



**RIVERSIDE  
MIDDLE  
SCHOOL**

**STUDENT HANDBOOK**

RIVERSIDE MIDDLE SCHOOL

**Robin A. Ehrich – Superintendent of Schools**

**Michael W. Mongon - Principal**

[www.riverside.k12.nj.us](http://www.riverside.k12.nj.us)

*The mission of Riverside Middle School, in partnership with parents and community, is to build a culture of excellence in which all students are challenged to meet high academic standards, motivated to become life-long learners, and be prepared to become successful citizens in a competitive global society.*

*In support of our school mission, Riverside Middle School will foster a culture of excellence by developing the necessary academic skills to become active life-long learners, maintain an environment in which appropriate social skills and attitudes are developed, and encourage respect for self, school and community.*

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_


CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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# Riverside Middle School

**Dear Parents and Students:**

**On behalf of the entire faculty and staff, welcome to the 2017-2018 school year at Riverside Middle School, home of the Rams! The beginning of every new school year is an exciting time; faculty, staff, students, and parents all anticipate a great start to give our students the best beginning to help them enjoy a successful, productive, and happy year.**

**To the middle school students, your teachers and I offer you our never-ending support. We look forward to seeing you do well academically and socially. You are encouraged to study hard, join our clubs, and become a member of our athletic teams.**

**To the parents of our middle school children, we are also here for you. Middle school is a very special time, with tremendous growth for children socially, intellectually, and physically. Helping your children grow through this period of their lives is also rewarding to us. We are delighted to be in partnership with you to help maximize your child's potential.**

**Please take time to read through this handbook together and be sure to keep it for further reference. This book will be used to organize class work and homework, it will provide you with information, and it outlines our school rules and procedures.**

**We encourage you to visit our school to see for yourself why our teachers, staff, parents, and students make Riverside Middle School a great place to learn and grow. Please, always feel free to contact me with any questions or concerns. Good luck, and let's have a great year.**

**Sincerely,**

**Michael W. Mongon  
Principal  
Riverside Middle School  
(856) 461-1255 ext. 1113  
mmongon@riverside.k12.nj.us**

## RIVERSIDE TWP. PUBLIC SCHOOLS CALENDAR 2017-2018

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					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

**4** Labor Day - Schools Closed  
**5** Teacher In-service – Staff Only.  
**6** Students First Day- Early Dismissal  
**7** Full Days Begin

FEBRUARY 2018						
S	M	T	W	Th	F	S
				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			

**8-9** ES Conferences (Early Dismissal Pre-k-Gr.5 only)  
**16** Schools Closed  
**19** Presidents' Day- Schools Closed

OCTOBER 2017						
S	M	T	W	Th	F	S
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				

**4** Teacher In-service – Staff Only  
**9** Columbus Day – Schools Closed

MARCH 2018						
S	M	T	W	Th	F	S
				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

**29** Early Dismissal for All  
**30** Spring Recess – Schools Closed

NOVEMBER 2017						
S	M	T	W	Th	F	S
			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		

**9-10** NJEA convention – Schools Closed  
**17-21** ES Conferences (Early Dismissal Pre-k-Gr.5 only)  
**22** Early Dismissal for All  
**23-24** Thanksgiving- Schools Closed

APRIL 2018						
S	M	T	W	Th	F	S
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					

**2-6** Spring Recess – Schools Closed

DECEMBER 2017						
S	M	T	W	Th	F	S
					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						

**6** Teacher In-service – Staff Only  
**22** Early Dismissal for All  
**25-29** Winter Recess – Schools Closed

MAY 2018						
S	M	T	W	Th	F	S
		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		

**11** Early Dismissal for All  
**16** Early Dismissal for Students – Staff In-service (PM)  
**28** Memorial Day – Schools Closed

JANUARY 2018						
S	M	T	W	Th	F	S
	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			

**1** Winter Recess – Schools Closed  
**2** Schools Reopen  
**15** M.L. King Day- Schools Closed

JUNE 2018						
S	M	T	W	Th	F	S
					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

**18, 19, 20** Early Dismissal  
**18** Elementary Promotion  
**19** Middle School Promotion  
**20** High School Graduation and Last Day Students  
**21** Last Day Teachers

180 Days Students.  
 184 Days Staff.  
 (After snow day reductions)



Approved: February 16, 2017

\*If there are fewer than 3 emergency closings, schools will be closed in the following order: May 29, 25 and 18.

\*Do not make irrevocable vacation plans for April.

\*If additional closure days are needed, they may be taken from spring break, Feb. 16<sup>th</sup> or added onto the end of the school year.

## **IMPORTANT TESTING DATES**

### **Grades 6, 7, & 8**

*PARCC Testing will take place between 4/16/18 – 5/25/18*

**Grades 8** – Science Assessment - Date TBD

## **BACK TO SCHOOL NIGHT**

**Wednesday, September 13, 2017 (6:00PM)**

### **End of Marking Periods:**

*1<sup>st</sup> November 13, 2017*

*2<sup>nd</sup> January 29, 2018*

*3<sup>rd</sup> April 12, 2018*

*4<sup>th</sup> June 20, 2018*

## **EMERGENCY CLOSING INFORMATION - #662**

- In the event of inclement weather, an automated telephone call will be made to all registered telephone numbers. We will also call our closing or delay into KYW (1060AM, Channel 3 TV). They list the closing on their website – KYW1060.com. In addition we will call NBC 10 and Fox 29 with our closing or delay.
- You can call the school directly at 856-461-1255. A pre-recorded message will play telling you of the schedule change for that day.
- The school website (at [riverside.k12.nj.us](http://riverside.k12.nj.us)) will feature a scrolling message announcing changes for the day.

