

Midland School #1

Parent/Student Handbook
2023-2024 School Year



300 Rochelle Avenue
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www.rochellepark.org



Welcome Back!

Dear Midland School Families,

Welcome to the 2023-2024 school year! Our administration, faculty, and staff are working hard to assure your child's year is an engaging and positive educational experience.

The purpose of the Parent/Student Handbook is to provide our Midland School families with important details about the operations of our school. At Midland School, we believe that it is extremely important for all members of our school community to maintain open and consistent lines of communication. This handbook is one of many forms of communication that will be available to you via our district website. We ask that you take the time to read and discuss the information within this handbook with your children and inform them of their responsibilities during the school day.

Please note all parents/guardians will be required to acknowledge you have had the opportunity to review this handbook with your child/children through our Realtime Parent Portal.

As always, if you have any questions, you can visit our school website www.rockellepark.org for information or contact my office. We look forward to working with each of you to make the 2023-2024 school year a success.

Together we are **Lion PRIDE!**

Regards,

Dr. Courtney Carmichael
Principal

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Rochelle Park School District Calendar Highlights 2023-2024

SEPTEMBER	1	Friday	Faculty/Staff Only Day
	5	Tuesday	Faculty/Staff Only Day
	6	Wednesday	1st day of School for Students - ½ Day Students
	15	Friday	½ Day Students/Staff Rosh Hashanah
	20	Wednesday	Back To School Night - Format/Time TBA
	25	Monday	Yom Kippur (School Closed)
OCTOBER	9	Monday	Columbus Day (School Closed)
NOVEMBER	9 & 10	Thursday/Friday	NJEA Convention (School Closed)
	20	Monday	Parent Teacher Conferences -- 1:30-3:00 & 6:00-8:30
	21	Tuesday	Parent Teacher Conferences -- 1:30-3:00
	22	Wednesday	½ day Session 12:41 Dismissal
	23 & 24	Thursday/Friday	Thanksgiving Holiday (School Closed)
DECEMBER	22	Friday	½ day Session - 12:41 Dismissal
	25-29	Monday-Friday	Winter Recess (School Closed)
JANUARY	1	Monday	Winter Recess (School Closed)
	2	Tuesday	School Reopens
	15	Monday	Martin Luther King Jr. Observance (School Closed)
	16	Tuesday	School Closed for Students - Staff Development
FEBRUARY	19	Monday	Presidents Holiday (School Closed)
	20	Tuesday	Presidents Holiday (School Closed/Staff Development)
MARCH	11	Monday	½ Day Session Students (Staff Development)
	20	Wednesday	Parent Teacher Conferences -- 1:30-3:00 & 6:00-8:00
	29	Friday	Good Friday - (School Closed)
APRIL	1-5	Monday-Friday	Spring Recess (School Closed)
	8	Monday	School Reopens
MAY	27	Monday	Memorial Day (School Closed)
JUNE	17	Monday	½ day Session 12:41 Dismissal
	18	Tuesday	½ day Session 12:41 Dismissal
	19	Wednesday	Last Day of School 12:41 Dismissal / 8th Grade Culmination



Rochelle Park School District

2023-2024 School Calendar

SEPTEMBER '23

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

(17 days)

OCTOBER '23

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(21 days)

NOVEMBER '23

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

(18 days)

DECEMBER '23

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(16 days)

JANUARY '24

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(20 days)

FEBRUARY '24

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

(19 days)

