

Roselle Park Middle School

Student Handbook 2024 - 2025

**57 West Grant Avenue
Roselle Park, New Jersey 07204-1915**

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All Visitors Must Adhere to the Following Procedures:

- Any visitors to the school building are required to have a scheduled appointment. No one will be allowed entry without a prior appointment.
- All visitors are required to report to the main office upon entering the building for a scheduled appointment. Visitors are required to electronically sign in and receive a visitor ID.
- No deliveries are permitted throughout the day. This includes dropping off items such as lunch, water, clothing, laptops, money, cell phones, or forgotten academic items such as books, homework, or projects.

**PLEASE NOTE THAT INFORMATION CONTAINED IN THIS HANDBOOK MAY NEED TO BE
UPDATED THROUGHOUT THE SCHOOL YEAR. UPDATES WILL BE POSTED TO OUR WEBSITE
AS WELL AS COMMUNICATED IN OUR WEEKLY EMAIL TO PARENTS.**

FORWARD

“Attitude is a choice. Happiness is a choice. Optimism is a choice. Kindness is a choice. Giving is a choice. Respect is a choice. Whatever choice you make makes you. Choose wisely.”

— Roy T. Bennett

On behalf of the faculty and students, we would like to welcome each of you to the Middle School. We are proud of our excellent facilities, our staff, and our educational programs. We hope your years with us will be enjoyable, pleasant, and educationally successful.

Many times the change from one school to another presents problems of adjustment. This handbook will aid you in the transition to middle school life more quickly. We wish you luck in whatever you do. May your achievements in middle school mark the beginning of a lifetime of dreams come true.

Roselle Park Board of Education Members

Paul Baiamonte- President

Constance Quintela- Vice President

Susan Carlstrom

Loren Harms

Brittany Kirkland

Cindi Mago

Jennifer Makar

Chris Monroe

Michael-Anne Regan

Your Student Council welcomes you as a member of the middle school. You will notice that middle school students are granted a great many privileges. It must be remembered that responsibilities go hand in hand with independence. The purpose of this handbook is to acquaint you with these privileges and responsibilities. Read your handbook completely and carefully, and become familiar with middle school expectations. As you do, you will develop a greater sense of pride in yourself and in your school.

BELL SCHEDULES

REGULAR BELL SCHEDULE

7:55	Doors Open
8:03	Warning Bell
8:06	Tardy
8:06 – 8:55	Homeroom/Period 1
8:58 – 9:38	Period 2
9:41 – 10:21	Period 3
10:24 – 11:04	Period 4
11:07 – 11:47	Period 5
11:50 – 12:30	Period 6
12:33 – 1:13	Period 7
1:16 – 1:56	Period 8
1:59 – 2:40	Period 9

12:20 DISMISSAL BELL SCHEDULE

7:55	Doors Open
8:03	Warning Bell
8:06	Tardy
8:06 – 8:39	HR/Period 1
8:42 – 9:06	Period 2
9:09 – 9:33	Period 3
9:36 – 10:00	Period 4
10:03 – 10:27	Period 5
10:30 – 10:54	Period 6
10:57 – 11:21	Period 7
11:24 – 11:48	Period 8
11:51 – 12:20	Period 9

DELAYED OPENING BELL SCHEDULE

9:40	Doors Open
10:00 – 10:37	Homeroom/Period 1
10:40 – 11:07	Period 2
11:10 – 11:37	Period 3
11:40 – 12:07	Period 4
12:10 – 12:37	Period 5
12:40 – 1:07	Period 6
1:10 – 1:37	Period 7
1:40 – 2:07	Period 8
2:10 – 2:40	Period 9

1. ATTENDANCE PROCEDURES

1. A parent or guardian is to call or email the school before 10:00 AM on the day of a student's absence. If it is not possible to call the first thing in the morning, a call at any time up until 3:00 PM is acceptable. You may also inform via Genesis Parent Portal.
2. The secretary in charge of attendance will bring excessive absences to the attention of the principal and attendance officer. The compulsory education law (**N.J.S.A. 18A:38-28 through 31**) requires all children between the ages of 6-16 to attend school.
3. Both the student and the parent should keep an accurate record of absences. If a student exceeds 10 absences, whether they be excused or unexcused, a letter from the school will be sent requesting a phone conference with the **vice principal**.
4. At 15 absences, excused or unexcused, a letter from the principal's office will be made requesting a conference **with the principal**, the student, the guidance counselors and the parent/guardian.
5. If a student exceeds 18 absences, excused or unexcused, a conference will be requested with the Principal & Superintendent.
6. ***At 20 excused or unexcused absences, alternative placement is considered.***

Please be aware of the following:

For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:

- a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
- b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and

A court referral may be made as follows:

- a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court; (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
- b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part; (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

***Please note: Retention may occur if a student has excessive absences, regardless of academic standing.**

For further information, please refer to Policy & Regulation #5200, located on the district website.

2. TARDINESS

Students are expected to arrive at school on time and be seated in their homeroom by the late bell (8:06am). In all cases, state directives mandate that tardiness appear on all official school records. If you are tardy, you must report directly to the main office to obtain a late pass. In an effort to reduce the number of students arriving late to school, the Discipline Committee has established appropriate consequences that will be enforced. While tardies do accrue for the entire school year, the below consequences will be applied/reset during the following time periods to give students a fresh start for each time period: First Day of School thru Winter Break, January 2nd thru Spring Break, April 8th thru the last day of school.