## **RIVERSIDE SCHOOLS TELEPHONE LIST**

Main School Number – 856-461-1255

<b><u>Office</u></b>	<b><u>Extension</u></b>	<b><u>Office</u></b>	<b><u>Extension</u></b>
Superintendent	1111	HS Principal	1115
Business Office	1112	Athletic Director	1157
HS Main Office	1110	MS Principal	1113
MS Main Office	1113	ES Principal	1128
ES Main Office	1116	MS/HS Guidance	1136
Child Study Team	1114	ES Guidance	1138

# **RIVERSIDE MIDDLE SCHOOL RULES AND REGULATIONS**

**All students attending Riverside Middle School shall adhere to the rules and regulations as presented and explained in the handbook.**

## **ATTENDANCE**

The New Jersey Administrative Code on Attendance 6A:16-7.6 was amended on March 17, 2014 to reflect a number of important changes. For state pupil attendance reporting purposes the only absences that will meet the criteria as an excused absence are Religious observances and Take Your Child to Work Day. Upon the fifth cumulative absence from school the school district is required to create an Action Plan to improve attendance. Upon the tenth day of absence the school district is required to determine if truancy charges are applicable.

The school district reserves the right to maintain local control over absences allowed for the purposes of credit completion, graduation, promotion exercises, participation in co-curricular activities, athletics, field trips, etc.

The Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

**When a student is absent from school, for any reason, the students is excluded from all school activities that day.** The activities include: rehearsals, practices, athletic events, concerts, and play performances. Friday absences negate participation in activities on Saturday and Sunday. Students must attend school for a minimum of four hours to be considered present for the day.

Excused absences require that the student submit a note to the Middle School office upon returning to school.

**Excused absences include:**

***\*Religious observances – recognized by the State of New Jersey.***

***\*Take Your Child To Work Day.***

Other absences are categorized into the “Justified but Unexcused Absences”

**Justified but Unexcused absences include:**

***\*Illness verified by a doctor***

***\*Death in the family***

All other absences are categorized into the “Unjustified and Unexcused Absences”

**Unjustified and Unexcused absences include:**

*\*illness without a doctor’s note*

*\*family obligations*

*\*vacations*

*\*appointments*

*\*contests*

Every parent, guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public school of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.

Parents or guardians will be notified in writing, of their child’s absences at the **fourth, fifth, tenth,** and **over twelve** days of student non-attendance.

## **BOARD OF EDUCATION EXPECTATIONS**

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils 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 parents or legal guardians, all pupils can contribute to the effectiveness of the schools and the value of their education.

The Board expects all pupils 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 parents or legal guardians and appropriate school staff matters.

Policy: Riverside B.O.E. #5500

## **FIRE DRILLS/SCHOOL SECURITY DRILLS**

Fire drills and school security drills are held monthly to prepare students for an actual emergency. The fire drill consists of a continuous ring of the fire alarm bell. At the signal, all occupants will leave the building by the regularly assigned exits. **Students are to move quickly, quietly and with their hands to themselves.** Classroom windows should be closed prior to leaving the room. The classroom door should be closed after all students have left the room.

In the event a door or an exit is impassable, affected persons should reverse direction and proceed to the closest exit. On an all-clear signal the students should return to the building in the same quiet manner in which they exited the building.

School security drills are held monthly and will be used to practice schools' procedures for responding to emergencies. Students will be expected to fully cooperate with the teachers and administration in charge.

## **EARLY DISMISSALS**

Students may only leave the school grounds after obtaining administrative approval and signing out in the Middle School office. The Middle School office must receive a note in the morning, prior to the early dismissal. The school recognizes only four (4) reasons for early dismissals:

1. Illness of a student, after arrival at school, as verified by the school nurse.
2. Notice of a verified doctor or dentist appointment.
3. Participation in a school sponsored activity.
4. Pre-approved religious observance.

## **ELIGIBILITY POLICY**

The Board of Education, administration, and staff of Riverside Middle School recognize that academic achievement is the priority in the process of education students. We also recognize the value of extra-curricular activities and athletics as an important part of a comprehensive educational experience.

It is our desire to establish standards that promote student participation in extra-curricular activities while motivating students to strive for academic excellence and good sportsmanship. The Board of Education, therefore, has established the following academic eligibility standards for all the students attending Riverside Middle School, relative to participating in extra-curricular activities and athletics. The policy supersedes any and all other eligibility policies prior to May 11, 1992.

## **Academic Requirements for participation in Activities and Athletics**

To be eligible for extra-curricular activities and athletics a student must:

1. Pass at least six (6) classes each marking period.
2. Maintain an academic average of seventy-five (75%), or a “C.” A student’s average will be calculated each marking period and will be based on the grades for that marking period, only! When a G.P.A. falls below 75% and a student loses eligibility, the student may request a formal review of their eligibility status by the Middle School principal.
3. Any student who loses eligibility at the end of a marking period:
  - a. May complete a seasonal activity started during the marking period.
  - b. Is prohibited from beginning a new co-curricular activity, or athletic activity.
  - c. Becomes ineligible to participate in year long activities, immediately!