Thursday	31	New Teacher Orientation
Friday	1	Teacher Orientation (All Staff)
Monday	4	Labor Day (School Closed)
Tuesday	5	Teacher Orientation
Wednesday	6	½ Day Students 1 st Day of School for Students ½ PD for Staff
Friday	15	½ Day Rosh Hashanah
Wednesday	20	Back to School Night PreK-8
Monday	25	Yom Kippur (School Closed)
Monday	9	Columbus Day (School Closed)
Thurs/Friday	9&10	NJEA Convention (School Closed)
Monday	20	½ day Session 12:41 Dismissal Parent/Teacher Conferences 1:30-3 & 6:00-8:30
Tuesday	21	½ day Session 12:41 Dismissal Parent/Teacher Conferences 1:30-3 PM
Wednesday	22	½ day Session 12:41 Dismissal
Thurs/Friday	23/24	Thanksgiving Holiday (School Closed)
Friday	22	½ day Session 12:41 Dismissal
Mon/Friday	25-29	Winter Recess (School Closed)
Monday	1	School Closed
Tuesday	2	School Reopens
Monday	15	Martin Luther King Day (School Closed)
Tuesday	16	School Closed for Students/Staff PD Day
Monday	19	Presidents Holiday (School Closed)
Tuesday	20	School Closed for Students/Staff PD Day
Monday	11	½ Day for Students /Staff ½ PD Day
Wednesday	20	½ day Session – Parent/Teacher Conferences 1:30-3 6:00-8:00
Friday	29	Good Friday (School Closed)
Mon-Friday	1-5	Spring Recess – (School Closed)
Monday	27	Memorial Day (School Closed)
Monday	17	½ day Session- 12:41 Dismissal (Students only)
Tuesday	18	½ day Session- 12:41 Dismissal
Wednesday	19	½ day Session- 12:41 Dismissal
	19	Last Day of School for Students – 8 th Grade Culmination

Please note: The calendar contains three Emergency Days. Any snow days or other emergencies causing school to be closed more than three days will be made up during Spring Recess, starting with Friday- April 5, 2024. The Board of Education reserves the right to make adjustments in the calendar when it is deemed necessary.

Approved: February 21, 2023 (\ indicates a half-day session- no Aftercare)

MARCH '24

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(20 days)

APRIL '24

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

(17 days)

MAY '24

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(22 days)

JUNE '24

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

(13 days)

JULY '24

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST '24

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Marking Periods: MP1- 9/6/2023-11/8/2023 MP3- 1/29/2024-4/12/2024
MP2- 11/13/2023-1/26/2024 MP4- 4/15/2024-6/19/2024

Approved: February 2023

Midland School Daily Schedules

REGULAR SESSION DAY

Pre-K & Kindergarten

Enter: 8:20 am - 8:25 am
Dismissal: 2:50 pm

Grades 1-8

Enter: 8:20 am - 8:25 am
Dismissal: 2:55 pm

Bell Schedule

Homeroom	8:20-8:25 am (K-5)
Period 1	8:20-9:08 am
Period 2	9:10-9:51 am
Period 3	9:53-10:34 am
Period 4	10:37-11:18 am
Period 5	11:20 am-12:01 pm*
Period 6	12:04-12:45 pm*
Period 7	12:48-1:29 pm*
Period 8	1:31-2:12 pm
Period 9	2:14-2:55 pm

Lunch Schedule

* Period 5: PreK, K, Grades 1 & 2
* Period 6: Grades 3, 4, & 5
* Period 7: Grades 6, 7, & 8

DELAYED OPENING:

All staff will report at 9:45 am. All students will report by 10:00 am and a regular day schedule will be followed.

SHORTENED (½ DAY)

Pre-K & Kindergarten

Enter: 8:20 am - 8:25 am
Dismissal: 12:41 pm

Grades 1-8

Enter: 8:20 am - 8:25 am
Dismissal: 12:41 pm

Bell Schedule

Homeroom	8:20-8:23 am (K-5)
Period 1	8:25-8:52 am
Period 2	8:54-9:21 am
Period 3	9:23-9:50 am
Period 4	9:52-10:19 am
Period 5	10:21-10:47 am
Period 6	10:49-11:15 am
Period 7	11:17-11:43 pm
Period 8	11:45-12:12 pm
Period 9	12:14-12:41 pm

**No lunch is served on
shortened session days**

Care Program

Before School -- 7:00 am Drop Off

After School -- Session I: 2:55-4:30 pm

Session II: 2:55-6:00 pm

Introduction

This Parent/Student Handbook has been prepared to better acquaint you with Midland School, its policies, rules, and regulations. Students and parents/guardians should familiarize themselves with the information contained within this handbook.

