

Memorial Junior School 2025–2026 Student Agenda Book

“HOME OF THE VIKINGS”



**Memorial Junior School
61 Highland Avenue
Whippany, New Jersey 07981
Phone: 973-515-2427
Fax: 973-515-2481**

**District Website:
www.hanovertwpschools.com**

This agenda belongs to:

Name: _____

Period 1 Teacher: _____

Hanover Township Public Schools

Vision Statement

A Community That Inspires Excellence!

Mission Statement

To provide a solid foundation for future success, children will be challenged to think critically, assume responsibility, contribute to their community, and care about others as well as themselves. All pupils' unique abilities will be developed within a nurturing environment so that they achieve the New Jersey Student Learning Standards at all grade levels through the offering of excellent and innovative academic, athletic, and artistic experiences.



Hanover Township Board of Education

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District Affirmative Action Officer

It is the policy of the Hanover Township Board of Education not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin or social or economic status in its educational program or activities and employment policies as required by Title II of the Education amendments of 1972 and N.J. A.C. 6:4.1.1. Inquiries regarding compliance may be directed to: Superintendent's Office, 61 Highland Avenue, Whippany, N.J. 07981, (973) 515-2400.

Memorial Junior School Telephone Directory

Mr. Michael S. Anderson, Principal.....515-2427
Mr. Jacob A. Ziegler, Assistant Principal.....515-2430
Ms. Renee Lopez, School Counselor.....515-2434
Mrs. Dana Lothian, School Counselor.....515-2434
Mrs. Elizabeth Gioia, Nurse.....515-2431
Mr. Kenneth McPeek, Athletic Director.....515-2473

District Website.....www.hanovertwpschools.com

Memorial Junior School Faculty 2025 – 2026

Mr. Michael S. Anderson, Principal
Mr. Jacob A. Ziegler, Assistant Principal

| | |
|--------------------------------|----------------------------------|
| Mr. Joseph Aquino | In-Class Support/Resource Room |
| Mrs. Debora Balvin | Media Specialist |
| Mrs. Lauren Baranek | Mathematics |
| Mr. Christopher Becker | Physical Education/Health |
| Mrs. Jacqueline Begyn | Mathematics |
| Mrs. Falon Corno | World Languages |
| Mrs. Marlene Crane | English Language Arts |
| Ms. Katharine Cukar | Social Studies |
| Mrs. Tracy Currie | Instrumental Music/General Music |
| Mr. George Dakak | Social Studies |
| Ms. Kristen DeMarco | Reading |
| Mr. Daniel Diaz | English Language Arts |
| Mrs. Kathleen Dietrich | Mathematics |
| Mrs. Marie Dilatush | English Language Arts/Reading |
| Ms. Marissa Dolch | Technology |
| Mrs. Jamie Enoch | Science |
| Mr. Tyler Erhard | Vocal Music/Instrumental Music |
| Mrs. Christine Fox | Computers |
| Ms. Lauren Francis | Physical Education/Health |
| Mrs. Elizabeth Gioia | Nurse |
| Mrs. Marissa Glynn | Language Arts LTS |
| Mr. Andrew Graepel | Social Studies |
| Mrs. Michele Hingos | In-Class Support/Resource Room |
| Mrs. Carolyn Koch | Science |
| Mrs. Sandra Lillo | In-Class Support/Resource Room |
| Ms. Renee Lopez | Guidance |
| Mrs. Dana Lothian | Guidance |
| Mrs. Carolyn Masi | Instrumental Music/General Music |
| Mr. Jeffrey McCarthy | Physical Education/Health |
| Mrs. April McDonough | Social Studies |
| Mrs. Krista Mittler | English Language Arts/Reading |
| Mrs. Laurie Monacelli | World Languages |
| Mrs. Christine Mulligan | Physical Education/Health |
| Ms. Aimee Niemysk | In-Class Support/Resource Room |
| Mrs. Lyle Owens | In-Class Support/Resource Room |
| Mrs. Christine Pallino | English Language Arts/Reading |
| Mrs. Heather Phillips | In-Class Support/Resource Room |
| Mrs. Jennifer Pilchman | In-Class Support/Resource Room |
| Ms. Joelle Potts | Speech |
| Ms. Jessica Rastocky | English Language Arts |
| Mrs. Maria Ricupero | Social Studies |
| Mr. Joshua Rockland | Art |
| Ms. Gina Rogers | Science |
| Mrs. Lucille Russo | ESL |
| Mrs. Brenda Talbert | Science/Mathematics |
| Ms. Shana Tracy | PACT/Reading |
| Ms. Julia Urso | Science |
| Mrs. Mary Beth Valenti | Mathematics |
| Mrs. Barbara Varcadipane | English Language Arts |
| Mrs. Marianne Vetter | In-Class Support/Resource Room |
| Mrs. Amanda Young | Speech |

Student Personnel Services

Ms. Renee Lopez School Counselor
Mrs. Dana Lothian School Counselor
Mrs. Sherry Koeppen.....Director of Special Services
Mrs. Diana D'Addozio..... Learning Disabilities Teacher-Consultant
Ms. Carly Finelli..... Psychologist
Ms. Michelle Rizzo Social Worker

Medical

Dr. Michael Kelly
School Physician

Office Support Staff

Mrs. Nancy TangoPrincipal's Office
Mrs. Kathyne MulloolyPrincipal's Office
Mrs. Margaret Prosicki..... Guidance Office
Mrs. Jennifer Ayars.....Nurse's Office

