# Kingsway Regional Middle School

# Survival Guide for Parents/Guardians and Students



203 KINGS HIGHWAY WOOLWICH TWP., NJ 08085 (856) 467-3300 www.krsd.org

#### **WELCOME**

The administration and staff welcome you and your family to what we know will be an exciting and rewarding school experience. In these middle school years, students will need to assume a much greater share of the responsibility for their decisions and actions, and we look forward to seeing them grow and mature.

The goal for Kingsway Regional Middle School is for each student to achieve his/her greatest potential. To reach this goal, there must be a cooperative effort on the part of the students, teachers, administrators, parents/guardians, and community. We appreciate your partnership in this venture and assure you that the results will be well worth the effort.

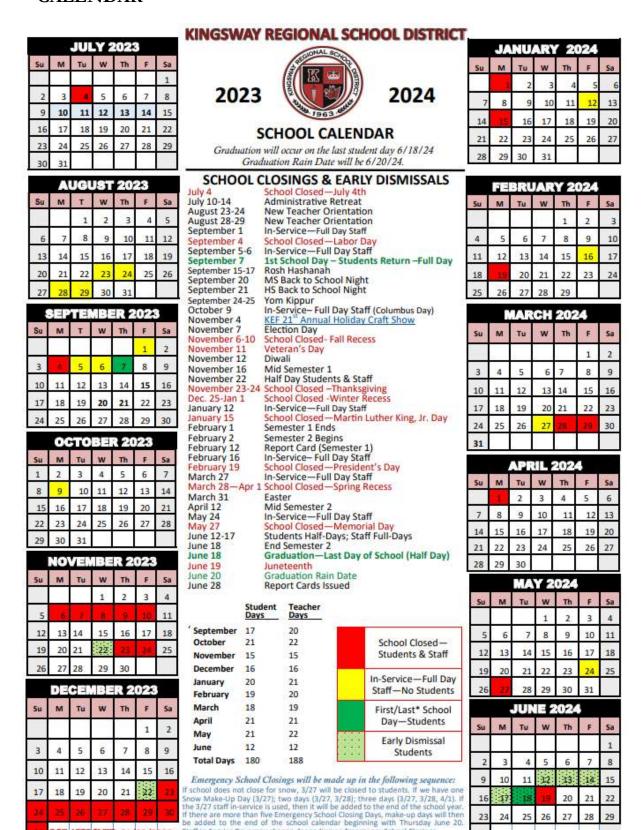
The following information is intended to answer many of your initial questions about Kingsway Regional Middle School. The middle school website is another valuable resource for both parents/guardians and students. We hope to ease the transition to middle school by becoming familiar with Kingsway Regional Middle School's procedures and best practices.

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#### **CALENDAR**

BOE APPROVED 01/05/2023



Staff in-Service Days may change depending on Emergency School Closings.

### **SEMESTERS**

The academic calendar is divided into two semesters. The timeline for each semester is listed below.

Semester 1:	September 7 – February 1	Mid-Mark:	November 16
Semester 2:	February 2 – June 18	Mid-Mark:	April 12

## **BELL SCHEDULE**

Period	Period Time	
Student Arrival/HR	7:40-8:00 (20 minutes)	
1	8:00-8:50 (50 minutes)	5 minutes
2	8:55-9:37 (42 minutes)	4 minutes
3	9:41-10:23 (42 minutes)	4 minutes
4	10:27-10:49 Lunch A (22 minutes)	3 minutes
5	10:52-11:09 (17 minutes)	3 minutes
6	11:1211:34 Lunch B (22 minutes)	3 minutes
7	11:37-11:54 (17 minutes)	3 minutes
8	11:57-12:19 Lunch C (22 minutes)	3 minutes
9	12:22-12;39 (17 minutes)	3 minutes
10	12:42-1:04 Lunch D (22 minutes)	4 minutes
11	1:08-1:50 (42 minutes)	4 minutes
12	1:54-2:38 (44 minutes)	