Remember, our teachers, guidance counselor, school nurse, and administrators are here to help you with sound advice and assistance. Rely upon them whenever you have problems or questions.

District Mission

We envision an educational community which inspires and empowers all students to become self-sufficient, and to thrive in a complex, global society.

District Vision

- Establish and maintain a shared responsibility among home, school and the greater community, which fosters student learning, accountability, and citizenship.
- To provide curricula that enables all students to meet or exceed current national, state and local standards.
- To utilize a variety of formative and summative assessments in order to differentiate and guide instruction.
- As a Professional Learning Community, to provide on-going professional development training and opportunities for collaboration among faculty and staff.

Attendance

ARRIVAL TO SCHOOL

Student safety is of prime importance to all of us. Your understanding and cooperation with our morning procedures are essential to ensure your child's safe arrival at school.

Please note the following regarding student drop off.

- **Students are not to arrive at school before 8:10 a.m.** unless your child participates in the Morning Breakfast Program or is registered for the Before Care Program.
- Adults driving children to school are asked to use the designated drop-off lane adjacent to the left side of the school - **not the general parking area** - to drop off students. At no time are any vehicles allowed in the front circular driveway. This is for emergency vehicle use only.
- Pull your vehicle as far to the front of the drop-off lane as is possible before allowing your child(ren) to exit.
- Be sure that children are ready to exit your vehicle. Waiting to give money, find a lunch box, etc. only delays everyone in the drop-off line.
- Students are allowed to exit on the **LEFT** side of the vehicle only.
- Please drive slowly, use extra caution, and exercise patience when dropping off children.
- If you choose to park and walk your child up to the school, please utilize our new designated Visitor Parking Area (former basketball courts) or the William Street parking spaces.
PLEASE DO NOT PARK IN NUMBERED STAFF PARKING SPACES.
- Please make sure that all who have responsibility for driving your child (ren) to school (spouses, babysitters, relatives, friends, etc.) - either regularly or occasionally - understand our drop-off procedures.
- Upon arrival, students are to report to the appropriate entrance for their grade and assemble in their respective areas.

Grade Level	Typical Assemble Area/Entrance	Inclement Weather Assembly Area/Entrance
Pre-K and Kindergarten	Will assemble in the alleyway and enter using the rear cafeteria entrance	Will enter using the rear cafeteria entrance and assemble in the cafeteria
Grades 1-5	Will assemble on the Midland School Basketball Courts and enter using the playground side doors	Will enter using the playground side doors and assemble in the cafeteria
Grades 6-8	Will assemble and enter using the courtyard/gym door entrance	Will enter using the courtyard/gym door entrance and assemble in the gym

In the event of inclement weather, students will be permitted to enter school starting at 8:10 am.

LATE ARRIVAL / EARLY DISMISSAL

From time to time, compelling circumstances may require that a pupil arrive late to school or be dismissed before the end of the school day. The school must be notified in advance of such partial absences by written request of the pupil's parent/guardian, which shall state the reason for the late arrival or early dismissal.

No pupil shall be permitted to leave the school before the close of the school day unless met in the school or nurse's office by a parent/guardian or a person authorized by them to act on their behalf. No pupil may be released on the basis of an unverified telephone call.

Please refer to [Policy 5230 Late Arrival and Early Dismissal](#) for more information.

EXCESSIVE TARDINESS

Children should arrive at school on time each day. Attendance is taken in all grades and homerooms in Midland School. Students arriving late to school four or more times per marking period will receive notification. Students in grades five through eight will receive school detentions for each five times they are "late to school" in a marking period.

EXCESS ABSENCES

The Board believes that excessive absence (16 days or more) and lack of achievement may be linked. When the appropriate administrator is informed by the classroom teacher that a pupil's absence record is excessive (10 absences), the administrator will send a communication to the parents/guardians reporting the accumulated absences. Please refer to [Policy 5200 Attendance](#) & [Regulation R5200](#) for more details.