School Aides

Mrs. Debbie Chimento
Ms. Shan Dowling
Mrs. Dina Sczepanski
Mrs. Diane Smith

Custodial

Ms. Aracelys LaSpisa
Mr. Michael Manza
Mr. Mark Marrese
Ms. Estelina Pena
Ms. Xinia Rodriguez
Mr. Jose Santiago



Hanover Township Public Schools

2025–2026

Calendar For Students And Staff

| <u>Month</u> | <u>Date</u> | <u>Day</u> | <u>Event</u> |
|--------------|-------------|-------------------|--|
| September | 1 | Monday | Labor Day Schools Closed |
| | 2-3 | Tuesday-Wednesday | Staff In-Service Schools Closed |
| | 4 | Thursday | First Day of School |
| | 23 | Tuesday | Rosh Hashanah Schools Closed |
| October | 2 | Thursday | Yom Kippur Schools Closed |
| | 13 | Monday | Columbus Day Staff In-Service Schools Closed |
| November | 6-7 | Thursday-Friday | NJEA Convention Schools Closed |
| | 27-29 | Thursday-Friday | Thanksgiving Holiday Schools Closed |
| December | 24-31 | Monday-Tuesday | Winter Recess Schools Closed |
| January | 1-2 | Wednesday | Winter Recess Schools Closed |
| | 19 | Monday | Martin Luther King, Jr. Day Schools Closed |
| February | 13-16 | Friday-Monday | Presidents' Day Weekend Schools Closed |
| April | 3 | Friday | Good Friday Schools Closed |
| | 6-10 | Monday-Friday | Spring Break Schools Closed |
| May | 25 | Monday | Memorial Day Schools Closed |
| June | 24 | Tuesday | Last Day of School |

Note: If we experience more than three (3) emergency schools closings, the following procedure will be put into effect. First, school will be extended to Thursday, June 25, then Friday, June 26. If additional days are needed, then Spring Break will be reduced beginning with Friday, April 10, then Thursday, April 9, etc. **Unused emergency closing days will be deducted from the calendar.**

PROGRAM OF STUDIES

The instructional program at Memorial Junior School is based upon the generally accepted needs of early adolescents. MJS strives to provide students with the following functions:

I. Integration

To provide learning experiences in which students may use the skills, attitudes, interests, ideals, and understandings previously acquired in such a way that these will become coordinated and integrated into effective and wholesome student behavior.

To provide all students with a broad, general, and common education in the basic knowledge and skills that will lead to wholesome and well-integrated behavior, attitudes, interests, ideals, and understanding.

II. Exploration

To lead students to discover and explore their specialized interests, aptitudes, and abilities as a basis for decisions regarding educational opportunities.

To lead students to discover and explore their specialized interests, aptitudes, and abilities as a basis for present and future vocational decisions.

To motivate students and provide opportunities for them to develop a continually widening range of cultural, social, civic, vocational, and recreational interests.

III. Guidance

To assist students to make intelligent decisions regarding present educational activities and opportunities and to prepare them to make future educational and vocational decisions.

To assist students to make satisfactory mental, emotional, and social adjustments in their growth toward wholesome well-adjusted personalities.

To motivate and prepare students to participate as effectively as possible in learning activities so that they reach the maximum development of their personal powers and qualities.

IV. Differentiation

To provide differentiated educational facilities and opportunities suited to the varying backgrounds, interests, aptitudes, abilities, personalities, and needs of students so that each student may realize most economically and completely the ultimate aims of education.

V. Socialization

To provide learning experiences designed to prepare students for effective and satisfying participation in the present complex social order.

To provide learning experiences designed to prepare students to adjust themselves and contribute to future developments and changes in that social order.

VI. Articulation

To provide a gradual transition program between elementary school and high school that addresses the needs of pre-adolescent students.

World Languages Program

French and Spanish are each offered as a three-year program. The 6th grade program in both languages is a basic conversational, two-day-per-week, 25-minute class.

Students, who are recommended by teachers at the end of 6th grade, will continue in the 7th and 8th grade 'High School Track Program' in French or Spanish. This is a daily 50-minute class that meets all year.

Character Education Program

The purpose of the Character Education Program is to foster courage, responsibility, confidence, and self-awareness among students and build open human relationships in a nurturing environment through structured opportunities with staff acting as mentors and child advocates.

Technology Program

Technology Education at grades 6, 7, and 8 provides students with exciting opportunities to apply problem-solving and critical-thinking skills to technological problems. Students research, design, draw, build, and test solutions to challenges related to structures, transportation, communication, computer control, and electrical technology.

COURSE OFFERINGS

Grade 6

Language Arts Literacy
Mathematics
Physical Ed/Health
Science
Social Studies
Chorus and Band
French/Spanish
Character Education

Grade 7

Language Arts
Mathematics
Physical Ed/Health
Reading
Science
Social Studies
French/Spanish
Chorus and Band
Character Education

Grade 8

Language Arts
Mathematics
Physical Ed/Health
Reading
Science
Social Studies
French/Spanish
Chorus and Band
Character Education

Applied Arts

Art
Computers/Financial Literacy
Guidance
Music Enrichment
Technology

GRADING TERMS

Marking Period Dates

Q1 = 9/4/25-11/14/25
 Q2 = 11/17/25-1/30/26
 Q3 = 2/2/26-4/17/26
 Q4 = 4/20/26-6/24/26

Applied Arts – Grade 6

Q1 = 9/4/25-11/14/25
 Q2 = 11/17/25-1/30/26
 Q3 = 2/2/26-4/17/26
 Q4 = 4/20/26-6/24/26

Applied Arts – Grades 7 & 8

(6-week cycles)
 C1 = 9/4/25-10/22/25
 C2 = 10/23/25-12/10/25
 C3 = 12/11/25-1/30/26
 C4 = 2/2/26-3/18/26
 C5 = 3/19/26-5/8/26
 C6 = 5/11/26-6/24/26

