dance (Grade 7)

- Class Participation/Classwork 60%
- Written Work 20%
- Assessments/Quizzes 20%

### Chorus Grades 5-8)

- Preparation and participation for chorus, including performances 75%
- Tests/Quizzes/Homework. 25%

### Band/Orchestra Grades 5-8)

- Preparation and participation for ensemble, including performances 50%
- Tests/Quizzes/Homework 25%
- Participation/Preparation for group lessons 25%

### Physical Education (Grades 5-8):

- Daily participation 60%. Each student starts with 60pts.
- Daily preparation 20%. Each student starts with 20pts.
- Skill tests/Written tests 20%. 20 pts to be earned.
- Behaviors over which students have control that can affect their participation and preparation grade (deductions for each infraction)
  - a. Unacceptable locker room behavior. (-5 to -10)
  - b. Not dressed properly: shorts, sweatpants, T shirt, sneakers (-3) jewelry, gum (-1)
  - c. Not active as soon as they enter the gym (-1)
  - d. Does not participate to the best of their ability
    1. In Warm Ups (-2 to -5)
    2. In Activities (-2 to -5)
  - e. Is late for class (unexcused) (-2)
  - f. Inappropriate use of equipment (-2 to -10)
  - g. Displays of unacceptable behavior
    1. Language (-5)
    2. Sportsmanship (-5)
    3. Inappropriate contact with other students (-5 to -10)

**Students can request to earn make up points (i.e. leading exercises, morning make up class, helping others, to improve their grade)**

### Health (Grades 5-8):

- Classwork/Assignments 70%
- Preparation/Participation 30%

\*\*\*\*\*  
**Guidelines for the posting of grades will be as follows:**

- **Short assignments, Quizzes – 5 school days**
- **Long assignments, Labs, Projects, Tests, Writing Assignments – 15 school days**



## Middle School Participation Rubric

100 - 90	<ul style="list-style-type: none"> <li>• Participates actively in all activities</li> <li>• Very attentive and focused</li> <li>• Follows directions and sticks to the assignment during group or pair work</li> <li>• Always begins class assignments promptly and has all necessary supplies</li> </ul>
89 - 80	<ul style="list-style-type: none"> <li>• Usually participates actively</li> <li>• Usually attentive and focused</li> <li>• Usually follows directions well and is ready to begin class assignments promptly</li> <li>• Usually prepared for class</li> <li>• Usually sticks to the assignment during group or pair work</li> </ul>
79 - 70	<ul style="list-style-type: none"> <li>• Participates occasionally</li> <li>• Occasionally inattentive or not focused</li> <li>• Occasionally late in starting class assignments due to lacking necessary supplies</li> <li>• Not always sticking to the task</li> <li>• Occasionally needs to be redirected or prompted</li> </ul>
69 - 60	<ul style="list-style-type: none"> <li>• Seldom participates voluntarily</li> <li>• Often inattentive and distracting to others</li> <li>• Often off-task</li> <li>• Must often be redirected or prodded to begin assignments</li> <li>• Often unprepared for class</li> </ul>
59 - 50	<ul style="list-style-type: none"> <li>• Inattentive and distracting to others</li> <li>• Off task</li> <li>• Late in starting assignments and does not follow directions</li> <li>• Unprepared for class</li> </ul>

### HONOR ROLL

Each marking period, all students have the opportunity to attain recognition for either of two levels of academic achievement. The Honor Roll for each marking period will consist of the following:

1. A two-tiered system with:
  - High Honor Roll Status – all A’s in all subjects
  - Honor Roll Status – all A’s with the allowance of two B’s
2. No distinction between grades (for example, a B includes B+ and B- grades)
3. All subjects count equally (no exceptions to cycles/electives, physical education, orchestra, band, or chorus)
4. No grade elevation for high level classes (in math)

### WHAT MUST I DO TO BE PROMOTED EACH YEAR?

1. Demonstrate progress in reading, mathematics and writing basic skills.
2. Show satisfactory progress in subject areas as determined by classroom teachers.
3. Maintain a good attendance record as defined by the Board of Education Attendance Policy.

Administrative reviews are held for those students who achieve less than satisfactory progress or have a record of poor attendance. These students may be required to attend Summer School or may be retained.

### POLICY CONCERNING GENERAL ATTENDANCE AND VACATIONS WHEN SCHOOL IS IN SESSION

Classroom participation is the most crucial ingredient of the total educational experience. We believe that absence from school for vacation purposes, other than the regularly scheduled holiday breaks, creates a serious interruption in the students’ educational experience. Therefore, parents are strongly urged to refrain from planning vacations when school is in session.