1st time late- verbal warning

2nd time late- lunch detention

3rd time late- 30 mins. after school detention

4th time late- 30 mins. after school detention

5th time late- 1hr. after school detention

6th time late- 1hr. after school detention

7th time late- 1hr. after school detention

8th time late- parent phone conference with Vice Principal + 1hr. after school detention

9th time late- parent phone conference with Vice Principal + 1hr. after school detention

10th time late- conference w/ parent, Principal or VP, guidance and/or special services

Additional times late- School activities revoked on a per incident basis, at the discretion of administration.

****Detention can be held before school, during lunch(recess), and/or after school. Parents will be notified via email and/or phone call regarding when their child is assigned detention.***

For further information, please refer to Policy #5240, located on the district website.

3. EARLY DISMISSAL/LATE ARRIVAL

A student shall be considered absent from school for participation **that is less than 4 instructional hours** during the school day. It is recognized that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day. Justifiable reasons may include: medical or dental appointments which cannot be scheduled outside of school hours, requirements of a student's individual health care plan, family emergency, court appearance. The school must be notified in advance of such absences by written request of the student's parent/guardian, which will state the reason for the tardiness or early dismissal. No student in the middle school will be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act on his/her behalf.

For further information, please refer to Policy/Regulation #5230, located on the district website.

4. MAKE UP WORK

Students absent from school will be allowed to make up all the work. However, **it is the students' responsibility to contact the teacher** to find out what work was missed and to make an appointment with that teacher for making up the work. (Typically, one day absent = one day to make up work, etc., with the exception of work assigned before students' absences). Extended illness will be the exception and evaluated by the administration. **Failure may occur if work is not made up in a satisfactory manner.**

5. ILLNESS AT SCHOOL

Students must report to the health office when not feeling well and may only be sent home by the nurse. No student should email, call and/or text home before seeing the nurse. The Nurse and/or Office will contact a parent. However, parents/guardians must make arrangements to pick up a student. Students are never sent home by teachers for any reason. If ill, students are only sent home upon recommendation of the nurse to the administrator. If a child has 100 temperature of 100 or above, nausea/vomiting, etc. please contact the nurse and do not send your child to school sick.

6. HALF DAY SESSIONS

At various times during the year, four-hour sessions will be in effect. On those designated days, students will be dismissed at 12:30 p.m. unless otherwise notified. Students will not be served lunch on those days.

7. EMERGENCY DELAYED OPENING OR CLOSING

On delayed opening days, the middle school doors will open at 9:40am, with homeroom starting at 10:00am. Information about school closing or delayed opening will be shared through Bloomz and automated phone calls.

8. LOCKERS

Lockers are located on each floor. These lockers are provided for your convenience so that you will be able to keep your books and clothing in a neat and orderly manner. School locks are provided at the beginning of the school year. No personal locks can be used on lockers. **If a lock is lost, there is a fee of \$5 and a new one will be provided.**

The following rules must be followed at all times.

1. Students may go to their lockers between 7:55 and 8:05am, during passing from one class to another, and after school. Students must have a hall pass to go to their locker during class time.
2. Each student is responsible to maintain lockers in a neat and tidy condition and may be held liable for any damage. The student is also responsible for his/her school lock, his/her personal property, and any other items kept in his/her locker. The school is not responsible for items missing from lockers.
3. Every locker must be locked when you are not present and students cannot share lockers or combinations.
4. Students are to avoid making excessive noise when going to and while using their lockers.
5. No student is permitted to open any locker unless it is his/her assigned locker.
6. The school administration reserves the right to search a locker at any time.
7. Backpacks must remain in lockers during the school day.
8. If you choose to bring your cellphone to school, **you must keep it in your locker at all times.**
9. **LAPTOPS MUST BE KEPT IN LOCKERS DURING LUNCH PERIODS. LAPTOPS ARE NOT TO BE USED IN THE CAFETERIA.**

Lockers are the property of the Roselle Park Board of Education and are subject to these provisions:

LOCKERS ARE THE PROPERTY OF THE ROSELLE PARK BOARD OF EDUCATION. YOU MAY NOT USE THESE AS A DEPOSITORY FOR ANY SUBSTANCE OR OBJECT WHICH IS PROHIBITED BY LAW OR BOARD POLICY, OR WHICH CONSTITUTES A THREAT TO THE HEALTH, SAFETY, OR WELFARE OF ANY OR ALL OF THE OCCUPANTS OF THIS BUILDING. THE SCHOOL ADMINISTRATION RETAINS THE RIGHT TO INSPECT ANY LOCKER WHENEVER THERE IS REASON TO BELIEVE THE LOCKER IS NOT BEING USED PROPERLY.

Random locker searches can be conducted.

For further information, please refer to Policy #5770, located on the district website.