Semesters – All Grades

Semester 1 = 9/4/25-1/30/26
 Semester 2 = 2/2/26-6/24/26

EARLY DISMISSAL DAYS – 12:15PM

10/21/25 - P/T Conferences
 10/23/25 - P/T Conferences
 11/26/25 - Day before Thanksgiving
 12/23/25 - Day before Winter Recess
 1/16/26 - Early Dismissal/Staff PD
 3/3/26 - P/T Conferences

3/5/26 - P/T Conferences
 3/13/26 - Early Dismissal/Staff PD
 5/22/26 - Day before Memorial Day Weekend
 6/23/26 - Early Dismissal (Tentative)
 6/24/26 - Last Day of School (Tentative)

REPORT CARDS

Report cards will be issued following the conclusion of each Marking Period (November, February, April, and June)

A+ = 99-100 A = 92-98 A- = 90-91 B+ = 88-89 B = 82-87 B- = 80-81
 C+ = 78-79 C = 72-77 C- = 70-71 D+ = 68-69 D = 66-67 D- = 65

NP = 64 and lower I = Incomplete (grade assigned upon completion of work within two weeks of the end of each marking period)

DAILY SCHEDULE OF PERIODS

| Period | Regular Time | Character Ed/Modified | Delayed Opening | Early Dismissal |
|--------|----------------|-----------------------|-----------------|-----------------|
| CE | | 8:00 – 8:37 | | |
| 1 | 8:00 – 8:50 | 8:40 – 9:22 | 10:00 – 10:32 | 8:00 – 8:31 |
| 2 | 8:53 – 9:40 | 9:25 – 10:07 | 10:35 – 11:07 | 8:34 – 9:03 |
| 3 | 9:43 – 10:30 | 10:10 – 10:52 | 11:10 – 11:42 | 9:06 – 9:35 |
| 4a | 10:33 – 10:55* | 10:55 – 11:15* | 11:45 – 12:00* | 9:38 – 9:51* |
| 4b | 10:58 – 11:20 | 11:18 – 11:38 | 12:03 – 12:18 | 9:54 – 10:07 |
| 5a | 11:23 – 11:45* | 11:41 – 12:01* | 12:21 – 12:36* | 10:10 – 10:23* |
| 5b | 11:48 – 12:10 | 12:04 – 12:24 | 12:39 – 12:54 | 10:26 – 10:39 |
| 6a | 12:13 – 12:35* | 12:27 – 12:47* | 12:57 – 1:12* | 10:42 – 10:55* |
| 6b | 12:38 – 1:00 | 12:50 – 1:10 | 1:15 – 1:30 | 10:58 – 11:11 |
| 7 | 1:03 – 1:50 | 1:13 – 1:55 | 1:33 – 2:05 | 11:14 – 11:43 |
| 8 | 1:53 – 2:40 | 1:58 – 2:40 | 2:08 – 2:40 | 11:46 – 12:15 |

Period 4a/4b = 8th Lunch

Period 5a/5b = 7th Lunch

Period 6a/6b = 6th Lunch

*1 Bell between 4a/4b, 5a/5b, and 6a/6b

A-Z GUIDE

Absences

To report an absence, parents/guardians should complete the online form or email **by 8:00AM on the day of the absence.**

Absences may be excused for reasons below:

- Student Illness (with doctor's note)
- IEP and IDEA Accommodations
- Student Suspension
- Family Illness or Death
- Medical/Dental Appointments
- Take Your Child to Work Day
- Religious Observance

**Appropriate documentation must be provided*

Regular school attendance is essential to a student's academic success. If a student accumulates a significant number of absences, the school will reach out to express concern and offer support.

According to Board Policy #5410, any student who is not in attendance for at least 150 days of the school year may be retained.

Absentee Homework Requests

Excused absences permit a student to make up any missed work by arrangement with the teacher. It is the responsibility of the student to speak with his/her teachers regarding assignments. In addition, students and parents/guardians should visit the MJS website.

On the **second day** of a student's excused absence, parents/guardians may call the Guidance Office by 10:00AM to request homework and classwork. Work should be picked up between 3:00-3:45PM.

Unexcused absences may prevent the student from earning credit for the work missed. Parent/guardian requests for classroom assignments or homework when a student has unexcused absences - including family vacations - may be denied.

Accidents

Accidents are to be reported immediately to the teacher supervising an activity or directly to the nurse when a teacher is not available.

After School Activity Conduct

These activities include, but are not limited to, evening events, clubs, concerts, spring musical, and spectator sports. All persons attending an activity must remain in the immediate area of the

activity, and are **not permitted** to leave school grounds. All other areas of the school remain off limits.

After School Clubs

Please visit www.hanovertwpschools.com for a complete description of after school clubs offered at MJS.

Athletics

All students are eligible to participate in a program of sports in the following areas: soccer, cross country, field hockey, basketball, wrestling, baseball, softball, and track. Listed below are the sports programs offered at Memorial.

Fall

Cross Country – Boys Varsity and Girls Varsity
Field Hockey – Girls Varsity
Soccer – Boys Varsity and Girls Varsity

Winter

Basketball – Boys Varsity and Girls Varsity
Wrestling – Boys Varsity

Spring

Baseball – Boys Varsity
Softball – Girls Varsity
Track & Field – Boys Varsity and Girls Varsity

Please visit www.hanovertwpschools.com for a listing of Team Schedules as well as directions to athletic events.

Eligibility for After-School Clubs/Athletics

Any student who is failing a class (earning below a 65%) will be placed on academic probation and will be ineligible to participate in after-school activities and/or athletics until the grade is raised to a passing level.