The Paramus Board of Education has adopted a policy which limits the number of absences that may be accumulated during the course of a year before a student loses credit. All students in grades K-8 are expected to attend school regularly. The following absences, if appropriately verified, will not be counted toward the established limit:

1. Death in the immediate family.
2. Observance of a religious holiday (state recognized).
3. School sponsored or approved event or activity.

In the event a child needs to be out of school because of extenuating circumstances, it is the District’s policy that all tests and homework must be made up. The individual teacher’s discretion will determine how much the absence from class will count in the final evaluation of the grade. In such cases, parents must notify teachers and administrators at least two weeks in advance of the projected absence. Remember, absences incurred due to vacations are subject to the above-mentioned policy.

## WHAT COURSES WILL I STUDY?

Students in grades 5-8 will study the following subjects: Language Arts Literacy, Mathematics, Science, Social Studies, Physical Education and Health, and World Language (Spanish for grads 5-7 and choice of Spanish, German, or Italian in grade 8). A cycle of the Exploratory Areas, each for one marking period, is required in grades 5-8: STEM and 21st Century Digital Skills. Additionally, students will take elective courses each for one marking period: Art and Music in grades 5 and 8; a choice of Art, Music, or Theater in grade 6; and a choice of Art, Music, Theater, and/or Dance in grade 7.

## MUSIC PROGRAM

Students have the unique opportunity to be a member of the East Brook Orchestra, Chorus and Band. By choosing one or more of these performing groups, you will be exposed to the sounds of the string, woodwind, brass or percussion instruments. Instrumental music lessons for all grade levels will be given once a week on a rotating schedule for those students enrolled in music programs.

## PHYSICAL EDUCATION

The Physical Education Department of East Brook welcomes you as a member of the student body. Physical education, along with your other subjects, will be an important part of your daily schedule. All students will be scheduled for a number of periods of physical education each week. State law requires that every student take physical education. **Note that any student excused from participating in physical education will not be permitted to participate in any related activity or intramural club during the time that the student is excused from physical education classes.**

### **PHYSICAL EDUCATION UNIFORM**

The Paramus Board of Education regulation makes it mandatory that all pupils must wear proper gym apparel. Appropriate physical education clothing shall be dark blue gym-type shorts, white or gray T-shirts, sneakers, and/or sweat suits. Students may not participate in street clothing. The PTA takes orders for proper gym clothes each September.

### **GYM EXCUSES**

If a student has a serious injury or sickness, a medical excuse from a doctor, which includes the amount of time to be excused, must be given to the physical education teacher. After the physical education teacher signs the note the student must then present the note to the nurse who will assign the student to the media center. The student must be cleared by the nurse in order to return to class.

An excuse for one or two days is permitted with a note from a parent/guardian. The note should be given to the physical education teacher, who will decide on an individual basis if the student should dress for class and be allowed limited participation.

### **GYM LOCKERS**

All students are responsible for the security of their own belongings in the locker rooms. Each student will be assigned a locker in the appropriate locker room. Students should supply a gym lock and make sure his/her locker is always properly locked. Lockers are not to be shared with anyone.

### **GYM REGULATIONS**

1. No street shoes are permitted on the gymnasium floors during or after school hours.
2. For safety reasons, no jewelry will be permitted in the gym class.
3. All gym clothing should be laundered weekly.
4. Any student excused or unprepared for gym class cannot participate in after school sports activities for that day.

\*Students are not to use any equipment in the gym without the permission of the teacher.

## GENERAL SCHOOL PROCEDURES

We have all learned that the success of anything accomplished by several people depends on cooperation. In order to make sure that we all know how to cooperate, certain rules must be stated. Some people think that rules take away their rights, but most know that rules allow us to enjoy equal rights. Our school rules have four main purposes:

1. To help students learn as much as possible.
2. To help make school more enjoyable.
3. To make sure that personal property and school property are shared and cared for.
4. To assist the school to operate more successfully.

Let us all become acquainted with these basic rules so that we will know what to expect of each other as we learn and grow at East Brook Middle School.