## **EIGHTH GRADE PROMOTION**

Riverside Middle School will conduct a formal promotion ceremony in June to recognize eighth grade students who have successfully completed the school year and will begin high school in the fall. The ceremony will take place in the gymnasium where student awards will be given and certificates will be awarded.

Participation in promotion is a privilege, **not** a right. Students who are ineligible to participate in activities, have more than one failure in a year or quarter course, have more than twelve “unjustified and unexcused” absences, or have a financial obligation to the school will not be allowed to participate in the ceremony.

## **SCHOOL SERVICES**

### **HEALTH SERVICES**

All students enrolled in the Riverside Public Schools must present proof of necessary immunizations to the school nurse, or face exclusion from school until the records are presented.

### **Reporting to the Nurse**

1. Obtain a pass from the classroom teacher. Do not ask a teacher to give you a pass to the nurse unless you are going during that teacher’s class.
2. Students must report to the nurse, or the Middle School office, when ill or injured. Under no circumstances is a student to leave school and go home when they feel ill.
3. Any sport or activity injury must be immediately reported to the nurse’s office. Parents using school insurance and who have other insurance should submit both forms to the physician or hospital. The school’s



insurance has restrictions and limitations, submitting both forms may help alleviate future problems with paperwork.

4. Students needing a medical excuse from physical education class must first present the nurse with a physician's certificate. The certificate should include a diagnosis and time limit.

The health services of Riverside Middle School are available to any student who becomes ill or injured during school hours, or during a school-related activity. Students should not be sent to the school nurse to evaluate injuries or illnesses that have occurred at home. The nurses are extremely busy handling school injuries, illnesses, and performing mandated health screenings.

### **Emergency Notification**

When a student becomes ill during the school day or requires medical attention, every effort will be made to comfort the student. However, the school is not permitted by New Jersey statues to provide aspirin or other drugs or medication to a student. The parents or guardians of sick or injured students, requiring additional medical attention, will be notified immediately. In the event a parent, or guardian, cannot be reached the person on the student's emergency card identified as the emergency contact person will be notified. **Students will not be permitted to walk home when they are ill.** A student will not be sent home to an empty house!

### **Medication during School Hours**

No medication can be taken in school without written permission of a doctor. The school nurse must be notified of any medication to be taken during school hours. Under some circumstances a student may be allowed to self medicate, but only with approval and the proper paperwork. All medication must be brought in the original bottle, with the name of the medicine and the dosage clearly noted (including Tylenol, aspirin, asthma inhalers, etc.)

### **RAMBOOKS (Student Planners)**

Each Riverside Middle School student will be given a Middle School student planner at the beginning of the school year. The purpose of the planner is to help the student learn to organize their time, assignments, and help them organize the work for a variety of classes. The hallway passport section of the book will be used as a means for allowing students to leave class with teacher permission. Students should be copying homework assignments into their student planner everyday. Parents are asked to initial the assignment in the planner when the work is complete.

Get in the habit of taking your planner to every class. Start to organize your work in the beginning of the year and let it become a daily routine. Some

teachers may require the planner be used and check to make sure it is being used. Replacement planners will be available for \$5.00.

## **CAFETERIA**

All students must eat lunch in the school cafeteria. Students may bring a bag lunch from home, purchase the standard lunch, or buy a-la-carte items. Soup, sandwiches, bagels, or ice cream may be purchased separately any day of the week. The cafeteria rules and regulations are as follows:

1. Students are to eat seated at their tables; they are not permitted to stand in groups or sit on the “wall.” Students are to remain seated at the tables until the cafeteria monitor dismisses the table. Students are to ask permission to leave their seats before changing seats for any reason. Students may request to change tables. If any school employee places a student at another table, they will sit at the “new location” until permission is granted for their return to the original seat.
2. Students are expected to get in line at the end of the line. Do not save places in line for your friends or attempt to cut into an established line. Consider the other students and get in line at the end!
3. Food must be eaten while students are seated at the tables. No food is to be eaten while walking around the cafeteria. No food is to be taken from the cafeteria without permission, by anyone, at anytime. No one may consume food or beverages in the hallways or classrooms.
4. Students are requested to leave the table and surrounding area clean. All trash is to be put into the receptacles provided in the cafeteria. Please remember that other people are using the same area. Please make every effort to recycle.
5. Students must never leave the cafeteria without permission and a pass from the cafeteria monitors.
6. Quiet conversation is permitted. Please refrain from screaming to your friends at your table, the next table, or across the room.
7. There will be a limited breakfast menu available in the Elementary cafeteria each morning from 7:20 a.m. until 7:38 a.m. Breakfast must be eaten in the cafeteria.
8. Students who forget their lunch or lunch money will be served a peanut butter and jelly or a cheese sandwich, milk, and fruit. Students will be responsible for the cost of the lunch. No student should go through the day without lunch.

## **EDUCATIONAL FIELD TRIPS**

Groups of students under faculty supervision are often granted the privilege of participating in educational trips, which are an outgrowth of their classroom or school activities.

