

REGISTRATION PROCEDURES

Documents Needed to Register

The following materials **MUST BE PRESENTED** at the time of registration:

1. Birth certificate or passport of student. Copy to be placed in student file.
2. Proof of residency where student is domiciled, including but not limited to the following:
 - a. Copy of up-to-date lease, mortgage, deed, or property tax bill
 - b. Agreement of Sale for new home
 - c. Utility bill, voter's registration or financial account information
 - d. Court order or state agency agreement
 - e. Official letter from Princeton University Housing Office, Institute for Advanced Study, or Princeton Theological Seminary

Note: The district may require more than one type of documentation to prove residency.

Copy to be placed in student file.

3. "Eligibility for Registration" acknowledgement with original signature for file. Copy provided should be given to parent.
4. Immunization records of student.
 - a. Health records must be reviewed by the school nurse at the time of registration, or in September for those who register during the summer.
 - b. A student cannot be registered without up-to-date health records.
5. Last report card and most recent standardized tests.
6. Name and mailing address of last school student attended.
7. If the student is not residing with a parent, a "Guardianship Affidavit" and a "Residency Affidavit" must be obtained from Student Services at Valley Road (609-806-4206), completed, and approved prior to registration.

If proper documentations are not presented at the time of enrollment, a student may be granted provisional admittance for 30 days. If the missing documents are not provided within 30 days, the student may be excluded from school until they are provided.

If, at any time, you or your child changes domicile or residence, you must report this information immediately to the school building secretary. Should the district discover that a child is not a legal resident of the district and is illegally attending the Princeton Public Schools, the district will assess the parents the full cost of the tuition (plus special education services if applicable) for such attendance.

PRINCETON PUBLIC SCHOOLS
Princeton, New Jersey

To: Parents/Guardians

Re: School Health Services Requirements

It is the practice of the Princeton Public Schools to require a physical examination of all students new to the district (including those starting Pre-K or Kindergarten for the first time), and all students in the **third, sixth, ninth and eleventh grades**. A report from your private physician regarding a recent (within the last year) examination can be accepted in lieu of a new examination.

We recommend, and many parents prefer, that these required examinations be conducted by the family's physician because he/she is more familiar with the student's health history and a private office exam is more comprehensive. However, if your child does not have a physician you may request an examination be conducted by the school physician.

High school and middle school students participating in interscholastic sports must have a physical examination prior to the first practice session.

Chapter 14 of the New Jersey State Sanitary Code requires that all school children have certain immunizations. The Code calls for the exclusion of children who do not have the mandated immunizations. The following summarizes the required immunizations:

Mantoux Tuberculin Skin Test

Students in any grade who have transferred from a country with a high incidence of tuberculosis will be tested with the Mantoux Tuberculin skin test. This test will be considered valid if administered within the previous six months for those who are required to be tested.

Provisional Admission

Provisional admission allows a child to enter/attend school after having received a minimum of one dose of each of the required vaccines. Pupils must be actively in the process of completing the series. Pupils <5 years of age, must receive the required vaccines within 17 months in accordance with the ACIP recommended minimum vaccination interval schedule. Pupils 5-years of age and older, must receive the required vaccines within 12 months in accordance with the ACIP recommended minimum vaccination interval schedule.

Grace Periods

- **4-Day Grace Period** – All vaccine doses administered less than or equal to 4 days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, preschool or child care facility.
- **30-Day Grace Period** – Those children transferring into a New Jersey school, preschool, or child care center from out of state/out of country may be allowed a 30-day grace period in order to obtain past immunization documentations before provisional status shall begin.

New Jersey Department of Health
MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY
N.J.A.C. 8:57-4: IMMUNIZATION OF PUPILS IN SCHOOL

Disease(s)	Meets Immunization Requirements	Comments
DTaP/DTP	<p><u>Age 1-6 years:</u> 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses</p> <p><u>Age 7-9 years:</u> 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses</p>	<p>Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 4 doses. A booster dose is needed on or after the fourth birthday, to be in compliance with Kindergarten attendance requirements. Pupils after the seventh birthday should receive adult type Td. Please note: there is no acceptable titer test for pertussis.</p>
Tdap	<p><u>Grade 6</u> (or comparable age level for special education programs): 1 dose</p>	<p>For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child is not required to have a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.</p>
Polio	<p><u>Age 1-6 years:</u> 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses.</p> <p><u>Age 7 or Older:</u> Any 3 doses</p>	<p>Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 3 doses. A booster dose is needed on or after the fourth birthday to be in compliance with Kindergarten attendance requirements. Either inactivated polio vaccine (IPV) or oral polio vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years or older.*</p>
Measles	<p>If born before 1-1-90, 1 dose of a live measles-containing vaccine on or after the first birthday.</p> <p>If born on or after 1-1-90, 2 doses of a live measles-containing vaccine on or after the first birthday.</p>	<p>Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Intervals between first and second measles-containing vaccine doses cannot be less than 1 month. Laboratory evidence of immunity is acceptable.**</p>
Rubella and Mumps	<p>1 dose of live mumps-containing vaccine on or after the first birthday.</p> <p>1 dose of live rubella-containing vaccine on or after the first birthday</p>	<p>Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Any child entering Kindergarten needs 1 dose each. Laboratory evidence of immunity is acceptable. **</p>
Varicella	<p>1 dose on or after the first birthday</p>	<p>All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering the school for the first time in Kindergarten or Grade 1 need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is acceptable.</p>
Haemophilus influenzae B (Hib)	<p><u>Age 2-11 Months:</u> 2 doses</p> <p><u>Age 12-59 Months:</u> 1 dose</p>	<p>Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of Hib-containing vaccine is needed if between the ages of 2-11 months.</p> <p>Minimum of 1 dose of Hib-containing vaccine is needed after the first birthday. ***</p>
Hepatitis B	<p><u>K-Grade 12:</u> 3 doses or</p> <p><u>Age 11-15 years:</u> 2 doses</p>	<p>If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation.</p>
Pneumococcal	<p><u>Age 2-11 months:</u> 2 doses</p> <p><u>Age 12-59 months:</u> 1 dose</p>	<p>Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of pneumococcal conjugate vaccine is needed if between the ages of 2-11 months.</p> <p>Minimum of 1 dose of pneumococcal conjugate vaccine is needed after the first birthday. ***</p>
Meningococcal	<p>Entering Grade 6 (or comparable age level for Special Ed programs): 1 dose</p>	<p>For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. *** This applies to students when they turn 11 years of age and attending Grade 6.</p>
Influenza	<p><u>Ages 6-59 Months:</u> 1 dose annually</p>	<p>For children enrolled in child care, pre-school, or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year. Students entering school after December 31 up until March 31 must receive 1 dose since it is still flu season during this time period.</p>

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DEPARTMENT OF EDUCATION

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NJ Parents

Varicella Vaccine Mandate

The New Jersey Department of Education (DOE) has been advised by the Department of Health and Senior Services (DHSS) that it has recently proposed a regulation regarding varicella (chicken pox) vaccinations that may be finalized as early as this summer. According to the proposed regulation, as of September 1, 2003, every child born on or after January 1, 1998 will be required to have received one dose of the varicella (chicken pox) vaccine prior to entry into the school system (no earlier than their first birthday). This applies to students entering school for the first time in either pre-school; kindergarten or first grades or a comparable entry level special education program with an assigned grade (including pre-school). Additionally, students born after January 1, 1998 who attend or transfer into a New Jersey school from another state or country are required to have received one dose of the varicella vaccine.

