

WELCOME TO THE RANDOLPH MIDDLE SCHOOL

RMS STUDENT BEHAVIOR EXPECTATIONS

Be Respectful to Yourself, Others, and Learning Environment

- Treat others the way you want to be treated (Golden Rule)
- Be mindful of what you say and do
- Take care of personal property and school environment
- Take pride in yourself and all you do
- Socialize at the right time

Be Inclusive and Accepting

- Accept and promote differences
- Demonstrate collaboration and teamwork
- Show empathy
- Show compassion
- Speak positively of others

Be Accountable and Show Integrity

- Be on time and prepared for class
- Make good choices inside and outside of the classroom
- Persevere and work to full potential
- Take chances - learn from mistakes
- Be an active listener and participant

ATTENDANCE

Reporting an absence

Parents must report their child's absence **by 8:15** of the day the child will be absent. Options for reporting an absence:

1. Use "Notify Attendance Office" feature in the parent portal of Genesis on the Student Summary page underneath charts for schedule and bus information.
2. Call the school (973) 366-8700 and press "1."

Unexcused Absences (5200)

1. Attendance office will generate daily list of students with absences at 4 or more for the school year
2. Attendance office will provide a list to each school counselor.
3. Guidance will review list and indicate Yes or No for a letter (a NO meaning that the absences were IEP or 504 driven or some type of extenuating circumstance that guidance may be aware of). The counselor may need to check with a case manager.
4. Guidance returns lists to Attendance and the appropriate letter is issued for Yes responses.
 - o 4th Absence - Letter is sent home; generated by the attendance office and signed by the school counselor
 - o 9th Absence - The school counselor will call the parent to determine the causes of the absences and plan for a course of action moving forward.
 - o 10th Absence - The attendance office will generate a letter signed by the principal.
5. Attendance needs to issue the letter, retain a copy, and ensure that all parties on the letter receive their copy.

Tardiness (5240)

1. Any student who accumulates 3 tardies to school (start of day) in a marking period needs to have a conference with his/her school counselor. Attendance will notify the counselor. The counselor will notify a VP so that a warning for a cut may be recorded in Genesis.
2. Any student who accumulates 6 tardies to school (start of day) in a marking period needs to have a conference with his/her school counselor and an administrator. Attendance will notify the counselor who will set up a meeting with the student and an Administrator. A second cut will be recorded in Genesis and consequences administered as per the code of conduct.

Early Dismissal of Students – 5230: Students may be released from school before the end of the day by the principal only for medical and dental appointments, family emergency, religious instruction and other

learning activities, or for other good cause. Request should be made in writing by the student's parent or guardian and brought to the Attendance Secretary for issuance of an early dismissal slip. The student should deliver the note to the guidance office upon arrival to school and will be given a pass to leave class at the appropriate time. Your child is permitted to leave class at the designated time. A parent or a designee, 18 years or older must "sign out" the student in the front lobby at the Attendance Secretary's desk.

AFTER-SCHOOL CLUBS & ACTIVITIES

Randolph Middle School offers a variety of clubs and activities for students. Such groups meet after school on Tuesdays, Wednesdays, and Thursdays until 4:15. Students may take the late bus home or be picked-up by a parent or guardian. Students are not permitted to remain after school unless they are under the direct supervision of a teacher. Please visit the link for specific information for RMS clubs and activities: <https://www.rtnj.org/Domain/349>

BULLYING POLICY

It is the policy of the Randolph Board of Education (No. 5512) that bullying, hazing, harassment and intimidation are strictly prohibited. At the Middle School, violations of this policy should be reported, either in person or confidentially to the guidance office or on rmsupstander@rtnj.org. If necessary, a HIB investigation will be pursued. Appropriate consequences may be assigned.

