

RIVER DELL MIDDLE SCHOOL

STUDENT HANDBOOK



Rev 8/23

RIVER DELL MIDDLE SCHOOL PHILOSOPHY

River Dell Middle School is committed to a tradition of academic excellence. It has received recognition as a New Jersey Star School. Teachers have been trained in a variety of teaching practices that enhance the effectiveness of instruction. Interdisciplinary units, computer applications, field trips, cultural/enrichment assemblies and innovative teaching strategies are an integral part of the instructional program. The middle school also offers a comprehensive and diverse program of cocurricular activities.

The mission of River Dell Middle School is to develop successful individuals who will possess the skills, knowledge, and values necessary to become independent self-fulfilled persons in a complex global society and to raise the level of expectations for all students through a challenging academic and co-curricular program conducted in a caring and intellectually stimulating environment.

CO-CURRICULAR CLUBS

Academic Competition	National Jr. Art Society
Accompanist	Newspaper
Ambassadors	Robotics (both grades)
Art	Science
Art Enrichment	Select Choir
Best Buddies	Ski
Business	Spanish Honor Society
Caterers/Chef	Stage Band
Crochet	Stage Crew
Drama	Stigma Free
Environmental	Student Government
Intro to Italian	Yearbook
Homework	Yoga
Library	

CO-CURRICULAR SPORTS

Basketball	Winter (Boys and Girls Teams)
Cross Country	Fall (Co-ed)
Track	Spring (Co-ed)
Volleyball	Fall (Girls)
Intramurals	Late Oct – June (Co-ed) (after school) Tuesdays - 7 th Grade. Thursdays - 8 th Grade.

BASIC RIGHTS

1. Each student has the right to learn.
2. Each teacher has the right to teach.
3. Each parent, student and teacher have the right and responsibility to support each other and to expect a positive learning environment.
 - a) Everyone will be courteous and demonstrate respect for one another.
 - b) Learning and teaching will not be interrupted by anyone.
 - c) Everyone will respect the personal property of others and the property of the school.
 - d) Everyone must be on time to school and to class, ready to work and stay on task.
 - e) Everyone must always use safe and appropriate conduct.
 - f) No one may possess or use illegal or unauthorized items.

CONTACTS

River Dell Middle School Telephone Directory Dial (201) 599 - 7200 + Ext.

Principal	Mr. Urbanovich	ext. 7288
Administrative Assistant	Ms. Finley	ext. 7287
Asst. Principal	Mr. Jasinski	ext. 7285
Administrative Assistant	Ms. Steccato	ext. 7286
Counseling	Ms. Binder	ext. 7256
Counseling	Ms. Ross	ext. 7257
Guidance Administrative Assistant	Ms. Boettger	ext. 7255
Learning Consultant/CST	Ms. Kosten	ext. 7236
Psychologist/CST	Ms. Campbell	ext. 7235
Social Worker/CST	Ms. Donoghue	ext. 7225
Psychologist/CST	Ms. Trocolar	ext. 7223
Learning Consultant /CST	Ms. Lamparillo	ext. 7229
Speech Therapist/CST	Ms. Barkachi	ext. 7232
Student Assistance Counselor	Mr. Giorgio	ext. 7281
Nurse	Ms. Puleo	ext. 7280
Librarian	Ms. Risi	ext. 3316

VOICEMAIL ACTIVATES AFTER 6 RINGS

DISTRICT ADMINISTRATORS

Superintendent	Dr. James Albro	ext. 7206
Assistant Superintendent	Mr. Vito De Laura	ext. 7265
Director of Special Education	Mr. James Cooney	ext. 7219
Director of Student Personnel Services	Ms. Erin Kirkby	ext. 7224
Chief Information, Technology & Infrastructure Officer	Mr. Marc Wachter	ext. 7295
Supervisor of Mathematics	Ms. Jennifer Ali	ext. 7274
Supervisor of Language Arts & Social Studies	Dr. Lisa Torres	ext. 7252

EMERGENCY SCHOOL CLOSING

In the event that school is closed due to inclement weather or other emergencies, a special announcement will be sent through:

1. RoboCall to parents/guardians of students
2. RoboTexts from 67587 to parents/guardians of students
3. E-mail to parents/guardians of students
4. Announcement posted on our website www.riverdell.org
5. Optimum Altice Channel 77-Oradell, River Edge
- 6.

VISITORS

There is only one entrance to the building for school-related business for parents and that is through the **front doors** of the school. Upon arrival to the school, please press buzzer and listen for instructions from the secretary or security located in the front vestibule.

Board of Education and Business Office business must enter through the door in the back parking lot. Look for ***River Dell Board of Education*** sign. Those doing business with these offices will not be permitted through the front doors.

The school policy is to accept only those visitors who have legitimate business at the school. Parents: Please be reminded that parents who have an appointment with a teacher are required by Board of Education policy to sign in at the main office and receive a visitor's pass. Also, please be advised that in addition to informing the main office personnel of the reason for the visit, the teacher should also know that you will be meeting. Meeting with a teacher without making prior arrangements will not be allowed. We encourage parents to stay in contact with their child's teachers, therefore, if you desire to have a private meeting with a teacher, please decide at a mutually convenient time. As we all know, building safety and security is a prime concern at River Dell. Thank you for your anticipated cooperation. Please be reminded that the fastest and most effective way to contact your child's teacher is via e-mail

BUILDING SECURITY – VISITOR PASSES

River Dell Middle School is locked during the school day. Therefore, as a precautionary security measure all visitors (**including parents**) are to report to the staff member at the main entrance security vestibule to sign in and acquire a visitor’s pass.

Students are expected to be seated in the homeroom at 7:50am and the last period of the day ends at 2:40pm

SCHOOL DAY HOURS

You are not allowed in the building earlier than 7:40am. The first bell is 7:45 am.