### WHAT SHOULD I DO BEFORE AND AFTER SCHOOL?

1. For reasons of student safety entering and leaving school, all students will enter and exit East Brook by using the only main entrance in the front of the building.
2. When you arrive in the morning, you should come into the commons area of the school. 5<sup>th</sup> graders should report to the cafeteria.
3. At 7:45 a.m., the first thing you should do is go to your locker, then report to your homeroom. If you have other things you would like to do, it will be best for you to ask your homeroom teacher.
4. **When school is dismissed at 2:30 p.m., you should not be in the building unless you are staying with a teacher, involved in a co-curricular or intramural activity, or you are in the SACC program.**

### WHAT SHOULD I DO IF I AM LATE TO SCHOOL OR TO CLASS?

School begins at 8:00 a.m. for all grades. Unless you are in your homeroom by that time, you are considered tardy. Should you be tardy:

1. If you arrive after 8:15 a.m., you must report to the office to get a late slip.
2. During the school day, if you should be late to class, your teacher will expect you to have a reasonable excuse. If you are tardy because one of your teachers dismissed you late, then he or she will give you a note. If you are late for any other reason, you will be asked by your teacher to make the time up after school.

### WHAT SHOULD I DO IF I AM ABSENT FROM SCHOOL?

The more school days you miss, the harder it becomes for you to be really successful. Therefore, you should miss school only when:

1. You are ill.
2. There has been a death in your family.
3. Other appropriate extenuating circumstances.

On morning of first day of absence your parent should call the school by 8:00 a.m. When returning from an absence, you should bring a note from home to your homeroom teacher explaining the reason for the absence. If you are absent, you are not permitted to attend or participate in any school activity held the day of your absence.

If the student is absent for two or more days, parents may request assignments from teachers by contacting the Team Leader in the morning. Assignments may be picked up after school from the Main Office.

### WHAT SHOULD I DO IF I HAVE TO LEAVE SCHOOL EARLY?

*If you must leave school early, then it is necessary for you to bring a note from home.* When you arrive at school in the morning, present your note to your homeroom teacher.

### WHAT SHOULD I DO IF I MUST LEAVE THE ROOM DURING CLASS?

1. Students are allowed in the halls without a student pass only during the exchange of classes. A student pass represents permission from a teacher for you to be out of the classroom to which you have been assigned. Each teacher will establish his or her own rules for the issuance of the student pass.
2. If you have a guidance slip or early dismissal slip, show the slip to your teacher when you enter class. If your teacher should neglect to dismiss you on time, raise your hand and remind him or her.
3. If you must leave the room because of health or personal reasons (restroom), raise your hand and ask permission. Getting a drink of water is not a reason to leave the room.

### WHEN MAY I LEAVE SCHOOL GROUNDS?

Except for those pupils who have special permission from the administration to go home for lunch, no pupil is to leave the school grounds from the time he or she arrives at school until dismissal.

Students desiring to go home for lunch must present a written request from their parent or guardian to the office before such permission will be granted. A parent or guardian must sign out students before leaving the building.

**If you are not directly engaged in an after-school activity or meeting with a teacher, you are expected to leave the building by 2:40 p.m. and the grounds by 2:45 p.m.**

### HOW WILL I KNOW IF SCHOOL IS CLOSED OR IF THERE IS A DELAYED OPENING?

In this event, there will be a Honeywell Instant Alert message sent to your phone. Please be sure you have enrolled in this system and you have all information updated. A taped message will be available by calling (201) 261-7800.

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## SCHOOL SERVICES

East Brook Middle School has been designed for you, the student, and for your needs. Many school services are provided so that you may receive any type of aid you need in developing and making the most of yourself. When you feel a need for a helping hand, consult this section.

Also, consult the Paramus School District website @ [www.paramus.k12.nj.us](http://www.paramus.k12.nj.us).

## **EQUAL ACCESS TO EDUCATIONAL PROGRAMS AND ACTIVITIES**

It is the policy of Paramus Public Schools not to discriminate in its education programs, activities, employment practices, or admission policies on the basis of race, color, national origin, sex, or handicap.

Inquiries regarding affirmative action and employment practices may be directed to the Assistant to the Superintendent for Personnel at (201) 261-7800, ext. 3005.

Inquiries regarding compliance with Title IX, affirmative action or educational practices may be directed to the Assistant Superintendent's office at (201) 261-7800, ext. 3040.

## **WHERE CAN I GO IF I NEED TO CALL HOME?**

*Office phones are needed for business purposes only, and lines are to be kept open for incoming calls.* However, should there be an emergency and you have to call home, you may ask to use the office phone.

