

Martin J. Ryerson Middle School



STUDENT HANDBOOK

WELCOME TO MARTIN J. RYERSON MIDDLE SCHOOL

The staff and administration here at the Martin J. Ryerson Middle School proactively engages in helping students make the transition from elementary to secondary education a positive and productive experience. We support students as they face new academic and social challenges and work to make it easier for students to grow and be successful in these areas. Listening, asking questions, and planning are important factors in being successful at Ryerson. Think of this planner as a map to guide you along the road of success. Review the contents of the planner carefully and use it as a tool to help you achieve your personal goals.

If you have any questions, concerns or suggestions do not hesitate to confer with your teachers, school counselor, or the school's administration. Best Wishes for a Happy and Successful School Year!

Mr. David Waxman
Principal

Mr. Thomas Rowland, Jr.
Vice Principal

Mrs. Carrie Leonard
Dean of Students

The Ringwood Public School Code of Student Conduct describes student responsibilities that include expectations for academic achievement, behavior, and attendance in accordance with N.J.A.C. 6A:32-8 and 13.1. The Code of Student Conduct provides for equitable application of the code without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

Code of Conduct

I will do my best work.
I will care for school property.
I will respect others.
I will treat others fairly.
**I will not hurt anyone on
the inside or outside.**

[RYERSON and DISTRICT Phone Directory](#)

Time and Bell Schedules

Regular Schedule

Period 1	7:53	–	8:38
Period 2	8:40	–	9:21
Period 3	9:23	–	10:04
Period 4	10:06	–	10:47
Period 5 (Gr. 6 Lunch)	10:49	–	11:30
Period 6 (Gr. 7 Lunch)	11:32	–	12:13
Period 7 (Gr. 8 Lunch)	12:15	–	12:56
Period 8	12:58	–	1:39
Period 9	1:41	–	2:22

Delayed Opening Schedule

Period 1	9:23	–	9:55
Period 2	9:57	–	10:25
Period 3	10:27	–	10:55
Period 4	10:57	–	11:25
Period 5 (Gr. 6 Lunch)	11:27	–	12:04
Period 6 (Gr. 7 Lunch)	12:06	–	12:43
Period 7 (Gr. 8 Lunch)	12:45	–	1:22
Period 8	1:24	–	1:52
Period 9	1:54	–	2:22

Early Dismissal Schedule

NO Lunch Served

Period 1	7:53	–	8:23
Period 2	8:25	–	8:50
Period 3	8:52	–	9:17
Period 4	9:19	–	9:44
Period 5	9:46	–	10:11
Period 6	10:13	–	10:38
Period 7	10:40	–	11:05
Period 8	11:07	–	11:32
Period 9	11:34	–	12:00

IMPORTANT NOTICE

STUDENTS MAY NOT ENTER
THE SCHOOL BUILDING BEFORE 7:45 AM

ON DELAYED OPENING
STUDENTS MAY NOT ENTER
THE SCHOOL BUILDING BEFORE 9:15 AM

School Closing / Delayed Opening / Early Dismissal

District communication system is activated by the Superintendent of Schools. The following additional sources can be utilized to find out school schedule changes:

School District Website:

www.njrps.org

TV:

Channel 12 (www.news12.com) and Channel 77

Ryerson Middle School Staff

Grade 6

Mrs. Campanile	Mr. Jablonski
Mrs. Davidowicz	Ms. Pape
Mrs. Friedman	Mr. Romano

Grade 7

Ms. Cook	Mrs. Nebel
Mrs. Droubi	Mrs. Opfer
Ms. Lekaj	Mr. Raider

Grade 8

Mrs. Kupka	Ms. Merclean
Mrs. Leslie	Ms. Sayegh
Mrs. McKeever	Mr. Zubia

Cross Curricular & Multi-Grade

Mrs. Adamo	Mrs. Mandeville
Mrs. Anoll	Ms. Martin
Mrs. Carmano	Mrs. Parrill
Mrs. Cutugno	Mrs. Salamone
Mrs. Doherty	Ms. Stagg
Mrs. Kaplan	
Mrs. Clemens-Gutzalenko	