11. DISTRICT ISSUED DEVICES & INSURANCE

1. All parents will be encouraged to take the insurance policy that is offered by the district for \$50.00 per year, per student. Parents who do not take the insurance provided will be charged the parts, shipping and labor of the computer repairs. *This can prove to be well over the \$50.00 insurance payment. (Last year the average repair charge was \$303.00.)*
2. Students who do not carry the insurance and have a broken device **will not receive a loaner and their laptop will not be returned until payment for services has been received by the RPBOE** and the school has been notified that payment has been made.

3. Any student who receives a loaner and the loaner is damaged, will **NOT** receive another loaner and must wait for their computer to be returned from repairs/tech. Students will be responsible for completing their classwork and homework by means of another computer or using textbooks and writing out assignments.
4. Should a loaner **not** be available, a list will be kept by tech and the student will receive the next available laptop according to their place on the list.
5. End of the year collection should include all equipment including laptop bag, strap and both power cords. Should a student be missing any of these, they must pay \$25.00 for the missing case and \$10 for a missing charger. A student may jeopardize their end of the year activities, including but not limited to graduation, if these fees are not paid.
6. At the start of a new school year, should there be an outstanding bill for damages from the previous school year, the student will not be issued their device until the bill is rectified with the RPBOE and the Middle School office has been notified of payment.

Acceptable Use of Devices

Individuals who violate the Acceptable Use Policy/Regulation #2361 will be subject to disciplinary actions, including but not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

For further information, please refer to Policy #7523 and #2361, located on the district website.

12. LOST AND FOUND

Lost and misplaced property, which has been found, is kept in the cafeteria in a designated area. If you find an article and do not know the owner, bring it to the main office. Valuables, such as cell phones, watches (smart, etc.), cameras, or iPod devices, are not to be brought to school. We are not responsible for any personal property brought to school that should not be in school. If you have lost something, inquire as soon as possible. **The Board of Education and RPMS will not be responsible for any electronic devices that are lost or stolen in or on school property, with the exception of a district issued laptop that is insured.** All personal property should be marked with your name, including all gym clothing, coats, chargers, etc. Lost and found items that are turned in will be discarded after 30 days.

13. EMERGENCIES

Different drills are conducted for your protection. Specific instructions are posted in every room. Make certain that you are familiar with these rules. Students are expected to behave appropriately during drills.

14. ACADEMIC ELIGIBILITY STANDARDS - NATIONAL JUNIOR HONOR SOCIETY

The following are the criteria for the selection into the Roselle Park Middle School National Junior Honor Society (NJHS). Each student must meet all of the following requirements to be eligible for membership and approved by the committee.

- **Scholarship:** Must have a grade point average for every class you take for all four marking periods of 87 (B+) or above.
 - **7th grade:** Must make the honor roll all four marking periods of 6th grade and make the honor roll the first quarter of 7th grade and be enrolled in at least one honors class.

- **8th Grade:** Must make the honor roll all four marking periods of 7th grade and make the honor roll the first quarter of 8th grade and be enrolled in at least one honors class.

Once inducted, all members should maintain this status to remain in the National Junior Honors Society. Should a student not make the Honor Roll for one marking period but make the Honor Roll in the marking period immediately following, they may be reconsidered for the National Junior Honor Society.

- **Service:** This quality is defined through voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
 - Works well with others and is willing to take on certain responsibilities.
 - Shows courtesy by assisting visitors, teachers, and students
 - To fulfill the requirements, a minimum of 6 hours must be completed and documented between September and January. Additionally, an extra 4 hours is required from February until the beginning of June.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, idea contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities
 - Demonstrates initiative in promoting school activities
 - Exercises positive influence on peers in upholding school ideas and values
 - Exemplifies positive attitude
 - Inspires positive behavior in others
 - Demonstrates academic initiative
- **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.
 - Takes criticism willingly and accepts recommendations graciously
 - Upholds principles of morality and ethics
 - Demonstrates the highest standards of honesty and reliability
 - Cooperates by complying with school regulations concerning property, and programs, offices, halls, etc.
 - Consistently exemplifies desirable qualities of behavior

*Failure to comply with the above criteria will jeopardize the student's membership in the NJHS

15. ACADEMIC ELIGIBILITY STANDARDS & ACADEMIC PROBATION

In an effort to insure academic achievement, ALL students will be expected to remain in satisfactory academic standing throughout the school year.

Students attending Roselle Park Middle School in grades 6-8 will be placed on Academic Probation at the end of marking periods 1, 2, 3 and/or 4 (for Fall sports 6-8); if they receive more than one F on their report cards and/or if they receive 3 or more grades lower than a C.

In the event a student fails a marking period, he/she will not be permitted to play or practice any sport or participate in clubs or participate in field trips for which they will miss school for one marking period. They must then show a passing grade at the end of said marking period allowing them to participate once again.

Should a student not improve his/her academic standing between mid-marking period and the end of the marking period, the student will be suspended from participation in activities for a minimum of 4 weeks (until the middle of the following marking period) and until such time that satisfactory academic standing is achieved. In addition, for any student placed on academic probation, a required parent conference will be held with guidance, and other appropriate personnel.

Individual advisors will be responsible to check this list at the end of the marking period and will notify the student of his/her status within 5 days of the close of the marking period. The coach/advisor and/or guidance will also notify the parent of the student's status via a personal phone call or email within that 5-day period. Teachers are also asked to conference with coaches, advisors, and directors to update the status of these students.

