

Ridgedale Middle School
2022-2023
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

Welcome To Ridgedale Middle School!

As summer comes to a close, I'd like to welcome you back to school. Each new school year offers all of us an opportunity to start fresh, develop goals and aspire for success. I encourage you to challenge yourself and stretch your comfort zones this year by setting goals that can be met by investing in your education with hard work, effort, determination, and a positive attitude.

You social and emotional development is a critical component to your success at RMS. We encourage you to develop your confidence and strengthen your ability to make good choices whether on your own or with a group of your peers. Throughout the year, we will refer to the following questions as you reflect on your personal development as a contributing member to our school community.

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? As are accountable for your words, actions and whereabouts?*

Are you a respectful person? *Do you treat people with civility, courtesy, and dignity? Do you use manners properly? Are you able to disagree or offer constructive criticism respectfully?*

Are you a personally and socially responsible person? *Are you accountable for your own actions? Do you contribute to the common good by being an upstander? Do you speak up when something goes against your personal or our school's values?*

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?*

Are you a good citizen? *What do you do to make your school, community, and world a better place?*

Remember, a new year...a chance at a new you! This can be your year!

Educationally yours,

Nicholas Steffner

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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>

Board of Education

Brian Perillo
President

Kristina Heinold
Vice President
Faculty

Jenna Sagan
Social Studies
ext. 2125

Linda Eveland
Math
ext. 2115

Brian McParland
Mathematics
ext. 2110

Yvonne Cali

Fabienne Crimi

Daniel Ring
Physical Education
ext. 2018

Rebecca Dalo
Special Education
ext. 2021

Sarah Montasr
Special Education
Ext. 2120

Michael Priore

Nicholas Ritrivi

Stacey Sabatos

Danielle Cantwell
Special Education
ext. 2207

Robert Foster
Language Arts Literacy
ext. 2102

Monika Mehta
Language Arts Literacy
ext. 2124

Brenda Cochario
World Languages
ext. 2126

Lyndsay George
Language Arts Literacy
ext. 2121

Michele O'Dell
Math/Special Education
ext. 2027

Administration

Dr. Steven Caponegro
Superintendent

John Csatlos
Business Administrator

Jessica Bulleit
Visual Arts
ext. 2117

Lauren Hoffmann
French/LLI
Ext. 2202

Melissa Picciano
Special Education
ext.

Nicholas Steffner
RMS Principal

Sonia Couto
World Languages
ext. 2123

Michaela Harris
Language Arts Literacy
ext. 2101

Vincent Putignano
Special Education
ext. 2206

Robert Foster
Dean of Students

Anna Crumm
Guidance Counselor
ext. 2005

Beth Karl
Mathematics
ext. 2104

Maribeth Powers
Physical Education
ext. 2019

Secretaries

Amanda Keller
Main Office
Lily Capriglione
Main Office

Lisa DeFonte
Math
ext. 2114

Marian Kentner
Nurse, Health
ext. 2004

Jayne Russo
Science
ext. 2137

Brendan Lenox
Social Studies
ext. 2103

Lindsay Klymko
Language Arts Literacy
ext. 2122

Andrea Lynch
General & Vocal Music
ext. 2107

Athletics

Vincent Putignano
Athletic Director

Nicholas Esposito
Computer Tech Basics
ext. 2205

Laura Krno
Special Education
ext. 2203

Karen Stein
Science
ext. 2138

Erin Esteves
Science
ext. 2109

Kathryn Barta
STEM Lab
ext. 2119

Michael Leone
Instrumental Music
ext. 2023

RMS Child Study Team

Jane Steffen
Director, Special Services

David Burrows
Speech

Linda Laub
ESL/LEP

Kate Rinaldi
School Psychologist

Danielle Manger
Occupational Therapist

LJ Dolan
Learning Consultant

Custodians

Jim Duggan
Anda Srbljanovic
Dennis Larriega

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 in mathematics, language arts, science, social studies, and 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, industrial arts/technologies, computers, and 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, one of them will need to come in person to the main office at Ridgedale to have it re-issued. No access information will be given out over the phone. This is to protect your privacy.

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

In addition, we want you to be successful so that you can be promoted to the next grade level. However, if you fail two academic subjects for the year, you may be asked to remain at that grade level. It may be possible for you attend summer school to retake at least one of the courses in which you were not successful. You will need to furnish us with proof of passing your summer school class(es). After the second trimester, we will notify your parents of a possible failure for the year.