Related Arts

Art	Ms. Dolan
Computers	Mr. Calabria
Spanish	Mrs. Devlin
Reading	Ms. Varano
Instrum. Music	Ms. Sulich
Vocal Music	Mrs. Brandi

Phys. Ed & Health

Phys. Ed.	Mr. Smith
Phys. Ed.	Mrs. Rothlauf
Health	Mr. Stecher

Speech

Ms. Ganin

School Counselor

Mrs. King
Ms. Lawson

Office Staff Secretaries

Mrs. Faustini
Mrs. Vitulano

School Nurse

Mrs. Kulesha

Martin J. Ryerson Middle School Calendar 2023-2024

Tuesday, September 5	First day of School for Students
Friday, September 22	Early Dismissal 12 PM – Staff Professional Day
Monday, September 25	School Closed – Yom Kippur
Monday, October 9	School Closed - Staff Professional Day
Friday, October 20	Early Dismissal 12 PM – Staff Professional Day
Tuesday & Wednesday, November 7 & 8	Early Dismissal 12 PM - Parent/Teacher Conferences, 1-2:45 PM
Thursday & Friday, November 9 & 10	School Closed - NJEA Convention
Wednesday, November 22	Early Dismissal 12 PM
Thursday & Friday, November 23 & 24	School Closed – Thanksgiving Recess
Friday, December 22	Early Dismissal 12 PM
Monday - Friday, December 25 - 29	School Closed – Winter Recess
Monday, January 1	School Closed - New Year's Day
Tuesday, January 2	School Reopens
Monday, January 15	School Closed – Martin Luther King, Jr. Day
Friday, January 26	Early Dismissal - Staff Professional Day
Monday & Tuesday, February 19 & 20	School Closed – Presidents' Day
Friday, March 15	Early Dismissal 12 PM - Staff Professional Day
Friday, March 29	School Closed – Good Friday
Monday - Friday, April 1 – 5	School Closed – Spring Recess
Friday, May 24	Early Dismissal 12 PM - Staff Professional Day
Monday, May 27	School Closed – Memorial Day
Wednesday, June 19	Early Dismissal for Students, 12 PM (tentative)
Thursday, June 20	Last Day of School / Early Dismissal, 12 PM (tentative)

8th Grade Promotion

NOTE: The above times are subject to change. Please refer to the district website for the most up-to-date information and any calendar changes that might occur.

Information regarding other activities and events is available at www.njrps.org where you can also subscribe to our Google Calendar.

Attendance – Absence / Tardiness (973-962-7063, ext. 23)

NJS Title 18A:38-25 and Ringwood Board of Education Policy #5113:

It is the parents'/guardians' responsibility to monitor their child's attendance at school. Parents should make themselves aware of the Ringwood Board of Education Attendance Policy regarding daily absences, lates, tardies, and all associated aspects of the Attendance Policy. The Attendance Policy can be found on the Ringwood Board of Education's website www.njrps.org.

If a student is going to be absent or late/tardy, parents should notify the school by calling the **Attendance phone number 973-962-7063 (ext. 23)**. If the school is not notified about an absence, the school staff will contact a parent to verify the absence. Should this be unsuccessful, the Ringwood Police Department may be contacted.

We do not excuse lateness/tardiness except in the cases of extreme emergencies or a late bus arrival. In case of an emergency, students must present a parental note explaining the reasons when they arrive at school. Additionally, students coming to school late, or leaving school early, for medical appointments must return to school with a doctor's note stating so.

Health Services

Students who require medication during school hours must bring the original labeled container to the nurse. ***A doctor's note is required, together with written permission from the parent/guardian for the nurse to administer any medication.*** The doctor's note should identify the drug, dosage, time schedule and purpose of the medication. Students can not carry or administer any medication without proper documentation on file. Any medication to be administered during school hours must be kept in the nurse's office. If you become ill in school, you must report to the nurse who will decide what action to take. Students may not leave the building because of illness without authorization from the health office. ***As per the school district's physician, students who have been diagnosed with strep throat should be on antibiotics for at least 24 hours before returning to school.***

When a student becomes ill at home with a communicable disease or physical injury, the school nurse must be notified immediately and the parent/guardian will be familiarized with school rules concerning the illness or injury. Any student returning to school with a cast, crutches or injury must report to the nurse before 1st period. Parents/Guardians should advise the nurse at the beginning of the school year of any physical disabilities or health concerns that might affect school activities.