## **PHONE NUMBERS** (856) 467-3300**/EMAILS**

Title	Name	Ext.	Email
Attendance	Ms. Michelle Gray	3049	graym@krsd.us
Assistant Principal Secretary	Mrs. Dina Fanelle	3042	fanelled@ksd.us
Assistant Principal (Grade 7)	Mr. Ed Dubbs	3042	dubbse@krsd.us
Assistant Principal (Grade 8)	TBD	3042	
Principal Secretary	Mrs. Michele Tirado	3006	tiradom@krsd.us
Principal	Mr. Brian Tonelli	3006	tonellib@krsd.us
Counselor/CST Secretary	Mrs. Terri Walsh	3095	walsht@krsd.us
Counselor/CST Secretary	Mrs. Jennifer Early	3043	earlyj@krsd.us
School Counselor (Grade 7)	Mrs. Antoinette Henry	3024	henrya@krsd.us
School Counselor (Grade 8)	Mrs. Theresa Kupsey	3044	kupseyt@krsd.us
District Wellness Counselor	Mr. Ray Philipp, Jr.	3011	philippr@krsd.us
CST/School Psychologist	Mrs. Danielle Baney	3046	baneyd@krsd.us
CST/Learning Disabilities Consultant	Mrs. Laura Campbell	3071	campbelll@krsd.us
CST/Speech Therapist	Mrs. Morgan Moore	3094	moorem@krsd.us
CST/Social Worker	Mrs. Tiffany Scurry	4318	scurryt@krsd.us
Nurse	Mrs. Kate Richards	3021	richardsk@krsd.us
Nurse	Mrs. Megan Anastasia	3023	anastasiam@krsd.us
Transportation	Mr. Michael Schneck	4241	schneckm@krsd.us

#### **EXPECTATIONS**

# Please respect the following procedures:

- 1. Be in class and on time every day.
- 2. Stay alert and prepared for each class.
- 3. Record all short and long-term assignments in your agenda book.
- 4. Follow Kingsway's dress code and code of conduct.
- 5. Save your food and drink for lunch in the cafeteria.
- 6. Remember to turn off your cell phone and leave it in your locker.
- 7. Travel to the lavatory and all other destinations with a signed pass/agenda book.
- 8. Respect adults and the students alike in addition to the building and environment around you.

#### Disciplinary actions may include:

- Warning
- Parent Phone Call
- Lunch Detention
- Administrative Detention
- Extended School Day
- Out of School Suspension

#### COMMUNICATION

Kingsway Regional Middle School prides itself in welcoming parent participation and involvement. Please see below for a variety of resources that support communication between home and school.

#### Parent-Teacher Protocol

To ensure the success of our students, we recommend that the following chain be followed when a question or concern arises:

- Student/teacher communication
- Teacher
- Team Leader
- School Counselor
- Assistant Principal
- Principal

#### Electronic Grade Book (Genesis & Schoology)

Access a student's grades at any time. A username and password, which will be mailed home during the summer, are required to gain access to the system.

#### District Website (www.krsd.org)

Click on the Middle School link to learn more about the following: teams & departments; clubs & activities; the monthly lunch menu; and upcoming events.

#### **TEAMS**

The goal of teaming is to provide a more personalized learning experience for students. Teaming allows teachers to discuss the students they have in common and helps in the transition from elementary school to middle school.

#### Teaming Facts

- Each team has approximately 115 students.
- Each team is assigned a team leader.
- The team has a common prep period used to schedule parent/guardian conferences, meet with individual students, develop action plans for students, tailor instruction to fit the needs of students and plan team events.
- Students are randomly assigned to a team.
- Each team is heterogeneously grouped, and each team teaches the same curriculum for each subject.
- Teachers may be assigned to different teams and/or grade level from year to year.
- Requests for teams or teachers are not honored.

#### **GRADING**

Kingsway Regional School District utilizes a 10-point grading scale. Each course further utilizes assigned categories and weights as shown below.

Letter Grade	Numerical Grade
A	90-100
В	80-89
С	70-79
D	60-69
F	59 and below

Primary Assessment	Weight - 40%	Purpose: Summative assessments to evaluate mastery/comprehension	
Secondary Assessment	Weight - 40%	Purpose: Ongoing or formative assessments to guide instruction	
Supportive Assessment	Weight – 20%	Purpose: To reinforce and facilitate comprehension	

#### **SCHOOLOGY**

Kingsway Regional School District adopted Schoology as its Learning Management System (LMS) to support students' learning and to streamline student, parent, and faculty interactions in an all-in-one virtual environment.

#### Through Schoology:

- Faculty can deliver class materials, assessments, feedback, grades, and other support services to students in one "digital ecosystem".
- Students can submit assignments digitally, review individual assignment feedback, track grades (rather than going to PowerSchool), participate in interactive discussions, receive announcements and feedback, write blogs, and more.
- Parents can view their children's activity, check grades, and communicate with teachers all within the Schoology platform.

For more information, please view the Schoology webpage <a href="https://www.krsd.org/Page/1769">https://www.krsd.org/Page/1769</a>.

#### TECHNOLOGY

To enrich the overall learning experience and provide the students of the Kingsway Regional School District with the tools they need to be successful, the district purchased Chromebooks for each of our students.