Because the DHSS realizes that receiving notice of this proposed regulation during the summer months may hinder the ability of schools to comply by the start of the 2003-2004 school year, it has provided DOE with guidance for provisional compliance which gives students an opportunity to obtain the appropriate varicella vaccination *by the end* of the 2003-2004 school year. The DOE is asking that all schools send a notice to parents of children affected by this proposed regulation to ensure that children either provide documentation of varicella vaccination or immunity or obtain the appropriate vaccination by the close of the 2003-2004 school year under this provisional compliance. The DHSS has indicated that children that present laboratory evidence of immunity, a physician's or a parental statement of previous varicella infection shall not be required to receive the varicella vaccine under this mandate. Please note that during this transitional period these children should not be excluded from school attendance for non-compliance prior to September 1, 2004.

Although generally mild and self-limiting, varicella can be associated with complications, which can include secondary bacterial infection, pneumonia and central nervous system involvement. As the incidence of chickenpox disease circulation among these young children decreases as a result of vaccination efforts, those who remain unvaccinated have a reduced chance of acquiring disease during early childhood when the disease is generally less severe, but may be at more risk of developing severe varicella disease complications later as susceptible older individuals.

Religious exemptions to immunization for a pupil enrolling in a private or public school or child care center pursuant to N.J.A.C. 8:57-4.4 shall continue to be granted, provided the parent or guardian explains in writing how the immunization conflicts with the exercise of bona fide religious tenets or practices of the pupil. General philosophical or moral objections to immunization remain insufficient for an exemption on religious grounds. Medical exemptions to immunization for pupils as referenced at N.J.A.C. 8:57-4.3 shall also continue to be granted.

This mandate applies not only to children attending schools, but to those attending pre-schools, pre-kindergarten and childcare centers as well. As such, DHSS has indicated that it will provide more specific information to the affected entities after administrative rules have been formally adopted. Specific questions relating to this notification can be directed to the DHSS, Vaccine Preventable Disease Program at (609) 588-7512.

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New Jersey Department of Education ANNUAL ATHLETIC PRE-PARTICIPATION PHYSICAL EXAMINATION FORM

Part A: HEALTH HISTORY QUESTIONNAIRE-Completed by the parent and student and reviewed by examining provider
 Part B: PHYSICAL EVALUATION FORM-Completed by examining licensed provider with MD, DO, APN or PA

Part A: HEALTH HISTORY QUESTIONNAIRE

Today's Date: _____ Date of Last Sports Physical: _____

Student's Name: _____ Sex: M F (circle one) Age: ____ Grade: _____

Date of Birth: ____/____/____ School: _____ District: _____

Sport(s): _____ Home Phone: (____) _____

Provider Name (Medical Home): _____ Phone: _____ Fax: _____

EMERGENCY CONTACT INFORMATION

Name of parent/guardian: _____ Relationship to student: _____

Phone (work): _____ Phone (home): _____ Phone (cell): _____

Additional emergency contact: _____ Relationship to student: _____

Phone (work): _____ Phone (home): _____ Phone (cell): _____

Directions: Please answer the following questions about the student's medical history by **CIRCLING** the correct response. Explain all "yes" responses on the lines below the questions. Please respond to all questions.

1. Have you ever had, or do you currently have:

- | | |
|--|--------------------|
| a. Restriction from sports for a health related problem? | Y / N / Don't Know |
| b. An injury or illness since your last exam? | Y / N / Don't Know |
| c. A chronic or ongoing illness (such as diabetes or asthma)? | Y / N / Don't Know |
| (1.) An inhaler or other prescription medicine to control asthma? | Y / N / Don't Know |
| d. Any prescribed or over the counter medications that you take on a regular basis? | Y / N / Don't Know |
| e. Surgery, hospitalization or any emergency room visit(s)? | Y / N / Don't Know |
| f. Any allergies to medications? | Y / N / Don't Know |
| g. Any allergies to bee stings, pollen, latex or foods? | Y / N / Don't Know |
| (1.) If yes, check type of reaction: | |
| <input type="checkbox"/> Rash <input type="checkbox"/> Hives <input type="checkbox"/> Breathing or other anaphylactic reaction | |
| (2.) Take any medication/Epipen taken for allergy symptoms? (List below.) | Y / N / Don't Know |
| h. Any anemias, blood disorders, sickle cell disease/trait, bleeding tendencies or clotting disorders? | Y / N / Don't Know |
| i. A blood relative who died before age 50? | Y / N / Don't Know |

Explain all "yes" answers here (include relevant dates):

List all medications here:

Medication Name	Dosage	Frequency

2. Have you ever had, or do you currently have, any of the following *head-related* conditions:
- | | |
|---|--------------------|
| a. Concussion or head injury (including "bell rung" or a "ding")? | Y / N / Don't Know |
| b. Memory loss? | Y / N / Don't Know |
| c. Knocked out? | Y / N / Don't Know |
| c. A seizure? | Y / N / Don't Know |
| d. Frequent or severe headaches (With or without exercise)? | Y / N / Don't Know |
| e. Fuzzy or blurry vision | Y / N / Don't Know |
| f. Sensitivity to light/noise | Y / N / Don't Know |

Explain all "yes" answers here (include relevant dates):

3. Have you ever had, or do you currently have, any of the following *heart-related* conditions:
- | | |
|--|--------------------|
| a. Restriction from sports for heart problems? | Y / N / Don't Know |
| b. Chest pain or discomfort? | Y / N / Don't Know |
| c. Heart murmur? | Y / N / Don't Know |
| d. High blood pressure? | Y / N / Don't Know |
| e. Elevated cholesterol level? | Y / N / Don't Know |
| f. Heart infection? | Y / N / Don't Know |
| g. Dizziness or passing out during or after exercise without known cause? | Y / N / Don't Know |
| h. Has a provider ever ordered a heart test (EKG, echocardiogram, stress test, Holter monitor)? | Y / N / Don't Know |
| i. Racing or skipped heartbeats? | Y / N / Don't Know |
| j. Unexplained difficulty breathing or fatigue during exercise? | Y / N / Don't Know |
| k. Any family member (blood relative): | |
| (1.) Under age 50 with a heart condition? | Y / N / Don't Know |
| (2.) With Marfan Syndrome? | Y / N / Don't Know |
| (3.) Died of a heart problem before age 50? If yes, at what age? _____ | Y / N / Don't Know |
| (4.) Died with no known reason? | Y / N / Don't Know |
| (5.) Died while exercising? If yes, was it during or after? (Circle one.) | Y / N / Don't Know |

Explain all "yes" answers here (include relevant dates):