If a student fails a class for a marking period, they will be declared ineligible for the following marking period or until their cumulative yearly average in the class reaches 65% or higher.

Bicycle Use

Students must bring in written permission from parents/guardians to the Main Office. Students will then receive directions and rules for safety that must be obeyed at all times.

Building Security Drills

Building Security Drills will be conducted once a month to practice our response to a specified group of possible emergency situations.

During a Building Security Drill all students are expected to follow the instructions/directions given by their teacher.

Bus Conduct

All school rules and regulations shall be enforced, including:

- All possessions must be stored under the seat or held on the lap. Nothing is permitted in the aisles of the bus. **The maximum dimensions of any backpack/athletic bag allowed on the bus are 20 L x 10 W x 10 H.**
- Stand on the side of the road but not on lawns. No physical contact at the bus stop will be tolerated.
- No student is allowed to enter a bus unless the driver is on the bus or standing by the door of the bus.
- Windows shall be opened or closed by the driver only.
- Voices shall be kept down so as not to distract the driver while the bus is in motion.
- Throwing of any objects within the bus or from the bus is prohibited and will result in a bus suspension.
- Occupy the seat assigned by the bus driver and remain seated until the bus arrives at its destination
- Students who frequently violate bus rules and regulations may be subject to disciplinary action and/or loss of busing privileges

Students must wear seat belts at all times. Students are only permitted to ride on their designated bus. Students are NOT permitted, for any reason, to ride on a different bus.

Cell Phone Use

Use of cell phones is **not** permitted during school hours. The school reserves the right to confiscate any such device if it interferes with the educational program. The school is not responsible for any lost, stolen, or damaged devices. Cell phones should remain in student lockers. If a student is found using their cell phone, consequences will be issued according to Board Policy # 5516.

Any students who take pictures or videos of other students/staff members, without consent, AND/OR post them on social media, without consent, will be subject to additional disciplinary action separate from the process listed above.

Conferences

During Semester 1 and Semester 2, school will dismiss early for parent conferences. See Page 9 for those dates. Individual parent-teacher conferences may be arranged at any mutually agreeable time during the school year, whenever a need is indicated. Please call the Guidance Office to schedule a conference.

Course Failures

Because we have high academic standards, students are expected to pass each of their classes. In the event that a student is in danger of failing, the school may take the following pro-active steps: student may be required to attend After-School Study Club, student may be pulled from Applied Arts/PE classes, and/or student may have to come before school. In the event a student fails one or more courses for the year, they will be required to complete a credit recovery program over the summer.

Dress Guidelines

Many times, middle school students need the assistance and guidelines of their parents/guardians when making fashion decisions regarding appropriate school attire. Listed below are some examples of inappropriate dress at school:

- short shorts and mini-skirts that sit below the hipline and/or reveals undergarments or buttocks
- bare feet
- tank tops, crop tops, half shirts, tube tops, or anything off the shoulder revealing undergarments
- clothing that is sexually suggestive, profane, or obscene AND reveals mid-section/undergarments
- clothing that reflects illegal activities AND clothing or articles that are not safe
- hoods, hats, or caps in the building

The above list is not intended to be all-inclusive. Rather, it is intended to present a sense of appropriateness in school and at all school-sponsored events/activities. Students who are not in compliance will be requested to change into proper attire.

Early Dismissal from School

Early dismissal for personal reasons (doctor appointment, etc.) requires a written request from a parent/guardian. The student can either:

- bring a written request to the Guidance Office **before school starts**,
- email the request to MJSAttendance@hanovertwpschools.org
- complete and submit the Google Form found on the MJS website → For Parents → Attendance.

The parent/guardian must come to the Main Office to pick up the student and sign the student out in the Student Log Book. If the student returns to school, he/she must report to the Main Office to be signed in by a parent/guardian and receive a pass to class. **No student will be released from any part of the school day without this written request.**

Entering/Leaving School

Students will enter school at the Main Office entrance at 7:52AM. During inclement weather, 6th grade students will be permitted into the Memorial Gym, 7th grade students into the Auditorium, and 8th grade students into the Cafeteria until the bell rings. Students walking to and from school must cross streets at guarded crosswalks only. Students must walk on the paths and sidewalks and should never walk through the parking lot or in the roadway for the obvious reasons of safety.

- Circle/Main Office Entrance: School Buses only
7:15AM – 7:52AM and 2:15PM- 3:00PM.

Approved AM Student Drop Off From Cars:

- Along the curb on the streets. Please follow all signs and traffic safety regulations including not parking or stopping in driveways, crosswalks, or too close to corners. **Please do not drive on the black top/flag pole area near the Board Office.**
- Students may be dropped off at the Auditorium side of the building. Cars should pull up to the crosswalk. Students should get out of the car, once they reach the sidewalk in front of the Auditorium.
- Students who arrive at the auditorium entrance will walk around the front of the school to the main office blacktop area, except during inclement weather.
- Students arriving after 7:52AM can be dropped off by the Auditorium entrance OR in the circle.

Approved PM Student Pick Up:

- Along the curb on Highland Avenue and following all traffic safety regulations.
- Park in staff parking lot, only if you can find a space. If not, you may park along curb. Please make sure your child takes a safe walking route to your car; i.e., not walking in the roadway or walking unsafely between cars that may be moving.
- Wait until all buses and special education transportation vehicles leave the school grounds (i.e., about 10 minutes after school dismissal). You can pick up your child at either entrance to the building after buses leave the school grounds.

We appreciate your support and assistance as we strive to maintain a safe environment for students, parents/guardians, and staff.