Regular Day

Grade 7

Period	Start	End	Length
Homeroom	7:50	7:58	8
1	7:58	8:41	43
2	8:45	9:28	43
3	9:32	10:15	43
4	10:19	11:02	43
5 – Lunch	11:06	11:32	26
6/7	11:36	12:19	43
8	12:23	1:06	43
9	1:10	1:53	43
10	1:57	2:40	43

Grade 8

Period	Start	End	Length
Homeroom	7:50	7:58	8
1	7:58	8:41	43
2	8:45	9:28	43
3	9:32	10:15	43
4	10:19	11:02	43
5/6	11:06	11:49	43
7 – Lunch	11:53	12:19	26
8	12:23	1:06	43
9	1:10	1:53	43
10	1:57	2:40	43

One-Session Day

All Grades

Period	Start	End	Length
1	7:50	8:19	29
2	8:23	8:52	29
3	8:56	9:25	29
4	9:29	9:57	28
5/6,6/7	10:01	10:29	28
8	10:33	11:01	28
9	11:05	11:33	28
10	11:37	12:05	28

Delayed Opening

Grade 7

Period	Start	End	Length
Homeroom	9:45	9:50	5
1	9:50	10:19	29
2	10:23	10:52	29
3	10:56	11:25	29
4	11:29	11:58	29
5 – Lunch	12:02	12:28	26
6/7	12:32	1:01	29
8	1:05	1:34	29
9	1:38	2:07	29
10	2:11	2:40	29

Grade 8

Period	Start	End	Length
Homeroom	9:45	9:50	5
1	9:50	10:19	29
2	10:23	10:52	29
3	10:56	11:25	29
4	11:29	11:58	29
5/6	12:02	12:31	29
7 – Lunch	12:35	1:01	26
8	1:05	1:34	29
9	1:38	2:07	29
10	2:11	2:40	29

COUNSELING SERVICES

1. Monitor and promote students' social, emotional, and academic progress and success.
2. Serve as liaison between students, school, and home.
3. Coordinate parent and teacher meetings to help students reach their maximum potential.
4. Assist in state/national award programs.
5. Coordinate and administer state testing programs.
6. Introduce Naviance to 7th grade students (students complete Learning Styles Inventory and continue teaching Naviance to 8th grade students (students complete Career Key Assessment).
7. Facilitate the transition from elementary school to middle school (including 6th grade parent orientation info session and 6th grade student orientation/tours).
8. Meet with 7th graders to review course selection, curriculum, and schedule for 8th grade.
9. Develop a program of transition to prepare 8th graders for high school, and work with High School counselors to review scheduling, graduation requirements and athletic eligibility with 8th graders.

APPOINTMENT PROCEDURES

- 1) Students receive appointments based on self-referral or requests by counselor, teacher, parent, or administrator.
- 2) Students are generally seen on an appointment basis unless an emergency or crisis occurs. Appointments should be scheduled before school, during lunch, or after school.
- 3) Teachers must be shown a pass before the student is excused from class.
- 4) All appointment requests will be scheduled as soon as possible.

SCHEDULE CHANGES

Schedule changes are not permitted unless the following conditions exist:

- 1) Clerical or computer error,
- 2) Promotion/retention requirements,
- 3) Individual cases based upon specialized need with the approval of teacher, counselor, parent and the principal.

Please schedule an appointment with your counselor if you request a change.

LIBRARY

Books may be checked out for a **two-week** period of time. A book may be renewed once no one has reserved it.

1. Books must be returned on or before the due date so that other students may utilize them.
2. Reference books and magazines cannot be checked out.
3. A pass is required from your teacher during class periods to visit the Library.
4. If a lost or damaged Library book is not paid for, your Library privileges may be revoked at the discretion of the Librarian/ Media Specialist.
5. All Library/media center fines need to be paid before you can continue to the next grade.
6. Any student that acts inappropriately in the library may have his/her Library privileges revoked.

REPORT CARDS

We issue report cards and progress reports four times a year (see calendar). All report cards and progress reports may be viewed on the Genesis Parent Portal. They represent teacher assessment of your work. They report separately on your achievement and on your effort in the class. Discuss your grades with your parents. If your parents would like to meet with your teachers, they should contact your guidance counselor.

GRADE EQUIVALENTS

A+ 98-100	C- 70-72
A 93-97	D+ 67-69
A- 90-92	D 63-66
B+ 87-89	D- 60-62
B 83-86	F Below 60 Failing
B- 80-82	
C+ 77-79	
C 73-76	

PRINCIPAL'S LIST

At least 7 A's and no less than a B- in all subjects and no incompletes (I).

HONOR ROLL

At least 4 A's and no less than a B- in all subjects and no incompletes (I).

HOMEROOM AND MORNING ANNOUNCEMENTS

Homeroom is an integral part of your day. During this time, you will receive important information regarding school activities, special schedules for assemblies, current events, school-wide testing, etc. In addition, attendance in homeroom establishes your daily presence in school for the official New Jersey state attendance register. It is imperative that you arrive in the homeroom promptly daily.

You are to be in your seat when the homeroom bell rings at 7:50 a.m.

During the flag salute, you must show respect by standing.

ATTENDANCE POLICY

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 attending class 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.

Students are allowed up to 18 absences for the school year.

If a student accumulates 19 absences or more, a student may not be allowed to receive credit for their course nor participate in “extra” school activities. Excessive absences may also subject students to be referred to **Student Assistance Counselor, and/or Bergen County’s Division of Family Guidance, Juvenile Family Crisis Intervention Unit.**

STUDENT ABSENCES

If your child is absent from school with a communicable disease or an illness which will necessitate your child missing several days of school, the parent/guardian is to call Attendance at (201) 599-7200 and follow the prompts to report this information. The student must check in with the nurse upon return to school. If the student is absent with mononucleosis, scarlet fever, strep throat, conjunctivitis or any other communicable disease, a note from the doctor is required to return to school.

A student who is absent may have their parent/guardian call to request their homework for the day. Parents may contact the guidance department for homework at (201) 599-7255. A student may call a buddy for daily assignments. **Please allow 24 hours for homework to be collected.**

A student must be in attendance for at least 4 hours of instructional time (this does not include lunch) to participate in any after-school activity.

