

Ridgedale Middle School

2023-2024

Student Handbook



"A Community of One"

Mr. Nicholas Steffner, Principal
71 Ridgedale Ave.
Florham Park, NJ 07932

(973) 822-3855 Phone
(973) 822-7963 Fax

"The greatness of a community is most accurately measured by the compassionate actions of its members." – Coretta Scott King

Welcome To Ridgedale Middle School!

As summer comes to a close, I'd like to welcome you back to Ridgedale Middle School. Each new school year offers all of us a fresh start and the opportunity to set new goals and accomplish great successes. I encourage you to challenge yourself this year by setting goals that stretch your comfort zone and committing yourself to investing in your education with hard work, effort, determination, and a positive attitude.

Throughout the course of the year, both in school and within the community, you will have opportunities and situations that will test your resolve and character. We encourage you to be an upstander, develop your confidence every day, and strengthen your ability to make good choices whether on your own or with a group of your peers.

We will revisit some of the important questions listed below throughout the year as different situations and circumstances present valuable learning opportunities for personal growth.

Are you trustworthy? *Do you keep your promises and follow through on your commitments? Do you do what's right even when it's difficult? Are you accountable for your actions, words and whereabouts?*

Are you a respectful person? *Do you treat people with civility, courtesy, and dignity? Are you mindful of your manners?*

Do you accept responsibility for your actions/inaction? *Are you accountable for your own actions, right, wrong, good and bad? Do you contribute to the common good by acting as an upstander or someone who is willing to "see something, say something"?*

Are you a fair person? *Do you treat people impartially and without prejudice? Do you play by the rules?*

Are you a caring person? *Do you think about how your actions and words will affect others? Do you demonstrate sportsmanship and empathy for your classmates and teachers?*

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Important Times

7:30 a.m. Supervision of students begins

7:40 a.m. School Begins

2:25 p.m. School Ends

4:00 p.m. Building Closes



PARENTS:

Students should not be dropped off before 7:30 a.m. or picked up after 4:00 p.m.

Your child's safety is our greatest concern.

Mission

The mission of Ridgedale Middle School, in partnership with the community, is to provide students with the skills and exploratory experiences that enable them to reach their fullest potential as independent thinkers. By providing a diversified curriculum and school environment that fosters civic-mindedness, self-esteem, and respect for individual differences, we seek to address the unique needs of the early adolescent in a changing society.

Stay connected!

<https://ridgedale.fpk.org>

WHO

Board of Education

Brian Perillo <i>President</i>	Kristina Heionold <i>Vice President</i>
Yvonne Cali	Christina Anello
Michael Priore	Stacey Sabatos
John Miscia	

Administration

Dr. Steven Caponegro <i>Superintendent</i>	John Csatlos <i>Business Administrator</i>
Nicholas Steffner <i>RMS Principal</i>	
Nicholas Esposito <i>Dean of Students</i>	

Secretaries

Amanda Keller
Main Office
Lily Capriglione
Main Office

Athletics

Vincent Putignano
Athletic/Activites Director

RMS Child Study Team

Melissa Picciano
Director, Special Services

David Burrows <i>Speech</i>	Linda Laub <i>ESL/LEP</i>
Kate Rinaldi <i>School Psychologist</i>	Danielle Manger <i>Occupational Therapist</i>
L J Dolan <i>Learning Consultant</i>	

Custodians

Jim Duggan
Anda Srbljanovic

Faculty

Jenna Sagan <i>Social Studies</i> ext. 2125	Linda Eveland <i>Math</i> ext. 2115	Brian McParland <i>Mathematics</i> ext. 2110
Daniel Ring <i>Physical Education</i> ext. 2018	Rebecca Fano <i>Special Education</i> ext. 2021	Monika Mehta <i>Language Arts Literacy</i> ext. 2124
Danielle Cantwell <i>Special Education</i> ext. 2207	Lyndsay George <i>Language Arts Literacy</i> ext. 2121	Michele O'Dell <i>Math/Special Education</i> ext. 2027
Brenda Cochario <i>World Languages</i> ext. 2126	Lauren Hoffmann <i>French</i> Ext. 2202	Meade Eggleston <i>Science</i> ext. 2109
Jessica Bulleit <i>Visual Arts</i> ext. 2117	Michaela Harris <i>Language Arts Literacy</i> ext. 2101	Vincent Putignano <i>Special Education</i> ext. 2206
Sonia Couto <i>World Languages</i> ext. 2123	Beth Karl <i>Mathematics</i> ext. 2104	Andrea Lynch <i>General & Vocal Music</i> ext. 2107
Anna Crumm <i>Guidance Counselor</i> ext. 2005	Marian Kentner <i>Nurse, Health</i> ext. 2004	Kimberly Shelus <i>Physical Education</i> ext. 2019
Lisa DeFonte <i>Math</i> ext. 2114	Lindsay Klymko <i>Language Arts Literacy</i> ext. 2122	Jayne Russo <i>Science</i> ext. 2137
Brandon Lenox <i>Social Studies</i> ext. 2103	Laura Krno <i>Special Services</i> ext. 2203	Karen Stein <i>Science</i> ext. 2138
Nicholas Esposito <i>Computer Tech Basics</i> ext. 2205	Kathryn Barta <i>STEM Lab</i> ext. 2119	Katie Williver <i>Special Services</i> ext. 2208
Erin Esteves <i>Science</i> ext. 2109	Michael Leone <i>Instrumental Music</i> ext. 2023	

Absent?
Forgot to copy down your
homework?