To be eligible the student must:

- Be a member of the class or organization taking the trip.
- Return the Parent Permission Form signed by the parent or guardian prior to the trip.
- Notify the teachers in the classes that will be missed prior to the trip.
- Make-up all the work missed in the other classes the day of the trip.
- Submit any work due the day of the trip before leaving on the trip.
- Be eligible to participate in school activities. Students who are serving a suspension are not eligible to participate in school activities during the suspension.

## **MEDIA CENTER**

1. The media center will be open from 7:00 a.m. to 2:30 p.m.
2. Books may be checked out for a period of up to two weeks. Beyond the due date, students will be assessed a fine of five cents for each day the book is overdue.
3. Students wishing to use the library during their study hall should obtain a pass from the subject teacher, or the study hall teacher.
4. Leisure reading is permitted and encouraged.
5. Students are not to use the library to do assignments that could be done in study hall.
6. **PROPER BEHAVIOR IS REQUIRED AT ALL TIMES IN THE MEDIA CENTER.** Students are expected to behave properly and respect the rights of others. No food, no drinks, and no chewing gum are permitted in the library.

## **BOOKBAGS**

Bookbags, knapsacks, and gym bags are not permitted in classrooms during the school day. Students must leave their book bags in the locker during the school day. Students should carry notebooks, folders, and textbooks to class. ***Bookbags must remain in lockers.***

## **TEXTBOOKS**

Students are issued the necessary textbooks in each class. They are responsible for the care and return of that book at the end of the year. Books are to be covered within five

days of issue. Textbooks are not notebooks and should not be stuffed with papers or other materials. **Any text missing, for any reason, is the responsibility of the student to whom it was issued and they shall be liable for its replacement cost.** Students are not expected to pay for the depreciation in value of textbooks or other school equipment resulting from normal use. They are expected to pay for any damages that result from unnecessary carelessness. In any case where a book is rendered useless through damage, the fine shall be the same as for a lost book. No student shall be given his final report card if fines are not paid. Remember the student's textbook is the student's responsibility.

## **BICYCLES**

All bicycles should be parked in the bicycle racks provided in the back of the school. Do not park bicycles in the breezeways or along the fence. If you ride your bike to school, be sure to bring a lock and use the lock on the bike before you enter the building. **Scooters/skateboards/rollerblades are not permitted to be ridden on school property.**

## **MIDDLE SCHOOL DANCES**

School and Family and several other clubs may schedule middle school dances for you. Only students from the Riverside Middle School may attend the middle school dances. The dances are held from 6:00 p.m. until 8:00 PM in the cafeteria. In order to attend a dance students must return a signed permission slip and must be picked up by a parent. No student will be allowed to walk home from a dance. Students are required to dress in school appropriate clothing for the dances.

## **STUDENT ORGANIZATIONS**

A variety of student club, activities, and interscholastic sports are available for middle school students.

**Student Council** – Students from grade levels six, seven, and eight, serve as representatives to the Middle School Student Council. The Student Council members plan and organize elections and campaigns, social activities, and spirit week. The Student Council strives to support the Six Pillars of Character theme that is embraced at Riverside Middle School. They will also work on monthly service and character projects for the middle school.

**Yearbook** – Students from grades six, seven, and eight work together to produce a yearbook for the middle school. The yearbook staff plan, organize, and layout the yearbook with the help and guidance of an advisor.

**Middle School Chorus** – Students meet after school to work on solo and ensemble projects. The group performs at various functions outside of school and attends musical productions.

**Kindness Club** – Students from all three grade levels are welcome to meet one to two times a month with the Kindness Club advisor to help promote a positive and kind school climate.

**Spanish Club** – All middle students are invited to join this club. Meetings will take place on a monthly basis after school. Students will participate in Spanish enrichment activities.

**School Newspaper** – Students in 7<sup>th</sup> and 8<sup>th</sup> grade meet regularly, with their advisor, to plan and create a monthly newspaper

**Science Club** – Students from all three grade levels are welcome to meet once a month, with the club advisor, to work on exciting science experiments.

**Interscholastic Sports** – Riverside Middle School boys and girls compete in the following sports:

Fall – boys’ soccer, girls’ soccer, field hockey

Winter – boys’ basketball, girls’ basketball, wrestling

Spring – baseball, softball

## **SCHOOL SPORTS PHYSICALS**

According to N.J.A.C., 6A:16 all students participating in school athletics must submit Health History & Physical Examination paperwork using the approved school forms. The forms can be obtained at the schools main office, athletic trainer, or from the coach(s) of a team sport.

## **STUDENT COUNCIL ELECTIONS**

The election of student council officers and homeroom representatives occurs early in September. Officers are selected by a majority vote and serve for one year. Those interested in becoming an officer should be prepared to speak to the entire middle school student body. If the middle school is to benefit from useful and relevant feedback from students, the officers and representatives must serve the student body by communicating with the homerooms and implementing suggestions for a better school environment.

## **PARENTAL INVOLVEMENT**

Parents are the first and most important teachers in a child's life. Support your child and all the other students involved in the activities offered at the middle school. Encourage your child to participate in a variety of activities and sports. Activities and sports help to enhance the educational processes and opportunities for all students.