ABSENCES AND EXCUSES

All pupils are required to be in school and in class for each scheduled school day. When parents/guardians feel it is necessary to keep a child home from school for any reason, it is requested that they call the school nurse. Midland School's telephone system is equipped with voicemail so you will be able to leave a message regarding your child's absence. The voice mail system will be activated at 4:00 p.m. of the previous day until 8:10 a.m. of the morning your child will be absent. After 8:10 a.m., the school nurse will answer the phone. We ask that your message be as brief as possible, but that it includes: your child's name, grade, homeroom/teacher, reason for the absence and your name.

The district requires a written statement of the cause of absence from the parent/guardian of each child who has been absent from school or from class for any reason. The written note should include the student's name, homeroom assignment, date (s) of absence and reason for absence and **MUST** be signed by a parent/guardian. A student must present a doctor's note upon return to school from an absence of

three (3) successive days or more. All students who have been quarantined or who have had a communicable disease must present a release slip from a doctor before being admitted to school. Family vacations should coincide with regularly scheduled school vacation periods. Student absence for family vacation is not an excused absence. Any day(s) missed will be included in the consideration of total absences.

PARTICIPATION IN SCHOOL ACTIVITIES

Students who are absent from school may not attend after school activities or evening school sponsored activities. Students who are absent from school may not compete in an interscholastic sporting event, practice or extracurricular activity that day. A student must be present until at least 12:30 p.m. on the day of a school activity in order to return for a school sponsored activity or game.

Dismissal

PreK through Grade 5: Teachers will escort their classes to the appropriate door at the time of dismissal. Parents who are meeting their children are asked to please wait outside for the students. Those who have Physical Education class during 9th period may exit through the gymnasium door.

Grades 6, 7, 8: Students will exit the parking lot door at the end of the main hallway. Those who have Physical Education class during 9th period may exit through the gymnasium door.

Please note that teacher supervision is provided near the parking lot door and in the parking lot until 3:10 p.m. Students may exit only; they are not to allow people back into the building. All visitors wishing to enter the building must ring the bell at the main front entrance and then sign in at the main office as per policy.

All schools in New Jersey are now required to obtain parental permission in order to release students in certain grades to walk home. As a result, the Rochelle Park Board of Education has adopted Policy 8601, which gives you, as a parent or guardian, the right to request that your child only be released to you, or a person that you designate, at the end of the school day. It further requires that you must provide the school with written permission to allow your child to walk home if he or she is in grades PreK through 5. Please refer to [Policy 8601 Pupil Supervision After Dismissal](#) for more details.

Care of School Property

Students are responsible for the proper care of all technology, books, supplies, and furniture supplied by the school. Students who intentionally disfigure, vandalize or destroy school property or equipment will be required to pay for the damage done or to replace or repair the item. A parent and/or student's access to their Realtime Parent Portal will be restricted until any outstanding fines are paid. Additionally, students found abusing school property will be subject to discipline procedures.

Discipline

Midland School uses counseling, detentions and suspensions within its disciplinary procedures. Midland School utilizes a progressive discipline approach when dealing with student behaviors. The [Midland School Progressive Discipline Chart](#) can be found on the district website. Should an offense warrant; a student's exclusion from participation in activities, trips and/or graduation exercises is also within those disciplinary procedures. The administration deals with offenses when they occur and as the situations present themselves. There is a continuous attempt to involve the student, teacher and parent/guardian in decisions surrounding discipline problems.

Students under suspension are prohibited from participating in or attending any school-regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the Chief School Administrator. Any student under suspension who enters the

school buildings or grounds without the permission of the Chief School Administrator may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the Board of Education, acting upon the recommendation of the administration. Serious violations of school regulations, which create a dangerous or unsafe condition for other students, shall cause a student to be suspended upon the first offense. Records of any disciplinary action against a student shall be maintained until the information is no longer relevant to his/her educational situation.

CLASSROOM DISCIPLINE

Teachers employ a variety of classroom disciplinary techniques including: parent notification (written or phone call), after school detention, etc. Students are expected to:

- Be courteous to fellow students.
- Be respectful of the teacher.
- Not disrupt the learning of the other students in the classroom.