## **WHAT SHOULD I DO IF I AM MOVING TO ANOTHER SCHOOL?**

A note will be necessary at least one day before you intend to leave East Brook Middle School. The note should be taken to the Guidance office where you will be given further instructions. You should let your homeroom teacher know that you are planning to withdraw.

## **WHAT SPECIAL RULES ARE THERE FOR VISITORS TO OUR SCHOOL?**

East Brook Middle School is always open to parents and guests. All visitors should report to the office before they go anywhere else in the building. Students are not to bring guests or invite outsiders to school. The practice of a student bringing a friend to sit in during classes will be permitted only with special permission by an administrator at least one day prior to visit. Parents wishing to talk to teachers, counselors, or other staff members should call the school or send a note to make an appointment before they arrive

## **WHO CAN HELP WITH A PERSONAL PROBLEM?**

At East Brook Middle School, the person closest to you is your homeroom teacher. You can approach him or her to help you with any personal problem you may have.

Our School Counselors, School Psychologist, Social Worker and Student Assistance Counselor are also available to assist the teacher with your problem and/or counsel you.

You should also feel free to come to the main office to speak with an administrator. We will always try our best to lend a hand or answer any questions or concerns.

## **REMEDIAL HELP, COUNSELING, ENRICHMENT**

Each teacher shall provide, at the earliest possible time that is mutually convenient to each the teacher and the student, remedial assistance, enrichment assistance and/or counseling upon request of such services. Parents or guardians may also initiate requests. Arrangements should be made in advance.

## **WHERE CAN I GO WHEN I AM NOT FEELING WELL?**

A student who needs help due to illness or accident may visit the clinic when it is necessary. Teachers will sign a student pass. The student then reports to the clinic and is seen by the school nurse. If a student cannot return to class, a parent or a person designated by the parent will be notified.

## **WHERE AND WHEN CAN I GET MATERIAL FOR REPORTS AND LESSONS?**

Our school media center provides an excellent variety of books, magazines, filmstrips, tapes, maps, pictures and other media for research and enjoyment. Students can also use our expanding computer technology. Several reference sources are available on CD-ROM and we have an electronic card catalog. The media specialist will be glad to help you answer a question or choose a good book to read.

The Media Center's hours are from 7:45 a.m. to 2:00 p.m., Tuesday – Friday. When the media specialist is at East Brook, it is open until 3:00 p.m. Tuesday – Thursday and on Friday until 2:30 p.m. Any student of East Brook Middle School may use the facilities of the media center before school begins in the morning, after school, or by permission from your teacher during the day. You will not need a pass to use the media center from 2:30 p.m. to 3:00 p.m. or when your whole class visits the library.

## **MEDIA CENTER**

1. Be reasonably quiet at all times. It is a place for work as well as pleasure.
2. Books may be borrowed for two weeks. Magazines may be borrowed overnight. No books are to be taken from the media center without being charged at the desk. The student is responsible for the cost of replacing A.V. material or library books, if lost.
3. Special reference books may be taken out overnight only. They must be returned before the first class period the following school day.

## **Logins for Online Resources**

### **World Book Online**

Username: eastbrook1  
Password: media

### **Gale Reference**

Username: eastbrook

### **Britannica Online**

Username: eastbrookms  
Password: eastbrookms

### **EBSCO**

Username: eastbrook  
Password: eastbrook

### **Follett eBooks**

Username: first name + last name  
Password: password

### **Culture Grams**

Username: eastbrookms  
Password: welcome

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## **STUDENT ACTIVITIES**

### ***Club Program***

A variety of clubs offers everyone an excellent opportunity to pursue interests outside the curriculum. The following activities will be sponsored by East Brook teachers for this year: Art, Backstage Support, Chefs, Chorus, Computer, Digital Photography, Digital TV/Video (EB News), Drama Workshop (Musical), Morning & Afternoon Intramurals, Jazz Ensemble, Math Counts, REACT, Ski Club, STEM, Student Council, String Ensemble, Student Newspaper, Wiffle Ball, and Yearbook. A description of our club program will be given to each of our incoming students and is also listed on our website.

### ***Intramural Program***

All students are encouraged to participate in the after-school intramural program. Under the guidance of the teaching staff, activities such as tennis, indoor soccer, floor hockey, basketball, and wiffle ball (in addition to other activities) are planned for both boys and girls. **These activities require the completion of a sports physical prior to student participation.**

### ***Student Council***

Our Student Council is elected by student vote to help in student affairs and make suggestions for the good of the school. The Student Council presents your views and your ideas to the school.