The administration will establish a committee to review any appropriate appeals. It is the responsibility of the administration, guidance counselors, and individual coaches to enforce these standards.

16. STUDENT CODE OF CONDUCT

The Board of Education believes that students should commit themselves to learning and to the development of their unique potential. Students should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all students can contribute to the effectiveness of the schools and the value of their education.

The Board expects all students in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

The middle school requires each student to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Any student misconduct will follow Progressive Discipline, with each infraction accumulating points.

Teaching staff members and all other employees of the middle school shall have the authority to take such means as may be necessary to control the disorderly conduct of a student or students in all situations and in all places that are within the jurisdiction of the school.

Students are responsible for their own conduct from the moment they leave home until the time they return home from school. This also applies when students are participants or observers at any after-school related activity. Inappropriate behavior may result in the loss of participation at special events, detention and/or suspension. This decision rests solely with the administration after appropriate investigation takes place.

Altercations

The middle school does not tolerate any physical altercations or horseplay (play fighting). Any physical altercation where a student or students are found to physically strike another, whether intentionally or play fighting, upon investigation, will lead to discipline that can include, but is not limited to, restorative meetings and suspension (either in school or outside of school).

Any student who participates in and/or films, and/or passes on anything considered by administration to be inappropriate, such as an altercation, of any kind, will be suspended (in or outside of school depending on the offense) and a parent conference will be required for their return to school.

Use of Offensive Language and/or Symbols

The middle school does not tolerate the use of offensive language or symbols in any way. Any student using offensive language and/or symbols, upon investigation, will be suspended (in or outside of school depending on the level of the offense) and a parent conference will be required for return to school.

Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

For further information, please refer to Policy & Regulation #5500 and #5600, located on the district website.

The following points system outlines demerits accrued for different conduct infractions, including but not limited to those listed. Demerits will accrue and consequences will apply based on Progressive Discipline:

10 points accrued = Loss of Extra Curricular Activities including but not limited to: Dances, Passionate Learner Day, Shriner Bowl, Any school assemblies

15 points accrued = Picnic/Activity Day at end of the year and/or Class Trip

20 points accrued = No 8th Grade Dance. For additional infractions, consequences can also include the loss of promotion exercises.

**If the majority of points are earned early in the school year, a student's behavior has improved, and no subsequent points are earned, it will be at the discretion of the principal and vice principal to forgo the above point scale and allow a student to attend certain events.

Points System:	
<i>Infractions:</i>	<i>Demerits:</i>
Lingering in bathroom/hallway/after school (detention)	2
Getting to class late without a pass	2
Destruction of School Property	6
Dress Code	2
Disruptive/Disrespectful Behavior	2
Failure to adhere to staff request	2
Fighting	6
Harassment/Intimidation/Bullying Confirmed	6
Inappropriate Behavior at a school event	4
Inappropriate use of Media equipment/Technology	2
In hallway without a pass	2
Out of School Suspension	6
In School Suspension	4
Central Detention	3
Lunch Detention (including classroom infractions)	2
Cell Phone on in school building	1 (points increased with additional infractions)
Horseplay/Verbal Altercations	2
Smoking/Vaping	4
Terroristic Threats/Threatening Behavior	6
Theft	6
Vandalism	6

The student code of conduct also teaches students to include the core values of the middle school. This is what we call Panther PRIDE- perseverance, respect, integrity, determination, and excellence. There is a set of school wide behavior expectations that all students are expected to follow. Below is a chart that includes these important values and expectations. You will see these posters around the school and in all classes as reminders of the expectations.



Roselle Park Middle School

Panthers have PRIDE!



	Perseverance	Respect and Integrity	Determination and Excellence
Classroom and School	☐ Don't give up ☐ Actively participate ☐ Get involved in activities ☐ Stay in assigned area ☐ Follow the dress code	☐ Follow directions ☐ Make good choices ☐ Use materials carefully ☐ Clean up ☐ Listen to others	☐ Share & Care ☐ Use kind words ☐ Use inside voices ☐ Take turns ☐ Be a friend
Small Group/ Group Work	☐ Sit in your assigned spot ☐ Work collaboratively ☐ Use words not actions when upset	☐ Follow directions ☐ Listen to others ☐ Be honest ☐ Help your peers	☐ Share & Care ☐ Use kind words ☐ Use inside voices ☐ Take turns ☐ Be a friend
Recess	☐ Dress for the weather ☐ Follow directions ☐ Stay with your peers ☐ Play carefully	☐ Clean up ☐ Play by the rules ☐ Be aware of others ☐ Include everyone ☐ Work it out with words	☐ Share & Care ☐ Take turns ☐ Use problem solving strategies to avoid conflict

Bathroom	☐ Wash hands ☐ Feet on the floor ☐ Keep water in the sink	☐ Flush the toilet ☐ Clean up ☐ Turn off water ☐ Wait for your turn	☐ Return to class quickly ☐ Maintain personal space
Hallways	☐ Walking feet ☐ Leave space for others ☐ Hold the railing ☐ 1 step at a time	☐ Face forward ☐ Hold the door ☐ Use inside voices ☐ Follow the line	☐ Follow directions ☐ Go directly to your destination

17. GENERAL SCHOOL EXPECTATIONS

School ground rules are established for several reasons: The first is to make your leisure time safe and enjoyable. The other very important reason is to preserve the good appearance of your school. The third and most important is for your health and safety.