“Pupils absent from school for any reason are responsible for completion of assignments missed because of their absence. Students listed as unexcused absent will have only **48 hours** to make up for the work missed. *Students listed as truant will receive a zero for the day’s work missed.*”

Excused Absences

An absence from class will be excused upon a satisfactory written explanation from a parent/guardian and/or a phoned explanation as recorded by the attendance office. River Dell Middle School Policy recognizes only the following as **excused** absences:

1. Illness or accident- After four or more consecutive days of absence, a student must present a doctor's note, or the parent/guardian must confer with the principal or his/her designee.
2. Required court appearance.
3. Critical family emergency, such as death or serious illness
4. Religious observance
5. Participation in an approved alternative education program where prior consent has been obtained from school administration.
6. Such a *good* cause may be acceptable to the building administrator or designee.

Other excused absences under which a pupil **should not** be counted as absent from class:

1. School Activity (In School)
2. Field Trip (Out of School)
3. Guidance appointment
4. School Nurse appointment
5. Suspension (In School/Out of School)
6. Home instruction (by an administrator ONLY)

Unexcused Daily Absences

1. A student is unexcused when he/she is verified by a parent or guardian to be absent without a valid excuse or did not receive prior school permission to be absent from school.
2. Vacations, when school is in session, are unexcused. Family vacations should be planned to coincide with the school calendar.
3. Absences other than those specifically designated as excused may be classified as unexcused upon review by the principal based upon extenuating circumstances.

Unauthorized vacations:

New Jersey State Law 18A 38-25, 26 requires that students attend school on days/hours that public schools are in session in the school district. Unauthorized vacation days are considered unexcused absences. The school strongly discourages student absences for unauthorized vacations.

Truancy

Absences from school or from classes without the knowledge of a student's parent/guardian or school officials, within the school day constitute **truancies** and should be subject to the disciplinary rules of the Board of Education. Additional measures may be put into place in conjunction with Bergen County's Division of Family Guidance, Juvenile Family Crisis Intervention Unit.

GENESIS ATTENDANCE CODES

Excused Absence (ABE): As previously described on page 8 and 9.

Unexcused Absence (ABU): The parent/guardian knows that the student is not in school, but the school does not consider the reason acceptable, such as a student's absence due to oversleeping, family vacation, etc.

Excused Tardy (TEX): If a student arrives late for school with a note from parent, guardian, teacher, or staff member documenting legitimate reason from page 10.

Unexcused Tardy (T): A late arrival with correspondence from parent (explained above) that does not contain a legitimate excusable reason. For example, students overslept, or their carpool came late.

Cut (CUT): The student is in school but does skip a class or classes.

Truant (TRU): Absences from school without the knowledge of parent/guardian or school officials, within the school day constitute **truancies** and shall be subject to the disciplinary rules of the Board.

Activity (ACT): - If a student participates in a school or class field trip, or other school related activities that have to miss a class.

ATTENDANCE PROCEDURES

Daily attendance at school is important. If you must be absent, a parent/guardian must inform the school of that absence on the day of your absence by 7:30 am or in advance of the absence.

There are two ways to report an absence or to notify the school if a student will be tardy or requires early dismissal.

1. Log into Genesis's parent portal and click "Notify Attendance" – see information in the link provided for detailed directions.
2. Call 201- 599-7200 and follow the prompts:
Press 2 for RDMS
Press 1 for the Attendance Office

Failure to do so will result in the student being marked Truant.

Parents/guardians can view their child's daily attendance by visiting the attendance section on the Genesis Parent Portal and accessing the "class" attendance tab.

Class attendance is taken every period, and if a student is unaccounted for, the teacher will mark that student **UNVERIFIED, which becomes a cut/truant after 2 school days, unless a parent/guardian sends a note to school on the day the student returns.**

STUDENT ABSENCE NOTES

Students should bring notes/send correspondence to the Attendance Office (Ms. Finley) located in the main office. A student will have 48 hours from the absence to supply a parental/guardian note for reason of absence.

TARDY TO SCHOOL AND CLASS PROCEDURES

Late Students are to go directly to their homeroom from 7:50 – 7:58

If a student arrives after 7:58 am, students are to report to the Attendance Office located in the Main office.

Notes of excuse should be given to the attendance officer.

NOTES WILL ONLY BE ACCEPTED WITHIN 48 HOURS OF THE TARDY.

It is the responsibility of the student to be **ON TIME** to class and school. Tardies to class may affect a participation grade. Continuous tardies to school/class will constitute disciplinary action by the classroom teacher and administration.

Tardies will not be excused without a note, email, or phone call and will have to meet the same criteria as an excused absence explained on page 10. Also, the school schedule is designed with adequate passing time provided between classes. Punctuality is essential so lessons are not interrupted.

Consequences for Multiple *Unexcused* Tardies to School and Class

- 1. Verbal Warning**
- 2. School Counselor/Teacher Support Conferences**
- 3. Teacher Detention**
- 4. Administrative Consequences: If, after meeting with the administration, a student continues to arrive at school late, the administration has the right to exclude the student from participating in activities that are deemed a privilege.**
- 5. Referral to Student Assistance Counselor, Care Plus, and/or Bergen County's Division of Family Guidance, Juvenile Family Crisis Intervention Unit.**

DISCIPLINE

While the River Dell Board of Education believes that positive approaches to acceptable behavior are more effective, it is sometimes necessary to detain, suspend, or expel students for violations of school regulations to ensure the good order of the school and to allow for a positive student-centered learning environment.

STUDENT CODE OF CONDUCT

The following are guidelines to be followed for the purpose of maintaining a safe and orderly school environment.

1. Any staff member has the right to discipline a student.
2. Students who have a record of not following school rules or who exhibit behavior that does not reflect the standards of the school may be subject to disciplinary action and could lose the privilege of participating in special school activities.
3. Always be respectful. Do not intentionally disturb class and follow the standards put forth by each classroom teacher.
4. Take care of your building by taking pride in your surroundings and doing your part to keep it clean.
5. Be on time to school and class, be always prepared, and stay on task throughout each day.
6. Be polite and respect others: no abusive language will be tolerated.
7. Cell phones, ear buds, and all other mobile devices other than the student's laptop must be turned off and away unless special permission is granted for use.