Extra Help Opportunities

MJS Teachers want all students to succeed. Whenever students do not understand what has

been taught, or they are having difficulty, they can arrange to meet for extra help with their teacher. Extra help can be the difference between success and failure. Students who are normally bused may take the late bus.

Fire Drills

Fire Drills will be conducted once a month. Fire Drill instructions are posted in each room; become thoroughly familiar with these instructions. The signal is a steady, uninterrupted ringing of corridor bells. Leave your room at your teacher's direction in silence. In the event that a Fire Drill occurs during passing time between classes, the procedure will be as follows:

- Students must be silent and actively listening.
- Students are to proceed to the nearest exit, keeping to the right. They should walk to a point approximately 100 feet from the building. Fire exit routes are posted in each classroom.

Guidance Department

The Memorial Junior School Guidance Department is primarily concerned with the physical, mental, emotional, and character development of all students. Students should feel free to discuss their challenges and concerns with our school counselors. They will address any difficulties and assist with any problems that may affect students. 6th graders will benefit from the transitional support from elementary school. 7th graders will continue to work on strategies to address the challenges in middle school. 8th grade students will benefit from the educational and vocational guidance that will assist them in their high school planning. The counselors will provide guidance class instruction, on a cycled basis, for students at each grade level. Students are assigned to a school counselor as per the following:

6th grade – Ms. Lopez: A-L Mrs. Lothian: M-Z
7th grade - Mrs. Lothian: A-L Ms. Lopez: M-Z
8th grade – Ms. Lopez: A-L Mrs. Lothian: M-Z

Hall Regulations

When passing between classes, students are to proceed directly from one class to the next. Do not visit lockers, guidance, or restrooms between classes. Please report to your class and obtain a pass prior to visiting the locations stated above.

- Keep to the right at all times
- Walk, do not run, through the halls
- Avoid loud talking, whistling, pushing, or boisterous conduct
- No public displays of affection or physical contact
- No eating or drinking
- No student will be permitted in the halls during classes without a pass

- Students are expected to follow the requests of teachers/staff

Homework

As students progress through MJS, they will need to reserve more time for homework, to reinforce concepts and supplement the learning from the classroom.

6th graders should set aside approximately 1–1½ hours
7th/8th graders should set aside approximately 1½-2 hours

Honor Roll Requirements

High Honor Roll: Students must earn an “A-” average or better in all of their classes

Honor Roll: Students must earn a “B-” average or better in all of their classes

Immunization Requirements

Immunization requirements for students entering MJS:

1. No child will be enrolled provisionally to MJS without documentation of at least one dose of polio, diphtheria, tetanus, pertussis, measles, mumps, rubella, and Hepatitis B that are age appropriate for the child. The child must also have a doctor’s appointment for, and be in the process of, receiving the remaining antigens. Students entering Grade 6 after 9/1/08 and born on or after 1/1/97 are required to receive one dose of the meningococcal vaccine, and one dose of the Tdap vaccine.
2. Those students transferring into a New Jersey school from out of state may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

Informational Materials Center (IMC)

The Memorial Junior School IMC is open every school day from 7:30AM to 2:55PM. The IMC is a center for learning in our middle school. Teachers regularly schedule classes in the IMC for research utilizing online sources, databases, and print materials. Our library media specialist teaches library and research skills pertinent to each project.

Students may use the IMC before and after school, during study hall periods, and during the school day with teacher permission. Students who are sent to the IMC must be actively involved in reading, research, computer use, or homework. In addition to the book collection, magazines and various databases are also available to students and staff.

Borrowing Privileges

Two books may be checked out of the IMC for 14 school days and renewed if necessary. Students are fully responsible for all materials checked out in their names. Be sure to ask the media specialist if you do not find what you need!

Lost/Damaged Book Fines

Replacement costs will be assessed for books that are lost or damaged beyond repair. Borrowing privileges will be denied until the fines are paid or books are replaced.

Instrumental Lessons

Many of our students receive weekly instrumental lessons. When such an agreement is made between student, parents/guardians, and school, the individual will periodically miss class. It is the responsibility of the students to arrange a time for all make-up work.

Lockers

Lockers are the property of the school; therefore, the school has the right (and will exercise that right) to search student lockers based upon reasonable suspicion. Each student will be assigned a hall locker with a built-in lock. Students can lose this privilege, if they don’t follow these and/or school guidelines. Follow these suggestions in the care of your locker and lock:

- Make sure your locker is locked.
- Learn your combination and keep it to yourself.
- Anyone in a locker, other than his/her own, will be disciplined.
- Keep your locker clean and neat. No writing on or in locker.
- Items may not be pasted or taped to the lockers.
- Do not force or damage your locker in an attempt to open it. You will be charged for all damages.
- Close lockers quietly and never kick them closed.
- **Do not leave food in your locker for more than one day.**

Students may go to their lockers:

- **Before period 1**
- **When issued a pass from a teacher**
- **Before/After lunch**
- **At the end of the day**

Lost And Found

Articles found on school property are to be turned in to the Lost and Found. **Lost and found locations:**

- Clothing articles – Cafeteria
- Valuables, Textbooks, Notebooks – Main Office
- Library Books – IMC

If you take care of your belongings, you will not have to use the Lost and Found. **Put your name in all textbooks and on any articles belonging to you.**

Medical Information

The nurse is on duty Monday through Friday in the Health Office for students who are taken ill. It is not, however, the function of the Health Office to diagnose illness or prescribe medicine. Illness and accident cases are given first aid and advice. Prescription drugs are to be taken at school only with a written order from the doctor. In the doctor's order, it must be specified the nature of the drug and dosage prescribed. **All prescription drugs must be kept in the Health Office and taken in the presence of the nurse.**

Morning Announcements

Various announcements will be made over the intercom system during Period 1. Please listen carefully since it may pertain to you. Written daily announcements are posted in various locations in the school, as well as on the website.