Water Bottles

Neurological research has shown that our brains perform at their best when well hydrated yet so many of us do not drink nearly enough water. To support healthy brains, students and faculty are encouraged to carry a water bottle around with them. Bottles may be any metal or sturdy plastic reusable bottle (no glass or disposable) with a rigid exterior and contents may only be water. It is strongly encouraged to label your bottle with your name and students must adhere to each classroom teacher's rules with regards to where bottles may be kept during class.

Lockers

Students are assigned a locker at the beginning of the school year in which to keep books, wearing apparel, and lunches. All lockers have built in locks and automatically lock when the door is closed. Students should keep these lockers closed and clean at all times. Students are not to give their combinations to friends or share their lockers with another person. Students are responsible for the contents and conditions of their lockers. For each student's protection, money or other valuables should not be kept in lockers. Students are not permitted to decorate the outside of lockers. School lockers remain the property of the Ringwood Board of Education even when in use by students. Therefore, lockers are subject to inspection by school employees without notice or permission from parents/guardians or students in the interest of safety, sanitation, order, and discipline.

Backpacks

For safety reasons, no wheeled backpacks are allowed on school buses or in the school building. Since the pandemic, students have been encouraged to carry their backpacks with them throughout the day. School administration reserves the right to adjust this determination should it be necessary.

Being Prompt / Punctual to Class

Data shows that the most important factor to student success in school is to be present in school and to arrive on time. Ryerson students have the responsibility of getting to school and to each of their classes on time. Students have built in time to pass through the hallways and stop at their locker during designated times. For students who are late to class and/or late to school, disciplinary action may take place. For safety and security reasons, each student is issued a hall pass that is utilized for leaving the classroom setting for various reasons. It is the student's responsibility to have possession of this pass whenever outside of their assigned location. Students may proceed to 1st period at 7:50am. Students not seated in 1st period by 7:53am are considered late to school. We welcome and look forward to having our students in school, every day to support their success.

Homework

Homework is an essential part of every child's education. Parental supervision and support with homework is necessary for students to attain desired results from instruction. All homework assignments will be relevant to the subject matter being taught and all teachers will check completed homework. Students should be prepared to spend up to ninety minutes a night on assignments.

Makeup & Late Assignments

Students are responsible for all assignments missed due to absences or class time missed for school activities and assignments are to be submitted within a timely manner so as to ensure academic relevance and validity. Additionally, as middle school students, it is imperative to learn the importance of meeting deadlines as a skill for success later in life. Moreover, when students work on assignments that are more than a few days in the past it becomes a distraction from the current topic and assignments and oftentimes puts the student even further behind.

Therefore, assignments are to be submitted within the same time frame as their peers were provided. Since it is the responsibility of the student to obtain makeup assignments, the timeframe shall start when it would have been reasonable for the student to obtain the assignments (e.g. upon the second day of absence) and was reasonably capable of completing the assignments.

From time to time, the circumstances of an absence may require additional accommodations or modifications such as excusing students from completing certain assignments, extending timelines, creating a schedule to systematically complete assignments, etc. Such accommodations and modifications shall be determined in a collaborative effort between the student and teacher; if necessary or helpful, the parent/guardian, student's team of teachers, principal, or other support staff may be included.

Assignments can be obtained through the school office when a student is absent *for two or more days*. **Requests for assignments must be made at the same time the absence call is made to 973-962-7063 (ext. 23)**. Requests for assignments made in the morning at the time the absence is reported to the school will be ready after 3:00 PM that same day.

Makeup assignments from an absence will be accepted for full credit so long as a student submits it in a timely manner as per above. Makeup assignments that are submitted beyond these dates shall be considered late and will be graded as late assignments.