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 due to a change in the academic calendar as a result of a loss of days due to emergency closings) of your graduating year, earn a cumulative grade point average of at least 3.85. And average PARCC scores from grade 6 and 7 ELA and Math of a 4.25 or higher

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 team leader for a conference appointment.

Textbooks and Equipment

The Board of Education will provide you with textbooks and calculators. All new and sixth grade students will need to pass a test on the responsible use of our computer equipment. When you pass, a “driver’s license” will be issued to indicate that you are aware of your technology obligations. If 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 this 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 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. It will make returning to school much easier for you. You may check your teacher’s blog or website to find out your daily assignments. After you have been absent for three or more days, your parents may call the school office in the morning to request assignments from your teachers. These assignments can be picked up in the main office the following day.

When you return, you will receive a number of days to make up your work equal to the number that you were absent. 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.

Lockers

You will be assigned a hall locker at the beginning of the school year. Please use common sense regarding anything of value that you may bring to school. 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. 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.

Guidance Services

Guidance is a group of services designed to assist you as an individual, and as part of a group. The goals of guidance 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, guidance counselor, nurse, or student assistance counselor. Guidance will also offer advisory programs, 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. 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 addition 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 teams, 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.

School Dances/Social Events

The school dances and social events that are held throughout the year are sponsored by the PTA. These dances and social events are open to sixth, seventh, and eighth grade students, except for the final dance, which is for eighth grade students only.

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.

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.

RMS Co-curricular Activities and Sports 22-23

Activity	Advisor
Baseball (Boys)	Mr. Putignano
Basketball (Boy's)	Mr. Ring
Basketball (Girl's)	Mr. Mc Parland
Botanical Club	Mrs. Barta
Chemistry Challenge	Mrs. Esteves
Cross Country	Mr. Putignano / Mrs. Dalo
Drama Club	Ms. Harris
E-Sports Club	Mr. Leone
Golf	Mrs. Stein / Mrs. Esteves
Academic Enrichment Club (Homework Club)	Mrs. Eveland, Mrs. Karl, Ms. De Fonte, Mrs. Cochario, Mrs. Martino
National Junior Honors Society	Mr. Foster / Ms. Harris
Bowling	Mrs. Kentner / Mrs. Esteves
Jazz Band	Mr. Leone
Literary Magazine (Name to be determined)	Ms. Harris
Paw Print - Student Publication	Ms. Mehta / Mrs. George
Peer Leadership	Mrs. Crumm / Mrs. Krno
RMS History Club	Ms. Sagan / Mr. Lenox
Soccer (Boy's)	Mr. Mc Parland
Soccer (Girls)	Mrs. Klymko
Softball (Girls)	Mr. Mc Parland
Student Council	Mrs. Cochario / Mrs. Cantwell
Technology Club	Mrs. Barta
Visual Arts Club	Mrs. Bulleit
Vocal Music (Select Choir)	Mrs. Lynch
Wrestling	Mr. Lenox
Volleyball (Boys)	Mr. Ring
Volleyball (Girls)	Mr. Mc Parland
Yearbook	Mrs. Bulleit
RMS Mentoring Program	Mrs. Picciano, Mr. Putignano, Mrs. Klymko, Ms. Mehta, Mr. Foster, Mrs. Esteves, Mrs. Williver, Mrs. Krno

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.

Library/Media Center

The library media center is a great place to work quietly, read, gather research materials for reports and projects, and use our computers with Internet access. Please be considerate of others when you are in the library media center.

You may sign out a total of two books at a time. All books are due back in the library media center within two weeks, but you may renew a book for additional time depending upon its availability. If you are late returning your book(s), you will be assessed a fine of \$.05/day per book. Please be courteous and return your materials in a timely fashion. Other people are waiting to read them.

Physical Education/ Wellness

Health and safety are also factors into our physical education program. In order to participate in Physical Education you must be dressed in a school T-shirt, 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 may purchase a combination lock from us 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 core 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 eighth period. Entrance requirements can be obtained by contacting our Curriculum and Instruction supervisor.

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, we insist that all visitors report to the main office as soon as they enter the building. At that time, they must sign in, present a driver's license and we will issue them a visitor's pass. When the visitor is ready to leave, they will hand in the pass and receive their license in return.

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. Please entertain your friends at home, after school hours.

During the Covid-19 Pandemic, visitors will be granted limited access to the school. Appointments will be conducted via a video conference call, (Zoom or Google Meet) whenever possible. Please schedule your appointment directly with the staff member and main office to ensure a meeting time, location and format (virtual/in-person).