#### **Student Expectations:**

- All seventh and eighth grade students will receive a Chromebook on the first day of school (given the parent/guardian has completed the 1:1 Technology Use Agreement online through the registration process).
- Students are required to obtain a Chromebook.
- Students are required to bring their school-issued Chromebooks to school each day charged.
- Students are expected to use the Chromebook appropriately and for school-related assignments.
- Students are expected to review "The Acceptable Use Guidelines" on pages 3-10 in the Technology Student Handbook.
- Students are expected to use the carrying case for the Chromebook, charge their device each night, and take care of the device.

#### What will the students be provided with?

- Chromebook
- Protective bag for the Chromebook
- Charger
- On-going technology support from the KRSD Technology Team

For more information, please view the Technology webpage <a href="https://www.krsd.org/domain/124">https://www.krsd.org/domain/124</a>.

#### **SCHEDULES**

Students will receive their schedules on the first day of school. Over the summer, every effort is made to properly schedule students into core classes. Elective requests are considered, and every effort is made to ensure students receive at least one of their top choices. In some situations, we are not able to accommodate first choices. At that point, alternate choices are used.

All schedule change requests must be submitted in writing to the school counselors in the middle school. For a schedule change to take effect before school begins, the request should be made before August 25, 2023. The deadline for making schedule change requests is September 20, 2023. After this time, changes will only be considered due to clerical error or misplacement.

#### **ATTENDANCE**

Students who exceed 8 unexcused absences will not be able to participate in after-school activities/clubs and attend school trips. Additionally, students who exceed 8 unexcused absences for a high school credited course (Algebra I, Geometry, Spanish A/B, French A/B, and Italian A/B), will lose credit for that course. If a student must be absent, we ask that you submit appropriate documentation promptly to ensure the absence is excused. Examples of excused absences are student illness, death in the immediate family, medical/dental examinations, and religious holidays. Please note: vacations are not excused absences.

Reporting an absence in the middle school: call (856) 467-3300, press 2 (please leave a message: your name, child's name, grade level, and reason for absence). An outbound voice message will be sent to all absent students. Please disregard if you have reported your child absent. If you have any questions, contact Ms. Michelle Gray, attendance secretary, at 856-467-3300 ext. 3049.

For more information, please view the Attendance webpage <a href="https://www.krsd.org/Page/956">https://www.krsd.org/Page/956</a>.

#### TRANSPORTATION

Every student is assigned a bus route. You will receive your child's bus pass with a pick-up/drop-off time and location in the summer mailing (late August). Your child must arrive at his/her bus stop 10 minutes before pick-up time each morning; the bus is unable to wait. In the afternoon, all buses are parked on the outer perimeter of the school. It is your child's responsibility to know where his/her bus is parked. We will assist if issues arise. Also, a parent/guardian picking up should arrive no later than 2:38 p.m.

If your child participates in an after-school activity, there will be a 4:15 p.m. bus, which can be found in front of the school. The activity bus runs Tuesday through Thursday. Please keep in mind that the activity bus may not drop-off at the same bus stop. These routes are created each day depending on the number of students on the bus. The parent/guardian picking up must be at the school no later than 4:10 p.m. Students will be put on the late bus ensuring a safe ride home if a parent/guardian is not present when the buses depart.

For more information, please view the Transportation webpage <a href="https://www.krsd.org/transportation">https://www.krsd.org/transportation</a>.

#### **CAFETERIA**

Each student is assigned to eat during a specific lunch period. Lunch periods are 23 minutes in length. The cafeteria is equipped with a debit system (<a href="www.myschoolbucks.com">www.myschoolbucks.com</a>), allowing students to keep money on a lunch account. A student can choose to pay for his or her lunch by utilizing one of the following three methods: student ID card, five-digit ID number, or cash payment. If you have any questions, contact Ms. Holly Haynes, director of food services, at 856-467-3300 ext. 4227.

For more information, please view the Food Services webpage <a href="https://www.krsd.org/Page/269">https://www.krsd.org/Page/269</a>.

#### PHYSICAL EDUCATION

Students are required to dress in a physical education uniform for class each day. Physical Education uniforms will be available for purchase at designated times throughout the summer. Dates, order forms, and prices will be forwarded via email and posted on the website. Uniforms will also be available for purchase the first week of school during physical education class. Throughout the school year, students can purchase uniforms with their PE/HE teacher.

#### **LOCKERS**

Each student is assigned a locker at the start of the school year. The locker is equipped with a combination lock.