- Students are permitted to ride bicycles to and from school. Please review bicycle safety rules with your child. The middle school will not be responsible for loss/damage/theft of any bicycle. Bikes should be locked on the bike rack provided for students on the side of the building.
- Students are not permitted to ride skateboards to school or on the school grounds at ANY time.
- Smoking is forbidden in any school area. **VIOLATORS WILL BE SUBJECT TO AUTOMATIC SUSPENSION.**
- If any sport activity is in progress, all attendees must make certain to walk around the area in use.
- No bats or hard balls of any type may be used on middle school property during school hours (8:00 a.m. to 3:30 p.m.), except in supervised gym classes.
- No knives, sharp objects, weapons or simulated weapons, smoke bombs, skateboards, rollerblades, cigarette lighters, electronic cigarettes, vapes or illegal articles, such as firecrackers, etc., may be brought to school. **Possession of these articles will lead to suspension.**
- Keep the entrance-way clear at all times.
- No middle school student may leave school property during the school day. Offenders will be suspended.
- The cafeteria and the auditorium are to be respected as a gathering place. Any and all garbage must be cleared by each individual in their own area. No eating or drinking is permitted in the auditorium.
- There should be no physical contact with any other student in any area of the school building or grounds. **(No Touch Policy)** Offenders may be suspended.
- No student will bully another student physically, verbally or through electronic communication of any kind. Students should see a trusted adult as soon as this occurs and then report to guidance and/or administration. Upon investigation, offenders will be subject to consequences based on the student code of conduct and/or the HIB policy.

18. ELECTRONIC DEVICES

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the student's parent, and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead

to academic dishonesty in the event such recordings are stored and/or transmitted to other students. Therefore, the Board of Education adopts this Policy regarding student use of electronic communication and recording devices.

“Electronic communication and recording device (ECRD)” includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information. **Roselle Park Middle School will not be liable for any aforementioned items brought to school.**

Middle school students who bring a personal electronic communication and/or recording device (ERCD) to school must keep the device turned off and placed in their locker. The devices cannot be used in the hallways, classrooms, during passing times between classes, or during lunch periods during the instructional day.

Use of ECRD by any student at any time is strictly prohibited in locker rooms, changing rooms, bathrooms, and in any other area of the school grounds where there is a reasonable expectation of privacy.

If a student is in possession of a cell phone and/or it disrupts instruction, the following consequences will be issued:

- 1st offense: Warning and phone returned at the end of the school day
- 2nd offense: Confiscation and parent pick-up
- 3rd offense: Confiscation and parent pick-up
- 4th offense: Confiscation, detention and parent pick-up
- 5th offense: Confiscation, detention and parent pick-up; student will be required to turn in the cell phone to the Vice Principal for specified amount of time

Should your child need to contact you during the school day, they may come to the main office to call you. Conversely, if you need to speak to your child, please call the main office and we will call them to the main office to receive your call.

For further information, please refer to Policy #5516, located on the district website.

19. STUDENT DRESS CODE

The Board of Education recognizes each student's mode of dress and grooming is a manifestation of the student's personal style and individual preferences. The Board will impose its judgment on students and parent(s) or legal guardian(s) only when a student's dress and grooming affect the educational program of the schools. Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual student or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement. **Any attire, which attracts undue attention to the wearer, or causes a disturbance to the educational process, is not acceptable.**

Students outside of the dress code will be asked to call home for an alternative outfit to be brought to school for them or they may be asked to wear a Roselle Park T-shirt to cover revealing clothes. Infraction points will be issued for each incident (see code of conduct section).

The middle school dress code expectations are as follows. These apply during school hours and at school sponsored events:

- No tank tops, racerback, off the shoulder, or shirts showing the midriff
- No pajama pants or slippers

- No see through or sheer clothing
- Shorts and skirts must be to the middle of the thigh (a good gauge is fingertip length)
- Pants and shorts must be level with the waist
- No flip flops, slides, or cleats. All shoes must have a back. Crocs must be in sports mode.
- No hoodies, hats, bandanas, sunglasses or similar items are permitted to be worn.
- Jackets, coats, gloves, and hats must be kept in lockers, unless authorized by administration.
- Clothing that advertises drugs, alcohol, sex/sexual connotations, obscene and/or vulgar language or innuendo and/or graphics depicting weapons and/or violence is not permitted. Furthermore, apparel that infringes on or asserts a particular viewpoint on gender, religion, politics or birth control is not permitted.

For further information, please refer to Policy #5511, located on the district website.

Enforcement

1. Teaching staff members will report observed violations of the dress and grooming code via email, to administration or his/her designee with the students' name and homeroom. 1st offense the staff member provides a warning in private. 2nd offense staff sends all information again to the administrator or designee who will address further.
2. Pupils who publicly represent the school including at athletic activities, home or away from the school district, are required to dress in full accordance with the dress code and follow the code of conduct policies. **School staff members supervising at these events will enforce these policies.** Pupils unwilling to comply with this requirement will disqualify themselves from participation in future events.
3. Pupils will not be permitted to attend a school-related function, such as a field trip, dance or any after school activity unless they are attired and groomed in accordance with this dress code.
4. The building administration may waive application of the dress code on a day designated especially for pupils' individualistic expression in dress and grooming. Prior request and approval must be obtained via email with a description of the request.
5. Exceptions to any policy provisions including provisions by reference and inference may be extended to any pupil for religious and/or cultural and/or medical reasons. Decision-making latitude falls within the authority of the building principal, his/her designee(s) and the Superintendent of Schools.