This policy shall apply to student behavior while at school; at co-curricular and extra-curricular programs; on school grounds; during school hours when off school grounds; at school-related functions on or off campus; on the school bus and in transit to or from school or any school related function. Disruptive behavior shall include, but not be limited to:

1. Harassment, intimidation or bullying.
2. Continued and willful disobedience.
3. Open defiance of the authority of any teacher or person having authority over a student.
4. Lying or cheating.
5. Making false accusations of others.
6. Inappropriate behavior on the school bus.
7. Trespassing or unauthorized presence in areas restricted from student use.
8. Actions that constitute a continuing danger to the physical well-being of other pupils.
9. Fighting or physical assault upon another pupil, a teacher or any school employee, or inciting others to engage in a physical assault upon another pupil, teacher, or school employee.
10. Use of profanity, abusive language or threatening and provocative language.

11. Unsolicited or unwanted touching.
12. Intimate contact.
13. Indecent exposure.
14. Hazing or harassment of a student in a sexual, verbal, or physical manner.
15. Throwing food, paper, pens or other objects.
16. Taking or attempting to take school or personal property from lockers, classrooms, school offices, or any other area of school facilities and vehicles, or personal property from another pupil, whether by force or fear.
17. Willfully causing, or attempting to cause, substantial damage to school property.
18. Tampering with, damaging, defacing, or destroying school or personal property.
19. Turning in a false fire alarm or emergency call.
20. Taking part in any unauthorized occupancy of a District facility and refusing to leave promptly when directed to do so by a person in authority.
21. Inciting others to take part in an unauthorized occupancy.
22. Absence and lateness.
23. Truancy and class cutting; leaving school property without permission.
24. Inciting other students to truancy.
25. Possession or use of unauthorized electronic devices.
26. Possession or use of toys, trinkets, balloons, inflatable devices, or any objects that have no purpose in a school setting.
27. Possession or use of weapons or weapons-like devices, including but not limited to water pistols, nerf guns, paintball guns, air guns, or any object representing a firearm.
28. Possession or use of laser pointers, laser beams, flashlights or similar.
29. Possession or use of basic fireworks, sparklers, pop-its, or any other incendiary devices.
30. Participating in activities relating to the sale, purchase, or distribution of gambling paraphernalia or lottery-related materials.
31. Use of unsafe or illegal articles or drug paraphernalia.
32. Use of any tobacco or cannabis product in school buildings.
33. Use, possession, or sale of a controlled dangerous substance.
34. Use, possession, or sale of alcohol.
35. Sale, use, possession of, or distribution of explosives, firecrackers, smoke bombs or similar materials.
36. Arson.
37. Forgery of signature and/or tampering with documents of parents, guardians, teachers, and school administrators.
38. Inappropriate usage of software, hardware, or computer networks.
39. Horseplay, roughhousing, or inappropriate physical contact of any kind.
40. Distribution, consumption or sale of food, candy or drinks in the classroom.

Any pupil who commits an assault as defined by N.J.S.A. 2C:12-1* upon a Board member, teacher, administrator, or other employee of the Board of Education shall be suspended from school immediately according to procedural due process and expulsion proceedings shall begin no later than 21 calendar days from the date of pupil's suspension.

* Simple Assault – A person is guilty of assault if he/she:

- (1) Attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another; or
- (2) Negligently causes bodily injury to another with a deadly weapon; or
- (3) Attempts by physical menace to put another in fear of imminent serious bodily injury.

Simple assault is disorderly person's offense unless committed in a fight or scuffle entered by mutual consent, in which case it is a petty disorderly person's offense.

Any student who aids, urges, or abets any other student to commit any of the offenses prohibited by school regulations shall be subject to the same penalties as the offending student.

Any student who commits any act or offense which is not specifically set forth above, but which shall, nevertheless, result in any damage or injury to the person or property of the school or of the creation or disorder will be subject to disciplinary proceedings.

Any act which adversely affects the health and/or safety of student(s), is considered a serious offense. The administration reserves the right to determine what offenses are serious enough to warrant a penalty of suspension.

The procedure of handling student discipline will be:

1. Verbal warning.
2. Guidance support.
3. Teacher detention.
4. Administrative consequences.
5. Depending on infraction, steps 1-3 may be omitted.

HARASSMENT, INTIMIDATION, BULLYING (HIB)

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property.
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Under River Dell Board of Education's Policy on Harassment (Policy 5131.1) students are expected to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation, or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. New Jersey State Law 18A:37-15 prohibits harassment, intimidation, or bullying by students. School administration will not tolerate this behavior.

River Dell Middle School employs a zero-tolerance environment. Students who are harassing, intimidating, or bullying other students will receive serious disciplinary consequences.

Any student caught posting inappropriate information, inappropriate pictures of other students or staff members on Facebook, Snapchat, TikTok, Instagram, Twitter, Tumblr, etc. or any other social media sites will be turned over to the River Edge Police Department immediately. A bullying investigation may be opened, and disciplinary action will be taken by the school administration against any student deemed to be in violation of NJ's HIB policy and/or River Dell's Code of Conduct.

DETENTIONS

GENERAL & TEACHER

Teacher detentions are held by the teacher. Arrangements for teacher detentions are made between the teacher and student along with the parent. Teacher detentions can be held before or after school.

Administrative detentions are held Monday through Friday during lunch or Tuesday/Thursday after school in a specified room supervised by a certified staff member. Parent notification will be given.

Procedure for Serving General Detentions

1. Detentions will usually be served the **following school day** that an offense has occurred.
2. You are to bring your lunch to a specified room at the beginning of the lunch period. If you purchase lunch in the cafeteria, you are to first report to your detention room and then wait for instructions as to when you will be permitted to go to the cafeteria to pick up your lunch.
3. There is no talking, using cell phones or playing computer games during your detention time.
4. **If your behavior during detention is not appropriate, the detention teacher will notify the assistant principal where you will be assigned additional detention(s), and other possible disciplinary action may follow.**
5. If you cannot serve at that time, have your parents contact the Assistant Principal to reschedule.
6. If you do not have a reason for missing detention, you will be required to make up the detention and serve extra detentions. Please make certain to report when you are scheduled to avoid this inconvenience.
7. For students who acquire several detentions, additional disciplinary measures may be taken which include In-school Suspension and may include loss of specific privileges and participation in special school activities, trips, or events.

Suspension

There are two types of suspension used at River Dell Middle School: in-school and out-of-school suspension.