CAFETERIA/RECESS DISCIPLINE

Teachers and Lunch Aides employ a variety of disciplinary techniques while supervising students in the cafeteria and during recess. Discipline infractions may include, sitting out of recess, **lunch detention in a separate supervised designated classroom**, after school detention, etc. Students are expected to:

- Report to the cafeteria/recess during their assigned session
- Follow all directions from lunch staff, lunch aides, teachers
- Be courteous to fellow students
- Be respectful of all staff
- Keep their table area clean and throw out all garbage
- Remain in their designated recess area
- Maintain positive recess behavior (no physical contact with other students)

SCHOOL DETENTIONS

Students who are assigned school detention are to report to the assigned room from 2:55 until 3:30 P.M. They are to bring work with them and are to do school work during the entire detention. Students may be given an assignment if they do not bring work with them to the detention. If a student misses a school detention, he/she may be assigned multiple detentions. Students will not be admitted late for detention.

SUSPENSION AND EXPULSION/STUDENT DUE PROCESS

While the Board believes that positive approaches to bringing about acceptable behavior are usually more effective, it is sometimes necessary to penalize students for violations of school regulations to ensure the good order of the school and to teach them the consequences of disruptive behavior.

Students who indulge in disruptive behavior may be suspended or expelled. Disruptive behavior includes, but is not limited to, the following:

- Continued and willful disobedience;
- Open defiance of the authority of any teacher or person having authority over a student;
- Actions that constitute a continuing danger to the physical well-being of other students;
- Physical assault upon another student;
- Taking, or attempting to take, personal property or money from another student by force or fear;
- Willfully causing, or attempting to cause, substantial damage to school property;
- 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;
- Inciting others to take part in an unauthorized occupancy;
- Truancy and class cutting;
- Poor attendance and lateness;
- Use or possession of unsafe or illegal articles;
- Possession and/or use of tobacco products on school property;
- Use, possession or sale of a controlled dangerous substance

Any student 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 a procedural due process, and expulsion proceedings shall begin no later than 21 calendar days from the date of the student's suspension.

IN-SCHOOL SUSPENSION

The district permits the administration to arrange facilities for in-school suspension if necessary. Students will be required to occupy themselves with school-related work during such suspensions. No socializing shall be permitted.

Please refer to [Policy 5600 Student Discipline/Code of Conduct](#) & [Regulation R5600 Student Discipline/Code of Conduct](#) for more information.

Dress Code

School dress should reflect a seriousness of purpose, an appreciation for the importance of health and safety, respect for oneself and others, and an understanding that our school has high expectations for our students' achievement. The following guidelines have been established for student dress in school. All parents/guardians are urged to assist the Midland School staff in providing our students with an academic environment that is safe, conducive to learning, and supportive of high achievement.

- All attire should be neat, clean, reflect modesty, and be appropriate for a school environment
- Clothing displaying vulgar or inappropriate writing, pictures, or symbols are not permitted
- Shorts, skirts, or dresses should not exceed higher than mid-thigh. Shirts with excessively low-cut armholes are not to be worn. Shorts, shirts which leave the stomach are/midriff, exposed, halter tops, spaghetti straps, tube tops, or backless tops are not permitted.
- Hats, caps, bandannas, visors, or other headwear shall not be worn inside the school. Only religious headwear is permitted.
- **Footwear is required. Backless/open backed or open toed shoes are prohibited. This includes sandals, flip flops, UGG Slippers and CROCS**
- Please refer to [Policy 5511 Dress and Grooming](#) for more details.

Students found in violation of dress code parameters will be given the opportunity to change if they have other clothing/shoes. If no other clothing/shoes are available, a parent/guardian will be required to bring their child clothing or shoes that are in compliance with school dress code.

Emergency School Closings and Delayed Openings

In accordance with the policy of the Board of Education, the following procedures will be used in case of an emergency closing or a delayed opening.