CAFETERIA

Students may purchase full lunches, snacks and/or a variety of a la carte items. The following are a few rules and regulations to make lunch period enjoyable and pleasant for pupils:

- Students must form lines leading into food serving areas.
- All movement going to and from the cafeteria area should be in an orderly manner.
- Whenever passing through the halls and corridors stay to the RIGHT SIDE.
- Students must follow directions given by cafeteria and supervisory personnel.
- Students are responsible for disposing of all lunch paper, cans, litter, and leftover food. Receptacles for trash and recyclables are provided for this purpose.
- The immediate area where a student is seated is the individual student's responsibility and must be cleared of all trays, utensils, and paper. This includes the adjacent floor area.
- Talking should be conducted at a regular conversational level. No loud talking or boisterous conduct is permitted during the lunch period.
- Food and beverages may not be taken out of the cafeteria.
- Recording of videos, the taking of pictures, and/or accessing social media sites for non-educational purposes and not done under the supervision of a staff member are activities that are prohibited by the district's BYOD policy.
- Unnecessary visiting and movement through the lunch area is not permitted.

An alternate location will be designated for students exhibiting problem behaviors. Students assigned to an alternate eating location must eat in this area until released by the supervising staff member. If behavior does not improve, behavior will be addressed as per the student code of conduct.

DAILY ANNOUNCEMENTS

Daily announcements are made during homeroom via WRMS and Teams to inform all students of school activities and important community programs. In general, announcements are made for the students.

DRESS CODE

Examples of inappropriate dress include, but are not limited to, the following:

- Clothing items that display graphics or slogans that are deemed suggestive, offensive, promote violence, or include drug-related or alcohol-related messages are not acceptable.
- Halter and low-cut tops are not acceptable for school, nor are bare midriff tops, see-through mesh shirts, or blouses that "ride up" during normal activity.
- Undergarments should not be visible when dressed appropriately.
- Skirts, dresses, and shorts should be an appropriate length that ends lower than mid-thigh.
- Baseball hats, other types of headwear, and sunglasses are not permitted in the building.
- For safety reasons, appropriate footwear should be worn.
- Students are not permitted to wear pajamas or sleepwear in school except for designated School Spirit themed days.
- Students are not permitted to wear pants that have words and messages on the seat of the pants.

We, therefore, ask for your continued cooperation in helping the school to attain its objective of fostering pride and good taste in clothes. At all times, we will continue to inform parents regarding the suitability or permissibility of individual students' and of certain attire. Students not adhering to the dress code will be directed to have the appropriate clothes brought to them from home.

EIGHTH GRADE END OF THE YEAR ACTIVITIES

There are multiple end-of-year activities that are specifically designed for eighth grade students. It is important to note that all students must earn the privilege of attending these functions based on a record of good behavior, fulfillment of all school obligations and payment of all fines or debts related to books, locks, equipment, projects, etc. Students who are not permitted to attend one or more of these activities are those who have demonstrated their inability to control their behavior or require extraordinary disciplinary supervision.

Eight Grade Awards Ceremony: This end-of-year program is usually held separately from the Promotion Ceremony to recognize and honor specific student achievements. The parents/guardians of the students who will receive an award are notified in advance so that they may plan to attend.

Citizenship Award Criteria:

- School service contributions are made frequently.
- Good character is consistently evident.

- School interest is demonstrated.
- Special activity participation and support is evident.
- Good scholarship is evident from grades and achievement.
- Rapport with teacher and fellow students is readily observable.
- Evidence of good habits and attitudes is consistently observed.
- Evident self-respect, self-discipline, and individual responsibility are displayed.
- Respect for the rights, privileges, and feelings of others are consistently evident.
- Good school and community standing are evident.

Academic Award Criteria: Students should exemplify unusually fine work in a specified area of study. This should be evident to the extent that the:

- Pupil has a thorough grasp of the subject area.
- Pupil makes definite contributions to the work of the class.
- Pupil does more work and of an overall better quality than is minimally required.
- Pupil presents to the class original and creative work dealing with some phases of the subject if the opportunity is made available.
- Pupil shows superior evidence of analytical thinking.
- Pupil is well-versed on the materials and content of the course as regards basic fundamentals and details.

Eighth Grade Dance: The Middle School PTO host a dance in the specially decorated gymnasium of Randolph Middle School. Music is provided for dancing and snacks are served throughout the evening.