A student will be suspended when the student's behavior is totally unacceptable to the school setting. Out-of-school suspension is used for very serious offenses such as fighting, harassment, intimidation, bullying, obscene language directed at teachers or staff, etc. When a student is given an out-of-school suspension, his/her parents will be required to attend a readmittance conference with the principal or assistant principal, along with their guidance counselor. This conference **MUST** occur upon the student's reentry to school.

In-school suspension places a student in one room for the entire day. The student receives his or her work for the day but does not report to scheduled classes and must complete the work in the designated room. In-school suspension is used when a student demonstrates a pattern of unacceptable behavior, or for more serious situations that do not result in an out-of-school suspension for the same unacceptable behavior.

River Dell Middle School uses verbal correction, parent contacts, counseling services and school contacts "BEFORE" detentions, and suspension within its disciplinary procedures.

A student's privilege may be revoked from participating in activities including, but not limited to, field trips, dances, field day, pool party, picnic, school social and any other extra activity.

LOCKERS

Lockers are designed only for the storage of books and outerwear and are not designed to provide security for valuables. All students are urged to take precautions with their possessions. Make sure your locker is closed and locked. Personal belongings should not be left where others may have the opportunity to take them. Please keep your locker clean and free from odor-causing items. **The school administration strongly urges you not to leave large amounts of money, jewelry, or expensive equipment in your lockers.** Arrangements can be made in the Main Office on *special occasions* to store such items in the school safe during the day.

Although each student is responsible for locking the locker assigned to him/her, all lock/lockers are and shall remain the property of the school district. **Students must not share their combination or locker with anyone.**

Students are hereby put on notice that their lockers are the property of the River Dell Regional Board of Education. School Officials may conduct random inspections of school lockers. **A student's locker may be searched at any time without prior notice.**

If a student places any substance, objects, or materials in his or her locker which are prohibited by law or school rules, the student can receive consequences in accordance with River Dell's Code of Conduct Policy.

Students who tamper with another student's locker, lock or belongings will face disciplinary action.

Again, **STUDENTS ARE STRONGLY URGED NOT TO STORE MONEY OR VALUABLES IN THE LOCKERS.** All students must provide their own lock for gym lockers. We recommend students use locks during the gym period. **Locked lockers will prevent theft.**

Lockers are school property and are loaned to the students. They should not be marked or defaced in any way. The school cannot accept responsibility for any items left in student or gym lockers.

TIMES OF APPROVED LOCKER USE

To minimize noise and class interruptions, locker use is recommended to the following times:

1. On entrance before homeroom in the morning
2. After homeroom
3. Before lunch
4. After lunch
5. At dismissal

IDENTIFICATION CARDS/LANYARDS

River Dell Middle School is committed to providing a safe learning environment for our students and staff. Therefore, all students are issued identification cards with photographs on them at the beginning of the school year. In addition, lanyards are given to each student. Students are required to carry their identification cards and lanyards when in the school. Students are also required to carry their identification cards on school trips.

HOMEWORK/EXTRA HELP PROCEDURE

River Dell Middle School strives to accommodate all learners' needs. The following homework/extra help guidelines allow us to effectively meet this goal while providing a positive and structured learning environment geared towards success. By working together as an educational community, students will receive all the extra help that they need to experience success at RDMS.

1. Extra help will be offered before school or after school between the hours of 7:40 a.m. and 3:05 p.m., unless a prior arrangement has been made between the teacher and parent/guardian.
2. RDMS provides two "Homework Clubs" that meet after school two days a week in two separate classrooms determined by our two Homework Club Advisors.

CELL PHONES

River Dell Middle School **does not** permit the use of cell phones by students on school grounds during school hours. Cell phones must be turned off and either put in their lockers or stowed away in their backpack, not to be taken out for the entire day. If a cell phone rings or a student text messages, uses social media programs such as Instagram, Snapchat, etc. of any kind or makes or receives a call during the school day, the following consequences will occur:

First Offense:

- Verbal warning/conversation.

Second Offense:

- Parent phone call from teacher and teacher conference/detention with student.

Third Offense:

- Assistant Principal calls parents and detention is issued.

Successive Offenses:

- Parents are notified to come to the main office to retrieve phone and student given in – school suspension.

For safety reasons only, students *are* allowed to carry cell phones on field trips.

As per regulation 5132.1, administrators and staff reserve the right to confiscate electronic devices if they are used at any point of the school day.

COMPUTER AND INTERNET USAGE

Usage of the laptops, e-mail system and the River Dell computer network *is a privilege* extended to responsible students at River Dell Middle School. **All usage must be exclusively for official schoolwork.** Students and parents agree to these provisions through the signing of the Acceptable Use Policy, which may be accessed through Community Pass. A copy of the signed contract is retained in each student's file.

Any inappropriate usage of the internet or e-mail system at school will result in discipline consequences, including loss of laptop and/or computer privileges.

Any student found on Snapchat, Instagram, TikTok, Facebook, Twitter, Tumbler, etc. or any other unauthorized blog sites during the school day will result in their loss of computer privileges at River Dell Middle School.

PORTABLE GAME SYSTEMS, SMART WATCHES AND OTHER MEDIA TECHNOLOGY

The use of cell phones, portable gaming systems, and any other electronic devices (I-Pods, etc.) are **NOT** permitted during the school day. Smart watches are not permitted to be used as a replacement for cell phones. Please understand cell phones, and other devices that are in use may be taken and given to the Assistant Principal. Portable game systems as well as electronic productivity devices such as iPads or other tablets or any type of Bluetooth devices are **not allowed** in school. **Students must not bring games loaded onto flash/thumb drives and then play those games on school computers.** Students doing this may have their computer privileges revoked by the school administration. Personal laptop computers are not allowed in school. The middle school

has a one-to-one initiative, whereby each student is given a district-sanctioned laptop to use for school purposes. Students who do not fully cooperate with this policy will have their equipment confiscated. If equipment is confiscated, the student must report to the main office to retrieve it. If a second offense occurs, parents will be notified to retrieve the equipment, and a detention will be given to the student.

CARE FOR FACILITIES

Students are expected to respect the school facilities, such as lockers, desks, computers, textbooks, rest room areas, and all school property. Damage to school facilities is considered vandalism and there is a **zero-tolerance** policy for such behavior.