EMERGENCY CLOSING

The Chief School Administrator is authorized by the Board to close the school in hazardous weather or in other extraordinary circumstances, which might endanger the health or safety of students or school employees. The Chief School Administrator will activate the notification process and inform the Board President when it is necessary to close the school. Parents will be contacted through our **Realtime** notification system in the event of a school closing. A notice will also be posted on the district's website. Parents should not call the police department to find out about emergency closings. The police need to keep their lines of communication open to deal effectively with the emergency conditions.

DELAYED OPENINGS

The Chief School Administrator is authorized by the Board to delay the opening of school on the occasions when opening school at the regular time may endanger the health or safety of students or school employees. This procedure will be used when it is believed that the additional time provided in the morning will improve the road and travel conditions. The same procedures will be employed as noted in "Emergency Closings." A delayed opening will require that teachers and staff report at 9:45 A.M. and students report at 10:00 A.M. The regular bell schedule and lunch schedule will be implemented following the delayed opening.

Expected Behavior

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The district believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The district believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student problems and foster students' abilities to grow in self-discipline.

The district expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

- Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
- Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
- Student rights; and
- Sanctions and due process for violations of the Code of Student Conduct.

Please refer to [Policy 5600 Student Discipline/Code of Conduct](#) & [Regulation R5600 Student Discipline/Code of Conduct](#) for more information.

Field Trips

FIELD TRIP CRITERIA (GRADES 6, 7 & 8)

No student will be permitted to accompany the class on the class trip if he/she has been issued an in-school or out-of-school suspension from school or has accumulated excessive discipline points (to be determined by the Principal) in one marking period.

EIGHTH GRADE TRIP CRITERIA

The criteria for participation on the eighth grade trip are as follows:

- No eighth grade student will be permitted to accompany the class on the class trip if he/she has been issued an in-school or out-of-school suspension or has accumulated excessive (5) school detentions from September until the trip.

Fire Drills and Security Drills

Fire Drills are held once a month and Security Drills are held once a month. Examples of Security Drills are: Active Shooter, Evacuation, Bomb Threat, and Lockdown. Directions and evacuation routes are posted in every room and reviewed by the teacher with the students. Drills are to be carried out quickly and quietly. Parents/Guardians will receive notification following a conducted security drill through our Realtime notification system.

Harassment, Intimidation and Bullying

The Rochelle Park School District prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards.

Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. Harassment, intimidation or bullying includes any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds;
3. 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, that the act(s) 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/her person or damage to his/her property; or
 - 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.

Please refer to [Policy 5512 Harassment Intimidation Bullying](#) for more details.

ANTI-HAZING

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Hazing is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

"Hazing" in a school setting includes but is not limited to, conduct by an individual(s) who is a member and/or representative of a school-sponsored student organization, club, or athletic team where such individual(s) conditions a student's acceptance as a member into such group on whether the student engages in activities that are humiliating, demeaning, intimidating and exhausting to the student.

Please refer to [Policy 5541 Anti-Hazing](#) for more details.

Health Services

Midland School employs a full-time nurse. The nurse maintains the health records for each student. Records are kept on height and weight, vision, audio, and scoliosis screenings. Parents are notified of unusual conditions, which appear as part of routine screenings. Parents will be required to provide evidence of immunization as required by law. Requests for exemption from a school activity for medical reasons must be accompanied by a physician's note stating the necessity for exclusion. The physician's note should include the reason and length of time that the student is to be excused from the activity. The nurse will notify the teachers involved.

Any student needing medical attention during the school day should report to his/her class and obtain a pass to the nurse's office. The pass will be signed by the nurse and should be presented to the classroom teacher when the student returns to class. In the event a student is injured or becomes ill during the school day, the following procedure will be followed:

- The responsible adult will be notified
- First aid will be administered
- If no responsible adult can be contacted, medical aid will be secured from the school physician or medical center

All students entering Midland School for the first time are required to submit the results of a recent physical. The Board of Education employs a school physician who provides sports physicals. It is preferred that parents have their children examined by a family doctor who is familiar with the medical history of the child. Title 18A:40-8 of the New Jersey Statutes deals with the exclusion of students whose presence is detrimental due to health and cleanliness.