Eighth Grade Promotion Ceremony: The promotion ceremony is held outdoors, weather permitting. In case of rain, the ceremony is held indoors.

EMERGENCY CLOSING OF SCHOOL

In the event schools are closed due to inclement weather, hazardous road conditions, or other valid reasons, notice will be broadcast over stations News12 New Jersey, WNBC-TV Channel 4, and WABC-TV Channel 7 and on the district website www.rtnj.org. In addition, delayed openings or half days of school may occur as need dictates. Parents can also be notified via an instant alert communication system. Please see the district website for instructions for signing up for instant alerts.

GRADING

Randolph Township Grading Philosophy: Grading communicates student achievement to all members of the learning community. While grades have many different purposes, individual learning should be prescriptive based on state defined curriculum standards. Grades are utilized to measure students' academic performance and to motivate student learning. The earned grade should reflect a valid measure of specific criteria. Grades should provide timely feedback to all stakeholders and be a tool to guide future instruction and prepare students for the next level.

RMS Guiding Principles – Grading: Grades will be directly linked to expectations/standards/goals that have been clearly communicated to students. Assigned values for graded assessments/assignments should be clearly indicated. Grading practices will be consistent among teachers who teach the same course. Grades will reflect achievement in a rigorous program that emphasizes critical thinking and will be used to assess student knowledge which ultimately leads to enhanced differentiated instruction. The grading process will include an opportunity for students and teachers to engage in self-reflection. Grades will be used to help teachers/administrators make informed decisions about instruction and curriculum. Students learn at different rates and should have multiple opportunities to demonstrate their knowledge. Group grades should be avoided as grades should represent individual student achievement. Formative assessments should be used to provide timely and descriptive feedback.

Numerical Grade	Description
90-100	Excellent
80-89	Good
70-79	Average
60-69	Poor
Less than 60	Failing

Students earn grades on a quarterly basis. The final grade for each marking period is determined by an evaluation of daily work, assessments, and class participation.

Incomplete grade ("I" grade): In cases of extended absences as supported by medical documentation and district doctor approval, it may be determined by the classroom teacher and the school counselor or case manager that the student has not completed the necessary requirements to accurately assess the student and assign a grade for the marking period. In such cases, an "I" grade may be recorded on the student's report card. An "I" grade is not averaged into the final grade for the course. Once a student completes the missing work, a grade is assigned, and the student's report card is updated in Genesis.

Report Cards: Report cards will be issued four times a year. At the end of each marking period, report cards will be posted on Genesis.

SCHOOL COUNSELING OFFICE

General Information: A middle school counselor will serve as your child's counselor throughout their middle school years. In addition to providing academic, social, and emotional support to students, middle school counselors are involved with scheduling, attendance, orientation, and parent contacts.

The middle school counselor is also available to offer confidential advice, information and referral services to students and their families. Assistance is available for students who are struggling socially, emotionally, or behaviorally. Issues may encompass peer or relationship difficulties, sadness, substance use, eating disorders, coping with grief, school adjustment, or difficult familial situations. When a situation is brought to the counselor's attention by a student, parent, or staff member, assistance is offered in a safe and confidential environment. Parents are welcome to meet with their child's counselor by calling or emailing the counselor for an appointment.

Transfers or withdrawals: Students who plan to transfer to another school district or who are going to withdraw from school should notify the guidance office several days before their date of departure. There are various forms and records which need to be completed before you may leave.

Working Papers: State law requires that any student under 18 who works must have working papers. The procedure for securing working papers consists of the following steps:

- An application form is obtained in the guidance office.
- The vacation work form is filled out by the student and his/her parents.
- The school record form is filled out by your guidance counselor.
- The physician's certificate is filled out by a medical doctor.
- The prospective employer fills out the promise of employment form.
- Take the form and your birth certificate back to the guidance office.
- The papers are then sent to Trenton for approval. It takes about ten days before you receive the actual permission to work.