Find your assignments online at
ridgedale.fpk.org

Each of your teachers places their homework on a
grade level calendar of all homework, that you can

What

As a student at Ridgedale, you will receive instruction across the scope of the academic curriculum in the following domains: Mathematics, English Language Arts, Science, Social Studies, World Language (French or Spanish). In addition, you will also be able to explore the encore classes of vocal, general, and instrumental music, visual arts, health, wellness, STEM, Tech Basics, physical education.

Report Cards

We issue report cards three times a year. They represent each teacher's assessment of your work. They report on your achievement in class. Please discuss your grades with your parents. While each trimester is assessed separately, your final grade in any subject will be the average of all three of your trimester grades. Encore classes will change quarterly but appear on trimester report cards. Report cards will be available via Genesis.

Passing grades are calculated on a numerical scale of 65-100. A grade of 64 or below is considered failing. If you receive an incomplete on your report card in any of your classes, your assignments must be made up within ten school days after your return to school so that we can calculate your marking period grade in that subject.

In addition, teachers will assess the attitudes and work habits you demonstrate in their classes by including comments on your report card. These comments are provided to help you and your parents evaluate your areas of strength and weakness. Please use them to help you set goals for the next marking period.

Honor Roll

You will make the honor roll if you receive a grade of 81 through 100 in every course. The honor roll is posted and published at the end of every trimester.

Retake Policy

We want you to do your best in all your subjects. Sometimes that takes more than one try. Students receiving a grade of 59 or below on summative assessments may be given the opportunity to re-take an assessment after thorough review and discussion with the teacher.

Parent Genesis Access

Apart from report cards, you and your parents can gain access to your grades on a regular basis by logging onto Genesis through the district's web site. If you are a new student, your parents will receive a student code to associate with the account they can create in order to view your grades online. These codes will be in effect for each of your 3 years at Ridgedale.

If you are a returning student, your parents have already received their codes. In the event your parents lose this information, please reach out to jim.stiles@fpks.org to have it re-issued.

Extracurricular Activity Eligibility

We encourage you to work hard and to pass all of your subjects so that you can participate in our extracurricular programs. If you hold two grades of 65-70 or one grade of 64 or below in any of your subjects at any point in the marking period, you will become ineligible to participate in any school-sponsored extra-curricular activities or athletics until your grades improve. Your status will be re-evaluated every three weeks.

Retention

We want all students to be successful so that they can be promoted to the next grade level. However, if a student fails two academic subjects for the year, you may be asked to remain at that grade level or engage in a summer school program to retake at least one of the courses in which you were not successful. You will need to furnish proof of passing your summer school class(es). After the second trimester, we will notify your parents of a possible failure for the year. These decisions are made at the discretion of the Building Principal.

Presidential Award for Educational Achievement

In order for you to receive the Presidential Academic Award at Eighth Grade Graduation, you must, by the first Friday of June (date may be adjusted as necessary) of your graduating year, earn a cumulative grade point average of at least 3.85.

Pupil Progress Conferences

Once a year, we will dismiss school early on three afternoons. These afternoons and one evening are set aside in order to provide your teachers and parents an opportunity to discuss your academic and social growth. You are encouraged to attend these meetings with your parents to be part of the educational process.

Individual parent-teacher conferences may be arranged at any time during the school year, as the need arises. Parents with concerns can contact his or her child's individual teacher (s) and/or team leader for a conference appointment.

Textbooks and Equipment

The Board of Education will provide you with textbooks and calculators. When a Chromebook is assigned to you, you are responsible for this device as outlined in the 1:1 Handbook. You are responsible for taking care of the items assigned to you. If your books, calculators, or computers are damaged or lost, we will impose fines. When you borrow a book from our class libraries, sign it out using the room's digital catalog, and return when the book has been read, by signing the book back into the catalog. These are your academic tools.

Notebooks

You need to come to class every day with the materials recommended by your teacher. These items usually include your agenda, a loose-leaf binder, paper, pencils, pens, erasers, and a ruler. Your teacher in each class will make additional suggestions. It is important for you to be organized in order to keep track of your homework and class notes.

Homework

We support the intelligent and meaningful assignment of homework for all students at Ridgedale. Homework can play a valuable role in providing you with essential practice in needed skills as well as encouraging you to work independently. You should expect to receive approximately 60 minutes of homework a night and additional time dedicated to independent reading and math fluency practice.

Plagiarism - Cheating

If it is discovered that you have submitted work that is not your own, you will receive a zero (no credit) for the homework, quiz, test, or project in question. You will also be referred to the guidance office and your parents will be contacted. Disciplinary actions are determined on a case-by-case basis. (*see Board policy 5701*)

Extra Help

Sometimes a lesson doesn't "stick" the first time it is presented. You are encouraged to see any of your teachers for additional help, instruction or reinforcement if you feel the need. Check with your teachers for any before-school or after-school times they may be available to work with you or join our Academic Enrichment Club (Homework Club.) If you would like to see one of your teachers before the school day starts, make sure to get a pass from him/her the previous day. You must have a pass to get into the building before school begins. If you are scheduled to meet with one of your teachers, you must report to that teacher— to do otherwise would be inconsiderate and counterproductive to your own academic success.

Make-up Work

When you are absent, you should make an effort to keep up with the class. This will make returning to school much easier. Please check your teacher's blog, website, Google Classroom page (if applicable) or communicate with your teacher(s) to find out your daily assignments.

When you return, you will receive a reasonable amount of time to make up your work. In exceptional cases, you may make special arrangements with individual teachers. It is your responsibility to set up a schedule with your teachers regarding your make-up work and whatever tests and quizzes you have missed immediately upon your return to school.

Students who are absent due to unexcused, extended absences (i.e., vacations, etc.) will not be provided anticipated work missed prior to. Students should follow the information outlined in the paragraphs above to make up assignments and assessments in their classes.