4. Have you ever had, or do you currently have, any of the following *eye, ear, nose, mouth or throat* conditions:
- | | |
|---|--------------------|
| a. Vision problems? | Y / N / Don't Know |
| (1.) Wear contacts, eyeglasses or protective eye wear? (Circle which type.) | Y / N / Don't Know |
| b. Hearing loss or problems? | Y / N / Don't Know |
| (1.) Wear hearing aides or implants? | Y / N / Don't Know |
| c. Nasal fractures or frequent nose bleeds? | Y / N / Don't Know |
| d. Wear braces, retainer or protective mouth gear? | Y / N / Don't Know |
| e. Frequent strep or any other conditions of the throat (e.g. tonsillitis)? | Y / N / Don't Know |

Explain all "yes" answers here (include relevant dates):

5. Have you ever had, or do you currently have, any of the following *neuromuscular/orthopedic* conditions:
- | | |
|---|--------------------|
| a. Numbness, a "burner", "stinger" or pinched nerve? | Y / N / Don't Know |
| b. A sprain? | Y / N / Don't Know |
| c. A strain? | Y / N / Don't Know |
| d. Swelling or pain in muscles, tendons, bones or joints? | Y / N / Don't Know |
| e. Dislocated joint(s)? | Y / N / Don't Know |
| f. Upper or lower back pain? | Y / N / Don't Know |
| g. Fracture(s), stress fracture(s), or broken bone(s)? | Y / N / Don't Know |
| h. Do you wear any protective braces or equipment? | Y / N / Don't Know |

Explain all (yes) answers here (include relevant dates):

6. Have you ever had or do you currently have any of the following *general or exercise related conditions*:
- | | |
|---|--------------------|
| a. Difficulty breathing? | |
| (1.) During exercise? | Y / N / Don't Know |
| (2.) After running one mile? | Y / N / Don't Know |
| (3.) Coughing, wheezing or shortness of breath in weather changes? | Y / N / Don't Know |
| (4.) Exercise-induced asthma? | Y / N / Don't Know |
| i. Controlled with medication? (specify _____) | Y / N / Don't Know |
| ii. Experience dizziness, passing out or fainting? | Y / N / Don't Know |
| b. Viral infections (e.g. mono, hepatitis, coxsackie virus)? | Y / N / Don't Know |
| c. Become tired more quickly than others? | Y / N / Don't Know |
| d. Any of the following skin conditions: | |
| (1.) Cold sores/herpes, impetigo, MRSA, ringworm, warts? | Y / N / Don't Know |
| (2.) Sun sensitivity? | Y / N / Don't Know |
| e. Weight gain/loss (of 10 pounds or more)? | Y / N / Don't Know |
| (1.) Do you want to weigh more or less than you do now? | Y / N / Don't Know |
| f. Ever had feelings of depression? | Y / N / Don't Know |
| g. Heat-related problems (dehydration, dizziness, fatigue, headache)? | Y / N / Don't Know |
| (1.) Heat exhaustion (cool, clammy, damp skin)? | Y / N / Don't Know |
| (2.) Heat stroke (hot, red, dry skin)? | Y / N / Don't Know |
| (3.) Muscle cramps? | Y / N / Don't Know |
| h. Absence or loss of an organ (e.g. kidney, eyeball, spleen, testicle, ovary)? | Y / N / Don't Know |

Explain all "yes" answers here (include relevant dates):

7. **Females only:**

Age of onset of menstruation: _____ How many menstrual periods in the last twelve (12) months? _____
 How many periods missed in the last twelve (12) months? _____

8. **Males only:**

Have you had any swelling or pain in your testicles or groin? Y / N / Don't Know

PARENT/GUARDIAN SIGNATURE

I certify that the information provided herein is accurate to the best of my knowledge as of the date of my signature.

 Signature, Parent/Guardian or Student Age 18

 Date of Signature:

THIS COMPLETED AND SIGNED HEALTH HISTORY MUST BE REVIEWED BY THE EXAMINING PROVIDER AT THE TIME OF THE MEDICAL EXAM.

ANNUAL ATHLETIC PRE-PARTICIPATION PHYSICAL EVALUATION FORM

Part B: Physical Evaluation Form

(Completed by the examining licensed provider MD, DO, APN or PA)

-STUDENT INFORMATION-

Student's Name: _____ Sport(s): _____
 Sex: M F (circle one) Age: _____ Grade: _____ Date of Birth: _____
 Address: _____
 City/State/Zip: _____ Home Phone: _____
 School: _____ District: _____
 Parent/Guardian's Full Name: _____

- EXAMINING PHYSICIAN/PROVIDER CONTACT INFORMATION-

If conducted by school physician check here

Name: _____ Phone: _____ Fax: _____
 Address: _____ City/State/Zip: _____

- FINDINGS OF PHYSICAL EVALUATION -

Height: _____ Weight: _____ Blood Pressure: _____/_____/_____ Pulse: _____bpm.
 Vision: R 20/____ L 20/____ Corrected: Y / N Contacts: Y / N Glasses: Y / N

INDICATORS	NORMAL?	ABNORMAL FINDINGS/COMMENTS
General Appearance	YES	
Head/Neck	YES	
Eyes/Sclera/Pupils	YES	
Ears	YES	
Gross Hearing	YES	
Nose/Mouth/Throat	YES	
Lymph Glands	YES	
Cardiovascular	YES	
Heart Rate	YES	
Rhythm	YES	
Murmur	ABSENT	
If murmur present		Standing makes it: Louder Softer No Change
		Squatting makes it: Louder Softer No Change
		Valsalva makes it: Louder Softer No Change
Femoral Pulses	YES	
Lungs: Auscultation/Percussion	YES	
Chest Contour	YES	
Skin	YES	
Abdomen (liver, spleen, masses)	YES	
Assessment of physical maturation or Tanner Scale	YES	
Testicular Exam (Males Only)	YES	
Neck/Back/Spine:	YES	
Range of Motion	YES	
Scoliosis	ABSENT	
Upper Extremities: (ROM, Strength, Stability)	YES	
Lower Extremities: (ROM, Strength, Stability)	YES	
Neurological: Balance & Coordination	YES	
Hernia	ABSENT	
Evidence of Marfan Syndrome	ABSENT	

Most recent immunizations and dates administered:

Medications currently prescribed, with dose and frequency:

Medication Name	Dosage	Frequency

Additional observations:

General Diagnosis:

General Recommendations:

THE HISTORY PREPARED BY THE PARENT/STUDENT MUST BE REVIEWED BY THE EXAMINING PROVIDER AT THE TIME OF THE PHYSICAL EXAMINATION.

CLEARANCES: This section is completed by the examining healthcare provider.

After examining the student and reviewing the medical history the student is:

- A. Cleared for participation in all sports without restrictions.
- B. Not cleared for participation in any sport until evaluation/treatment of:

- C. Cleared for limited participation in the following types of sports only. Please see below for sport classifications. CHECK ALL THAT APPLY

___ CONTACT/COLLISION
___ LIMITED CONTACT

___ NON-CONTACT/STRENUOUS
___ NON-CONTACT/NON-STRENUOUS

Limitations due to: _____

NOTES TO THE EXAMINING PROVIDER

Conditions requiring clearance before sports participation include, but are not limited to the following:

Anaphylaxis; Atlantoaxial instability; Bleeding disorder; Hypertension; Congenital heart disease; Dysrhythmia; Mitral valve prolapse; Heart murmur; Cerebral palsy; Diabetes mellitus; Eating disorders; Heat illness history; One-kidney athletes; Hepatomegaly; Splenomegaly; Malignancy; Seizure Disorder; Marfan's Syndrome; History of repeated concussion; Organ transplant recipient; Cystic fibrosis; Sickle cell disease; and/or One-eyed athletes or athletes with vision greater than 20/40 in one eye.