Where it is recognized that students must primarily be evaluated on content knowledge rather than compliance, as discussed above, the timely completion of responsibilities is a life skill which we endeavor to instill in our students now so as not to become detrimental more globally for them later in life.

All assignments with due dates more than a few days in the future shall have checkpoints at which teachers will ensure the student is taking productive steps toward their goals and the completion of their assignments. If at these checkpoints a student is not meeting expectations, teachers will collaborate with students to develop plans to assist them in the timely completion of their assignment. While we strive to empower students to take ownership and responsibility for their education, teachers shall inform parents/guardians of student progress and collaborate as necessary in support of the student. When despite these best practice efforts, assignments are still submitted late, the following shall apply: *(continued on the next page)*

- Assignments submitted up to 2 school days late shall be accepted with no penalty.
- Assignments submitted 3 to 5 school days late shall be assessed a 10% penalty off of the earned score.
- Assignments submitted 6 or more school days late but before the end of a curricular unit shall be assessed a 15% penalty off of the earned score.
- Assignments submitted after the end of the unit will be recognized for their completion and students will be praised for learning the content; however, their score for these assignments shall be a 0%. Assignments with due dates within 5 school days of the end of the unit or after the end of a unit shall still be accepted using the above guidelines for up to 5 school days after the due date.

NOTE: Exceptions and accommodations for individual situations will always be considered through the collaboration of the student and teacher as well as parents and administration when necessary.

Grades & Marks

Report cards are issued three times a year using the following grading scale:

A+	98-100	B+	88-89	C+	78-79	D	65-69
A	93-97	B	83-87	C	73-77	F	64 and below
A-	90-92	B-	80-82	C-	70-72	P	Pass (65 and above)

Marks for individual assignments in the Student and Parent Portals may reflect some special circumstances. These codes include but may not be limited to:

P: “*Pass*” - Reflects assignments that have met the standards or requirements. When calculating a student’s average assignments graded with this code are given a numeric value of 100%.

F: “*Fail*” - Reflects assignments that have been started but not submitted or submitted but does not meet the minimum standards or requirements. When calculating a student’s average, assignments graded with this code are given a numeric value of 58%.

COM: “*Complete*” - Reflects work that has meet the standards or requirements. When calculating a student’s average assignments graded with this code is given a numeric value of 100%.

INC or I: “*Incomplete*” - Reflects assignments that have been started but not submitted or submitted but does not meet the minimum standards or requirements. When calculating a student’s average, assignments graded with this code are given a numeric value of 58%.

□+, □, □-: Reflects a scale of work as follows:

	<u>Range</u>	<u>Calculated As</u>
□+	90-100	100
□	80-89	85
□-	0-79	70

MIS: “*Missing*” - Indicates work that was not handed in. When calculating a student’s average assignments graded with this code are given a numeric value of 0%.

AUE: “*After Unit End*” - Indicates that the assignment was submitted after the unit had ended. As per the Late Assignment Policy, when calculating a student’s average assignments graded with this code are given a numeric value of 0%.

EXC: “*Excused*” - Indicates that - for any reason - student was not required to submit assignment. Assignment has no impact on overall average.

MED: “*Medical Excuse*” - Indicates student had a medical reason for not completing the assignment. Assignment has no impact on overall average.

ABS: “*Absent*” - Indicates student was absent. This is a temporary code that will later be replaced either by a grade when the assignment is submitted or by one of the other codes as applicable. When calculating a student’s average, assignments graded with this code are given a numeric value of 0% because if not submitted, the assignment will be graded as “missing” and calculated as a 0%. Additionally, calculating it as a 0% upfront draws attention to the fact that something is missing.

The Administrative team, guidance department and teachers monitor student progress throughout the school year. Students who demonstrate stable or improved academic progress will have the opportunity to participate in special school functions such as dances, assemblies, extracurricular activities, class trips, and special activities. Students who

do not display a positive attitude toward their academic responsibilities may be restricted from attending these special school functions.