Lockers

You will be assigned a hall locker at the beginning of the school year. Please ensure that all of your valuables are locked at all times. You are responsible for the contents and security of your locker. Your locker combination is private and should not be shared with other students. The Florham Park Board of Education cannot be responsible for your personal property. Lockers are owned by the district, and may be searched regularly by the principal or other official designated by the Board of Education, without notice. Students shall not place, keep, or maintain any article or material in school-owned lockers that is forbidden by District Policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function. Students are responsible for any prohibited item found in their possession, in their lockers.

Lost and Found

Occasionally you will lose something. You should look for it in the Lost and Found boxes that can be found in the front hallway and gymnasium. Please label all texts, workbooks, notebooks, and other personal items to make them easier to recover. We recommend that you not bring items of exceptional value to school.

Telephone

A courtesy phone is available in the main office. You may not, however, use these phones during instructional time. You will not be called to the phone in the Main Office nor will you be given phone messages during instructional time, unless it is an emergency.

School Counseling Services

School Counseling offers a myriad of services designed to assist you as an individual, and as part of a group. The goals of the program are to help you reach your maximum academic, physical, social and emotional potential. In middle school, your primary source of guidance is your grade level teaching team.

In addition to the guidance offered by your teachers, you may come in contact with our child study team, school counselor, nurse, or school social worker. The Counseling program will also offer advisory programs, such as Peer Leadership, which address the affective and social aspects of your middle school days. Please remember that all of us are interested in helping you become a happy, healthy, successful individual. Feel free to come to any one of us with your concerns.

Lunch

Every day you will eat lunch in the gym/cafeteria. You are expected to clean up your table and surrounding area after eating. On days when the weather is nice, you will be able to go outside for a little while before resuming classes.

If you know that you will be going outside that day, bring appropriate outdoor clothing with you prior to eating lunch. You will not be allowed in the halls during your lunch period because classes are in session and your presence may be distracting to other students who are working.

Lunch can be ordered for students through the PTA. Visit <http://ridgedale.fpk.org> and click on Lunch Orders found under the "parent tab" for more information.

Announcements

You will hear the flag salute and watch the daily announcements by our TV Production team. Some additional announcements will read over the public address system during homeroom as needed. These notices have been approved in advance and usually pertain to recaps of athletic events, meeting dates for extracurricular activities, etc. Please pay attention to the announcements; they may apply to you!

Parents: please check Ridgedale's website. Here you'll find the Morning Announcements posted and a message board with additional information for parents.

Assembly Programs

We will schedule assembly programs throughout the school year. You will be asked to report to the auditorium by grade level, accompanied by your teacher. The announcements to come to the auditorium are usually made over the public address system.

We expect you to behave in a courteous and mature manner during an assembly program. Be quiet when others are performing/speaking, applaud when appropriate, and never do anything that would make other people feel uncomfortable or embarrassed. Getting up in front of a large group of people is difficult; please appreciate the efforts that others make on your behalf.

Social Events

The social events that are held throughout the year are sponsored by the PTA. These events are open to sixth, seventh, and eighth grade students except for when the event is designated to support a particular grade level.

In order to attend any of these events, you must return a permission slip, signed by your parent or guardian, to the people in charge of that program. These activities are for Ridgedale students only; so please don't ask to bring a guest. Also, for your own safety, you may not leave school grounds before an activity has ended.

End-of-the-year trips in June are privilege-based, citizenship rewards. Students who have been suspended from school (either in-school or out-of-school) or who have exhibited consistent behavior problems during the school year, may be excluded from trips at the principal's discretion.

Extracurricular Activities

We offer a wide variety of after-school activities. Please visit the RMS Website for a description of each activity.

However, you should also be aware that students who have two grades of 70-65 or one grade of 64 or below in any subject in any marking period will be ineligible to participate in "extra" activities until those grades improve. Your status will be re-evaluated every three weeks.

Health Services

Our school nurse administers first aid and counsels on personal health problems. She is the person we turn to when we feel that your welfare may be influenced by a health factor.

With parental permission, the nurse can share health information with your teachers and help develop a plan to assist you at school as needed. She will check your height, weight, vision, hearing and examine you for signs of scoliosis. She is also the person who reviews your sports participation forms and send them to the school doctor for final clearance. The school nurse is responsible for all your health records.

If you must take prescription or over-the-counter medication during school hours, you will need to submit a written request from your doctor and a parent. Official school medication request forms are available in the health office and on the school's web page. All medication must be brought to the health office in its original container. Please do not bring loose pills in bags! Your physical well-being is just as important to us as your academic success. We want you to be at your best.

Learning Commons

The Learning Commons is a great place to work quietly, read, gather research materials for reports and projects, and use your computers with Internet access. Please be considerate of others when you are in that space.

Physical Education/ Wellness

Health and safety are important factors into our physical education program. In order to participate in Physical Education you must be dressed in a T-shirt, athletic shoes (no crocs, sandals, or slippers), shorts or sweat suit, other than the one you wore to school that day as regular school attire. You will be issued a gym locker and a combination lock for use during the school year. Use this locker to store a change of clothing and any jewelry you have on that day. You may not wear jewelry during physical education class. To eliminate the risk of losing it, an even better idea is not to wear jewelry to school on the days you know that you will be participating in Physical Education.

If you need to be excused from Physical Education, please provide the school nurse with a note from your doctor. This note should contain your diagnosis and how long you will be restricted from participating in physical education. It should also indicate the date on which you may resume activity.

If you cannot participate in Physical Education, you will be reassigned to an appropriate Encore or health class by your teacher. During this time, your teacher will also assign you a written project that relates to physical education. These assignments will change every two weeks and each assignment will be graded. We want you to use your time as productively as possible.