Riverside Middle School parents are members of the RMS School and Family Association. The Middle School School and Family Association plan and organize activities and events for the students in the middle school. The work done by the RMS School and Family group is a great help to all the students in the middle school. Meetings are held on a regular basis throughout the year. The meetings are held in Rm 101 in the middle school. Volunteer your time and offer your suggestions. Your help, support, and ideas are welcomed!

## **REPORTING STUDENT PROGRESS**

### **Interim Progress Reports**

Midway through each marking period, parents will be reminded to check their student's progress in Genesis. The grades are an indication of the general area of your child's grades, to date.

### **Parent Access to Grading and Attendance**

Parents with internet connectivity will have access to student attendance and grading via the Genesis software system. This system will allow parents to monitor student progress throughout the school year. Parents will log-in using the e mail on file in the school office. A password will be assigned by the Genesis system. Questions regarding logging in can be directed to [admin@riverside.k12.nj.us](mailto:admin@riverside.k12.nj.us).

### **Conferences**

In an effort to help each child realize their goals we encourage conferences between parents and teachers. Teachers and/or parents may ask to have conferences arranged through the guidance office when questions or concerns need personal attention.

### **Report Cards**

Report cards are available quarterly to the parents in Genesis. Report card grades, in full year courses and academic quarter classes, are numeric and will be used to determine the yearly average for the student. The grading system is as follows:

93 – 100	A	Outstanding work
85 – 92	B	Mastery of Course Content
75 – 84	C	Satisfactory Achievement
70 – 74	D	Minimal Achievement
69 - & below	F	Failure to achieve minimal requirements
50		Indicates the child has done no work and is not cooperating in class or completing homework
Med. Ex.		Medical Excuse

## **GUIDANCE SERVICES**

The Guidance Department consists of your school counselor and support staff. The middle school counselor, Mrs. Galgoci, is located in the middle school main office.

School counselors are concerned with the educational, emotional, and social development of all the students in relation to their total school experience. School counseling is a necessary part of the total school program. It is a coordinated effort involving students, faculty, parents, administration, and specialists as needed.

Individual counseling is the core of the counseling program. It includes counseling of an academic, personal, and vocational nature. The counselor attempts to establish a rapport with their students that will enable them to discuss, understand, and deal with their feelings concerning any problems that may arise. The counselor is a valuable source of information for both parents and students. The counselor also assists students in identifying abilities, selecting courses, and planning for the future.

Students may be seen as often as needed. Also, students are encouraged to set up appointments with the counselor whenever they feel it is necessary. Finally, the school counselor will follow the professional standards established by the American School Counseling Association, treating each person individually and confidentially. With this in mind, all students should take advantage of this service.

### **Signing up for an Appointment**

If a student wishes to talk to the counselor:

1. The student may go the guidance office and ask to sign up for an appointment.
2. Ask their homeroom teacher to notify the counselor they would like to meet with her.

## **STUDENT INCENTIVE PROGRAMS and STUDENT RECOGNITION PROGRAMS**

### **Star Students**

Throughout the year teachers may nominate a student to the principal for “Star Student” recognition. The students will be selected for outstanding work, outstanding classroom contribution, an outstanding test, an outstanding project, or an outstanding writing sample. The parents will be notified of the honor.

### **Student of the Month**

One outstanding student will be chosen, from each grade, each month and honored as the “Student of the Month.” These young people represent the best Riverside Middle School has to offer, specifically in the areas of academics, citizenship, attitude, and overall contributions to the school. The teachers from each grade level will meet and select the student most deserving of the honor. The student will be introduced and honored at the monthly Board of Education meeting.

### **Snappy Students**

Students are encouraged to perform “Random Acts of Kindness” for fellow students, teachers, and school employees. Whenever a teacher or school employee notices a random act of kindness they are encouraged to complete a form and submit to the middle school office. Students selected will receive a coupon entitling them to a free drink of their choice at lunch. Character Counts winners will be selected from the list of Snappy Students turned in by staff.

### **Super Snappies**

Students who earn Snappy Student rewards will be entered into a drawing at the end of the marking period to be named ‘Super Snappy Students’. Those students will receive a special award, and their pictures will be taken and displayed.

### **Honor Rolls**

1. Students with at least an 85% in every class for the marking period are placed on the “AB” Honor Roll.
2. Students receiving at least a 93% or an “outstanding” in each subject are placed on the “A” Honor Roll.

The names of all A and AB Honor Roll students will be displayed for the entire marking period. The students will be treated to a special reward at the end of each marking period. The students will also receive a certificate of recognition and they will be honored at the seasonal awards’ assembly in May. The parents will be notified of honor roll status.

### **Academic Awards Ceremony**

Outstanding students from the middle school will be recognized in the spring at the Middle School Academic Awards Ceremony. Students in each grade and each subject with the highest academic averages will be recognized. All students who have maintained averages of eighty-five or better for the first three marking periods will receive awards. This ceremony will be an evening meeting that will commence with dessert in the cafeteria.

### **End of the Year Assembly**

Students identified by the teachers as the most dedicated will be honored at an assembly held in June. Students making the greatest improvement over the course of the year will also be recognized. Members of clubs and activities will receive their certificates of achievement. Those students earning perfect attendance will also be recognized at this ceremony.