STUDENTS THAT FAIL TWO OR MORE COURSES FOR THE FULL SCHOOL YEAR ARE SUBJECT TO MANDATORY SUMMER SCHOOL IN ORDER TO BE PROMOTED TO THE NEXT GRADE LEVEL. STUDENTS FAILING TWO COURSES MUST COMPLETE ONE SUMMER COURSE. STUDENTS FAILING THREE OR MORE COURSES MUST COMPLETE TWO SUMMER COURSES. THE COST AND TRANSPORTATION ARRANGEMENTS ARE THE RESPONSIBILITY OF THE PARENTS OR GUARDIANS.

Extra credit assignments will not be provided for students to improve their academic standing. Students are expected to give their best efforts on their first attempt.

Honor Roll

Students are eligible for Honor Roll if they earn at least all B's and P's in any given grading period. A student will be ineligible for the Honor Roll if he/she receives any of the following comments on their report card during that grading period:

Responsible and cooperative attitude should be developed (#20)

Ongoing disregard for the school's homework policy (#21)

Is a distraction in class and interferes with the learning of others (#22)

Behavior needs improvement (#23)

Extracurricular Activities and Grade Level Class Trips

The academic program is supplemented by activities that give students an opportunity to expand areas of interest. A balance of academics, extracurricular experiences, and class trips is essential to student development and provides rewarding experiences. Students who do not display a positive attitude toward their academic, social, or behavioral responsibilities may be restricted from attending these activities and functions. After school activities and programs are offered to provide an environment of social growth and promote positive connections with school such as Across Ages, Art Club, Audio Visual Club, Band, Chorus, Homework Club, Literary Magazine, School Musical, Student Council, Yearbook.

Guidance Services

The guidance department is available to help students and parents with any questions or problems they may have. Students may see the guidance counselor before school, after school, or during the school day **with teacher permission**. The guidance counselor provides services that include, but are not limited to promoting congenial relationships among students, providing assistance with student academic, social, and scheduling challenges, coordinating the guidance curriculum within the school, coordinating student testing, and offering suggestions and assistance to teachers and parents concerning academics, discipline, and socialization. Parents may schedule appointments or speak to the guidance counselor by calling 973-962-7063 (Ext. 41)

Care of School Property and Textbooks

The Board of Education supplies textbooks and a reasonable quantity of supplies to each student. You are expected to exercise care in handling textbooks and other school materials. Defacing, graffiti, or destroying school property is not only inexcusable, but also subject to disciplinary consequences.

Textbooks are to be covered at all times. Write your name and your teacher's name inside the front cover. You are responsible for the care and protection of your books. Students will be required to reimburse the school for any damage or excessive wear and tear. A student who loses a book will be required to purchase another book. If the original book is found, a refund will be given.

Guidelines for Lost or Damaged Books

At the beginning of the school year, classroom teachers will assess the condition of each student's textbook. At the conclusion of the school year, textbook condition will be reassessed to determine possible book fine amounts.

Lost Book Fine: All prices are determined upon the current cost of purchasing a new or used version of the textbook that was lost.

Damaged Book Fine: Fines could range from as little as \$1.00 for minor damage beyond normal use to as much as full replacement cost if the book is judged to be unusable.

Lost and Found

The lost and found articles are located in the cafeteria. Articles found on school property are kept for a reasonable amount of time. You can avoid loss by putting your name in all textbooks, notebooks and on other belongings. Many pieces of property are lost due to misplacement or failure to properly secure items in lockers. If you lose something, check the lost and found in the cafeteria during your lunch period or immediately after school. Valuable items will be kept in the office upon being turned in.