SAMPLES OF CLASSIFICATION OF SPORTS BY CONTACT

Contact/Collision	Limited Contact	Non-Contact	
		Strenuous	Non-strenuous
Basketball	Baseball	Discus	Bowling
Diving	Cheerleading	Javelin	Golf
Field Hockey	Fencing	Shot put	
Football	High Jump	Rowing	
Ice Hockey	Pole vault	Running/Cross Country	
Lacrosse	Gymnastics	Strength Training	
Soccer	Skiing	Swimming	
Wrestling	Softball	Tennis	
	Volleyball	Track	

Effects of physiologic maneuvers on heart sounds

- Standing
 - Increases murmur of HCM
 - Decreases murmur of AS, MR
 - MVP click occurs earlier in systole
- Squatting
 - Increases murmur of AS, MR, AI
 - Decreases murmur of MCH
 - MVP click delayed
- Valsalva
 - Increases murmur of HCM
 - Decreases murmur of AS, MR
 - MVP click occurs earlier in systole

Physical Stigmata of Marfan's Syndrome

- Kyphosis
- High arched palate
- Pectus excavatum
- Arachnodactyly
- Arm span > height 1.05:1 or greater
- Mitral Valve Prolapse
- Aortic Insufficiency
- Myopia
- Lenticular dislocation

- HCM: Hypertrophic Cardio Myopathy
- AS: Aortic Stenosis
- AI: Aortic Insufficiency
- MR: Mitral Regurgitation
- MVP: Mitral Valve Prolapse

HISTORY REVIEWED AND STUDENT EXAMINED BY: Physician's/Provider's Stamp:

- Primary Care Provider
- School Physician Provider
- License Type:
 - MD/DO
 - APN
 - PA

PHYSICIAN'S/PROVIDER'S SIGNATURE: _____

Today's Date: _____

Date of Exam: _____

RESERVED FOR SCHOOL DISTRICT USE

NOTE: *N.J.A.C. 6A:16-2.2* requires the school physician to provide written notification to the parent/legal guardian stating approval or disapproval of the student's participation in athletics based on this physical evaluation. This evaluation and the notification letter become part of the student's school health record.

History and Physical Reviewed By: _____ Date: _____

Title of Reviewer (please check one): School Nurse School Physician

Medical Eligibility Notification Sent to Parent/Guardian by School Physician _____
Date

Letter of notification is attached.

OR

Parent notification indicates that:

- Participation Approved without limitations.
- Participation Approved with limitations pending evaluation.
- Participation NOT Approved

Reason(s) for Disapproval: _____

JOHN WITHERSPOON MIDDLE SCHOOL
217 Walnut Lane
Princeton, NJ 08540

GENERAL INFORMATION

SCHOOL HOURS 8:30am - 2:55pm

SCHOOL LUNCH \$3.75 (SUBJECT TO CHANGE)

MAIN OFFICE 609-806-4270
FAX MACHINE 609-806-4271

STAFF EMAIL ADDRESS first name_last name@princetonk12.org

Principal - Mr. Jason Burr
Assistant Principal – Ms. Lynne Harkness

Counselors

Evelyn Counts – Grade 6
Cathy DiLorenzo – Grade 7
Adam Rothschild – Grade 8

Guidance Secretary/Registrar

Please call for **Registration Appointments**
609-806-4272

NURSE

Kathleen Bihuniak - 609-806-4270

Inclement Weather- Please Call 609-806-4202

TRANSPORTATION OFFICE 609-806-4209
(FYI - Must live 2 miles away from school for bus service)

CURRICULUM & INSTRUCTION 609-806-4203

Language Arts Supervisor – Barbara O'Breza – 609-806-4280
Math Supervisor – Joanne Krause – 609-806-4270
Visual/Performing Arts – Patrick Lenihan – 609-806-4270
Physical Education Supervisor - John Miranda - 609-806-4290
Science Supervisor – Cherry Sprague – 609-806-4280
Social Studies – Rick Miller – 609-806-4270
Special Education – Dawn Cuccolo – 609-806-4280
World Language/ESL Supervisor – Priscilla Russel – 609-806-4280

LOOP BUS – 800-582-5946

YMCA 609-497-9622

PRINCETON PUBLIC SCHOOLS

JOHN WITHERSPOON MIDDLE SCHOOL

217 Walnut Lane Princeton, New Jersey 08540

Main Office: 609-806-4270 ~ Fax: 609-806-4271 ~ Guidance/Child Study: 609-806-4272

COMMUNITY

The Princeton Public School District is made up of Princeton Borough and Princeton Township. It is one of nine school districts in Mercer County, New Jersey, in the west central part of the state. It is an area long recognized for its rich history and strong educational values. The home of Princeton University, the Institute for Advanced Study, Princeton Theological Seminary, and Westminster College of Rider University, Princeton is a center for education and culture for the surrounding region.

SCHOOL

John Witherspoon Middle School mirrors the life style of its community with its own tradition of academic and cultural achievement. As the only middle school in the public school system, it houses grades six, seven, and eight. With a student body of just under 750 and a staff of around 75, JWMS provides an environment for adolescents to bridge the educational adventure between elementary school and high school. Students at each grade level are assigned to a homeroom that is part of a house or academic teaching team. There are two houses, made up of five teachers and approximately 120 students, at each grade level. Each grade has its own school counselor. A full time child study team serves the school. The building has a principal and an assistant principal.

FACILITY

Our present building was constructed in 1966 and underwent major renovations and additions in 2003-2005. It consists of a large main building and six wings. The main building houses our main office, the health office, the media center with an auxiliary computer lab, a cafeteria, an auditorium, a suite for the child study team, and the Commons, which features a Michael Graves mural. The wings become "mini-schools" within the school. Sixth grade is housed in its own wing. The sixth grade counselor is housed within that wing. Two wings house our seventh and eighth grade programs. Both the seventh and eighth grade counselors are in the wings with the seventh and eighth grade houses. Each grade has new science classrooms that enhance delivery of instruction and lab work. The fourth and fifth wings include specialized rooms for our exploratory subjects (i.e., Tech Prep, Computer Lab, Research and Debate, Visual Art, STEM Robotics, Programming in 3D, and Habits of Mind) and our performance classes (i.e., Drama, Orchestra, Band, and Chorus). The sixth wing houses our gymnasium, pool, and locker rooms. The campus, which includes playing fields and a playground, adjoins the campuses of Princeton High School and Westminster Choir College of Rider University.

CURRICULUM

A standard student daily schedule includes five academic subjects, two periods for non-academics, and a thirty-minute lunch period. The day begins with a five-minute homeroom period followed by 7 fifty-minute classes. A lunch period occurs in the middle of the day for each grade level. Courses are offered in English, mathematics, science, social studies, world languages, physical education, health, music, art, computers, technology, drama, STEM Robotics, Habits of Mind, Programming in 3D, basic skills, English as a second language, and special education.