#### **SUPPLIES**

☐ (2) 2" Binders (AM/PM)	☐ 2 Dry Erase Markers
☐ 3 pk. Loose Leaf Paper	☐ 2 pk. Glue Sticks
☐ (2) Dividers	☐ Composition Book
☐ 1 pk. Pens	☐ (2) Pocket Folder w/holes
☐ 2 pk. Pencils	☐ Earbuds / Headphones
☐ 2 pk. Index Cards	☐ 7 <sup>th</sup> - 4 Function Calculator; 8 <sup>th</sup> - TI30XIIS
☐ Colored Pencils	Calculator
☐ 5 Colored Highlighters (variety pack)	☐ Box of Tissues
☐ 3 pk. Post-it Notes	

This list is a general supply list. Individual teachers may request extra items for specific classes. An elective course supply list will be made available on the first day of school.

#### **DRESS CODE**

While we believe that the primary responsibility for a student's attire resides with the student and his or her parent(s)/guardian(s), the school will assume the responsibility to establish and enforce a dress code that...

- ...does not interfere with the health or safety of any student.
- ...does not contribute to a hostile or intimidating school environment.
- ...respects the district's intent to sustain a community that is inclusive of diversity.
- ... affords students opportunities for responsible decision-making.

The items below adhere to our district's dress code philosophy and are allowable:

- Pants/jeans or the equivalent are worn at the hips or higher.
- Pants/jeans or the equivalent cannot be any shorter than fist length.
- Shirts that cover the front, back, and sides (i.e. tank tops, including spaghetti straps, off-the-shoulder shirts, and halter tops are permitted);
- Religious headwear and/or headwear that is worn for purposes for which the administration has provided advanced approval.
- School approved athletic uniforms.

The items below do not adhere to our District's dress code philosophy and are not allowable:

- Clothing or accessories with offensive, distasteful or suggestive images or language. (i.e. profanity/vulgarity or disrespectful or erotic language/images).
- Clothing or accessories that denote, suggest, display, or reference alcohol, drugs, or related paraphernalia, weapons, or other illegal conduct or activities.
- Clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Excessively ripped or revealing clothing, that exposes a disproportionate amount of skin (i.e. rips in pants cannot be above fist length).
- Shorts, skirts, dresses that are above fist length.
- Pants/jeans or the equivalent worn below the hips.

- Tube tops, midriff-baring shirts, and crop tops.
- Sunglasses (unless prescribed by a doctor)
- Accessories that could be considered dangerous or could be used as a weapon.
- Pajamas or pajama pants, slippers, robes, blankets, and pillows.
- Outerwear & head coverings (heavy jackets, overcoats, rain gear, gloves, hoods, hats, baseball caps, bandanas).
- Costumes, capes, banners and/or flags.

Clothing and make-up that has the potential to disrupt the learning process will not be tolerated. If based on the judgment of the administration a student is found in violation of this policy, the student will be required to change and will be subject to the discipline code.

#### **BULLYING POLICY**

Kingsway Regional Middle School has zero tolerance for bullies. Bullying behaviors include written, verbal or physical acts, including gestures and electronic communications (texting and all social networking sites), that insult or demean another student, interfere with the educational environment of another student, or severely cause physical or emotional harm to the student. The act may occur one time (if severe enough) or through a series of incidents. The first offense for harassment, bullying, or intimidation of another student results in a suspension.

Kingsway depends on its students to help the school environment remain bully-free. If students know of a bullying situation, they need to report it to a teacher, school counselor, or administrator so that the problem can be fixed. This is done confidentially so no one will know who told. Kingsway Regional Middle School is a great place to be, and we must all do our part to keep it that way!

#### SOCIAL NETWORKING SITES

Social networking sites such as Snapchat and Instagram are a good way to communicate with friends if used responsibly. Because of the anti-bullying laws in the state of New Jersey, schools may discipline students for inappropriate comments made on social networking sites even if they are made outside of school. If your child uses these sites, be sure they understand to post comments that do not offend, threaten, harass or intimidate others. In addition, students are not to use such sites to spread gossip or rumors about other students. Any student engaging in inappropriate behavior will be disciplined according to the discipline code outlined in the student/parent handbook.

#### RENAISSANCE PROGRAM

Kingsway Regional Middle School is a proud Renaissance School. Partnering with local businesses, the community, and parents, this incentive program recognizes students for their hard work and effort in a variety of ways. The program highlights and rewards students in the following areas: academics, behavior, attendance, community service, and after-school participation. A celebration occurs each marking period once students qualify for the program; additionally, once students become members of the program, students are awarded their Renaissance card to use in the community.