HALL BEHAVIOR

Students are **not** permitted in the halls during class periods unless they are accompanied by a teacher or have permission from an authorized staff member including usage of sign out sheets. When moving through the halls, running is not acceptable. Students should keep hands to themselves and stay to the right. Be respectful of others in the hall.

BICYCLES AND SKATEBOARDS

Bicycles must be dismounted and walked upon reaching school property. Students who fail to follow this rule risk disciplinary consequences, including the possible loss of privileges regarding the riding of their bicycle to school. All bicycles must be locked to the bicycle racks and should be licensed with the River Edge or Oradell Police Department. The owner should have a record of the serial number. **As per New Jersey State Law 39:4-10.1, students must wear a properly fitted and fastened bicycle helmet when operating a bicycle. Accordingly, school administration can not allow students, under the age of 14 without helmets, to operate their bicycles. If you are so identified, your parents will be contacted, and you will not be allowed to ride your bicycle home.**

Skateboards are not allowed on school property. Motorized devices, such as motor scooters, mopeds, etc; are not allowed on school property without authorization by administration.

TEXTBOOKS/EQUIPMENT

Textbooks and other classroom equipment distributed to students for their use are the property of the River Dell Board of Education.

Students are responsible for the proper care of these materials while using them during the school year. Any lost or damaged books or equipment must be paid for by the student. Students are expected to have book covers on all books distributed to them.

CAFETERIA

River Dell Middle School provides a lunch program with a variety of food options. It is important to achieve a good balance between entrée items and snack selections. Students are encouraged to make healthy nutritional choices.

Appropriate conduct is always expected in the cafeteria. Students are responsible for the proper clean-up of their area in the lunchroom. The throwing of food or any items in the cafeteria is prohibited. Students who do not meet the expectations of supervising lunchroom staff face disciplinary consequences, including the possible loss of cafeteria privileges.

FOOD AND DRINKS (EXCEPT WATER), ARE NOT ALLOWED IN ANY CLASSROOM OR PART OF THE SCHOOL EXCEPT WITH WRITTEN PERMISSION BY THE ADMINISTRATION

CHEATING POLICY

Any student caught cheating on a test, quiz, project or assignment will result in NO CREDIT for the test, quiz or any project or assignment for all students involved.

PLAGIARISM

Cheating and plagiarism are severe offenses punishable by the following:

Student that is caught Plagiarizing

1. Any student caught plagiarizing another work be it published or unpublished will receive a zero.
2. The student will have to re-do the work.
3. The student that plagiarized another's work can receive a maximum of 50% on the re-done work.
4. The students will have to attend one to two sessions of after school detention with Ms. Risi who will teach them a plagiarism lesson.

Student that gives his or her work to another student to plagiarize

1. Any student caught giving his or her work to be plagiarized by another student will receive a zero.
2. The student will have to re-do the work
3. The student giving his or her work can receive a maximum of 80% on the re-done work.
4. The student will have to attend one session of after school detention with Ms. Risi who will teach them a plagiarism lesson.

DRESS

To maintain a serious and productive academic environment, it is necessary that students come to school wearing appropriate attire. When clothing becomes too casual, it affects the overall attitude of students and academic concentration declines. Styles or items of clothing which are a potential distraction, therefore, cannot be permitted in the middle school environment.

Some examples of inappropriate clothing are:

1. Short shorts (shorts that do not reach mid-thigh)
2. Short skirts hemlines must be mid-thigh or longer.
3. Halter tops
4. Tube tops
5. Spaghetti strap tank tops
6. Shirts that expose midriffs
7. Backless shirts
8. Shirts that are cut excessively low.
9. Loose fitting basketball-type jerseys without undershirts.
10. Apparel bearing print or pictures relating to alcohol and/or drugs.
11. Images or language that may be obscene, profane, or lewd.

Procedure for students who are improperly dressed

1. The school nurse will speak to students who are deemed to be wearing inappropriate dress, as well as ask the students to change into appropriate attire to wear for the remainder of the day. If the student does not have anything to change into, the parents will be called to bring proper attire to school for their child.
2. On a second occurrence, the school nurse will contact parents whose children dress in a manner that is determined by the administration to be inappropriate.
3. On a third occurrence, an administrator will contact parents/guardians of students who have been spoken to *more than twice* about inappropriate clothing. Detention will be given as well.
4. The cooperation of students and parents in ensuring appropriate dress is greatly appreciated. Our goal is to keep academic excellence our top priority.
5. **The administration reserves the right to send a student home to change clothing which it deems inappropriate.**

BACKPACKS

Backpacks are allowed to be carried by the students throughout the school day.

HATS/HOODS

Hats or hoods are not to be worn in the building unless approved by the administration.

SECURITY/FIRE DRILLS

Security/fire drills at regular intervals are required by law and are important safety precautions. It is essential that when the security warning/fire signal is given, everyone is to follow the appropriate procedure for that specific drill. If students and staff need to exit the building, everyone is to promptly exit the building by the prescribed route as quickly as possible (without running). There is absolutely NO TALKING when exiting the building. This permits emergency directions to be given as needed. We take security/fire drills very seriously at River Dell Middle School. Cell phones are prohibited during any security/fire drill.

EVACUATION PROCEDURE

In the event the students and staff must evacuate the Middle School, procedures are in place to have the students leave the building quickly and safely. If needed, students will travel to the high school for dismissal either during the day or at the end of the scheduled school day. Parents will be notified by our emergency notification system as outlined on page 3.

LOST AND FOUND

Every year we accumulate many lost jackets, sweaters, etc. It is best practice to mark student names on all such clothing so we may return the items to the proper students. Students are discouraged from wearing expensive jewelry to school. There is a lost and found table/box that students can retrieve lost items. Please do not take someone else's items. Lost articles are sometimes dropped off in the Main Office.

PHYSICAL EDUCATION

In Physical Education you will be participating in various activities both indoors and outdoors. For you to have the appropriate clothing for Physical Education class, plan on going outside to the gym until Thanksgiving, and plan on returning outdoors and again around April 1st. **It is imperative that students lock personal possessions in their Physical Education locker during their Phys. Ed. period using their own personal lock.** Losses only occur when items are not properly stored.