In general, students cannot work at all until they are fourteen years of age except in (1) agriculture, and then when school is not in session, and (2) street trades, which means delivery of newspapers, etc., and then only when school is not in session. Working papers are not required for agriculture and street trades. For students between the ages of fourteen and sixteen, the combined hours of school and work may not exceed eight hours a day. During vacations, students of these ages may not work more than eight hours a day, not more than forty hours a week, and not more than six days a week. Students from sixteen to eighteen years of age may not work more than eight hours a day, not more than forty hours a week and not more than six days a week. Some restricted occupations for students under eighteen years of age are: construction work, work around moving machinery, and work in connection with chemicals.

HEALTH OFFICE

General Information: The school nurses will gladly see any pupil who needs first aid, health counseling, and screenings. To visit a nurse, students must receive permission from their teacher.

In addition, the school nurses check pupils returning after an illness and will dismiss those who become ill during the day.

Anaphylaxis: Any child having a history of anaphylaxis should contact the nurse immediately to make provisions for the use of an auto injector (epi-pen).

Management of Life-Threatening Allergies in School - 5331: This policy refers to the timely administration of physician prescribed epinephrine for anaphylaxis to students with allergies and recognizes specific allergies to foods and other substances. It states that the parent/legal guardian should inform the building principal and school nurse of the presence of student allergies. The nurse and principal will notify the appropriate school staff and take precautions to ensure the safety of the student. Furthermore, once the school has been notified, the administrator and nurse will determine if these substances are on school grounds and if so, will inform and work with student and parent/legal guardian to avoid student exposure. School staff will receive training in anaphylaxis and precautions from school nurse as directed by the building principal.

Administration of Medication - 531.4: This BOE policy authorizes the administration of auto-injector epinephrine with the following guidelines. Parent/Guardian will provide the Board of Education with written orders from a physician stating that epinephrine is required, and that the student is incapable of self-administering the medication. The school nurse has the primary responsibility for administering medication, but, in consultation with the building principal, can designate volunteer employees when the nurse is not present. These employees must be trained in the administration of the epinephrine auto-injector. Parent/Guardian must give yearly consent, in writing, for the administration of the physician-ordered epinephrine auto-injector by nurse or designee and sign a statement acknowledging that the employee and the district have no liability in the event of any injury arising from the administration of the pre-filled auto-injector mechanism.

After the administration of epinephrine, the nurse or designee will arrange transportation of the student to a hospital emergency room by emergency services personnel.

Students at risk for anaphylaxis may be authorized by a physician to carry an auto-injector with them to ensure availability at all times.

Asthma: Students with asthma should be able to participate in normal childhood activities. Therefore, each school will maintain at least one nebulizer in the nurses' office. Training on airway management and nebulizer usage will be given to the school nurse, who will then be authorized to administer asthma medications through the nebulizer.

Emergency Contact: All students must have an emergency contact card on file. In the absence of a parent, the person identified as the emergency contact person will be responsible for the care and supervision of the child until the parent is available. Information on the emergency cards should be accurate and current. Parents/guardians should immediately notify the school of any changes.

Health Screenings: The school nurses will complete height/weight, blood pressure, hearing, vision, and scoliosis screenings during the course of the school year. All children will be screened unless a parent sends a note requesting otherwise.

Immunizations – BOE Policy 5320

No Principal shall knowingly admit or retain any student whose parent(s), legal guardian(s) or agency has/have not submitted acceptable evidence of the following immunizations:

1. Diphtheria, Tetanus Toxoids and Pertussis Vaccine
2. Polio Vaccine
3. Measles Vaccine
4. Rubella Vaccine
5. Mumps Vaccine
6. Varicella Vaccine
7. Hepatitis B Vaccine
8. Meningococcal Vaccine (for children born on or after Jan. 1, 1998)

For further descriptions and/or explanations of this policy, please refer to www.rtnj.org/board education

Injuries: Parents should alert the health office of any injuries that occur outside of school that may impact a student's ability to function normally during the school day (i.e. broken bones, casts, concussions, crutches, etc.), so that appropriate accommodations/modifications can be arranged. When a student has been absent for more than three consecutive days, the student must report to the nurse before returning to class.