Subject	Sixth	Seventh	Eighth
English	Literature-based with topics in grammar, writing, vocabulary, listening and speaking. Typical selections include: <u>Dragonwings</u> , <u>Alice's Adventures in Wonderland</u> , <u>Midsummer Night's Dream</u> , <u>The Hobbit</u> , various poetry and short stories from an anthology. <u>Holt's Handbook, 1st Course</u>	Literature-based with topics in grammar, writing, vocabulary, listening and speaking. Typical selections include: <u>The Pearl</u> , <u>Adventures of Tom Sawyer</u> , <u>To Kill a Mockingbird</u> , <u>Cheaper by the Dozen</u> , various poetry and short stories from an anthology. <u>Holt's Handbook, 2nd Course</u>	Literature-based with topics in grammar, writing, vocabulary, listening and speaking. Typical selections include: <u>A House on Mango Street</u> , <u>A Separate Peace</u> , <u>The Girl with the Pearl Earring</u> , <u>Romeo and Juliet</u> , various poetry and short stories from an anthology. <u>Holt's Handbook, 3rd Course</u>
Math	Pre-Algebra -- pre-algebra course. <u>Larson Pre-Algebra</u> , Holt McDougal, 2012 Pre-Algebra Accelerated -- accelerated course in pre-algebra. <u>Larson Pre-Algebra</u> , Holt McDougal, 2012	Algebra I Part 1 -- first half of Algebra I. <u>Larson Algebra I</u> , Holt McDougal, 2012 Algebra I Accelerated -- advanced course. <u>Larson Algebra I</u> , Holt McDougal, 2012	Algebra Core - full year Algebra course focusing on the core components. <u>Larson Algebra I</u> , Holt McDougal, 2012 Algebra I Part 2 -- second part of Algebra I. <u>Larson Algebra I</u> , Holt McDougal, 2012 Algebra II Accelerated -- advanced course. <u>Larson Algebra II</u> , McDougall Littell, 2007

Science	A multi-text/multi-resources program including lab work in the following topics: chemistry basics, cells, human body biology, basic genetics, microbiology, and metric measurement systems. An overnight environmental trip is taken each spring.	A multi-text/multi-resources program including lab work in the following topics: astronomy, earth science, weather and climate, and oceanography.	A main text/multi-resources program including lab work in physics (including electricity and magnetism) and chemistry. <u>Holt, Science and Technology.</u>
Social Studies	History and geography through a survey of ancient cultures: prehistory through the fall of Rome. <u>A Message of Ancient Days</u> , Houghton Mifflin Co., 2003	History and geography through a survey of world cultures during the Middle Ages: roughly 400 through 1600. <u>My World History</u> , Pearson, 2012.	A survey of the American government and political system and the citizen's role in a democracy. A three day trip to Washington, DC takes place. <u>Civics</u> , Pearson/ Prentice Hall.
World Languages	Students begin to study French or continue Spanish studies from elementary school. These are all in an immersion language setting that emphasizes the modes of communication with language taught in context and organized by thematic units. The curricula are organized thematically.	Students continue with French or Spanish studies in an immersion setting that emphasizes the modes of communication with language taught in context and organized by thematic units. In 7 th grade students may add Mandarin to their French or Spanish studies. The curricula are organized thematically.	Students continue with French or Spanish studies in an immersion setting that emphasizes the modes of communication with language taught in context and organized by thematic units. The targeted goal for exiting is at the Novice High level for French and the Intermediate Low level for Spanish. Students may also continue with their Mandarin studies. The classes are conducted entirely in the target language.

GRADES AND REPORT CARDS

Report cards are issued four times a year: November, February, April, and June. The November report card is generally in conjunction with a parent-teacher conference. While parent conferences may be requested at any time during the school year, the November conferences are held for every child throughout the school. Students receive letter grades on their report cards. The grades might equate to the following numerical scale or narrative comments. We do not develop GPAs or rank our students.

Letter Grade	Numerical	Narrative Comment
A / A-	90 - 100	Excellent or superior work; shows the highest distinction.
B+ / B / B-	80 - 89	Above average; shows achievement of fine quality.
C+ / C / C-	70 - 79	Average; indicates satisfactory work.
D+ / D / D-	60 - 69	Poor; indicates unsatisfactory work in one or more aspects .
F	59 or lower	Failure; unacceptable work, participation, understanding.
P		Pass; used when one of the above grades is not appropriate.

STUDENT BODY

The student body of JWMS reflects the diversity of the community. Our school population is comprised of students who were born in Princeton as well as students who move here during their school careers. Families move here from other locations in the United States and over forty countries throughout the world. We are fortunate to experience this unique student body due to visiting scholars at the Institute for Advanced Study and visiting professors at Princeton University and Princeton Theological Seminary who bring their families to live in Princeton.

STANDARDIZED TESTING AND STATE ASSESSMENT

Each spring, our students take the NJ-ASK. This is a test mandated by the New Jersey Department of Education. It measures student performance in reading, writing, mathematics, and science. The mean for student performance is well above average.

EXTRA-CURRICULA

While chorus, band, and orchestra are part of our regular school day; there are also many extracurricular activities at JWMS. Clubs include Art Club, Best Book Club, Board Game Club, Chess Club, Do Something Club, Drama Club, Environmental Club, Geography Bee Club, Little Tiger Store, Mathletes, Newspaper Club, PPS Girls Club, Robotics Club, Science Bowl, Stage & Lighting Crew, Swim Club, and Yearbook. Team sports include boys & girls soccer, field hockey, co-ed cross country, co-ed tennis, girls & boys basketball, wrestling, baseball, softball, co-ed track, and boys & girls lacrosse.

JOHN WITHERSPOON MIDDLE SCHOOL
Parent Information Packet

Main Office: 609-806-4270
Guidance Office: 609-806-4272 **Health Office:** 609-806-4273
Fax: 609-806-4271

ACADEMIC CALENDAR 2012-2013

Recess Days

Monday	September 17	Rosh Hashanah
Wednesday	September 26	Yom Kippur
Monday	October 8	Staff Development
Thursday, Friday	November 8, 9	NJEA Convention
Thursday, Friday	November 22, 23	Thanksgiving Recess
Monday through Tuesday	December 24 – January 1 (resume Wednesday, January 2)	Winter Recess
Monday	January 21	Martin Luther King Day
Friday	February 15	Staff Development Day
Monday	February 18	President's Day
Monday through Monday	March 25 – April 1 (resume Tuesday, April 2)	Spring Recess
Friday	May 24	Staff Development Day
Monday	May 27	Memorial Day

DAILY SCHEDULE

The school day begins at 8:25 a.m. and ends at 2:55 p.m. Students at each grade level are assigned to interdisciplinary academic teams called Houses. There are two Houses, consisting of five teachers and approximately 110 students in each House. The House plan encourages teachers to use team-teaching techniques, multiple texts, and individualized as well as small group instruction.

A typical student schedule includes five academic subjects, two periods for non-academics and a thirty-minute lunch period. Students begin the day with a five-minute homeroom period followed by seven, fifty-minute classes. Courses offered are: English, Mathematics, Science, Social Studies, World Languages of French or Spanish, Physical Education, Health, Music (choral and instrumental), Art, Computers, Tech Prep, Research & Debate, Habits of Mind, Programming in 3D & Drama.