Gifted and Talented Program

We offer an enrichment program for intellectually gifted students. If you participate in this program, you will meet on designated days during 1st period. Entrance requirements can be obtained by contacting our Curriculum and Instruction Supervisor, Mr. Brian Silkensen @ brian.silkensen@fpks.org.

If you are new to the Florham Park School District and were in a Gifted and Talented program in your previous school district, you need to meet the same standards that are applied to local students before you are placed in the program. If you are new to the district, but were not included in a G & T program in your other school, you will have to wait for a full year before qualifying for the local program.

Visitors

For the safety of all our students, staff, and faculty, all visitors must report to the main office after signing into the building and filling out a visitor's pass. When the visitor is ready to leave, they will return their visitors badge to the sign in book.

Because school is your place of business, we do not allow friends or school-age relatives from other schools to accompany you as guests for the day.

Visitors that wish to meet with school personnel should have an appointment scheduled upon their arrival otherwise entrance may not be granted.

Handbooks

In addition to this agenda/handbook, please see the district website for the Florham Park District Multi -Ethnic/Affirmative Action Handbook. This handbook will give you and your parents a more detailed outline of the District's behavioral goals and expectations for you. In addition, it outlines the information associated with the district's **Harassment, Intimidation, and Bullying Policy (5512)**. It will also spell out the consequences for any infractions. We've paraphrased some of the booklet's principles below:

- Everyone has a responsibility to maintain the safety and order of others.
- Everyone is expected to behave in a way that encourages learning to take place.
- Everyone is responsible for his/her own actions. Others, including your parents, cannot offer excuses for **your** poor behavior.
- We will cooperate fully with the police, Child Protective Services, and other law enforcement or social service organizations. However, be aware that any punishments or restrictions resulting from criminal actions will not necessarily excuse you from additional punishment at school.
- If you have knowledge that can prevent an action from taking place that will affect the safety of others, you have a responsibility to report what you know to a teacher or other person in authority. If you do not, you will have violated the District's Code of Conduct.
- Our Code of Conduct may not anticipate all situations. The Principal may change any of the responses outlined in the code if unusual circumstances warrant it.
- This code applies to everyone.

Our goal is to create opportunities for you to be of service to others, practice good citizenship, and work toward the improvement of discipline in yourself and others.

Arrival to School

Our teachers begin their morning supervision duties at 7:30 a.m. For your own safety, please plan to arrive at school then. Upon entrance to the building, you will be permitted to go to your locker and your first period class. All students should be in their homerooms by 7:45 a.m.

If you would like to see a teacher for extra help before the school day begins, you should make arrangements, and/or have a note from your teacher one day ahead of time. Please show this note to one of the teachers on duty before you enter the building.

Absences, Tardiness, & Early Dismissals

On any day that you are absent, arriving late, or leaving early, your parent or guardian must report this information to us before 7:45 a.m. Please ask them to call us in the main office at (973) 822- 3855, press 1. When you have recovered from an absence, please return to school with a note confirming your absence. This note should contain the date(s) of your absence, your reason for not attending school, your name, and the signature of your parent or guardian. Please give the note to your homeroom teacher. They, in turn, will forward it to the main office.

If your attendance record for the day is an absence from school, you may not participate in any school activities on the day of your absence. Likewise, if you are out of school suspended, you may not attend any school, after-school, or evening activities during your period of suspension. The following guide will help you to determine your status:

Tardy:	arrives later than 7:45 a.m. and before 10:30 a.m.
½ Day Absent:	arrives between 10:30a.m. and 11:00a.m. or leave before 11:05 a.m.
Early Dismissal:	leaves school at or after 12:45 p.m. or later
Absent:	Does not attend school, or leaves school before 11:00a.m.

All changes in a student's daily attendance must be phoned in on the Absentee Line. This includes, absences, late arrivals and early dismissals.

Tardiness

Punctual arrival to school is a sign that you are growing up and assuming responsibility for yourself. Please share the following tardy procedures with your parents:

If you arrive late to school, you must first report to the main office for a pass before going to your homeroom or first period class. If you report late to homeroom or class without an official pass, your teachers will send you to the office to get one. If the pass to class indicates that you have arrived tardy and "unexcused," your teacher will speak to you regarding your unexcused tardiness. These are the steps we will take on your behalf:

1st offense 1-4 tardies: *You will receive a warning and will be told consequences to occur if you continue to be tardy.*

2nd offense 5 or more tardies: *You will be assigned a 45-minute detention.*

3rd offense 8 or more tardies: *The principal may assign you to detention and sunset school or you may be excluded from extra-curricular or end-of-the-year activities.*

4th offense 12 or more tardies: *Excessive tardiness will result in detention and your exclusion from multiple end-of-the-year activities.*

The principal will also be advised, and you may receive additional consequences in accordance with our Code of Conduct.

In addition, punctual arrival to class is important to learning. Plan to reach your next class promptly. If you're going to be late because a teacher has detained you, obtain a pass from that teacher and show it to the teacher of your next class.

Early Dismissal

Once you are on the school grounds in the morning, you are not allowed to leave until 2:25 p.m. without written permission from your parent or guardian. If you wish to leave school before the usual 2:25 p.m. dismissal time, please bring your note to the main office at the beginning of the school day. The time of your dismissal will be included on the daily attendance sheet provided to your teachers. Your parent or guardian must meet you in the main office at the time of your dismissal and sign you out of school. A parent may only sign out his/her own child.

Leaving School Grounds

If you are not directly involved in an after-school activity or meeting with a teacher, you are expected to leave the building by 2:35 p.m. and the school grounds by 2:40 p.m. as confirmed by your parents in the School Dismissal Policy (8601) that they have signed. In addition, if you are returning to school as a member of the audience for an evening performance of a concert or a play you must be chaperoned by a parent or other responsible adult. These rules are for your protection and safety.