Arrival & Dismissal

STUDENTS MAY NOT ENTER THE SCHOOL BUILDING BEFORE 7:45 AM

Bus Transportation

Students are under the authority of the Ringwood Board of Education when riding on a school bus. It is the policy of the Board of Education to provide for the safety and welfare of pupils at all times. **The school bus and bus stop are extensions of the school day. All student code of conduct and expectations are extended to their time at bus stops and on the school bus.** School bus transportation is a privilege. The bus driver is completely in charge of the bus and its riders at all times. Students must comply with all the rules and directions of the driver. Students are given assigned seats on their bus. Should a violation of the rules take place, a bus conduct report will be submitted to the school's administration. Severe and repeated Bus infractions will result in disciplinary action as follows: a first offense will result in a one day bus suspension; a second offense will result in a two week bus suspension; a third offense will result in a one month bus suspension; and a fourth offense will result in a bus suspension for the remainder of the academic school year. Changes are subject to administrative decisions.

All students are assigned to a bus route and bus stop in the beginning of the year. Once assigned, changing these routes and stops is not permitted. Only students officially assigned to a bus may enter or ride that bus. Bus route information can be found in the student and parent portal on the Transportation tab. Any questions or concerns regarding transportation should be directed to the transportation department at 973-962-7500. If you need to pick your child up from school, please send in a note stating so and sign them out in the main office. Bus students wishing to walk must provide the office with a signed note with the specific date they will be walking.

Dropoff & Pickup Procedures

In the morning students may be dropped off by car after 7:45am. Students are not to be dropped off before this time as there is no supervision nor protection from the elements until then. At 7:45am, students will be permitted to enter the building and will be appropriately supervised until it is time to proceed to 1st period.

1. Proceed up the driveway and bear right through the parking lot.
2. Pull around the end near the field and proceed forward toward the flagpole.
3. Once around the corner and facing back toward the flagpole, students are to exit their vehicle wherever it comes to a stop along the building. Please do not wait until your vehicle is next to the door as this creates severe congestion.
4. Students are to exit their vehicle from the passenger side, proceed directly to the sidewalk, and then along the building to the door nearest the flagpole.

In the afternoon, students may be picked up after the buses have departed school grounds.

1. Vehicles are to lineup for pickup along Valley Road facing north and wait for a signal from school staff to proceed up the driveway after the buses have cleared. Do not come up the driveway until the buses depart.
2. Once the last bus has left, pickups may come up the driveway and line up in front of the school.
3. Students being picked up will wait along the sidewalk in the front of the building. No student is to go to a car that is not pulled up along the sidewalk between the flag pole and the end of the cafeteria.
4. Students are to enter the vehicle from the passenger side.
5. Vehicles shall wait for the car in front of them to move forward and then proceed in line toward the basketball hoops, make a u-turn in the wide part of the blacktop, and return back and down the driveway.

Walking & Riding Bicycles

Students who are not assigned bus transportation due to their close proximity to school are designated as permanent walkers to and from school. The school is responsible for their safety and behavior from the time they leave home in the morning until they arrive home after dismissal.

The following rules apply to both before and after school:

1. Students must use the sidewalk at the school driveway. Do not walk or climb on the guardrails.
2. Walk to the left, facing traffic, where sidewalks do not exist. Keep as close as possible to the side of the road.
3. Always be alert to traffic and walk no more than two persons side-by-side to avoid blocking the roadway.
4. Do not walk through the woods or on private property.
5. Walkers are not allowed to accept a ride home in cars without prior written permission.
6. Only students whose parents have signed release to ride a bicycle may do so. The release form is available on the Ryerson FAQ webpage, must be submitted before riding a bicycle, and will be kept on file for the school year. A new form must be completed with every new school year.
7. Students riding bicycles to school must walk them up or down the driveway and follow all bicycle safety rules.

Behavioral Expectations

Proper behavior is essential to maintain a safe environment conducive to learning. The safety of each student in our school, and the ability to maintain an appropriate environment for learning to take place, are of utmost importance. The following policies and expectations are designed to make all members of the school community aware of rules, responsibilities, and consequences. To accomplish this goal, it is imperative that students, parents, teachers, counselors, and administrators work together.

Our students need to know what behaviors are acceptable and unacceptable. Following are guidelines that have been developed by the administration, with input from teaching staff and the site-based management team.