## DAILY PROCEDURES

### **Middle School students may enter the building at 7:25 a.m. each morning.**

Students may enter the building by using the two entrances at the front of the middle school, the courtyard entrance or the entrance in the back leading up to the middle school office. **Students arriving early will be allowed in the elementary cafeteria only!** They are not to remain in the hallways or standing around the outside of the building. The students are asked not to use the elementary entrances or congregate near the elementary entrances in the morning. Upon entering the building students should go immediately to their lockers and get the materials necessary for their morning classes. Homeroom begins promptly at **7:38 a.m.** each morning.

### **Homeroom**

Students are assigned to homerooms based on grade level. Homeroom is held from 7:38 until 7:43 each morning. Homeroom activities include:

1. Pledge of Allegiance – all the students stand and recite the pledge in homeroom.
2. Middle School bulletin – read aloud to students and posted.
3. Attendance – completed by homeroom teacher and entered into the computerized student information system.

Students are to be in their own seats when the bell rings at 7:38 a.m. Students late to homeroom should report directly to homeroom. Students arriving to school after 7:43 a.m. should report directly to the Middle School Office. **Start each day on a positive note by making it a habit to report to homeroom ready for the day, before the bell rings.**

### **Valuables at School**

Students, not the school, are responsible for their personal property. **Students are advised not to bring valuables, large sums of money, expensive jewelry, or items of personal value to school.** Be smart and take care of any valuable items by leaving them at home.

### **Lockers**

All middle school students will be assigned a hall locker. Do not give your locker combination to another student. Lockers remain the property of the school and may be inspected at any time. Locker clean out will be conducted several times during the school year. **Please** do not leave old lunches or food items in your locker; they are going to develop strange odors!

## **Radios, IPODS, Tape Recorders, Electronic Games, Cameras, Chewing Gum**

Students are not to bring radios, ipods, MP3 players, electronic games, laser pens, cameras, chewing gum and tape recorders to school. Parents are asked to discourage their children from bringing these types of items to school. Items of this nature will be confiscated and held in the office. Parents will be notified to come to the office to pick up the item. It will not be returned directly to the student. Please note - the school district is not responsible for lost or stolen electronic devices.

## **Cellular Telephones**

Students who bring any remotely activated paging device or cellular phone to school, are to turn their device off and store it in their hall locker during the school day for safekeeping. If a student is found using a cell phone it will be confiscated. **Confiscated phones will be returned to the student at the end of the school day. If the student refuses to turn their phone over to a school employee this will be considered insubordination – a level 3 offense according to the student code of conduct; appropriate consequences will be given to the student.** The school district is not responsible for lost or stolen electronic devices.

## **Dice, Cards, Betting**

Gambling is not permitted in school. Students are not to bring cards, dice, pogs, or sports betting slips to school. Trading cards are not permitted in school. Students are not to bring toys or games of any kind to school.

## **Dismissal**

The regular school day ends at 1:54 p.m. Students staying for activities, practice, extra help, or detention should report to the assigned area as soon as possible. All students should leave the building and school grounds by 2:05 p.m., unless they are involved with a supervised activity. Please remember to let your parents know when you will be remaining at school after the regular dismissal time. Dismissal for the middle school students on early dismissal days is 12:00 p.m.

## **Use of the office telephone**

Students in the middle school must begin to take on more responsibility. One of these responsibilities is to remember to bring all necessary items to school. Students who need to use a phone during the school day must first get the permission from the office.

**DETENTION** - Riverside Middle School has two types of detentions.

### **Teacher Detention**

Teachers may issue detention to a student. The detention will take place the following day and will last for no longer than thirty minutes. The teacher gives the student a form that the student takes home to inform the parent, have the parent sign, and then return the form to the teacher. If the parent has a question, they should call the school and talk to the teacher or guidance counselor. It is the student's responsibility to give the detention notification form to their parents. Students who fail to stay for a teacher issued detention will be assigned an administrative detention.

### **Administrative Detention**

The principal issues hour long office detentions. The detentions are scheduled for the next day. A notice is always mailed to parents. The student signs the form and is aware of the detention. They will record this information in their student planner at the time it is issued. Office detentions are held from 2:00 p.m. until 3:00 p.m. on Monday, Tuesday, Wednesday, and Thursday. Call the office if you have any questions about an assigned detention.

Students who fail to stay for an assigned office detention will be issued a day in the Time Out room. Those students who repeatedly miss office detentions will be considered insubordinate. Students absent on the day of an assigned detention will serve it on the following school day.

If a student fails to report to an assigned administrative detention the student is not permitted to attend or participate in extra-curricular or athletic practices or games.

### **Basic rules for detention:**

1. Be on time, be prepared to work or read a schoolbook. No talking.
2. Students must work on schoolwork while in detention.
3. **Misbehavior of any kind will not be tolerated!** A misbehaving student will be sent home and will be assigned a day in the Time Out room or Suspension at the administrators discretion. A parent conference may be requested.
4. Students will not be permitted to leave the detention room. Go to your locker, use the lavatory, and get a drink before you enter at 2:00PM.

## STUDENT CONDUCT

The Board of Education and the Administration recognize that it is virtually impossible to develop a regulation for every type of situation needing discipline. For this reason, the Board authorizes the building principal to use appropriate measures to manage any situation not specifically identified in this handbook or in the Board of Education policy. The principal will exercise a spirit of fairness and sound judgment when dealing with these types of situations.