Medication: Prescription and non-prescription medication (including cough drops) should be brought to the nurse by the parent of the student, with a signed permission slip from a physician for its administration. All medications should be properly labeled in the original container with the student's name, the name of the medication and the time it is to be dispensed. All medications (including cough drops) are to be kept in the health office.

School-based injuries: Any student who is injured in class should report immediately to the teacher. A student injured in the halls or on the school bus should report directly to the nurse. The school district carries insurance to cover most medical expenses. Reporting injuries to our school nurse ensures this coverage.

HOMEROOM

Upon arrival at school every morning students should report directly to their assigned hall lockers to unpack and gather their belongings. They should then report to their homeroom for attendance and daily announcements.

HOMEWORK – 2330

The term "homework" refers to the assignments that students will complete outside of class. Homework assignments are integral to the teaching process and reflect the professional judgment of teachers. The purposes of homework are:

1. To prompt exploration
2. To provide the opportunity to engage in creative thinking
3. To reinforce (learning of) skills and/or knowledge
4. To allow for reflection, provide timely feedback, and
5. To preview learning

For further descriptions and/or explanations of this policy, please refer to BOE Policy 2330.

LIBRARY

The goal of the RMS library is to enable students to become effective users of information. The library operates on a flexible schedule. Students may come to the library with their subject area classes for research projects or with their teachers for book selection.

Library books are loaned for three weeks, with the option of a three-week renewal. Students are encouraged to return library books on time or stop by to renew the book if they need more time to read it.

LOCKERS

Every student at Randolph Middle School is assigned a locker. Hallway locker information will be on the students' schedule.

All students are required to secure their lockers with an approved combination lock if their hall lockers are not equipped with built-in locks. Locks for hall lockers. As per Board Policy 561.4, all lockers are school property and are subject to inspection by school administration and/or by the Chief School Administrator.

LOST AND FOUND

There are three "lost and found" boxes located throughout the building. There is a large container located in the cafeteria and a box located outside both the boys' and girls' locker rooms. Items such as clothing, textbooks, and notebooks are frequently found and deposited in these locations. In addition, lost items such as eyeglasses, jewelry, wallets, etc. are given to the secretary in the main office.

MUSIC PROGRAM

Randolph Middle School offers many performance groups at the various grade levels. These include: the Sixth Grade Choir, 6th Grade Concert Band, and the 6th Grade Orchestra. The 7th and 8th grades offer a Seventh and Eighth Grade Choir, Seventh Grade Concert Band, Eighth Grade Concert Band, and the Seventh and Eighth Grade Orchestra. Select ensembles are offered to students on an audition-only basis, and they include Con Brio Strings (6th, 7th, and 8th grades), Canzonetta Choral Ensemble (7th and 8th grades), and the Jazz Ensemble (7th and 8th grades).

The objectives for all performing groups are to help the students find values through aesthetic experiences, to provide an outlet through which students can relate to one another, to encourage students to explore a variety of musical literature, and to acquaint students with their musical heritage.

PROMOTION & RETENTION – BOE Policy 5410:

Students at the K-8 level are placed in the setting that best meets their social, physical and educational needs. Students in these grades will be promoted to the next grade level when they have: completed all of the necessary educational requirements of that grade, have achieved academic objectives for that grade, and are socially, emotionally and physically ready for the next grade. Classroom teachers will recommend to the building principal those students that should be promoted and those that should be retained.

SCHOOL SECURITY & STUDENT SAFETY

The safety of students shall be ensured through close supervision in the building and on school grounds. Students and visitors will only gain entrance to the middle school via the main doors. Visitors to the school must use the main entrance and be admitted through a buzzer system. Visitors should then report to the sign-in window to receive a visitor's pass. The identification pass should be prominently displayed. Only visitors with legitimate school business, such as parents of students in attendance, PTO or community volunteers, approved vendors, or others with confirmed appointments will be allowed to enter the building.