The most effective behavior management occurs when the teacher and student interact together. Most problems can be solved within the classroom. Parents/guardians are partners with the school and will be made aware of the issues in need of resolution. Parents may arrange conferences with teachers to discuss concerns by calling the school office. Parents are encouraged to share situations that may affect the child's behavior or general academic performance.

Each teacher will develop and accurately follow a classroom management plan that includes rewards, consequences, and parent contact. Should an incident occur within the classroom that violates that management plan, the teacher will discuss the problem with the student and review proper classroom procedures. Prior to any student being sent to the school's administration for disciplinary action, it is recommended that the teacher make contact with the student's parent(s), and if appropriate, assign a consequence. However, this does not preclude the fact that, in some instances, referral to a building administrator is necessary without first making contact with the parent. After an administrator meets with a student, the parent, teacher, guidance counselor, and/or case manager will be informed about the infraction and the consequence. Repeated referrals to an administrator, or an infraction requiring suspension, will require a guidance conference with the student. Faculty and/or staff will assist the student in working to improve these behaviors.

All students are subject to the discipline procedures laid out in the district code of conduct whether these behaviors occur with a Ryerson staff member or a substitute teacher. These behaviors may include, but are not limited to, the following: Disruption of the Educational Process, Disrespect for Authority; Consistent Disregard of School Rules; Destruction of School or Personal Property; Dress Code; Behavior on the Buses, During Recess, and in the Hallways; Internet Policy; Substance Abuse Policy. An Out-of-School Suspension may require a re-entry conference with the parent(s)/guardian(s), student, and administrator. Disregard of school rules may result in loss of privileges or participation in school functions, such as dances, assemblies, or special activities. In all cases, the administration reserves the right to make the final decision on all disciplinary consequences. Extended periods of proper school behavior will be taken into consideration. **The administration reserves the right to assign penalties for**

offenses not listed or to adjust a particular penalty when the severity of the offense warrants. Additionally, a counseling component will be included as necessary with all general discipline procedures.

Harassment/Intimidation/Bullying is considered any form of Sexual, Racial, Religious, Verbal, Physical, Electronic and or Internet-based, including threats, which affects a student's learning process, disrupts the educational process of the school or classroom, and/or endangers the Health, Safety, and Welfare of others; Ringwood Board of Education Policy #5131.1. All of these incidents are subject to a HIB investigation through the school's Anti-Bully Specialist. Any type of physical sexual harassment is mandatory police notification.

Disciplinary Consequences

For more information regarding examples of disciplinary infractions and the supports & interventions the school may utilize to provide our students with a meaningful learning experience, please refer to the district code of conduct ([Ringwood Board of Education Regulation #5600](#))

Cafeteria

The following procedures exist in the cafeteria to ensure a safe, orderly, and enjoyable atmosphere for all students and staff.

1. If assigned, students must sit at their assigned table.
2. Students assigned to tables with first half recess time should enter the cafeteria, leave their lunches at their tables and proceed outside.
3. Students enter the food line when their table is called and may buy lunch and snack at this time.
4. Students need to be respectful to all cafeteria staff.
5. Students may purchase no more than three cookies.
6. No food or drinks are permitted out of the cafeteria.
7. If a student needs to see a teacher during lunch, *that teacher* must have already provided a *signed pass, in advance*, to the student.
8. Students are dismissed by the teachers after verifying that the tables have been cleaned.
The bell does not dismiss students from lunch.
 - **Students are only allowed to charge a maximum of two lunches. Additional charges cannot take place until the student's account is paid in full.**

If any of these procedures are not followed, or a teacher observes any other inappropriate cafeteria behaviors, students will receive the following consequences:

1. Warning.
2. Be seated at a separate table during their eating and/or recess times.
3. Referral to office.

Recess

The recess period is an opportunity to relax and enjoy a break from the academic school day. All school expectations and code of conduct expectations include the cafeteria and recess. Please note that physical contact is not allowed in any situation. All recess equipment is to be used for its intended purpose and with respect. Violation of the code of conduct and/or student expectations could result in the loss of recess privileges and/or additional disciplinary consequences.