Please refer to [Policy 5310 Health Services](#) & [Regulation R5310 Health Services](#) for more information.

MEDICATION

The New Jersey Guidelines for School Health Services states, "The administration of medication by school personnel should be discouraged ..." When it is necessary to administer medication, the following policy, as recommended by the state, is followed:

- A parent or guardian must provide a written request for the administration of the prescribed medication
- Written orders from the prescribing physician, detailing diagnosis, dosage, time and routine of administration must be presented.
- Medication must be brought to school in the original container.

The certified school nurse or parent/guardian is the only person permitted to give medication in school and/or on school trips. The school nurse does not routinely medicate with over-the-counter medications for common ailments. If a parent wishes to give medication, he/she may come to the health office and administer the medication.

EMERGENCY MEDICAL INFORMATION

Parents are required to fill out emergency medical information in the Realtime Parent Portal. If a child must be sent home due to illness, the responsible adult listed in the portal will be contacted.

Home Instruction

If a child is projected to be confined to the house because of illness or injury for a prolonged period of time (ten consecutive school days) home instruction may be provided by the Board of Education. Parents may contact the School's office to request home instruction.

Honor Roll

The following are the criteria for the Honor Roll standards for students in Grades 6 through 8. Those students who meet the criteria will be named at the conclusion of the first, second, third and fourth marking periods. Students achieving these honors will be announced at a monthly Board of Education meeting.

High Honors

1. Scholastic
 - a. All A's in major subjects. Major subjects meet five times a week all year.
 - b. All A's and B's in minor subjects. No NI's permitted.
2. **Citizenship -- These comments must not be present in the comments area of the report card**
 - No. 12 Needs to improve attentiveness in class
 - No. 14 Needs to come to class prepared
 - No. 16 Needs to display more self control: observe/obey class rules
 - No. 18 Needs to work on coming to class on time

Honors

1. Scholastic
 - a. All A's and B's in major subjects including a minimum of three A's. Major subjects meet five times a week all year.
 - b. All A's and B's in minor subjects with a maximum of one C. No NI's permitted.
2. **Citizenship -- These comments must not be present in the comments area of the report card**
 - No. 12 Needs to improve attentiveness in class
 - No. 14 Needs to come to class prepared
 - No. 16 Needs to display more self control: observe/obey class rules
 - No. 18 Needs to work on coming to class on time

Honorable Mention

1. Scholastic
 - a. All A's and/or B's in major subjects. Major subjects meet five times a week all year
 - b. All A's and B's in minor subjects with a maximum of one C. No NI's are permitted.
2. **Citizenship -- These comments must not be present in the comments area of the report card**
 - No. 12 Needs to improve attentiveness in class
 - No. 14 Needs to come to class prepared
 - No. 16 Needs to display more self control: observe/obey class rules
 - No. 18 Needs to work on coming to class on time

Subjects Considered for Honor Roll Standards

<u>SIXTH GRADE</u>	<u>SEVENTH GRADE</u>	<u>EIGHTH GRADE</u>
Majors	Majors	Majors
Language Arts	Language Arts	Language Arts
Math	Math	Math
Science	Science	Science
Social Studies	Social Studies	Social Studies
		Spanish
Minors	Minors	Minors
Art	Art	Art
Music	Music	Music
Health	Health	Health
Spanish	Spanish	STEAM
Civics	Career Explorations	Financial Literacy
STEAM	STEAM	

Intervention and Referral Services (I&RS)

The purpose of the Intervention and Referral Services (I&RS) is to design and recommend interventions for students experiencing difficulties in their regular classes. A student may be referred to I&RS by the Principal, the teacher (s), or a parent. The committee is composed of a School Administrator, a Child Study Team member, the School Counselor, the School Nurse, and at least one teacher who is most familiar with the student. The parents are invited to a meeting of the I&RS team to discuss the students' needs and to formulate an intervention plan to help the child become more successful in school.