Musical/Theater Activities

All interested students are eligible to participate in the following musical activities:

- Band
- Chorus
- Small Ensembles
- Spring Musical
- String Ensemble
- Viking Jazz Band
- Viking Vocals

Passes

Early Admission: Anyone entering the building before 7:45AM must get a pass from the teacher they are seeing.

Hall: A teacher should give students a pass to be in the hall during a class period.

Phone: A teacher should give students a pass to use the Assistant Principal's office phone during the school day.

Physical Education

The following rules and regulations have been condensed and prepared for your information and understanding insofar as conduct and requirements are concerned in the Physical Education Department. The concerns in this area are safety and common sense.

- Sneakers must be worn to participate in Physical Education Program.
- If they choose, students can change clothing for Physical Education classes. Gym lockers and locks will be assigned during the first gym periods of the year. The same directions apply as with your hall lockers including: **locking all possessions in your locker.** Since

gym lockers are disinfected during all vacation periods, all items must be taken home.

PowerSchool Parent Portal

The PowerSchool Parent Portal provides parents/guardians and students access to real-time attendance and grading information. The portal allows for students to stay on top of assignments, parents/guardians to be able to monitor their children's progress, and teachers to communicate proactively with home. Instructions on how to access the portal are sent at the end of the summer. If you have any questions regarding the use of PowerSchool, please contact the Guidance Office at 973-515-2434.

School Closing Information

Parents/guardians will be notified in the event of a school closing, delayed opening, emergency early dismissal, or for school announcements via the district's automated alert management system.

In addition, announcements of school closings will be available after 6:00AM at **973-515-2400** and also posted on the district's website at www.hanovertwpschools.com

Please note: When schools are closed for the day, all evening functions are canceled. All delayed openings are 2 hours; MJS will begin the school day at 10:00AM. The MJS early dismissal time is 12:15PM.

School Nurse

The school nurse administers first aid and counsels students and staff on health issue problems. She cooperates with the school staff when the welfare of a student may be influenced by a health factor. The school nurse is responsible for all confidential health records and reports, which are secured in her office.

If needed, students may see the nurse during the school day. When such a visit is necessary during a scheduled class, the student must obtain a pass from the classroom teacher before leaving the class. If the nurse is not in the Health Office, report to the Main Office.

During the course of the year, annual checks of height, weight, vision, hearing, as well as blood pressure and scoliosis examinations, are given to students.

Special Services

The Child Study Team members work in close cooperation with school administrators and other special services personnel including the health teacher, speech teacher, guidance counselor, and supplementary instruction personnel.

Spectator Sports Conduct

Students who are participants and/or spectators at MJS sporting events are expected to demonstrate good sportsmanship. Students' behaviors and reactions determine the quality of sportsmanship, which in turn reflects upon the reputation of the school. Therefore, it is important that the students at MJS:

- Demonstrate respect by standing quietly, at attention and facing the flag during the playing of the "Star Spangled Banner."
- Know and demonstrate the fundamentals of sportsmanship:
 1. Respect at all times – officials, coaches, and players as guests in our school community.
 2. Respect the property of the school and the authority of school officials.
 3. Respect, cooperate, and respond enthusiastically to the cheerleaders.
 4. Refrain from heckling, jeering, or distracting members of the opposing team.
 5. Refrain from criticizing the players, coaches, or referees.
 6. Refrain from associating with fellow students whose behavior is unacceptable.
 7. Refrain from interfering with play; for example, no throwing objects of any kind on the court or field.
 8. All spectators should remain off the court or field at all times – this includes half time and time between games.

Staying After School

It is the student's responsibility to tell parents/guardians when he/she will be staying after school for help, sports, library, or other special projects. Transportation is only provided for school-sponsored activities. Students who usually ride the bus are offered transportation all year. Any students who are walkers will be offered busing during "standard time" (November – March).

Students will be dismissed in accordance with the preference indicated on the "Request for Supervision at Dismissal from School" document that the parent(s)/legal guardian(s) completed at the beginning of the school year in Power School. Please refer to HTBOE Policy #8601 located on Page 17.

Study And Work Habits

Your attitude toward your work will be reflected by the way you conduct yourself during the entire class period. It will help you to achieve success if you follow these simple rules:

- Always have a pen, pencil, notebook, and required materials ready to use.

- Be ready and willing to work diligently
- Stay focused and engaged throughout the entire period.
- Take part in classroom discussions.
- Listen carefully when assignments are given. Ask questions if the assignments are not understood.
- **Write all assignments in your Agenda Book.**
- Have assignments completed on time.
- Complete all work neatly.
- Follow directions carefully.

Tardiness

Students who arrive in their Period 1 class between 8:00 and 8:10AM are to report to the Guidance Office to sign in and receive a Late Pass. ANY STUDENT THAT ARRIVES AFTER 8:10AM WILL BE REQUIRED TO CHECK IN WITH A PARENT/GUARDIAN AT THE MAIN OFFICE. The student will be marked tardy and will result in the following guidelines:

3 Unexcused Tardies = Verbal Warning

5 Unexcused Tardies = Written Warning

(signed by guardian)

6-8 Unexcused Tardies = Before School Detention
(7:30-7:55am)

9+ Unexcused Tardies = After School Detention
(2:50-4:00pm)

At the start of each marking period, the tardiness slate for each student will reset back to zero. In the event of an excused tardiness, all necessary documentation can be submitted to the Guidance Office. We appreciate your efforts and support as we help our students understand the importance of being punctual.