WHEN

FLORHAM PARK SCHOOL DISTRICT 2023-2024 SCHOOL YEAR

July 2023						
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August 2023						
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November 2023						
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December 2023						
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31						

September - 14						
4 - Labor Day *						
6 - 8 Teacher In-Service (Schools Closed)						
11 - Schools open for students						
25 - Yom Kippur (Schools Closed)						

October - 21						
6 - Half Day - early dismissal - Teacher In-Service						
9 - Columbus Day (Schools Closed)						
Teacher In-Service						

November - 18						
6 - 8 - Half Day - early dismissal						
School Conferences						
9 - 10 - NJEA Convention (Schools Closed) *						
22 - Half Day - early dismissal						
23 - 24 - Thanksgiving Recess *						

December - 16						
22 - Half Day - early dismissal						
25 - 29 - Winter Recess (Schools Closed)						

January - 21						
2 - Return to School from Winter Recess						
12 - Half Day - early dismissal - Teacher In-Service						
15 - Martin Luther King Day (Schools Closed)						

February - 20						
16 - Half Day - early dismissal						
19 - President's Day (Schools Closed)						

March - 20						
1 - Half Day - early dismissal - Teacher In-Service						
28 - Half Day - early dismissal - Teacher In-Service						
29 - Good Friday (Schools Closed)						

April - 17						
1 - 5 - Spring Recess (Schools Closed)						
26 - Half Day - early dismissal - Teacher In-Service						

May - 22						
24 - Half Day - early dismissal - Teacher In-Service						
27 - Memorial Day (Schools Closed) *						

June - 16						
24 - Last Day of School/Graduation - early dismissal						

July						
4 Independence Day *						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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February 2024						
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March 2024						
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31						

April 2024						
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May 2024						
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			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 2024						
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						

185 Days Students (includes 5 snow days) 4 Full Days Staff (In-service) 6-1/2 Days Staff (In-service) 189 Days for Staff (includes 5 snow days)

NOTE: Unused emergency closing days (5 total) will be deducted from the calendar beginning with Monday, June 24th through Monday, June 17th. This would then change the last day of school/graduation. If there is an extreme emergency day usage, the Board of Education reserves the right to redesign the calendar. *Please note that the 2023-24 calendar has been created to reflect the scheduled summer 2023 referendum capital projects. Therefore, as per the recommendation of the district's engineers/architects, the start of the 2023-24 school year has been scheduled for Sept. 11th, in order to provide an optimal time period to complete the summer projects to ensure a smooth transition to the new year for students and staff. Adopted: 30 January 2023

TIMES SCHEDULES

Regular Bell Schedule

Grade 6				Grade 7				Grade 8			
PERIOD	START	END	MINS	PERIOD	START	END	MINS	PERIOD	START	END	MINS
1	7:45	8:45	60	1	7:45	8:45	60	1	7:45	8:45	60
2	8:45	9:45	60	2 (HR)	8:45	9:45	60	2 (HR)	8:45	9:45	60
3 (HR)	9:47	10:47	60	3	9:47	10:47	60	3	9:47	10:47	60
4-5	10:49	11:49	60	4-5	10:49	11:49	60	4	10:49	11:19	30
6	11:51	12:21	30	6-7	11:51	12:51	60	5-6	11:21	12:21	60
7-8	12:23	1:23	60	8	12:53	1:23	30	7-8	12:23	1:23	60
9	1:25	2:25	60	9	1:25	2:25	60	9	1:25	2:25	60
Lunch Block	Encore Period										

Early Dismissal Bell Schedule

Grade 6				Grade 7				Grade 8			
PERIOD	START	END	MINS	PERIOD	START	END	MINS	PERIOD	START	END	MINS
1	7:45	8:25	40	1	7:45	8:25	40	1	7:45	8:25	40
2 (HR)	8:27	9:08	41	2 (HR)	8:27	9:08	41	2 (HR)	8:27	9:08	41
3	9:10	9:51	41	3	9:10	9:51	41	3	9:10	9:51	41
4-5	9:53	10:34	41	4-5	9:53	10:34	41	5-6	9:53	10:34	41
7-8	10:36	11:17	41	6-7	10:36	11:17	41	7-8	10:36	11:17	41
9	11:19	12:00	41	9	11:19	12:00	41	9	11:19	12:00	41

Delayed Opening Bell Schedule

Grade 6				Grade 7				Grade 8			
PERIOD	START	END	MINS	PERIOD	START	END	MINS	PERIOD	START	END	MINS
2 (HR)	9:45	10:25	40	2 (HR)	9:45	10:25	40	2 (HR)	9:45	10:25	40
3	10:28	11:08	40	3	10:28	11:08	40	3	10:28	11:08	40
4-5	11:10	12:10	60	4-5	11:10	12:10	60	4	11:10	11:40	30
6	12:12	12:42	30	6-7	12:12	1:12	60	5-6	11:42	12:42	60
7-8	12:44	1:44	60	8	1:14	1:44	30	7-8	12:44	1:44	60
9	1:46	2:25	39	9	1:46	2:25	39	9	1:46	2:25	39
Lunch Block											