**Discipline will fall into four categories at Riverside Middle School. Some of the possible student behaviors requiring disciplinary measures include:**

<u>LEVEL 1</u>	<u>LEVEL 2</u>	<u>LEVEL 3</u>	<u>LEVEL 4</u>
Failure to do work	Not serving detention	Lewd or bizarre behavior	Tampering with, or pulling fire alarms
Running in the halls	Profanity in the halls, or classrooms	Fighting, instigating a fight	Possession of, or use of tobacco or smoking paraphernalia
Inattentiveness		Theft	Possession of, or use of weapons
Talking in class	Possession of obscene material	Antagonizing to start a fight	Possession of, or use of alcohol
Chewing gum	Continuous misconduct in class, study hall, or cafeteria	Vandalism or destruction of school property	Possession of, or use of narcotics
Not following directions of the person in charge	Disrespect to teacher	Insubordination	
	Cutting class	Harassment, Threat	
	Cheating	Smoking	
Tardy – for the third, fourth, fifth time per marking period	Tardy – more than five times	Gambling	
	Failure to follow reasonable request of any authority, or school employee	Leaving school property without permission	
		Truancy	

## **TIME-OUT ROOM**

The Riverside School District believes that we must focus our energies on developing a positive school environment in which mutual trust, respect, and good citizenship are the norm.

The Time-Out Room is a place for the misbehaving student to calm down, think about their behavior, and develop a plan for more appropriate behavior before returning to class. The primary purpose of Time-Out is not to punish students, but to remove them temporarily from the situation where the problem has occurred.

A student may be placed in the Time-Out Room for one period up to three school days. It is the middle step between detention and out-of-school suspension. Parents will be notified if their child has been placed in the Time-Out Room.

Students assigned to a full day in the Time Out Room are not eligible to attend or participate in extra-curricular or athletic activities on the day served.

- A. 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> assignments per academic year = 5 day extra-curricular or athletic activity restriction per assignment.
- B. 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> assignments per academic year = 10 day extra-curricular or athletic activity restriction per assignment.
- C. 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> assignments per academic year = 15 day extra-curricular or athletic activity restriction per assignment.
- D. 12 or more assignments per academic year = 45 day extra-curricular or athletic restriction per assignment.

## **Disciplinary Measures**

**Level 1** Incidents at this level are generally handled by the teacher in charge. The teacher may elect to speak to the student or issue a teacher detention from five minutes to thirty minutes. Repeated offenses will probably result in a parent conference and eventual office referral.

**Level 2** The incidents categorized as Level 2 have been referred to the principal and are more serious in nature and disciplinary measures range from one hour office detention, time-out, parental conference and/or possible suspension.

**Level 3** Incidents classified as Level 3 are very serious and interfere with other students' educational experiences. These incidents may result in placement in the time-out room, or an out-of-school suspension.

**Level 4** Incidents at Level 4 are most serious and require the notification of various state and local agencies. These incidents result in immediate suspension.

## OUT OF SCHOOL SUSPENSION

When a child's behavior warrants removal from the academic program the student will be suspended from school and lose all privileges during the period of suspension. **Students may not attend any function on school property during the period of suspension.** Parental contact will be made for all students suspended from school. In most cases a conference must be held before the student will be reinstated. It is the administrator's desire to keep students in school, whenever possible.

## THREE SUSPENSION RULE

Any student who receives three or more suspensions from school during the course of the school year will become ineligible to participate in any extra-curricular activities for the remainder of the school year, except as described below. The ineligibility would include participation in athletics, clubs, dances, class trips, promotion, and any other school extra-curricular activity.

- A student who receives a **third suspension** may re-earn eligibility by demonstrating acceptable behavior, maintaining academic eligibility, and not receiving any administrative disciplinary action within a forty-five (45) school day period.
- A student becomes ineligible for the remainder of the school year, without the possibility of re-earning eligibility, if the student is suspended a **fourth time**.

## HARASSMENT

The Riverside Public School District will not tolerate any form of harassment: sexual, racial, ethnic, or religious. Any student who engages in harassment of another student or school employee will be subject to suspension from school, a parental conference with the district administration, and may have a criminal charge filed against them on behalf of the offended student. Examples of student harassment include, but are not limited to such acts as sexual graffiti, sexual jokes, cat calls of a sexual nature, rating of girls or boys, acts of physical abuse, bullying, drawing swastikas, ethnic jokes, discrimination of any type, comments about nationality, or religious prejudice.

### **Harassment, Intimidation and Bullying**

The Riverside Public Schools have adopted a Policy (#5512) and Regulations (R5512) concerning Harassment, Intimidation and Bullying which are consistent with the appropriate New Jersey law and code. Any student, staff member, parent, volunteer or contracted vendor working in the schools who is aware of such behavior is required to report that behavior to school principals, either directly or through assistant principals.

**The reportable behavior is defined as : 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
2. By any other distinguishing characteristic; and that
3. 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, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils;

or

6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Upon final approval by the Board of Education (August, 2011), the entire text of the policy will be available on the district website [www.riverside.k12.nj.us](http://www.riverside.k12.nj.us) and will be available via paper copy from any school office upon request.