Each homeroom will select one representative to the Student Council. There are four officers elected each spring. The president is elected from the seventh grade, the vice-president from the sixth grade, the secretary from the seventh grade, and the treasurer from the fifth grade. The representatives you choose will represent your homeroom on all matters that concern you and will help make decisions which could affect you in school.

Remember, support your Council for it is your voice in helping to conduct school affairs. The Student Council is governed by a Constitution that is distributed to all incoming 5th grade students.

### **STUDENT COUNCIL 2019-2020**

- President - Ian Park
- Vice-President - Nicolas Serrano
- Secretary - Thomas Schoonhen
- Treasurer - Andrew Santos

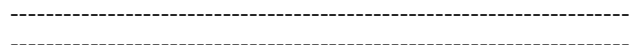


### **GENERAL POINTS OF INFORMATION**

\*Racks are provided for students riding bicycles to school. Bicycles must be kept in the racks provided and should not be ridden on the grounds except to and from school. Students are expected to provide their own lock, as the school assumes no responsibility for bicycles ridden to school. No motorbikes are permitted. Students who ride bicycles to and from school must wear a helmet – state law!

\*Since most activities meet after school, **late buses** will be available for assigned bus students who stay for extra help or one of the co-curricular activities. Late buses leave at 3:30 p.m., Monday through Friday, on a Board approved bus route, which is posted in the main entry area.

\*Each student will be assigned a **locker** in which to keep his/her books and outer clothing. This locker should contain only those items that are essential to school use. Lockers are school property and used free of charge by the students. They are to be used until the end of the school year and are to be kept in the same condition as when they were assigned. Periodic inspections will be made by the homeroom teacher or an administrator to ensure that they are kept neat and orderly. Students will be assigned a combination for the locker – **DO NOT share this combination with anyone.**



### **EXPECTATIONS OF STUDENT BEHAVIOR**

Positive student commitment and behavior are essential to effective learning. By observing the expectations shown below, each of you can contribute to a school environment that will be highly successful for you. We expect you to be respectful in your language and actions.

### **DEMONSTRATE RESPECT FOR PEOPLE AND PROPERTY**

1. Be honest, courteous and respectful.
2. Respect the property of others.
3. Be understanding of others' religious beliefs and cultural differences.
4. Settle differences peacefully.
5. Display good sportsmanship.
6. Assist in maintenance and cleanliness of school facilities and property.
7. Relational aggression will not be tolerated from students. Relational aggression is defined as harming or threatening to harm relationships by removing the feeling of acceptance, friendships, or group inclusion.

### **TAKE RESPONSIBILITY FOR YOUR BEHAVIOR AND LEARNING**

1. Complete all assignments and in-class work.
2. Study for tests.
3. Accept constructive criticism.
4. Accept the consequences of your actions.

### **GUIDANCE PROGRAM**

East Brook has two school counselors: 5<sup>th</sup> grade – Dana Folcarelli; 6<sup>th</sup> grade – Christopher Nutland; 7<sup>th</sup> grade – Dana Folcarelli; 8<sup>th</sup> grade – Christopher Nutland; and a Student Assistance Counselor – Amanda Alicastro. The school counselors work closely with teachers and members of the Child Study Team to provide counseling services for students. A list of community-based health and social services are available upon request in the Guidance Office.

### **MEET UNIQUE REQUIREMENTS OF EACH CLASS**

1. Participate actively in class activities and learning experiences.
2. Observe class rules and procedures.
3. Come to each class with materials, clothing, etc. necessary for successful participation.
4. Observe safety rules for procedures and handling equipment.

### **COMMUNICATE REGULARLY WITH YOUR PARENTS AND WITH SCHOOL PERSONNEL**

1. Work with parents and teachers to outline educational goals for the year.
2. Discuss learning/progress with parents and school personnel.
3. Transmit information to parents and return responses to the school when requested.
4. Know whom to involve/seek help from when a problem occurs.

### **STUDENT SUSPENSION**

Students should be familiar with East Brook's Code of Conduct (page 15) and realize that certain infractions will lead to a school suspension. In all cases of suspension, a parent will be notified. Any student suspended is not allowed to be on school property or attend any school-sponsored activity by the Paramus Public Schools for the length of suspension. A parent may formally appeal a suspension first to the Principal. If not resolved at this level, the parent may appeal the decision to the Superintendent of Schools.