Handbooks

In addition to this agenda/handbook, please see the district website for the Florham Park District Multi-Ethic/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. At 7:40, you will be permitted to go to your locker and your first period class. In nice weather, you will be able to wait outside the building, in the rear of the school, until the bell signals your entrance. When it is raining and in colder weather, you may enter the building and wait in the auditorium. 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 am. 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

Regular Bell Schedule

Grade 6				Grade 7				Grade 8			
PERIOD	START	END	MINS	PERIOD	START	END	MINS	PERIOD	START	END	MINS
1	7:45	8:43	58	1	7:45	8:43	58	1	7:45	8:43	58
2 (HR)	8:45	9:45	60	2 (HR)	8:45	9:45	60	2 (HR)	8:45	9:45	60
3	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	Team Preps	Encore Prep/Duty									

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											

District Calendar

FLORHAM PARK SCHOOL DISTRICT 2022-2023 SCHOOL YEAR

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Date	Event or Holiday
September (14 Days)	
5	Labor Day
7 - 9	Teacher In-Service (Schools Closed)
12	Schools open for students
26	Rosh Hashanah (Schools Closed)
October (19)	
5	Yom Kippur (Schools Closed)
7	Half Day - early dismissal - Teacher In-Service
10	Columbus Day (Schools Closed) Teacher In-Service
November (18)	
10 - 11	NJEA Convention (Schools Closed)
23	Half Day - early dismissal
24 - 25	Thanksgiving Recess
26 - 30	Half Day - early dismissal - Conferences
December (17)	
23	Half Day - early dismissal
26 - 30	Winter Recess (Schools Closed)
January (21)	
2	Schools Reopen
13	Half Day - early dismissal - Teacher In-Service
16	Martin Luther King Day (Schools Closed)
February (19)	
17	Half Day - early dismissal
20	President's Day (Schools Closed)
March (23)	
17	Half Day - early dismissal - Teacher In-Service
April (14)	
6	Half Day - early dismissal - Teacher In-Service
7 - 14	Spring Recess (Schools Closed)
May (22)	
29	Memorial Day (Schools Closed)
June (18)	
26	Last Day of School/Graduation - early dismissal

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

December 2022						
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25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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25	26	27	28	29	30	31

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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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) 4 -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 26th through Tuesday, June 20th. 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 2022-23 calendar has been created to reflect the scheduled summer 2022 referendum capital projects. Therefore, as per the recommendation of the district's engineers/architects, the start of the 2022-23 school year has been scheduled for Sept. 12th, 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 11/29/2021

How

We are a community. 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 or the media center...

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

- 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. This bin is checked every hour throughout the day. 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.

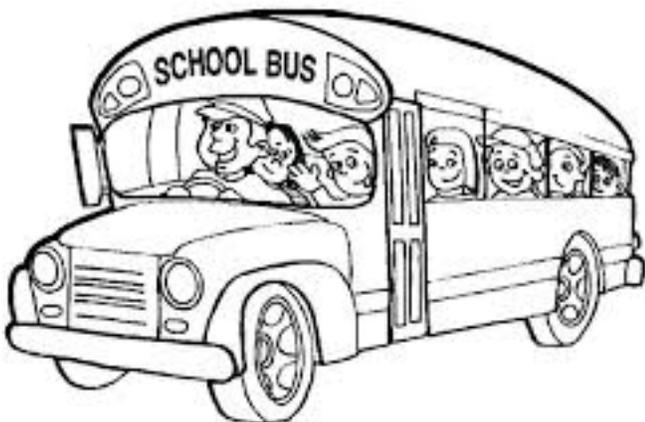
If you ride the bus...

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.

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:

- Safety is one of our biggest concerns. Do not wear clothing that could constitute a safety hazard.
- Be neat and clean at all times.
- Sleeveless shirts, bare midriiffs, halter tops, spaghetti straps, racer backed shirts, and other revealing clothing are unacceptable at school.
- Leggings and tight-fitting yoga pants are only permitted with a mid-thigh length shirt or tunic, or under a skirt.
- Skirts and shorts may be worn, but the length must be acceptable. Shorts and shirts must have at least a 5" inseam length.
- You must wear shoes or sneakers at all times. Footwear, especially sneakers, must be laced securely. Students may wear sandals; however, no flip-flops or slides are permitted. Hats, bandannas, coats, jackets, and other garments designed primarily for outdoor use cannot be worn to class. Place them in your locker before homeroom.
- Do not come to school wearing clothing that displays offensive language, references to drug/alcohol use, or inappropriate sexual content.

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

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 Conduct Code

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 Conduct Code 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.

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!**