Assembly Bell Schedule

Grade 6				Grade 7				Grade 8			
PERIOD	START	END	MINS	PERIOD	START	END	MINS	PERIOD	START	END	MINS
1	7:45	8:15	30	1	7:45	8:15	30	1	7:45	8:15	30
2 (HR)	8:17	9:07	50	2 (HR)	8:17	9:07	50	2 (HR)	8:17	9:07	50
3	9:09	9:59	50	3	9:09	9:59	50	3	9:09	9:59	50
9	10:01	10:51	50	9	10:01	10:51	50	9	10:01	10:51	90
4-5	10:53	11:43	50	4-5	10:53	11:43	50	4	10:53	11:23	30
6	11:45	12:15	30	6-7	11:45	12:35	50	5-6	11:25	12:15	50
7-8	12:17	1:07	50	8	12:37	1:07	30	7-8	12:17	1:07	50
Assembly closes out day - 1:10 - 2:25pm				Assembly closes out day - 1:10 - 2:25pm				Assembly closes out day - 1:10 - 2:25pm			

How

We are “A Community of One.” As in any town, neighborhood or family, the effective operation of this community is based on the display of courtesy to all its members. This includes respect for one another, your personal and school property and the property of others. It is essential that good manners and common sense be used in the classroom, hallways, cafeteria, and playground. We expect that all of you know how to conduct yourselves, but in case you need a reminder, we have included the rules of our community. As in any society, if you violate the rules, a penalty will be imposed. Here we use detentions, in-school and out-of-school suspensions, and the loss of privileges as the consequences of improper behavior.

If you receive an after-school detention, your teacher will notify your parent via email or a phone call. You may also receive a midday time-out, which is a detention that takes place during your lunch period. That may be served on the same day you receive it. Repeated detentions, disciplinary referrals, and suspensions will cause you to become ineligible for year-end activities.

In class and/or Learning Commons...

The following guidelines are designed to promote learning in the classroom and the Learning Commons:

- Use courteous language at all times.
- Be in your seat, ready to work when class begins. Respect others at work and avoid distracting them. Work independently, when asked.
- Work cooperatively with your classmates when participating in a group activity.
- Respect substitute and practice teachers.
- Ask to be dismissed from class only when an emergency arises. Sign out when you leave and in when you return.
- Do not chew gum or eat candy.

Drop off forgotten items...

In the event that your child has forgotten an item that needs to be dropped off at school, we have provided a secure bin located at the front of the building, by the main entrance. Please open the lid and place the item with the child's name on it into the bin. Please ring the bell and communicate your intent to drop off an item for your child. This bin is under video surveillance so it is safe to leave musical instruments and Chromebooks. There is no need to bring the object into the building.

In the halls...

- So that everyone may be able to use the hallway with a minimum of chaos, please remember to do the following:
- Follow customary automobile traffic patterns— stay to the RIGHT. Remember: *WORFS (Walk on the right for safety.)*
- Avoid congregating in a way that blocks the movement of others.
- Maintain good conduct and a quiet tone of voice at all times.
- Respect school and private property.
- If you are in the hallway during class time, make certain to sign out and/or obtain a hall pass.
- Help keep the hallways clean; pick up scraps and deposit them in the corridor wastebaskets.

During lunch...

These guidelines will insure an enjoyable lunch for all:

- In general, you should behave as you would in a public restaurant.
- You and your friends will eat in the cafeteria, gym, or in the picnic table area during your lunch period.
- When you arrive, be seated. All students are expected to be out of the halls and at lunch within 5 minutes of the beginning of the lunch period. If you are late, you should present a pass to one of your lunch supervisors.
- Keep the tables and the floor clean. Everyone at the lunch table will participate in a cleanup activity on a rotating basis.
- You may use the snack machines at lunchtime and after school. You may **not** use them before school or between classes.
- Limit your lunchtime activities to the area behind the school. Stay away from classes that are still in session.
- You may not participate in any activity that could be harmful to yourself or others (i.e., keep-away games, throwing snowballs).
- **Hand up** is a signal for quiet so an announcement can be made. When one of your teachers or a staff assistant raises his/her hand, please raise your hand and stop talking immediately so that others will get the idea.
- Except for lunchtime, **eating candy is not permitted** during the school day.
- If you abuse your lunch privilege, you will be removed from the cafeteria and we will find another place for you to eat lunch.
- Stay seated at your table until invited to clean up or to be dismissed.

In assemblies...

Courteous behavior is the most important characteristic of an outstanding audience. This includes:

- Entering and leaving quietly.
- Complete silence when someone is speaking or performing.
- Applause (not shouting, whistling, or calling out) to express your pleasure and appreciation to the speaker or performer.
- Not entering or leaving the auditorium in the middle of a performance or speech.
- Be sure to sit in your assigned homeroom-based assembly seats

At athletic events...

To uphold our standing and reputation within the community and among other schools, we have adopted these requirements to promote good conduct at interscholastic activities:

- Show good sportsmanship to all players, officials and spectators from other schools.
- Support your team by your presence, and by your cheers and applause.
- Students are not permitted to wait in the gym before an athletic event. Students must stay with a supervisor at all times.

In case of fire drills or other emergencies...

By law, we will schedule two emergency drills every month. When you hear the alarm signaling a fire drill, you should follow the directions of your teacher in exiting the building.

For everyone's safety, you need to remember:

- There is no talking during a fire drill.
- Line up single file and pay attention, especially if the teacher is calling roll. Respond when your name is called.

In other emergency drills, teachers will review all other procedures at the beginning of the school year. It is important for you to listen to any directions given by your teachers.

Special Alert!!!!...

Don't bring the following items to school:

- Radios/speakers, electronic games, water pistols, fidget spinners or any other toys. You may not use them during the school day. If you wish to use them off school grounds or after school, place them in your locker when you arrive. You run the risk of losing the item if you have it with you during the day.

- Firecrackers. They're dangerous, illegal, and forbidden.
- Weapons or any object that could be used as a weapon or resembles one. NJ state law will be strictly enforced! Please be aware that Florham Park Schools maintain a zero-tolerance policy regarding infractions of this type.