Students may be disciplined or suspended for behavior occurring off school grounds, including, but not limited to, behavior on a school bus or at a school-sponsored activity. This will occur when necessary for a student's or other's safety, security, and well-being or when the conduct materially and substantially interferes with the operation of the school.

## **BOARD OF EDUCATION POLICY**

The Paramus Board of Education is dedicated to providing a healthy, safe, and productive environment for staff, students and citizens.

In compliance with state law and its policy, the Board, therefore, prohibits smoking in all school district buildings & grounds 24 hours a day, seven days a week. Students are not permitted to smoke on the way to and from school, on school property or at any school activity. Students are prohibited from having cigarettes on school property.

In addition, the Board policy establishes that the possession, handling and/or transmission of a weapon or dangerous instrument by students while in school, at school sponsored events, and en route to and from school are expressly forbidden.

It is the policy of the Paramus Board of Education to maintain a learning environment that is free from intimidation, bullying and harassment, including sexual harassment. **Please check the district website for the most updated information about New Jersey's Laws for Harassment, Intimidation, and Bullying (HIB).**

It shall be a violation of this policy for any member of the Paramus Public School staff or student body to harass another person through conduct or communication as defined in the Board Policy #5131.2. Any harassment based on race, sex, ethnicity, national origin, or sexual orientation is strictly prohibited.

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## **GUIDELINES FOR EXPECTED BEHAVIOR IN SPECIFIC SITUATIONS/AREAS OF THE SCHOOL**

**Gum chewing is prohibited in all areas of the school.**

### **ASSEMBLIES**

At assemblies it is necessary for you to:

1. Avoid talking, making loud noises, whistling and yelling during performances.
2. Clap at appropriate times.
3. Be attentive at all times and respect the person or group performing.
4. Enter and leave the auditorium in an orderly fashion.

### **BACKPACKS, PORTABLE ELECTRONIC DEVICES, LASER POINTERS, CELL PHONES, ETC.**

For students' health and safety reasons the wearing or carrying of backpacks during school is prohibited. No portable electronic devices are allowed at East Brook, including cell phones, video cameras, E-Readers, Ipads/tablets, MP3 players, cameras, etc. Use of portable electronic devices may be granted by a teacher during specified class times but must be returned to the students' locker immediately after use. Laser pointers are not permitted in school.

Cell phones are disruptive to the school and classroom environment and are not permitted in school. Cell phones may not be turned ON while in the school and they may NOT be visible to others in the school. **Phones will be confiscated by any staff member and turned into the Assistant Principal. The phone will only be returned to the student's parents. In case of a second offense, students will additionally receive detention.**

## **BOOKS AND OTHER SCHOOL PROPERTY**

The Paramus Board of Education will provide you with textbooks and calculators. You are responsible for taking care of the items assigned to you. If your books or calculators are damaged or lost, a fine will be imposed.

1. Check numbered books issued to you for damage and report such damage to your teacher.
2. Keep textbooks covered at all times.
3. Write your name and homeroom number on the inside cover.
4. Handle books in such a manner that they will not be torn or otherwise damaged.
5. Return only the numbered book issued to you. Fines are collected from those who have damaged or lost their textbooks. The classroom teacher will inform students of the cost of any lost or damaged books.

## **BUSES**

Those students who are eligible for transportation will be notified by the Board of Education. Only those students assigned to a specific bus number may ride the buses to and from school, including late buses. Due to insurance reasons no other students will be permitted to ride the buses. This includes students going to a friend's house after school. There are after school buses at 3:30pm for eligible bus riders who stay with a teacher or for a school-sponsored activity. For the safety and welfare of yourself and others, it is necessary for you to:

1. Be on time and not miss your bus.
2. Enter the bus in the proper manner.
3. Remain seated while bus is in motion.
4. Avoid shouting or singing or distracting the driver in any way.
5. Know the location and operation of emergency equipment carried on each bus.
6. Keep your head, arms, and hands inside the bus at all times.

Please be advised that appropriate student behavior also applies on buses. Students will face consequences as listed in the Code of Conduct and subject to removal from the bus if inappropriate conduct occurs.

Video and/or audio monitoring devices are used on school owned and contracted vehicles and may be monitored at any time.

## **CLASSROOMS**

In classrooms it is necessary for you to:

1. Enter and take your seat quietly.
2. Have all materials such as notebooks, textbooks, pencils and pens readily available.
3. Take care of the desk assigned to you.
4. No chewing gum in the building.
5. Respect the property of others.
6. Avoid distracting others by whispering, moving desks, etc. while class is in session.
7. Remain in your seat unless you have permission to move.
8. Wait for the teacher to dismiss you at the end of the class period.
9. Lateness to class will result in a teacher assigning after school detention.