Consequences

Violations of the dress code at Roselle Park Middle School will result in the following:

1st offense: Student's name will be sent to the main office. A verbal warning is given to the student.

2nd offense: Clothing adjustment should be made to remain in school and the parent is notified. Student's name will be sent to the main office.

3rd offense: Student to receive lunch detention, clothing adjustment should be made to remain in school, parents notified.

4th offense: Student to receive 30 min. after-school detention, clothing adjustment should be made to remain in school, parents notified.

5th offense: Student to receive 1 hr after school detention, clothing adjustment should be made to remain in school, parents notified

6th offense: Student to receive 1 hr after school detention, clothing adjustment should be made to remain in school, parent conference will be scheduled

Additional violations- School activities revoked on a per incident basis, at the discretion of administration.

For further information, please refer to Policy & Regulation #5511, located on the district website.

20. ASSEMBLIES

The assembly serves many purposes, which are best accomplished at a group meeting. The following rules of courtesy, good behavior and proper procedure are to be observed:

1. Assemblies will be held whenever it is deemed advisable.
2. Students are to walk quietly into the auditorium.
3. Upon entering the auditorium, take the seats that your teacher assigns.
4. Proper behavior and courtesy are expected at all times. We show our approval by applause only.

21. CAFETERIA

The cafeteria is located on the first floor of the building. Students may bring their lunch and use the cafeteria facilities, or they may buy their lunch at school.

Efficient operation necessitates the following procedures:

1. Do not run in the cafeteria. Take your proper place in line, and never cut in line.
2. Proper conduct and rules of conduct **MUST** be observed. No loud or boisterous talking is permissible.
3. Students sit at the tables assigned, aisles must always be open.
4. Students must have their money or ID ready, when they reach the cashier.
5. After finishing lunch, clean up any garbage, taking care to not leave anything on the table or on the floor. If a spill occurs, ask a staff member for help. **All students at a table are jointly responsible for cleaning their table.**
6. The consumption of food is limited strictly to the cafeteria. **Anyone who throws food is subject to suspension.**
7. Instructions concerning permission to leave the cafeteria following lunch will be announced.
8. No student may leave school property at lunch time.
9. Once a student leaves the cafeteria following lunch, do not congregate in the halls or go to another floor.
10. If you are in the cafeteria when it is NOT your lunchtime, you are subject to suspension.
11. All students are responsible for paying outstanding cafeteria debts (i.e. negative account balances) in full. Should a student not have sufficient funds to pay for lunch, the student will still receive a meal. Student accounts will be charged for this meal. In addition, no snacks or ala carte items will be sold to a student when their account has a negative balance.
12. Students must keep all of their belongings in their locker. They are not allowed to bring their laptops and or any materials to the cafeteria. Prior to coming to the cafeteria they are required to go to their lockers, drop off their materials, and retrieve their lunch.

22. GUIDANCE OFFICE

The School Counseling program aims to assist students in learning and developing socially and emotionally through academic counseling, classroom lessons, and school and state-wide initiatives. Counselors work with students and the school community to help create a positive culture and climate.

Guidance Team: Ms. Geremakis, mgeremakis@rpsd.org, students with last names A-L

Ms. Jackson, djackson@rpsd.org, students with last names M-Z

Ms. Murphy, cmurphy@rpsd.org, SAC Counselor

23. STUDENT COUNCIL

The Student Council is an organization of students, elected by students, to serve as their official representatives in all matters of concern to the entire school. It is somewhat like a congress, where the representatives of the people are elected to speak for them. At the middle school, we also have the Council of Ten, elected each year in 7th grade for the following school year.

24. SUBSTANCE ABUSE PROCEDURES

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

For further information, please refer to Policy & Regulation #5530, located on the district website.

25. AWARDS & ACADEMIC RECOGNITION

The middle school presents awards to those students who have been outstanding in academics and participation in extracurricular activities. Awards may also be given to those students who are outstanding in the following areas:

1. Academic Subjects
2. Citizenship
3. Progress
4. Band and Vocal Music
5. Athletics - Interscholastic

Recognition will be given to those students at mid year and the end of the year on the basis of the following:

1. Students who receive Academic Excellence recognition must receive *all* A's or better for *all subjects in every marking period*.
2. Students who receive Academic Honors must receive a B, B+ or A for their final *average in all subjects in every marking period and not receive any C's throughout the year*.

26. AFTER SCHOOL ACTIVITIES

Students are encouraged to join an afterschool club to cultivate and expand their interests. Most clubs begin in the fall of each school year and continue throughout the school year. Clubs run until 3:30 PM on the scheduled days. A calendar of meetings is shared throughout the year and advisors maintain google classrooms with information. A club fair is scheduled for September to learn more about clubs offered each year.