Cell Phones & Other Prohibited Items

We understand that some students may have cell phones and/or other devices for various reasons. Once a student enters the building, all cell phones must be turned off and either in backpacks or lockers for the duration of the school day. Smartwatches must be silenced and only used for keeping time of day. Any use or possession of such items during the school day or on a school bus will result in the item being confiscated.

- First offense: The device is confiscated and returned to the student at the end of the school day.
- Second offense: The device is confiscated and a parent or guardian will have to come pick it up.

- Third offense: The device is confiscated and a parent or guardian will have to pick up the item and a disciplinary consequence, such as an after school detention, may be administered.

Dress and Grooming

It is recognized that the basic responsibility for the proper dress of students lies with the student and their parent or guardian and that each student's mode of dress and grooming is a manifestation of the student's personality, style, and preferences. Students are expected to wear clothing which is comfortable, neat, and clean, is consistent with standards of health and safety, and does not disrupt learning in the classroom. When selecting clothing, students and their parents are encouraged to keep in mind that school is an academic setting and what we wear sets the tone for our behavior and mindset.

The Ringwood Public School Dress Code is designed to promote a positive school atmosphere that respects a student's individual identity and where all races, ethnicities, and religions are accepted. No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity. Moreover, students should not face unnecessary barriers to school attendance.

The administration reserves the right to make the final decision regarding appropriate dress in school as well as at all school-sponsored functions. Disregard for the school's dress code can result in disciplinary actions.

Student dress shall support the following values and goals:

- 1. Student dress shall support the educational process and the school's objective to create a positive school atmosphere.**
 - Pajamas and beachwear fail to set the tone for a serious and attentive scholarly environment.
 - Clothing shall not be able to be seen through.
 - Undergarments shall be appropriately concealed.
 - Shirts shall overlap pants enough so as not to expose the midriff when arms are raised.
 - Shirts shall have straps or sleeves. Spaghetti straps are not permitted (a width of at least 1" wide is strongly recommended).
 - Shorts/skirts shall have an appropriate length (an inseam no less than 3" is strongly recommended).
 - Distressed pants are permissible so long as they do not violate the other aspects of the dress code.
- 2. Student dress shall not present a potential hazard or safety concern to the student or to others in the school.**
 - Clothing shall not impede the ability of faculty to identify a student (e.g. hats, hoods, bandanas, sunglasses, etc.; religious attire is always permitted)
 - Footwear shall not possess a potential tripping hazard (e.g. raised, backless, loose, or rolling footwear)
 - Clothing or jewelry with chains or spikes, or anything else that poses a reasonable safety risk, such as, rolling footwear is not permissible.
- 3. Student dress shall not include content that is sexual or violent in nature, contain references to gangs, weapons, alcohol, tobacco, or drugs, or contain obscenities or other offensive references particularly toward any group, culture, race, gender, religion, etc.**
- 4. Student dress shall maintain a safe learning environment in specialized classes.** For example, in areas of instruction such as shops, labs or physical education, where unique health and safety concerns exist, students will be expected to follow the guidelines established by each department or teacher.
- 5. No coats, jackets, or outerwear of any kind are permitted in halls or classrooms during the school day.** These items shall be kept in the student's locker.

Students who are improperly dressed for school will be given three options to remediate their attire to meet the dress code:

- a. Students will be asked to put on their own alternative clothing, if already available at school.
- b. Students will be provided with temporary school clothing
- c. If necessary, students' parents may be called to bring alternative clothing

These dress code guidelines shall apply to regular school days as well as all school-related events and activities, including, but not limited to after school clubs, class trips, graduation ceremonies, and dances.

It is important to note that the examples provided here are not exhaustive and are given merely as examples. The

decision to wear or not wear an item must be based on the overarching principles contained herein.

Please ensure that your child wears clothing appropriate and ready for Physical Education, especially on their P.E. days, as students will not change clothes on P.E. days. On P.E. days, students must come dressed in P.E. ready clothing and wearing sneakers. Such footwear such as flip-flops, sandals. Uggs and Crocs will not be allowed on P.E. days. More on appropriate student dress is outlined in the Student Handbook.