PHYSICAL EDUCATION EXCUSES

If your child needs to be excused from Physical Education, a doctor's note is required. Students may be assigned alternate schoolwork dependent on the amount of time they will be excused.

HOMEWORK

Homework is an important part of learning as it provides opportunity for students to practice skills learned in class. Homework also prepares students for class as they read, write, and study new material. The type of homework assignment given in each subject may be different, but all homework is important to help you learn. Please check your teacher's website to help keep your assignments organized. Homework is considered by teachers in deciding a student's grade.

GENESIS GRADES AND PROGRESS REPORTS

Student academic progress and current grade averages are always available on the Genesis Parent Portal. In addition, more formal progress reports are posted on the Genesis Parent Portal about the middle of each marking period. Students who are in danger of failing a class at that time (or are having serious problems) should reach out to their teachers and counselor for extra support.

LOCKER DECORATIONS

Students are permitted to decorate a friend's locker for birthdays. Students must secure a permission slip from the Assistant Principal's Office. Lockers are decorated before or after school only.

HEALTH SERVICES

Ms. Puleo is the school nurse. Her office is located adjacent to the front entrance. Any student who wishes to visit the nurse must get permission from the teacher and sign in upon arrival.

Ms. Puleo keeps all medical records on file including vaccination records. Schools are permitted to request health information from their students and staff. This includes vaccination status for all childhood diseases including COVID-19. Quarantine guidelines are different for those who are vaccinated and those who are not. Therefore, information is essential to the safe operation of the building. If the child chooses to get vaccinated, please email a copy of the vaccine documentation to francesca.puleo@riverdell.org

FORMS AND COMMUNITY PASS

Please see the River Dell website to access Community Pass for all necessary forms.

All school forms are located at www.riverdell.org and are to be filled out on Community Pass completely before the first day of school. It is important all forms and payments (if necessary) are completed. A student will not receive a laptop if forms are not completed.

ACCIDENTS, INJURIES & IN-SCHOOL ILLNESSES

Only first-aid will be provided for accidents and injuries; any further treatment is the responsibility of the student's parents.

Accidents should be reported to the nurse immediately. The supervising staff member will complete an accident report.

The injured student's parents and principal will be notified of all accidents and injuries when the situation warrants.

The parents will transport injured students' home; in cases where the parents cannot be reached, the person(s) listed on the emergency record will be called.

Since school policy is not to allow students to use cell phones during the day, students cannot call home or text message on cell phones if they don't feel well. They must see the nurse first who will examine the child and make the necessary medical determination, if need be, to notify the parents.

7th GRADE HEALTH PACKET

A Health Office Packet is available to download on the River Dell Middle School Website. (Please click on "Health Services" under quick links to download.) The packet will have all the necessary forms that are required. Please complete as necessary and return on the first day of school.

**PLEASE NOTE: Physicals are required for ALL 7th grade students and for all new entrants.
Sports Physicals are required for any student participating in any interscholastic sport.**

8th GRADE HEALTH PACKET

A Health Office Packet is available to download on the River Dell Middle School Website. (Please click on "Health Services" under quick links to download.) The packet will have all the necessary forms that are required. Please complete as necessary and return on the first day of school.

MEDICATION POLICY

THE FOLLOWING POLICY BASED ON NEW JERSEY STATE GUIDELINES MUST BE FOLLOWED:

...The River Dell Board of Education shall not be responsible for the diagnosis and treatment of pupil illness. The administration of prescribed medication to a pupil during school hours will be permitted when failure to take such medicine would jeopardize the

health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. For purposes of this policy, “medication” shall include all medicines prescribed by a physician for the pupil.

...Before any medication may be administered to or by a pupil during school hours, the Board requires the written request of the parent/guardian and physician, which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication.

...Medication is to be in the **original container**, which is to be kept in the nurse’s office.

- A. All medications must be prescribed by a physician and shall be administered by the school nurse.
- B. Medications shall be stored and kept in the original labeled container in the nurse’s office Labeled with the following:
 - 1. prescribing physician
 - 2. name of the medication
 - 3. dosage
 - 4. time and/or circumstances when medication is to be given
 - 5. length of time for which medication is prescribed
- C. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of the medication and notation of each instance of administration.
- D. Exceptions include written parent permission for pupil self-administration of: asthma inhalants, insulin and EPI Pen.
- E. Students are allowed to carry an EPI Pen and an Inhaler. They may **NOT** carry any other medication. A medication authorization form must be filled out by the physician and signed by the parent. This includes over-the-counter medications, such as Tylenol and all prescription medications.
- F. Any change in the physician’s prescription or a change in the dispensing of medication is to be given to the school nurse immediately.

ASTHMA INHALER USE

Students are allowed to carry, and self-administer an inhaler as directed by a physician. They may also keep an extra inhaler in the nurse’s office for emergencies. Please fill out authorization for medications and have your physician fill out the asthma action plan.

EPI PEN USE

Medication permission for use of EPI PEN is for those students with a history of anaphylaxis due to an allergy, as documented by a physician or advanced practice nurse. Students are allowed to carry and self-administer EPI PEN as directed by a physician. Please fill out an authorization for medication and the emergency health care plan. If your child needs to be trained on the use of EPI PEN, please call the nurse.

AFFIRMATIVE ACTION

Policy Number 5145

Affirmative Action/Grievance Procedure

A student Discrimination Grievance Committee, made up of representatives from the student body, faculty, parents, and administration has developed a procedure for handling grievances. This procedure was designed to deal with any student/parent grievance pertaining to issues of age, race, creed, color, affectional or sexual orientation, religion, ancestry, nationality, disability, non-applicable disability or because of genetic information or refusal to submit or to make available the results of genetic tests, social, economic or marital status on the part of the faculty, administration, or any policies of the River Dell Board of Education.

The River Dell Middle School has adopted and hereby publishes the Grievance Procedures providing for the resolution of student and parent complaints.

Definition:

GRIEVANCE – A formal written or informal unwritten complaint.

GRIEVANT – Any student or parent aggrieved by a decision or condition falling under the guidelines of federal and/or state anti-discrimination laws.