SCHOOL STORE

The PTO School store is operational during lunch periods in each of the cafeterias on selected days.

SCHOOL SOCIAL ACTIVITIES

Social activities are open ONLY to Randolph Middle School students. Students must be appropriately dressed in school clothes unless otherwise indicated. Any student absent from school on the day of the activity may not attend. Available food and beverages are to be consumed in the cafeteria only. Refreshments are not permitted out of this area. Any student who engages in inappropriate behavior will be required to leave the activity. Parents will be notified of any additional disciplinary action and will be requested to pick up their youngsters. Students may not go outside the building once they have entered. The organization sponsoring the activity will be responsible for planning, decorating, setting up, and cleaning the area after utilization. The advisor(s) of each organization sponsoring an activity will be responsible for enforcing all outlined regulations. Students who have become chronic problems during the school year may be excluded from participating in any of the scheduled social activities. Students must be picked up promptly at the end of the activity. Failure to comply may prohibit a student's attendance at future social activities.

STUDENT VISITORS

Due to safety reasons and the lack of seating capacity in many of our classes, we are forced to discourage the practice of students bringing visitors to school.

TEXTBOOKS

Books for each subject are loaned to students with the understanding that they will be taken care of properly. It is the responsibility of every student to prevent damage or the loss of this material. There will be a charge for books that are lost or show evidence of excessive wear or damage. All books should be properly covered, and each student should place his/her name in the textbooks as directed by the teacher. No student should weaken the binding of any school textbook by inserting extraneous materials inside the book. It is school policy to have all books covered within one week. Teachers will inspect all textbooks periodically to be sure they are being taken care of properly.

Summer use of textbooks: Any student who wishes to borrow books for the summer may do so by leaving a deposit of \$40.00 for each book. This can be arranged through the subject area supervisor. Books for the following school year cannot be borrowed.

TRANSPORTATION

Regular Dismissal: Students are required to ride their assigned bus. Students who would like to ride a bus other than their own must bring a note from a parent/guardian to the main office prior to or during homeroom so that the transportation department may verify seat availability and issue a temporary bus pass. Students will not be permitted to board a bus other than their own without such a pass.

Late Busses: The 4:30 p.m. late runs are designed specifically for use by middle school students who are remaining after school for clubs, detention or other approved activities which are under the direct supervision of a teacher. RMS after school activities will take place on Tuesdays, Wednesdays, and Thursdays.

Late bus routes are posted on the district website www.rtnj.org. Students/Parents should check for the proper late bus run for the student in advance of the after-school activity.

Walkers/Bikers: For students to walk or ride their bikes home rather than ride their assigned regular bus or late bus, parents/guardians must submit a note to the main office that grants their child permission to do so. Such notes are kept on file in the main office.

VIOLENCE AND VANDALISM

The Randolph Board of Education recognizes that the district personnel must take seriously all suggestions, demonstrations, or communications of life-threatening violence. When confronted with an actual situation in which violent and life-threatening behavior or ideation is present, commitment to student confidentiality is superseded by the imperative for initiating effective intervention.

Notification and Referral Process: Any staff member, student, or parent who has reason to believe that a student has violent or life-threatening intentions shall notify school administration, school counselors, or any member of the child study team immediately. The principal or designee shall conduct an interview with the appropriate individuals to determine if further evaluation/action is needed. Implementation of other Board policies may be appropriate.

WELLNESS (PHYSICAL EDUCATION)

In addition to the fun that students will have taking part in the wellness activities, they will be developing good sportsmanship skills and a healthy body as well.

All students are required to wear sneakers for Wellness class. Parents/guardians of students with a medical condition that precludes their participation in physical education class must contact the school nurse.

YEARBOOK

The middle school yearbook is published at the end of each school year. It contains student and staff photos and highlights activities and special events that occurred throughout the year. There will be a cost. It is a hard-covered book and must be ordered in advance. Parents/guardians of students who require financial assistance to purchase a yearbook should contact their child's school counselor or case manager.

Thank you,

RMS Administration