## **AFFIRMATIVE ACTION**

If you feel your civil rights have been violated, contact Mr. Michael Mongon in his office at 461-1255 ext. 1113.

## **DRESS CODE**

Although the school recognizes the prerogative of students and parents in determining appropriate dress and grooming, certain styles of dress and grooming are not considered appropriate for the public school. In making the determination for appropriate school attire, the administration has considered the three important areas of **modesty, cleanliness, and safety**. Examples of inappropriate school attire include, **but are not limited to the following**.

- Clothing with crude meaning or phrases or imprinted with drawings or slogans which appear to promote or condone the use of alcohol, tobacco, or drugs, or display profanity or sexual references. Any gang related articles of clothing.

- Shirts, blouses, dresses, etc. that display underwear, bare back, or midriffs, or that have “cut-out” sections; this includes excessively ripped or torn clothing.
- Inappropriately short shorts, dresses, or skirts.
- Excessively tight or short clothing and excessively baggy clothing.
- Underwear worn as outerwear or baggy pants exposing underwear.
- **Hats**, bandannas, headscarves, headbands, sunglasses.
- Outdoor jackets are not to be worn in the school building.
- Pajamas, lounging pants, slippers, shoes without backs, flip flops/slides, tank tops.
- Any other apparel deemed inappropriate by the administration.

Students dressed inappropriately for school will be asked to call their parents for other clothing or may be assigned to the time out room for the remainder of the day. If students are inappropriately dressed more than once, they may face increased disciplinary action.

## **STUDENT GRIEVANCE PROCEDURES**

Students and parents are granted the right to appeal or make their concerns known and have them considered and disposed of fairly by using the regular chain of command within the school in the following order:

1. The student or parent may schedule a conference with the person, or persons, with whom the concern arose, and the appropriate administrator.
2. If this does not result in a satisfactory resolution, the parent or student may file a written appeal with the principal. The appeal must be filed within five school days. Failure to submit an appeal within five days shall constitute acceptance of the decision at the first level of the appeal. After receiving the written appeal, the principal will review the matter and conference with all involved parties and then render a fair decision based on all the information presented.
3. If this does not result in a satisfactory resolution, the principal will refer the matter to the next step in the appeal process.

A written summary, including final dispensation of decisions, shall be maintained at each level of the appeal process and forwarded to:

- the student’s record file
- the next step of the appeal process

### **2NDFLOOR® New Jersey’s Youth Helpline**

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information and try the message board!





## Middle/High School BELL SCHEDULE

Revised 2014-15

	<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>
Homeroom	7:38 - 7:43	Homeroom	7:38 - 7:43	Homeroom	7:38 - 7:43	Homeroom	7:38 - 7:43
Period 1	7:46 - 8:26	Period 1	7:46 - 8:26	Period 1	7:46 - 8:26	Period 1	7:46 - 8:26
Period 2	8:29 - 9:09	Period 2	8:29 - 9:09	Period 2	8:29 - 9:09	Period 2	8:29 - 9:09
Period 3	9:12 - 9:52	Period 3	9:12 - 9:52	Period 3	9:12 - 9:52	Period 3	9:12 - 9:52
Period 4	9:55 - 10:35	Period 4	9:55 - 10:35	Period 4	9:55 - 10:35	Period 4	9:55 - 10:35
<b>LUNCH</b>	<b>10:37 - 11:02</b>	Period 5	10:38 - 11:18	Period 5	10:38 - 11:18	Period 5	10:38 - 11:18
Period 5	11:05 - 11:45	<b>LUNCH</b>	<b>11:20 - 11:45</b>	Period 6	11:21 - 12:01	Period 6	11:21 - 12:01
Period 6	11:48 - 12:28	Period 6	11:48 - 12:28	<b>LUNCH</b>	<b>12:03 - 12:28</b>	Period 7	12:04 - 12:44
Period 7	12:31 - 1:11	Period 7	12:31 - 1:11	Period 7	12:31 - 1:11	<b>LUNCH</b>	<b>12:47 - 1:11</b>
Period 8	1:14 - 1:54	Period 8	1:14 - 1:54	Period 8	1:14 - 1:54	Period 8	1:14 - 1:54

### EARLY DISMISSAL/HALF DAY SCHEDULE

Homeroom	7:38 - 7:43
Period 1	7:46 - 8:26
Period 2	8:29 - 8:57
Period 3	9:00 - 9:28
Period 4	9:31 - 9:59
Period 5	10:02 - 10:30
Period 6	10:33 - 11:00
Period 7	11:03 - 11:30
Period 8	11:33 - 12:00

### 90 Minute Delayed Opening Schedule 9:08 A.M. Start

Homeroom	9:08 - 9:13
Period (1 or 3)	9:16 - 9:56
Period (2 or 4)	9:59 - 10:39
"A" Lunch	10:41 - 11:03
Period 5 "B, C, D"	10:42 - 11:22
Period 5 "A"	11:06 - 11:46
"B" Lunch	11:24 - 11:46
Period 6 "C, D"	11:25 - 12:05
Period 6 "A, B"	11:49 - 12:29
"C" Lunch	12:07 - 12:29
Period 7 "D"	12:08 - 12:48
Period 7 "A, B, C"	12:32 - 1:12
"D" Lunch	12:50 - 1:12
Period 8	1:14 - 1:54