Comprehensive basic skills, special education, and English-as-a-Second Language classes assist the overall program at John Witherspoon.

SCHOOL CLOSING

If school is to be closed due to inclement weather or any other reason, call 806-4202. Announcements will be made on the following radio station website: WKXW (101.5 FM), www.NJ1015.com. The local television stations, WPVI (Channel 6), WCAU (Channel 10), Comcast Channel 25, Verizon Fios Channel 46 or check online notices at www.princetonk12.org.

HOMEROOM PERIOD

Students must be seated in Homeroom by 8:25 a.m. All students must observe the *Pledge of Allegiance*, which will be followed by important daily announcements on the public address system.

ABSENCES

- A. ATTENDANCE:** Regular school attendance is mandatory and essential to school success. All students must be in the building by 8:25 a.m. A note from a parent/guardian explaining the student's absence **must be brought to the Homeroom teacher the day following any absence.** Parents have the right to permit a student to remain at home due to illness. Other legal reasons for absences are certain religious holidays. Parents/Guardians are to call the school at 806-4266 before 9:00 a.m. on the morning the student will be absent or late to school.

- B. **TRUANCY:** A child who is sent to school by his/her parent/guardian, but does not attend for other than lawful reasons is truant. Truancy is a violation of the Compulsory State School Attendance Law. Administrative disciplinary measures result from truancy.
- C. **TARDINESS:** Tardiness is unacceptable. If students arrive after 8:35 a.m., they are considered tardy. Students arriving after the Homeroom period, 8:35 a.m., must first report to the Main Office to obtain a late card. A written note from a parent/guardian stating the reason for the student arriving after 8:35 a.m. must be submitted. The late card must be signed by all the teachers and returned to the Main Office. Students who have excessive unexcused tardies are assigned detention by his/her Homeroom teacher. The school counselor will contact a parent/guardian if excessive tardiness continues.
- D. **APPOINTMENTS:** Students may not leave the building during the day for any reason. Students will be excused from school for dental, medical or other appointments when written permission from a parent/guardian is brought to the Main Office in advance for approval. Students will only be released to a parent/guardian from the main office.
- E. **EXTENDED VACATIONS:** Extended vacations are discouraged. Parents should plan vacations to coincide with scheduled school holidays. We believe the continuity of instruction is a vital part of each student's education.

MEDICAL ASSISTANCE

- A. **ACCIDENTS:** Immediately report all accidents to the school Nurse, regardless of the severity of the injury.
- B. **ILLNESSES:** If a student becomes ill in school, the Nurse will contact a parent/guardian and issue a medical excuse to return home.
- C. **EXTENDED ABSENCE DUE TO ILLNESS:** If a student is going to be absent from school for **three days or more** because of illness, contact the school Nurse at **806-4273** and report the nature of the illness. If a student has been out due to a contagious disease, operation, or serious illness, he/she must see the Nurse upon his/her return to school.
- D. **MEDICATION:** The school Nurse administers medication to students only when the medicine has been prescribed by a physician and is accompanied by written permission from the parent/guardian. Non-prescriptive medication is not to be taken in school without written permission from home and may be taken only under the supervision of the school Nurse.

BUS INFORMATION

All John Witherspoon rules are in effect on all bus routes. The bus driver is in full charge of the bus and pupils. All students must remain in his/her seat and wear a seatbelt. Never throw any object from the bus. No profanity or physical contact is permitted. The driver is instructed to report any misbehavior to the JW Administration for appropriate action. NJ Transit (Loop Bus) tickets will be sold on Wednesday mornings from 8:00 to 8:25 a.m. in the Main Commons. Bus safety drills are conducted twice a year.

ON THE WAY TO SCHOOL

When walking to school, always use the sidewalk and cross only where the crossing guards are located. Never litter! Students may not leave John Witherspoon School once they have arrived even if school has not officially begun. **Students are not permitted to visit the Princeton Shopping Center, Princeton High School or Westminster Choir College.**

BICYCLING

When bicycling, observe the safety regulations set by Princeton Township Police. All bicycles must be kept in the bicycle racks and **locked** for security. Do not lock bicycles to trees, handrails or fences. New Jersey State Law mandates that all students, **14 and under**, must wear approved safety helmets when operating a bicycle.

SKATEBOARDS, ROLLER BLADES AND SCOOTERS

Skateboards, roller blades and scooters may not be used on John Witherspoon Middle School sidewalks, playground or driveways.

CHANGE OF ADDRESS

Any student, who changes address within the District or transfers to another school, must contact the Guidance Office. All changes must be submitted in writing to the school and follow the District's specified guidelines.

DISCIPLINE

To insure that our goal of "Excellence in Learning and Teaching" may continue to be a reality, John Witherspoon students are expected to adhere to school rules and regulations. Students must exhibit appropriate behavior. Pupils must submit to the authority of all school personnel; they must pursue their prescribed course of study and they must obey the rules of the school they attend (NJSA18A: 37-1.) Not obeying the rules or engaging in conduct which creates or causes disruptive behavior will subject the student to disciplinary action which, depending upon the severity of the infraction, may include suspension or expulsion.

Guidelines for Success

1. Attend school and all classes regularly and on time. Follow rules which are posted in each classroom.
2. Respect the rights of all individuals to be different. "He who gives respect, gets respect."
3. All physical contact is inappropriate.
4. Use, possession or sale of a controlled dangerous substance, tobacco product, or alcohol is prohibited. A copy of the Board Policy will be distributed to students.
5. Selling or buying anything is prohibited on school property.
6. Gambling is prohibited on school property.
7. Vandalism, defacing school property, writing on lockers, desks, or walls is prohibited. Students will be charged for any damages.
8. Compliance with all classroom, lunchroom, and corridors rules and regulations must be followed without exception.
9. No gum chewing.
10. Obtain authorization from administration prior to leaving school for any reason.
11. Cursing or other profanity is prohibited.
12. Possession and or use of weapons or toys, which resemble weapons is prohibited.
13. Threats, written or verbal, toward school personnel or students is prohibited.
14. Harassment, sexual harassment, intimidation or cyber bullying is prohibited. A copy of the Board Policy will be distributed to students.
15. Asking for or receiving money or personal property from other students is prohibited.
16. Public display of affection between students is prohibited.

The sixteen items listed are our Guidelines for Success. Students violating these regulations will make themselves eligible for disciplinary action.

DRESS CODE

Students are expected to attend school wearing neat, clean and non-offensive clothing. Shoes are required at all times and head coverings of any kind are not permitted in the building during school hours. No offensive tee shirts, bare backs, spaghetti straps, exposed stomachs, short shorts, short dresses or skirts, low-cut tops, low-cut pants, flannel-type pant and sleepwear. Nothing should be worn that will be a distraction to learning.

SCHOOL SAFETY DRILLS

Scheduled fire and school safety drills occur twice monthly. Students must follow his/her teacher's instructions and walk quietly and in an orderly fashion to the assigned exit. **Silence is mandatory.** The Principal and Assistant Principal will supervise the drills. Evacuation maps are posted in each classroom.