GRIEVANCE/AFFIRMATIVE ACTION OFFICER – The district employee designated to coordinate compliance efforts with anti-discrimination legislation and charged with the responsibility of investigating complaints.

NOTE: It is strongly recommended that the grievant makes every attempt to rectify the situation in question through the building administration before following the procedures below.

Procedure:

The grievant may file a formal written grievance or make an informal unwritten to the responsible person designated as the Grievance Officer/Affirmative Action Officer.

Grievance Forms are available in each of the Administration offices in the district and from the Affirmative Action Officer/Grievance Officer.

The River Dell Public School Affirmative Action Officer is Mr. James Cooney. Policy number 4111.1

Non-discrimination/Affirmative Action

POLICY ON NON-DISCRIMINATION

It is the policy of the River Dell Public School not to discriminate on the basis of race, color, creed, religion, sex, ancestry, handicap, national origin, or economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and N.J.A.C. 6:4-1.1 et seq. Inquiries regarding compliance may be directed to Mr. James Cooney, Affirmative Action Officer, 504 Coordinator, River Dell Regional High School, 55 Pyle Street, Oradell, NJ 07649 (Phone) (201) 599-7208. The River Dell Board of Education guarantees that the sexual harassment or discrimination of any kind of a student by any other student or school member will not be tolerated.

Section 504 – Americans with Disabilities Act

Section 504 is an Act which prohibits discrimination against persons with a handicap in any program.

Copies of River Dell’s annual affirmative action plans are available to interested parties at the office listed above.

A.H.E.R.A.

Inspection and Management Asbestos Report

The River Dell Regional School District is in complete compliance with all regulations of the Environmental Protection Agency. Asbestos Management Plans have been developed for both the middle and senior high schools by Atlantic Environmental Inc. of Dover, N.J. The reports for both buildings state that “in all occupied spaces, the asbestos is in excellent condition and can remain in place requiring only operations and maintenance (O&M) procedures.” The entire maintenance staff has been trained in the

proper handling and maintenance of asbestos and asbestos containing materials. Every effort is being made to safeguard staff, students, and visitors. Also, procedures have been developed to inform all contractors and service technicians who may come in the proximity of a designated area.

Integrated Pest Management Policy for New Jersey Schools

The New Jersey Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy.

The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. RIVER DELL MIDDLE SCHOOL shall therefore develop and maintain an IPM plan as part of the school's policy.

Integrated Pest Management Procedures in Schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM Plans

The school IPM plan is a blueprint of how RIVER DELL MIDDLE SCHOOL will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Local School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school. For Charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Board of Trustees or the Principal or Lead Administrator.

IPM Coordinator

The RIVER DELL BOARD OF EDUCATION shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record Keeping

Records of pesticides use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The RIVER DELL BOARD OF EDUCATION of RIVER DELL MIDDLE SCHOOL is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide Applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

Annually, for public schools, the principal will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the Lead Administrator or Principal shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed.

The local school board or other respective governing boards directs the Principal or Lead Administrator to develop regulations/procedures for the implementation of this policy.

Authorizing Regulatory References

The School Integrated Pest Management Act of 2002
N.J.A.C. Title 7 Chapter 30 Subchapters 1-12 Pesticide Control Act of 1971

WHAT TO DO IF . . .

You must phone home:

1. The office phone must be used only for very brief calls of official school business. For example, you may use the office phone to inform your parents that an activity was cancelled, or that you need to stay after school to work with a teacher, etc.
2. **CELL PHONES may NOT be used during any part of the school day.**
3. Students are not allowed to directly call home or text if they feel ill. They must see the school nurse first.

Your card reflects a “0” balance and /or you forgot your lunch money:

1. Report to the main office before going to the lunchroom. You will receive a lunch Voucher/I.O.U. in the amount of **\$7.00**, which **must be paid back the following school day so that we may maintain an adequate cash flow for students in need.**
2. **Please report to the main office at the start of the next school day to return the money. If a student fails to return the money the next school day, he/she may not receive any additional Voucher/I.O.U. and an email will be sent to parent/guardian for payment reminder.**

You're late to school:

(7:50 – 7:58) If you arrive to school after homeroom, report to the main office. If you are going to be later than 7:58, a parent or guardian must call the attendance line at (201) 599-7200 and follow the prompts for middle school attendance. Notes from a parent asking your lateness to be excused must be given to the attendance officer on the day you are late or on the next school day.

River Dell Board of Education Policy 5113 states that tardiness may be excused for the following reasons:

1. Medical or dental appointments which cannot be scheduled outside of school hours.
2. Medical disability
3. Family emergency
4. Court appearance
5. Such *good* cause as may be acceptable to the administration

You're ill at school:

1. Get permission and a pass from your teacher to report to the nurse's office. Ask to have another student accompany you if you feel it is necessary.
2. Under NO circumstances can you take it upon yourself to stay out of class or go home because of illness without permission from the nurse, the principal, or assistant principal.
3. If you are too ill to remain at school, we will call your parent or guardian to come for you.
4. **Students are not to use their cell phones to call home without seeing the school nurse first.**

You need to be excused for part of the day/Early dismissal:

Parents are urged to make dental, medical, and other appointments after school hours. Bring a note from your parent/guardian to the attendance officer in the main office during A.M. homeroom, stating the date, time, and reason you are to be excused. When it is time for you to leave, we require your parent/guardian to report to the office to sign you out.

You are going to be absent from school:

Your parent/guardian should call the school at (201) 599-7200 and follow the prompts for middle school attendance by 7:30 a.m. informing us that you are ill and will not be at school.

If your parent/guardian feels you are going to be absent for more than one day, they can inform us of that. This will eliminate the need for them to call each day.

You will be given the opportunity to make up any work that is missed during your absence. However, it is your responsibility to meet with your teachers and discuss the make up work upon your return.

You are absent and request homework assignments:

Parents are encouraged to check OneNote for homework prior to calling school.

If you still need help getting homework after you have checked OneNote, you may have your parent/guardian call to request your homework for the day. Parents may contact the guidance department for homework @ (201) 599-7255. If students are absent for an extended time, additional homework assignments will be given upon request **after the original work has been completed and returned to your teacher.**
Please allow 24 hours for assignments to be collected in the guidance office.