## CAFETERIA

In the cafeteria you are expected to observe these regulations:

1. Enter the cafeteria only as directed by your teacher. Immediately upon entering, you are to get on line if you wish to purchase food or drink.
2. Avoid running and shoving.
3. Reserving or saving chairs or spaces at tables for friends is prohibited.
4. Moving chairs to other tables is prohibited.
5. Students are prohibited from taking food from the cafeteria.
6. All trash and food scraps are to be placed in the trash cans available for that purpose.
7. All recyclable items should be placed in designated containers.
8. All tables must be left clean and you are to replace your chair in an orderly manner.
9. When students complete their lunches, they may socialize in the cafeteria, student commons, gym (on inside days) or participate in outside activities. Students may leave the cafeteria during their lunch period only when dismissed by an adult.
10. Students are responsible for returning immediately to their assigned classrooms at the end of their scheduled lunch period. If late, students will receive a teacher detention after school.

## FIRE DRILLS

Required by law at regular intervals, drills are an important safety precaution. When the signal sounds, it is necessary for you to:

1. Close windows/doors and turn off the lights.
2. Form a single line with your classmates as you leave the room.
3. Students nearest to the door should exit first.
4. Walk quickly in an orderly line, but do not run and avoid crowding or pushing.
5. Move quickly and orderly to the next available exit should your assigned exit be blocked.
6. Walk out quietly, standing far enough away from the building to ensure safety. Remain silent so that any instructions can be easily heard and your teacher can check the roll.
7. Walk silently back into the building at the end of the drill.

## HALLS

In the halls, it is necessary for you to **ALWAYS WALK** and:

1. Walk quietly while classes are in session.
2. Keep from crowding or pushing.
3. Keep the halls clean and free from paper.
4. Do not walk three or four abreast.
5. Keep to the right of the hall.

## LOCKERS

When using your lockers, it is necessary for you to:

1. Go to your locker at the appointed times only:
  - a. In the morning before homeroom.
  - b. On the way to or from lunch.
  - c. After the last period of the day.
2. Store items in the locker in such a way as to allow easy opening and closing of the locker.
3. Use only the locker assigned to you.
4. Avoid pasting pictures or other objects anywhere on the locker.
5. Keep your locker combination confidential. Other students should not place books or other items in the locker assigned to you. Students' lockers may be inspected periodically by the principal or the vice-principal during the school year.

## PERSONAL APPEARANCE - DRESS CODE

The Board of Education of Paramus strongly believes that student dress and grooming must be appropriate for the educational setting. Consequently, standards of dress and grooming for the Public Schools of Paramus must protect the health and safety of students and must avoid those extremes which tend to disrupt a school or to interfere with the orderly conduct of school business. In keeping with this policy, the following is applicable:

1. Hats, coats, or jackets designed for outside wear are considered inappropriate for inside wear. Students will be requested to remove such garments and place them in their locker.
  - Garments that contribute to undue or unnecessary exposure of a student or are excessively short are considered inappropriate for school wear.
  - Shorts & skirts of reasonable length are defined as "not less than fingertip length when arms are down at one's side".
2. Tank-top straps must be three-finger-width (NO "spaghetti straps").
3. Any clothing that displays offensive language or reference to drug/alcohol use is prohibited in school.
4. Shoes or appropriate footwear are to be worn at all times. Flip-flops are discouraged.

**\*\*If a student is not dressed appropriately, alternate clothing must be worn, or a parent will be called to bring other clothing or to take the student home to change. East Brook believes that school and home must work together to help our students reach their personal potential. This includes abiding by the district expectation for student dress.**

## RESTROOMS

In the restrooms, it is necessary for you to:

1. Be reasonably quiet and orderly.
2. Stay as short a time as necessary.
3. Put towels, trash, etc., into the trashcans.
4. Observe all the rules of cleanliness.

## SPECIAL EVENTS

1. School rules are in effect at all school functions, trips, and special events.
2. Students exhibiting poor behavior in school will lose the privilege of attending school functions and special events, such as Fantastic Fridays and school sponsored trips.
3. Students must be in attendance at school during the day to participate in a school-related function held after school or at night.
4. Cellular devices are not needed during a special event. In case of an emergency, consult an adult to contact a parent.