CORRIDOR BEHAVIOR

Students are reminded that classes are in session and that excessive noise, running or loitering in the corridors is prohibited. Students are not permitted in the corridors during classes, except with the written permission of school personnel.

APPEARANCE OF THE SCHOOL BUILDING

We are proud of our fine building and its appearance. Never damage property inside or outside of the building. Please set an example by picking up papers from the corridor floors and classroom floors and place trash in receptacles.

LOCKERS

Each student will be assigned a hall locker with a combination lock. Homeroom teachers will inspect the lockers periodically. Physical Education teachers will assign a gym locker. For security, **never** share combinations with other students. Students may only use their lockers during the following times: before and after school, before and after Physical Education, before and after lunch. The Principal and Assistant Principal may inspect student lockers at any time.

CARE OF BOOKS

All school textbooks must be covered and cared for properly. Students will be charged for textbooks that are lost, defaced or damaged. Students are to write their names inside the front cover, in the proper place, so that it can be returned if misplaced.

HOMEWORK

Homework is an integral part of the school curriculum and will be assigned by teachers regularly. If a student misses classes due to illness or other reasons, it is the student's responsibility to see his/her teacher to make up assigned work promptly. If students are **out ill for three days or more** and would like to receive assignments, parents are to contact the Main Office at 806-4270 to place the request. If students are out ill one or two days, they may obtain assignments from his/her classmates.

EDUCATIONAL MEDIA CENTER

The school Media Center is open to all students from 8:00 a.m. to 3:15 p.m. every school day. Students may borrow library books for two weeks with renewal privileges unless the book the student needs is on the reserve list. Library books must be signed out through the Media Specialist. Reserve books may be borrowed overnight. They may be obtained only after school and must be returned before 9:00 a.m. the next morning. Use of the Media Center is a primary part of education. Students are encouraged to use this resource as a regular practice.

PHYSICAL EDUCATION

All students are required by State Law to participate in Physical Education. Each student will be issued a locker. Students must change out of the clothes they have worn to school and into a tee shirt or sweatshirt, shorts or sweatpants for class. All students must wear sneakers in class. Students will participate in a swimming unit. They are required to adhere to the following guidelines with regard to attire and necessary items: Boys' swim trunks, Girls' one piece bathing suits, towel, flip flops footwear, and shower supplies. Students may be excused for an extended period of time from Physical Education if they have presented a written excuse from a doctor.

LUNCH

Lunch is available for students to purchase in our cafeteria. Many students choose to bring lunch from home. All meals are nutritionally balanced and the cost of lunch is \$3.75 (subject to change.) The school does not lend lunch money. Money can be deposited in the student's lunch account. Parents are responsible to keep their child's lunch account funded. Students may not charge against their lunch account. All food and beverages must be consumed inside the cafeteria. After students have finished eating, he/she is to place all refuse in the receptacles. Students may then go outside to the playground, to the Media Center or remain in the cafeteria. On inclement days, the old gymnasium is open. Students

may not loiter in the corridors or commons. Students are not permitted to go to their lockers during lunch.

AFTER SCHOOL ACTIVITIES

ATHLETICS: All students are encouraged to participate in our sports program:

Fall: Co-ed Tennis, Field Hockey, Soccer, Cross Country

Winter: Basketball, Wrestling, Swim Club

Spring: Baseball, Co-ed Track, Lacrosse, Softball

Physical examinations are required prior to participation in any sports program. The school Nurse provides medical forms.

EXTRA CURRICULAR ACTIVITIES: Students are encouraged to participate in various club activities, which include: **Art, Best Book, Board Game, Drama, Engineering, Environmental, Little Tiger School Store, Mathletes, Newspaper, PRS Girls', Science Bowl, Stage and Lighting Crew, Do Something and Yearbook.** Detailed information regarding times and meeting places will be announced during the school year.

OVERNIGHT FIELD TRIPS

Middle school students who have legal issues pending (in or out of school), narcotics involvement (possession or use), or sexual misconduct shall be prohibited from participating in overnight field trips.

PARENT CONSENT FORMS

A Photo Image Consent Form is mailed to students for parent/guardian signature in August. Homeroom teachers will distribute other permission forms.

DANCES

Dances begin at 7:30 p.m. and end at 9:30 p.m. Students may not leave dances early unless they are picked-up by a parent/guardian. Parents/guardians are requested to promptly pick-up students after the dance. Visitors from other schools must have prior Administrative approval.

VISITORS

All visitors must report to the main office upon arrival at school.

Students who want to bring a visitor to school for **one day** must adhere to the following procedure:

- The visitor must be from out-of-state.
- The request must be made one week prior to the date of the visit.
- The request must include the visitor's name and the place he/she lives.
- The request must be approved and signed by each teacher the student will have on the date of the visit.
- After teachers have granted approval, the request must be given to the Principal or Assistant Principal for final approval.
- On the day of the visit, the student is to bring the approved request to all his/her classes.
- Special situations not falling within these guidelines must be discussed with the Principal or Assistant Principal.

VALUABLES/PLAYGROUND EQUIPMENT

Valuables are not to be brought to school unless the items have been approved by an Administrator as part of a class assignment. Students may not carry large amounts of money to school. Digital Cameras, Cell Phones, CD's, DVD's, iPod's, MP3 players, radios, recording devices, portable computer games/devices, video games, laser pointers, playing cards, valuable trading cards, dice, and software are not permitted in school. The school supplies basketballs and other recess equipment for students. Students are not permitted to bring personal recreational equipment to school.

LOST AND FOUND

The clothing Lost and Found is located in the old gymnasium area. Other articles of value, such as glasses, wallets, watches, jewelry, etc., should be turned into the Main Office where students may claim them upon identification. If something is lost, the student is to report this immediately to his/her teacher or to the Main Office. It is recommended that students place his/her name in items for easy identification and return. Unclaimed articles will be donated to charity.

INSURANCE

An insurance policy is available to each student in the school. Detailed information will be distributed early in the school year. Students enrolling in school after September 6 may obtain this information when they register.

PARENT CONFERENCES

Parent conferences will occur during the school year. Formal parent conferences are scheduled in November. All other conferences will occur as needed during the school year and appointments should be made through the student's School Counselor.

REPORT CARDS

Students will receive four report cards yearly. Report cards will be issued to students in November 2012, February 2013, April 2013, and a final report card will be issued to students on the last day of school. Report card envelopes must be signed by a parent/guardian and returned to the Homeroom teacher no later than three days after the initial distribution. Each teacher will give a grade (A, B, C, D, F, Inc.) as well as a social conduct mark (C-commendable, S-satisfactory, N-needs improvement, U-unsatisfactory.) Grade values are as follows:

A —90-100	D —60-69
B —80-89	F —59 or below
C —70-79	Inc—Incomplete

STUDENT/TEACHER LEARNING AGREEMENT

Students in need of improvement will work out a cooperative student/teacher Learning Improvement Agreement that must be signed by a parent/guardian. This agreement will show the student ways in which he/she can improve his/her schoolwork.

STUDENT SERVICES

Student Services is comprised of School Counselors, Psychologist, Social Worker, Nurse, and a Learning Consultant. These staff members are available to assist with problems or concerns. Appointments to meet with these staff members should be made by contacting the Guidance Office at 806-4272.