Students are also encouraged to try out for sports teams. The middle school offers the following sports:

Fall: Boys and Girls Soccer
Winter: Boys and Girls Basketball; Wrestling
Spring: Softball, Baseball, Track

Students are also encouraged to join one of our music ensembles. These include the Band, Hand Bells, Percussion Band and Chorus. The groups take part in assemblies, concerts, special programs, other school functions, as well as participate in community activities.

A \$25.00 “pay-to-play” fee is required one time/year for participation in any or all clubs or sports teams. Students may try out for Middle School Sports provided all medical paperwork and “pay-to-play” fee has been satisfied. Once chosen for a team or club, a student must adhere to all rules pertaining to that sport/club put in place by the coach/advisor and school policies for academic standing. All physicals must be completed before practicing/playing for a fall sports or any sport thereafter.

27. PROMOTION, RETENTION, AND SUMMER SCHOOL

The Board of Education recognizes that each child develops and grows in a unique pattern and that students should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each student enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development. School attendance shall be a factor in the determination of a student’s promotion or retention. Only extenuating circumstances should permit the promotion of a student who has been in attendance fewer than one hundred fifty days during the school year.

Procedure for Retention or Social Promotion

- 1. Grades PreK-8 - Classroom teachers must initiate the process by providing to the Building Principal complete forms in accordance with the specified timelines.
- 2. The Principal will review each case and in consultation with the teacher render a final decision.
- 3. Parent(s) or legal guardian(s) and adult students may appeal a promotion/retention decision to the Superintendent whose decision is final.

Procedure for Failure of Language Arts or Mathematics

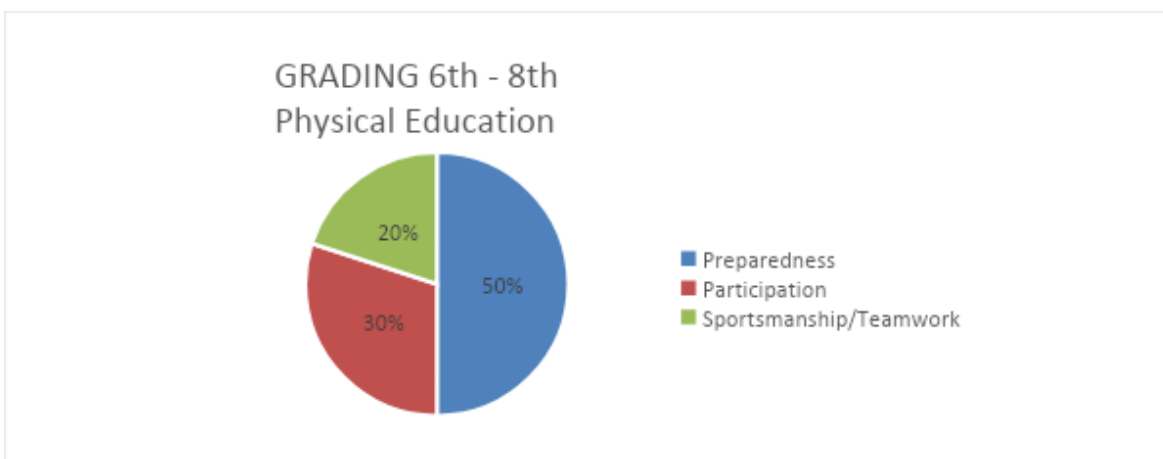
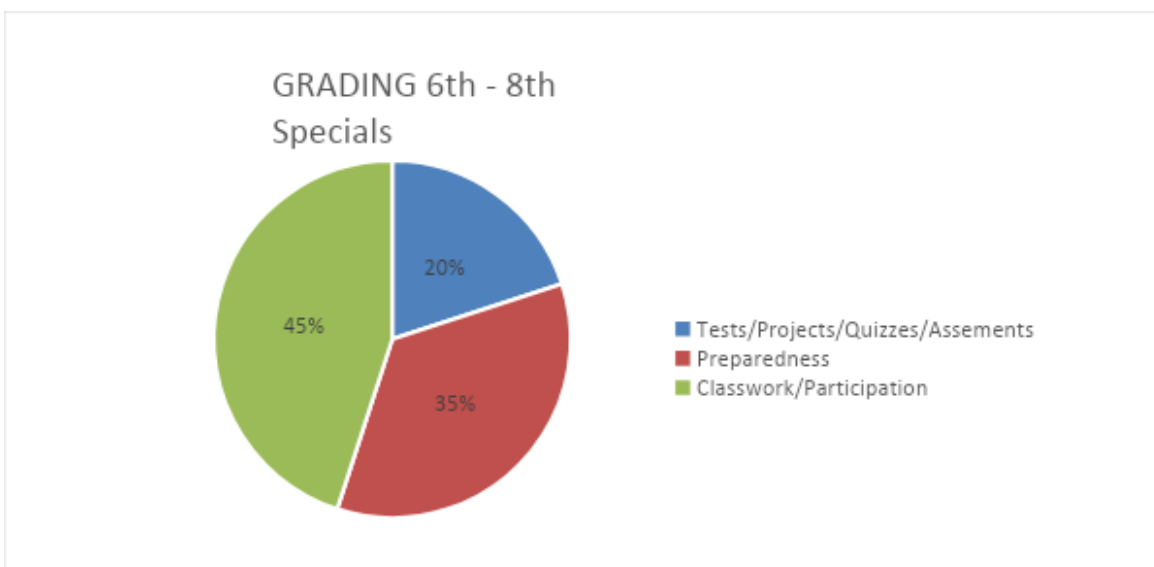
Any student who fails language arts or mathematics in grades 6-8 shall be required to attend summer school in order to remediate the failing class and to ensure the student is prepared for the following grade level. A student who fails language arts or mathematics during the regular school year and does not attend summer school shall repeat the entire grade.