## East Brook Middle School – Code of Conduct

INFRACTION	CONSEQUENCES
<b>1. Class Cutting</b> A. 1 <sup>st</sup> Offense B. 2 <sup>nd</sup> Offense C. Subsequent offenses	A. Parent contact & detention for each cut. B. Parent conference & detention. C. In-school suspension & parent conference or out-of-school suspension.
<b>2. Truancy from School</b> A. 1 <sup>st</sup> offense B. 2 <sup>nd</sup> offense C. Subsequent offenses	A. Parent conference & detention for 1 week. B. Parent conference & in-school suspension. C. Out-of-school suspension & parent conference.
<b>3. Smoking or Possession of Tobacco/Vapes/E-Cigarettes</b> A. 1 <sup>st</sup> offense B. Subsequent offenses	A. Parent contact & in-school suspension. B. Out of school suspension & parent conference.
<b>4. Use or Possession of Illegal Drugs and/or Alcohol</b>	Out-of-school suspension for a minimum of three days & will return only after a parent conference. The police will be notified.
<b>5. Theft</b>	Out-of-school suspension & parent conference. The police will be notified.
<b>6. Vandalism</b>	Student and/or parent will be held responsible for the cost of the vandalism and may be suspended from school, depending upon the incident.
<b>7. Fighting</b>	Student will be assigned two or more detentions or may be suspended from school, depending on the circumstances of the incident.
<b>8. Tardiness:</b> A. To Homeroom/School B. To Class	A. After 10 days late to Homeroom (and every 5th thereafter) - a letter will be sent home and detention assigned. Repeated infractions parent conference and/or after-school detention. B. After 3 times late to class, teachers may assign an after-school detention.
<b>9. Public Displays of Affection</b>	Discussion with the Vice-Principal and School Counselor. Possible parent contact and detention(s) or suspension.
<b>10. Intimidation/Bullying/ Harassment/Sexual Harassment</b>	Harassment is threatening, intimidating, tormenting, annoying, and teasing. Relational aggression is defined as harming or threatening to harm relationships by removing the feeling of acceptance, friendships, or group inclusion. Sexual harassment is defined as unwanted and unwelcome sexual advances, requests, or demands for sexual favors, and/or other inappropriate verbal or physical conduct. Consequence – parent conference and/or detention(s), and/or suspension. If applicable with sexual harassment - referral to Affirmative Action Officer. <b>See district website for most up-to-date HIB Law.</b>
<b>11. Disrespect Toward Authority</b> A. 1 <sup>st</sup> offense B. 2 <sup>nd</sup> offense C. Subsequent infractions	A. School detention/suspension assigned depending on the circumstances of the incident & parent notified. B. In-school suspension AND parent conference. C. In-school or out-of-school suspension.
<b>12. Misuse of Computers</b> A. Removing or disabling any part and/or component of a workstation (mouse, keyboard, speakers, etc.) B. Violating the computer usage agreement or the privacy of another user. C. Storing improper files or altering applications.	Detention with parental contact and compensation for damage. Subsequent offenses: out-of-school suspension and possible loss of computer privileges.
<b>13. Cellular Phone</b> A. 1 <sup>st</sup> offense B. Subsequent offenses	Cell phones are to be off and away during the school day. A. Phone confiscated, brought to the vice principal and parents will need to pick the phone up. B. Parental pick up and general detention assigned.
<b>14. Academic Dishonesty</b> A. 1 <sup>st</sup> offense B. 2 <sup>nd</sup> offense C. Subsequent offenses	Each offense is entered in the data base kept in the vice principal's office. A. Parent contact by the teacher, zero for the assignment (all parties if more than one involved) B. Parent conference, zero for the assignment (all parties if more than one involved) C. Parent conference, zero for the assignment (all parties if more than one involved), and removal from all school leadership positions.
<b>15. Student Dress</b>	If a student is not dressed appropriately for school: The student may be asked to change if they have other clothes. If no other clothes are available a parent will be called to bring other clothing or to take the student home. Repeated offenses will result in detention
<b>16. Weapons</b> A. Bringing a weapon/look-alike weapon to school or B. Possessing a weapon/look-alike weapon in school or on school grounds including buses	Everyone has a right to feel safe at East Brook Middle School. To that end and consistent with NJ State law, possession of any kind of weapon or look-alike weapon on the East Brook school grounds is strictly prohibited.  Violation of this prohibition will result in an extended out-of-school suspension from school, involvement with the police departments and referral to the Superintendent of Schools for further review.