2ND FLOOR NEW JERSEY'S YOUTH HELPLINE

The New Jersey Youth Helpline, 2nd FLOOR, a toll-free, anonymous and confidential helpline available 24 hours a day, all year, to all New Jersey youth, ages 10 to 24. Youth can call 2nd FLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information.

TELEPHONES

Two free telephones are located in the corridor across from the Main Office for use after school only. Each classroom has been equipped with a telephone. Telephones may not be used before school or during school hours. **Emergency calls** are to be made through the School Counselor's Office or House telephone. Cell phone use in the building is prohibited.

JOHN WITHERSPOON AFTER SCHOOL CLUB ACTIVITIES

Yearbook Club:

The Yearbook staff contains 6th, 7th, and 8th grade volunteers who create a school yearbook for John Witherspoon. Students design the layout of the book which is available for students and faculty to purchase.

Art Club:

The Art Club at John Witherspoon is open to all grade levels and usually meets alternate weeks after school for one hour.

The focus varies from specific projects planned just for the Art Club, to perhaps designing and making posters for a school function, or maybe the club will have an artist visit and demonstrate his/her talents, then the club members will try their hand at the same. Field trips are planned to places like the Mercer County Teen Arts Festival – a day of great workshops, the State Teen Arts Festival – another wonderful learning day, or the club has also taken trips to visit the Princeton University Art Museum.

Mathletes:

A weekly club that meets from November through February of each school year. Activities include playing math games, getting extra help or participating in MathCounts practices.

MathCounts is a national foundation sponsored by the National Society of Professional Engineers, CAN, and National Council of Teachers of Mathematics.

Students engage in warm-ups and work-outs in preparation for the annual regional competition which can lead to state and national competitions. Sixth through eighth grade students are encouraged to join the club.

MathCounts regional competition is open to seventh and eighth grade students.

Science Bowl:

The National Science Bowl (NSB) is a highly competitive science education and academic event among teams of high school and middle school students who compete in a fast-paced verbal forum to solve technical problems and answer questions in all branches of science and math. Each team is composed of four students, one alternate student, and a coach. Regional and national events encourage student involvement in math and science activities of importance to the Department of Energy and the Nation.

Other sponsors include: Dow Chemical Co. Foundation, General Motors Foundation, Phillips Petroleum Co., Texas Instruments Inc., 3M Foundation, and NASA.

Stage & Lighting Crew

Students who choose to participate in Stage and Lighting Crew (SLC) learn to coordinate stage setups and lighting for rehearsals and concerts of JW performing arts ensembles, as well as providing similar services for many community organizations, with their colleagues.

They learn in detail what is required in “setting” a stage for both vocal and instrumental performing organizations. The SLC members learn how to read and implement stage floor plans and develop the skill for changing the stage from one setting to another in a matter of minutes.

In addition, experienced SLC members learn how use the computerized lighting board and become responsible to ensure correct lighting for concerts, drama productions, etc.

One important outcome for SLC members is, through the guidance of the advisor, to be able to function, collaborate and coordinate all which is necessary for successful stage and lighting responsibilities as a team.

Drama Club:

The John Witherspoon Drama Club for 6th, 7th, and 8th graders meets throughout the school year. Students participate in theater games, workshops with professionals in theater, and the production of a performance.

Do Something Club:

Princeton Regional Schools, as part of the New Jersey Character Education Initiative, has integrated the Do Something Character Education program and service learning into our school. Do Something is a national school based program committed to building community leaders through service learning and civic engagement.

John Witherspoon Middle School students plan and carry out a wide variety of community service projects. The service projects are documented by students through media production. Students learn how to make movies and music using available software and hardware. They learn still photography and create picture slideshows. This club is made up of all interested students in grades 6, 7, and 8.

Little Tiger School Store:

Students who are early birds and arrive to school a little before 8:00 AM are encouraged to volunteer at the school store. Volunteers help fellow students in selecting school supplies, demonstrate how to use various items, add up sales, learn to make change and assist in the selection of reordering and purchasing new inventory.

Little Tiger School Store hours: 8:00 am – 8:20am in the Commons

September and October – five days per week

November through June – Monday, Tuesday and Thursday

Board Game Club:

Game On

“I sunk your battleship!”

“Uno!”

“King me!”

These are some of the things you might hear if you walk down C-wing on Wednesday afternoons. The Board Game Club meets in room C-106 from three to four on most Wednesdays. The club started last winter and is up and running for its second year. All 6th and 7th graders are welcome at the club.

The JW Newspaper:

The JW newspaper, “The Commons” contains 6th, 7th and 8th grade students who write, edit and publish an online newspaper about our school and our community. The newspaper is available for the public through the John Witherspoon website.

PPS Girls’ Club (Powerful, Positive, Strong):

The PPS Girls’ Club is a club for all 6th, 7th and 8th grade girls. The club encourages girls to work together to develop supportive friendships between grades while helping to develop strategies to assist girls in developing assertiveness, positive self image and confidence. The club meets twice a month after school, using interactive hands on activities to empower girls to deal with the challenges of adolescence in a positive, constructive manner. Topics discussed are self esteem, health and wellness, anti-bullying, media technology, peer pressure, strength in friendships and self confidence.

Robotics Club:

Robotics club is a great way to design and build machines with Legos. Students program their machine to complete a certain task, using the easy Lego Mindstorm NXT software. Students work individually or in groups to think critically, collaborate and problem-solve to successfully answer design challenges.

If students enjoy working with Legos, building creatively, or if they want to learn how to program a robot, then they should come out and join us.

2013-2014 PRINCETON PUBLIC SCHOOLS

September 2013						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January (20 days)

- 1 New Year's Day
- 17 Staff Development
- 20 Martin Luther King, Jr. Day

February (18 days)

- 14 Staff Development
- 17 Presidents' Day

March (16 days)

- 4-5 PK-5 Conferences
- 11-12 PK-5 Conferences
- 17-21 Spring Recess
- 31 PK-8 Staff Development

April (20 days)

- 15 Passover
- 18 Good Friday

May (21 days)

- 5 PK-8 Staff Development
- 26 Memorial Day

June (14 days)

- 18 1 pm Dismissal PK-12
- 19 *Last Day 1 pm Dismissal PK-12

- Early Dismissal PK-12
- Schools Closed
- Staff Development Day
- First Day for Students
- 1 pm Dismissal for PK-5
- 1 pm Dismissal for PK-8

September (16 days)

- 2 Labor Day
- 3,4,6 Staff Development
- 5 Rosh Hashanah
- 9 First Day for Students

October (23 days)

- 7 PK-8 Staff Development

November (17 days)

- 7-8 NJEA Convention
- 12-13 PK-8 Conferences
- 19-20 PK-8 Conferences
- 27 1 pm Dismissal PK-12
- 28-29 Thanksgiving Recess

December (15 days)

- 2 PK-8 Staff Development
- 20 1 pm Dismissal PK-12
- 23-31 Winter Recess

180 Student Days

185 Staff Days

# Days used	Days	Made Up	Last Day of School
0			6/19
1		6/20	6/20
2		6/23	6/23
3		6/24	6/24
4		3/21	6/24
5		3/20	6/24