Technology (Acceptable Use)

Students have access to school provided computer/tablet devices including iPads, desktops, and Chromebooks.

- Students must use their own login information and only use devices for school related tasks.
- Google Drive accounts must only be accessed by the student it is assigned to.
- If a device is damaged while a student is using it, they may be responsible to pay for repairs or replacement costs.
- Students who violate the Acceptable Use policy may lose technology privileges, including access to school-wide devices, as well as their Google Drive account; disciplinary action may be taken.

Telephone Use

Students may use the telephone in the Main Office in the case of an emergency or if they miss the bus. A student must get a pass from their teacher to use the phone.

Vaping/Substance Abuse (BOE Policy #5530)

We are committed to maintaining a safe and healthy environment for all students. In the event a student is suspected of or found to have vaped or be in possession of paraphernalia, they may face the following course of action:

- Parent/guardian and Superintendent will be notified
- School nurse will complete a preliminary screening
- Student locker and possessions will be searched
- Student must undergo a medical examination by a licensed physician at expense of parent/guardian
- Law enforcement notified of student identities
- Discipline issued, including 1-4 days of out-of-school suspension

Winter Sports Season

All students must have written parental permission to attend games/matches as a spectator.

“KEY” HANOVER TOWNSHIP PUBLIC SCHOOLS BOARD OF EDUCATION POLICIES:

#5750 - EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education directs that all students enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability. The Board shall assure that all students are free from harassment, sexual or otherwise.

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures

equivalency of educational opportunity throughout this district. The school district's curricula in the following areas will eliminate discrimination, promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability:

1. School climate/learning environment;
2. Courses of study, including Physical Education;
3. Instructional materials and strategies;
4. Library materials;
5. Software and audio-visual materials;
6. Guidance and counseling;
7. Extra-curricular programs and activities;
8. Testing and other assessments.

The school district's curricula will include Multi-cultural Education content and practices, instruction on African-American History in the teaching of U.S. History and instruction on the Holocaust and other acts of genocide.

Affirmative action shall be taken to ensure that students are protected from the effects of discrimination, in accordance with Policy 2260. Students who experience less than equal educational opportunities or experience discrimination shall use the procedure established by Regulation 5750 to report and appeal any harassment or discriminatory practice.

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self-esteem that this Board wishes to encourage in all students. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability shall be considered to be conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Superintendent shall develop and promulgate a procedure by which a student or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this policy.

**Adopted 9/23/08 & Revised 9/20/16*

#8601 - PUPIL SUPERVISION AFTER SCHOOL DISMISSAL

The Hanover Township Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kamba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemay Clarke.

The New Jersey Supreme Court, in Jerkins, indicated dangers exist for younger students at dismissal, as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger students after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of students attending district-operated schools or programs in grades Pre-K to eight who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a student attending a district-operated school or program in grades Pre-K to eight, where the student is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the student to walk home after dismissal unless the student is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) designated escort(s) must be at least eighteen years old. The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator. The Form shall be made available:

1. In the Main office of the school building or the location of the program.
2. Upon request to the Principal, or designee, or the program administrator.
3. To parent(s) or legal guardian(s) in the beginning of the school year.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of students that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the student at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the student when other students are dismissed from school at the end of the school day.

Each Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for students at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal or designee will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures. The student(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the student. In order to ensure the safety of other students being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other students within the building, and

to avoid traffic and vehicular safety problems outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. Each Principal or program administrator shall make this determination after considering the unique circumstances at the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the student will:

1. Remain in the same location supervised by school staff in the school building until the parent(s) or legal guardian(s) or designated escort arrives.
2. Be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff until the parent(s) or legal guardian(s) or designated escort arrives.

This Policy shall be published in student/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the student/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

**Adopted 9/23/08*

***ALL BOE POLICIES CAN BE VIEWED
ON THE DISTRICT WEBSITE AT
www.hanovertwpschools.com**



***"WE LOOK FORWARD TO HAVING A SAFE,
ENJOYABLE, AND PRODUCTIVE VOYAGE
THROUGH THE 2025-2026 SCHOOL YEAR!"***

HANOVER TOWNSHIP PUBLIC SCHOOLS

HARASSMENT, INTIMIDATION, BULLYING ACKNOWLEDGEMENT AND SHARED VALUES STATEMENT

In recognition of the idea that a productive learning environment is the result of the work of many people, the Hanover Township Public School community has compiled the following statement of the values we find to be important. A well-ordered, friendly atmosphere in the classroom and in the school is essential if students are to learn to their capacity, if teachers are to do their best, if good community relations are expected, and if the school is to function in the best possible manner. As such, we urge students and parents to share the following values and abide by the Harassment, Intimidation, and Bullying Policy (#5512) and Pupil Code of Conduct Policy and Regulation (#5600), which can be accessed at www.hanovertwpschools.com.

We hold these values to be crucial to a productive learning environment:

- Compassion and caring in the treatment of others
- Mutual respect
- Fair treatment of all people
- Personal safety
- Self-control and discipline
- Maintenance of personal rights
- Responsibility for one's actions

In order to reinforce these values, we also hold the following to be the standard for behavior for all students in the Hanover Township School Community while at school or at any school function.