For further information, please refer to Policy & Regulation #5410, located on the district website.

28. REPORT CARDS

- 1. Report cards will be available on Genesis for parental inspection through the Parent Portal.
- 2. Progress reports will be available to the parents at the midpoint of each marking period on Genesis.
- 3. Grade values are as follows for Academic Subjects and Non-Academic Subjects.

A - Excellent	A+ 100 - 97	
	A 96 - 90	
B - Good	B+ 89 - 87	
	B 86 - 80	
C - Satisfactory	C+ 79 - 77	
	C 76 - 70	
D - Passing	D 69 - 65	
F - Failure	F Below 65	
I – Incomplete	ME-Medical Excuse	P-Passing



29. HOMEWORK POLICY

Homework is an important extension of the classroom. It is used for reinforcement and enrichment. Homework reflects individualization and humanization, and provides another indicator of pupil progress. Homework is carefully planned and constructed as a meaningful part of learning, with an emphasis on creativity. Homework is another step in the direction of bringing the school, the student, and the community closer together in a common quest for quality education. If need be, the student or parent may check our website for daily assignments. The web address is <http://www.rpsd.org/> and access Genesis to find your students' teachers and assignments.

For further information, please refer to Policy #2330, located on the district website.

STUDENT RESPONSIBILITIES

1. Use personal agenda books and/or Genesis or Google Classroom to record and track assignments.
2. Students are responsible for completion of homework. Students should check Genesis on a daily basis for assignments.
3. Students should submit homework at a quality level that is comparable to their normal class work. **Plagiarism will not be tolerated.** Consequences will be imposed.
4. Time allowed to make up work generally should not exceed the amount of time absent. Arrangements to make up work should be initiated by the student.

5. Pupils who cut class or are otherwise found truant will not receive credit for the period(s) missed, and will be subject to disciplinary action.
6. Pupils may make up work for time missed because of action initiated by the authority of the school. i.e., suspensions, exclusions, etc.
7. Communicate to teachers any problem encountered with the homework assignment via email and/or the next day you return to school or as soon as possible.

30. PHYSICAL EDUCATION CLASSES

PHYSICAL & HEALTH EDUCATION REQUIREMENTS

The *New Jersey Student Learning Standards*, (NJSLS) as outlined by the New Jersey State Department of Education mandates that ***all*** students in grades 1-12 participate in a minimum of 150 minutes of health, safety, and physical education per week. The physical education program at Roselle Park Middle School is a comprehensive, sequential, health, and physical education program that emphasizes the connection between wellness, health, and physical education. All students in grades 6 through 8 are required by the state of New Jersey to participate in physical education class.

Students will have the option of changing or coming prepared for gym class. Please ensure that your child is prepared to take gym class on their assigned days by wearing clothes conducive for physical education. Sneakers are MANDATORY to participate. For safety reasons, *no exceptions will be made.* (*Flats, loafers, moccasins, crocs, dress shoes, and boots are examples of inappropriate footwear for physical education class.*)

Students should see the nurse with any medical concerns.

Locker Use and Locker Room Procedures for Physical Education Class

- Students are encouraged to bring in his/her own combination lock to secure his/her personal items in the gym locker. Once a student brings in a combination lock, he/she is permitted to choose any vacant locker that is available.
- Students will provide the physical education teacher with his/her locker number and for emergency purposes, the number to his/her combination lock.
- Students are encouraged to take their gym clothes home every Friday, if applicable, and bring new clothes in for the following week.

Grading System

All students begin each marking period with an A (100%)

Daily Assessment:

Each student receives a total of **6 points per class** for regular physical education activities.

1 points: behavior and conduct

4 points: proper physical education attire (sneakers must be worn).

1 points: participation, effort, sportsmanship, and attitude

Note: If a student is **not** wearing sneakers which are required for participation, he/she will not be allowed to participate in the days' activity; therefore he/she will lose all participation and proper physical education attire points (-4 points total deduction).

<u>Infractions</u>	<u>Consequence</u>
Unprepared for class	-4 points deduction
No participation and/or no effort	-2 points deduction
Violation(s) of student code of conduct	-2 points deduction

31. Bullying/Cyber-Bullying/Sexual Harassment/Bias Incidents/Intimidation

Harassment, Intimidation, and Bullying Policy Statement

The Board of Education prohibits acts of harassment, intimidation or bullying for all students. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or

b. Has the effect of insulting or demeaning any student or group of students; or c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing "a real or perceived power imbalance" may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target. "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3). In accordance with the Board of Education's Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as "cyber-bullying" (e.g., the use of electronic means to harass, intimidate, or bully) is addressed in this Policy.

For further information, please refer to Policy #5512, located on the district website.