Cell Phones

- Cell phones are not to be used during the school day or during athletic events. This includes in the hallways, lunchroom, recess, bathrooms, buses, or gymnasiums.
 - Cell phones **must** remain in students' lockers. They are not to be carried around school.
 - If a teacher sees a phone out between classes, outside of the classroom, or during lunch, the phone will be taken and a parent will have to pick it up from school.
 - Camera equipped cell phones or similar devices used as a camera during the school day. (Unless given permission by a faculty member for instructional purposes). *See Code of Conduct under Inappropriate Use of Electronic Devices for consequences.*
 - Students are not permitted to take photographs or videos of students or staff without their knowledge or permission.
 - The transmission, storing or sharing of photographs taken on cell phones or similar device may constitute criminal behavior and will be reported to proper authorities.
 - Do not touch others' phones.

Transportation

If you ride your bicycle...

Bicycling is a great form of exercise and a wonderful means of transportation. However, if you ride your bicycle to school, you have certain responsibilities:

- Park your bike in the bicycle racks located on the side of the school. Remember to lock your bike when you leave it. We are not responsible for personal property.
- Enter and leave the school grounds from the driveway at which the crossing guard is stationed.
- You are a vehicle and are subject to all the same rules and regulations as an automobile. Keep to the right, stop at red lights and stop signs, use hand signals, pay attention to traffic and pedestrians. The one exception to these rules is that you must keep to the left of the yellow line painted on the driveway as you enter the Ridgedale driveway. This lane has been created especially for you to use.
- You should always obey the instructions of your teachers and the crossing guard.
- It is the state law that requires you to wear a helmet when you ride your bike. It is the law and common sense for your own personal safety should dictate wearing one.
- Unlike bicycles, you may not bring/ride skateboards, roller blades, or mopeds on school grounds.

If you ride the bus...

You are not permitted to ride any other school bus except the one to which you are assigned.

School bus safety is an extremely important issue. If you misbehave on a moving vehicle it can endanger not just you, but your friends and the driver as well. Because of that, any misconduct on a school bus will be handled immediately and severely. Please observe the following rules while riding on the bus:

- Be respectful of the bus driver.
- Enter and leave the bus without pushing or shoving.
- Talk in a reasonable tone of voice, without shouting or using profane or abusive language.
- **Cell phones are not to be used on the bus.**
- Keep the bus clean and refrain from littering and throwing objects.
- Extend no part of your body out of the bus window.
- Remain seated at all times when the bus is in motion.
- Students are not permitted to bring guests on the bus or exit the bus at any other stop than the one that has been assigned to you.

When, in the opinion of the bus driver, you, as a passenger on a school bus, violate safety and conduct procedures, the bus driver has been asked to report the incident to the principal immediately. The infractions on the bus will be addressed in accordance with the building Code of Conduct.

If you walk...

If you are a walker, this also means that you may not use our buses as transportation to visit the homes of your friends who ride the bus. No student or parental requests will change this regulation, which is based on our insurance coverage.

Pedestrians are very vulnerable to automobile traffic and bicycles. For that reason, we ask that you observe the following safety precautions:

- Cross Ridgedale Avenue at the exit driveway.
- Follow the instructions of the crossing guard.
- In the afternoon, wait for the teachers who are on bus duty to escort you across the driveway in front of the school.

If your parents drive you...

There are many parents who drive their children to and from school every day. The driveway in front of our school is always teeming with cars, and our students are always in a hurry. For your own safety, please adhere to the following procedures:

- Ask your driver to drop you off in the morning and pick you up in the afternoon directly from the sidewalk.
- Wait on the sidewalk until your ride arrives, and the driver has completely stopped the vehicle.

Our Dress Code...

Please keep the following guidelines in mind:

- Undergarments are not to be visible at any time.
- Chains may not be worn as belts or accessories.
- Appropriate footwear must be worn at all times:
 - Recess and Physical Education require athletic sneakers/shoes that must be firmly attached to the foot.
 - Flip flops are not permitted
 - **Slippers are only to be worn on pajama days.**
- Pants/shorts/skirts must be worn at waist level and be an appropriate length.
- No swimwear
- Hats/sunglasses are not to be worn in the building.
- Articles of clothing displaying indecent writing, pictures, slogans, inappropriate advertising (i.e. drugs, alcohol, tobacco products or of a sexual nature), or slogans/pictorial representations that degrade any cultural, religious or ethnic values are not permitted.
- Hoods and hats are not to be worn in the school building without permission.
- Articles of clothing or items that could harm people or property are not to be worn.

Please pay special attention to your attire during field trips. Remember, you represent yourself, your school, your family, and your community.

Behavioral Threat Assessment Management Team

In accordance with N.J.A.C. 18A:17-43.4, the Florham Park Public Schools has established behavioral threat assessment management (BTAM) teams consisting of specific staff members and the Florham Park Police Department. The purpose of a threat assessment team is to provide school teachers, administrators, and other staff with assistance in identifying students with behaviors of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk.

Our “return” policy...

Often you will receive papers from us that your parents must see and sign, and that you must return to school. We will send as many as possible home electronically through email or post to our Document Manager. Permission slips, report cards, and detention forms are among those papers we will send via email. (*We encourage parents to keep up with your academic progress via Power School.*) We send these items home in order to communicate as effectively as possible with your parents. They need to know what is happening in your day-to-day school routine, so consistent monitoring of the Document Manager is important. Items that require permission need to be returned by the assigned deadline in order to complete the communication.

This is especially important in the case of permission slips for activities that take place away from school. Transportation and reservations must be confirmed, and chaperones must be arranged. We will maintain a firm policy of not allowing you to attend a field trip or activity unless we have received written permission from your parent or guardian by the given deadline.