As a member of the school community, I will abide by the Pupil Code of Conduct Policy and Regulation (#5600) and

- Not tolerate or participate in any harassment, intimidation, or bullying activities in accordance with the Hanover Township Board of Education Policy #5512 and which can be accessed at www.hanovertwpschools.com
- Practice good listening skills and follow directions
- Respect myself, my classmates, all adults, and school property
- Follow all safety rules of the school or busses
- Say and do positive things to and for others
- Provide a welcome environment for others in class, on the playground, in the cafeteria, on the bus and elsewhere
- Keep my hands and feet to myself
- Clean up after myself
- Practice good sportsmanship and encourage all children to participate in games and other activities

As a member of the school community, I accept responsibility for my actions and accept the consequences of my actions if they violate the harassment, intimidation, and bullying policy and shared values statement. The possible consequences for a violation can include (in no specific order):

- Strong verbal warning
- Loss of playtime or other privilege (such as a class party, field trip or other school function)
- Conference between the student and principal/assistant principal
- Assignment of an educational/service learning project
- Conference between the student, parent, teacher and/or principal/assistant principal
- Counseling
- Suspension from school

For inappropriate behavior, the student may be required to write a letter of explanation to be signed by the parent/guardian and returned to school the next day.

GRADUATION HONOR CORD AWARDS

HIGHEST ACHIEVEMENT IN EIGHTH GRADE

Presented by the Memorial Junior School PTA

AMERICAN LEGION AWARD

Presented by Whippanong Post #155 and American Legion Auxiliary for courage, leadership, patriotism, scholastic achievement and school involvement

EXCELLENCE IN SOCIAL STUDIES

Presented by the Memorial Junior School Sunshine Committee

EXCELLENCE IN SCIENCE

Presented by Flight Officer Robert G. Gulick VFW Post 5351 and Auxiliary

EXCELLENCE IN MATHEMATICS

Presented by the Hanover Township Administrators Association

EXCELLENCE IN LANGUAGE ARTS

Presented by the Hanover Township Education Association

PATRICIA PARNOW MEMORIAL AWARD FOR EXCELLENCE IN READING

Presented by the Hanover Township School Community

EXCELLENCE IN WORLD LANGUAGE

Presented by the Memorial Junior School World Language Department

SHIRLEY AND FELIX R. SMIECINSKI TECHNOLOGY AWARD

Presented by the Memorial Junior School Technology Department

VIRGINIA SWARTZ MEMORIAL AWARD

Presented by the Hanover Township School Community to a student in recognition of fulfilling his/her learning potential

EXCELLENCE IN PERFORMING ARTS

Presented by the Elizabeth Ann Seton, Knights of Columbus Council 6904

FRED S. RHODES MEMORIAL AWARD FOR EXCELLENCE IN FINE ARTS

Presented by the Hanover Township School Community

BRIAN HAWKINS MEMORIAL OUTSTANDING ATHLETE AWARD

Sponsored by the Brian Hawkins Memorial Scholarship Fund and awarded to students who demonstrate excellence in athletics, participation in a variety of school sports, qualities of positive leadership, and personal enthusiasm

KAITLYN ROSE OKOLITA SPORTSMANSHIP AWARD

Sponsored by the Kaitlyn Okolita Memorial Scholarship Fund and awarded to students who participate in school sports with a positive sportsmanship attitude, while demonstrating kindness to others and serving as a positive role model

STEPHANIE BINDAS MEMORIAL AWARD

Presented by the Memorial Junior School PTA to two students who have maintained good academic records in health education and readily offer assistance to other people

HARVEY ALTMAN SERVICE AWARD

Presented by the Cedar Knolls Fire Department and First Aid Squad to two students who have demonstrated service to school and/or community

DOROTHY COOK MEMORIAL AWARD

Presented by the Hanover Rotary Club to a student in good academic standing who has helped to improve school life through diligence and dedication

LEO L. HALKO MEMORIAL AWARD

Presented by the Hanover Rotary Club to a student who has helped improve school and community life through service

HANNAH H. McEWAN KINDNESS CUP

Presented by the FMBA Local 109 Hanover Township Professional Firefighters Association to a student who has positively demonstrated kindness to others

CITIZENSHIP AWARD

Presented by the Hanover Township Policemen's Benevolent Association to a student who has demonstrated care and support for people in the school and in the community; has participated in school activities; and has been helpful to students and to teachers

CHARACTER EDUCATION AWARD

Sponsored by the Carolyn Fritschy Memorial Fund and awarded to two students - a girl and a boy - who exemplify the six pillars of character as taught through the MJS Character Education curriculum. The pillars include: Respect, Responsibility, Caring, Fairness, Trustworthiness, and Citizenship

MORRIS COUNTY MIDDLE SCHOOL SUPERINTENDENT'S LEADERSHIP AWARD

Presented by the Superintendent of Schools to one graduating student from each middle school in Morris County whose actions and deeds represent a model of citizenship in their respective school and community

MORRIS COUNTY SCHOOL BOARD ASSOCIATION UNSUNG HERO AWARD

Presented by the Superintendent of Schools to one graduating student from each middle school in Morris County who has distinguished themselves in unique ways, who models good citizenship, and displays a quiet strength that inspires others

MARINE LANCE CORPORAL CHRISTOPHER B. COSGROVE III MEMORIAL AWARD

Presented by the Cosgrove-Bowie Family to a student who exemplifies courage, citizenship, honor, and character to improve school and community through service, and also serves as a positive role model for members of the student body

ALMA MATER

Music and Lyrics by George Scannelli

Memorial, we sing to you
with praises thru the air.
We hold you in our hearts so true,
with loyalty so fair.
We honor you, we sing to you
Our voices clear and true.
Memorial, Memorial
We praise the "white and blue."

We hail to you Memorial
A mighty Viking throng.
Oh Junior School we're proud to be
A part of you in song.
We honor you, we sing to you
Our voices clear and true
Memorial, Memorial
We praise the "white and blue."