Gold	Silver	Bronze
Requirements: - All As - Max of four unexcused absences - Max of two missed supportive assessments - No discipline referrals - Submit application by announced deadline with 10 participation hours	Requirements:  · All As and Bs  · Max of four unexcused absences  · Max of four missed supportive assessments  · No discipline referrals  · Submit application by announced deadline with 10 participation hours	Requirements:  · All As, Bs, and Cs (up to 73)  · Max of four unexcused absences  · Max of six missed supportive assessments  · No discipline referrals  · Submit application by announced deadline with 10 participation hours
Rewards:  Access to an end of semester Mega-Raffle  Access to Field Trip  Cell phone privileges at lunch every Friday or the last day of the school week  Free snack on the last Tuesday/Friday of every month  One QUIZ exemption  Two HOMEWORK exemptions  3 raffle tickets  Free pass to dances, the Semi Formal, Talent Show, high school sporting events, etc.  Exclusive discounts\freebies at local businesses	Rewards:	Rewards:

Triple G's (Get Good Grades) is an extension of the Renaissance Program. Students are eligible to participate in the Triple G Program after receiving a D or F on their report card. Qualification for Triple G's rewards/incentives requires students to bring up one or two class grades one level without going down a grade in any other subject.

For more information, please view the Renaissance Program webpage <a href="https://www.krsd.org/domain/279">https://www.krsd.org/domain/279</a>.

#### **AFTER-SCHOOL SPORTS, CLUBS & ACTIVITIES**

Kingsway Regional Middle School offers a host of after-school clubs and wellness activities. We strongly encourage your child to get involved and make the most of his/her middle school experience. According to District Policy <u>5536</u> regarding random drug testing, to attend KRMS after-school clubs and wellness activities, parents must provide consent to participate in our random testing for alcohol and other drug use program.

#### How to Sign Up for Clubs/Wellness Activities

- Locate the list of clubs/activities at <a href="https://www.krsd.org/domain/507">https://www.krsd.org/domain/507</a>
- Log into Schoology. Locate the "Groups" tab, click "My Groups", and click the option to "Join Group".
- Enter the appropriate club or activity code to join.
- Sign-up for the club/activity on a Google Form after being notified by the advisor. Only students who joined the Schoology group will be invited to sign up to stay after school.

			T
	Art Club		Basketball
	Reading Club		Flag Football
	Book & Movie Club		Floor Hockey
	Business Club		Indoor Soccer
(0	Circle of Friends	S	Lacrosse
l &	Community Service	1 3	Soccer
≔	Crafting Club	Clubs	Tennis
Wellness Activities	Cultures Club		Ultimate Kickball
ਜ਼	Debate Club		Volleyball
ĕ	STEM Club		Walking Club
S	Fitness Club		Wiffle Ball
l S	Game Club		Yoga
	Garden Club		
	KRMS News		Boys/Girls Cross Country
🗳	MS Living History	Sports	Boys/Girls Soccer
>	Math Counts		Girls Field Hockey
	Odyssey of the Mind		Boys/Girls Basketball
	Pep Band		Boys/Girls Track
	Study Skills/Club S.T.O.P.		
	Yearbook		
Get Involved!			Musical
		On Stage	Play
			Talent Show
		- 22	
get involved:		On	Talent Show

<sup>\*</sup>An updated list of sports, clubs, & activities for the 2023-2024 school year will be released during the summer.

- There is no limit on the number of clubs/activities a student can join or show interest in.
- Sign-ups for clubs/activities are between 7:40 am and 8:08 am (during homeroom/arrival).
- Advisors will typically take up to 30 students per date of the session (first come first serve).
- Students should contact home if they are staying after school.

For more information, please view the Clubs & Activities webpage https://www.krsd.org/domain/507.

#### PARENT/GUARDIAN TIPS

Most parents/guardians earnestly desire to help their child acquire the maximum benefits from their school experience. Here are some ways in which they can help:

- Encourage your child to be his/her advocate.
- Assume the role of "primary educator" of your child and work collaboratively with the school to ensure the success of your child.
- Show your child how to work efficiently and effectively.
- See that your child has the proper amount of sleep. A child in middle school should have at least 8-10 hours of sleep each night.
- Ensure that your child maintains good health and nutritional habits.
- See that your child has the proper materials and resources in order to tackle the job of studying.
- Monitor your child's progress by utilizing PowerSchool and Schoology, and stay in regular contact with your child's teachers.

#### SUMMER ASSIGNMENTS

Summer assignments will be posted to the website in late June. Students are expected to turn in completed assignments on the first day of school, September 7, 2023.