Meeting the deadline for other types of signed forms is equally as important. You can expect to receive a detention or lose a privilege if such forms are not returned by the assigned day. At the very least, a disregard for our deadlines shows a lack of courtesy and responsibility; at most, it prevents us from doing our jobs as efficiently and effectively as possible. It may also prevent you from participating in some of the activities that interest you.

First Day of School

At the beginning of every school year, within Genesis a packet of materials will be available to review and sign off on. These forms include: the RMS Code of Conduct, the Florham Park District’s Internet and Electronic Devices Policies and Technology Acceptable User Agreement, the Pupil Supervision at Dismissal from School acknowledgement form and permission for you to be photographed and/or to have your work published. Please complete these as soon as possible so that the school year can get off to a smooth start and you can set good habits as a responsible school citizen.

Student Code of Conduct

To make sure that you and your parents understand the rules of good conduct required by our community, you will receive a copy of our Student Code of Conduct explaining our expectations and outlining the consequences of poor behavior. We find that when everyone knows what to anticipate, the school year goes much more smoothly.

At the end of each school year, we plan many exciting and fun activities for students. These include trips, picnics, and other activities. They are rewards for hard work and good behavior. Consequently, your participation in these activities is a privilege, not a right. Students who demonstrate inappropriate behavior during the school year can expect to be excluded from any or all of these events. Think before you act; you may lose out on something you would enjoy.

The Family Educational Rights and Privacy Act (FERPA)

This statute allows your parents the right to:

- Inspect and review your education records.
- Seek to amend education records.
- Consent to the disclosure of personally identifiable information from education records except as specified by law.

For further information about this law and your rights please have your parents contact the principal.

Pupil Supervision after School Dismissal

In accordance with the NJ Supreme Court decision, we will provide your parents with a permission slip each year, giving them the opportunity to state whether or not you are allowed to return home from school without their supervision. In addition to sending this form home in September, this document will be available in the main office and/or upon request from the principal. Please ask your parents to refer to the school calendar in order to see the dates on which you may be dismissed early from school or on which school is not in session. They will need to make arrangements for your supervision and safety on those days.

Affirmative Action

We support the Florham Park Board of Education’s affirmative action resolution. To that end, we will continue to implement the district’s equal educational opportunity policy, its school and classroom practices plan, and its contract/employment practices plan in accordance with law and regulation. Copies of our affirmative action plans and our self-evaluation are available in the district office.

Locker Searches

School lockers remain the property of the district even when used by students. Lockers are subject to search in the interests of school safety, sanitation, discipline, and the enforcement of school regulations, and to search by law enforcement officials on presentation of a proper warrant. We will inform you of this policy when lockers are issued.

You and your possessions may be searched by a school official provided the official has reasonable grounds to suspect that the search will turn up evidence that you have violated either the law or school rules. A physical search may only be conducted by a staff member of the same sex as the pupil. Before such a search, except in an emergency, the principal will try to inform your parents and request that they come in to school.

Substance Abuse

When chemical substances, narcotics, tobacco, and/or alcohol are abused, your learning and development are placed in jeopardy. You are not the only one affected, however. Your family, friends, school, and community may also be impacted. These abuses are serious matters. If you or someone you know needs help, we encourage you to seek out a teacher, the school nurse, the guidance counselor, or the principal. All of us want to work together with you to combat substance abuse.

To promote the idea that these substances do not belong in our school, the following rules will be enforced:

- If you are found using tobacco while on school property, you will be referred to the principal for disciplinary action. You will also be reported to the local board of health for municipal penalties.
- If you are found using chemical substances in school, you will be suspended for nine days and the local police will be notified.
- If you are found using chemical substances a second time, you may risk expulsion from the Florham Park School System.
- In addition, if you are caught using a chemical substance, you will also forfeit your right to participate in any school and/or class activities. If you are an eighth-grade student, this may include graduation.

The bottom line of the school's policy on substance abuse is: We care about you, and we want you to be safe, healthy, and sober.

Harassment, Discrimination, & Bullying

We believe that bullying, sexual harassment, discrimination, and prejudice interfere with the learning process. These tactics will not be tolerated at RMS. If you have knowledge of or feel victimized by sexual harassment, discrimination, bullying, or prejudice you should immediately report your allegation to a teacher, the guidance counselor, or your principal. Our district has an anti-bullying policy that is strictly enforced under our Board of Education Harassment, Intimidation, and Bullying Policy 5512. Reporting forms can be found in the RMS main office. Appropriate disciplinary action will be taken as mandated by law. We want everyone to feel comfortable and safe in our school's learning environment.

Earbuds

For safety purposes, headphones/earbuds will only be permitted for student use during specific activities assigned by staff during the school day. Students are not to wear headphones/earbuds in the hallways and/or during lunch/recess since this may impact their ability to hear safety announcements and make appropriate decisions to navigate their environment.

Top Ten Things you can do to have a great school year...

- 10.** Come to school regularly and on time.
- 9.** Establish a routine in the morning before school so that you leave the house "ready for work" and with everything you need to "get the job done."
- 8.** Try sitting in the front of the room in each of your classes so that you can see and hear the teacher better.
- 7.** Pay attention and get involved in class activities.
- 6.** Always have something to read or write with you in class for times when there is nothing else to do. (This will make it less easy for you to get into trouble or bother others who are still working.)
- 5.** Volunteer to answer a question or help out the teacher when asked to do so, since teachers appreciate a considerate offer, especially when it is unexpected.
- 4.** Say please and thank you. Good deeds and kind words often come around again.
- 3.** Dress appropriately and think before you speak, because one tends to act and behave the way one looks and talks.
- 2.** Be sure to complete and return all class/school forms, permission slips, and signed notices promptly.
- 1. Smile!**