Leaving School Grounds

No student is permitted to leave school grounds once he/she has arrived for the school day unless he/she is picked up by a parent/guardian from the school main office. A student will be subject to disciplinary action if he/she leaves school grounds.

Lunchtime Procedures

It is important that all students obey the cafeteria rules at lunchtime. All staff (cafeteria workers, lunch aides, teachers, substitutes, etc.) are to be respected and obeyed. **Inside:** Each student is responsible for cleaning up the area where he/she eats. All trash is to be thrown out. Food is not to be taken out of the cafeteria. No food or any other object is to be thrown in the cafeteria. Students who do not follow these rules may face discipline consequences. On days of inclement weather, students will remain in the gymnasium or classroom for recess. Students in the gymnasium will participate in supervised activities and are expected to follow all directions. **Playground:** Weather permitting, students will go outside for recess. Please be sure your child is dressed appropriately to play outdoors. All students are to line up when the whistle is blown. Students must obey all staff (cafeteria workers, lunch aides, teachers, substitutes, etc.) and play in designated areas only. Students are not to engage in activities that might endanger other students (pushing, shoving, kicking, hitting, wrestling, etc.)

CAFETERIA/RECESS DISCIPLINE

Teachers and Lunch Aides employ a variety of disciplinary techniques while supervising students in the cafeteria and during recess. Discipline infractions may include, sitting out of recess, **lunch detention in a separate supervised designated classroom**, after school detention, etc. Students are expected to:

- Report to the cafeteria/recess during their assigned session
- Follow all directions from lunch staff, lunch aides, teachers
- Be courteous to fellow students
- Be respectful of all staff
- Keep their table area clean and throw out all garbage
- Remain in their designated recess area
- Maintain positive recess behavior (no physical contact with other students)

Library/Media Center

The Library/Media Center provides a wide variety of research and recreational materials for students and teachers. Classes are scheduled in the Library/Media Center for research, book selection, and library skills instruction. Encourage your children to use the resources available in the Library/Media Center. Remind them of their responsibility to take good care of Library/Media Center materials and to return them in a timely manner.

Lost and Found

We have a number of Lost and Found boxes throughout Midland School. Many times when items are misplaced they will end up in our Lost and Found boxes and students should check these boxes if they lose personal items.

When something is lost:

1. Check the Lost and Found boxes
2. Check all your classrooms.
3. Report the loss to the office.

If you find something, take it to the main office to be placed in the Lost and Found box. Lost and Found Boxes will be emptied periodically and contents will be donated to charity if unclaimed.

National Junior Honor Society

Midland School established a chapter of the National Junior Honor Society. Seventh and eighth grade students who are selected for membership will be inducted into the chapter after the first marking period. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, service and citizenship. Once selected, members have the responsibility to continue to demonstrate those qualities. Selection of members for the Midland School National Junior Honor Society will be according to the criteria for selection established by the national organization. Please click here for more information on the [National Junior Honor Society](#).

Programs

Gifted and Academically Talented Enrichment Program (G.A.T.E.)

Students who demonstrate exceptional ability are provided with an opportunity to participate in activities, projects, discussions, and research with other academically talented students. The program meets the needs of students by extending topics in language arts, humanities, science, mathematics, and comprehension strategies. Parents who feel that their child might be eligible for this program should discuss placement with the child's classroom teacher.

Basic Skills Improvement Program

Students who meet the state standards for qualifications in the Basic Skills of reading, math and writing/language arts will receive supplemental instruction through the Basic Skills Program. Placement of a student in the Basic Skills Program is mandated by the State and is determined by student performance on standardized state tests and teacher recommendation.

Response to Intervention Program

Students in need of further academic interventions will be evaluated through our Response to Intervention (RTI) program. RTI is an educational strategy to provide effective and high-quality instruction to students who need additional academic support. Student progress is monitored for progression using a 3 tiered system.

- **Tier 1** – Universal Interventions - whole group or individual strategies of academic support
- **Tier 2** – Individualized Interventions - academic support meeting individual specific learning needs
- **Tier 3** – Intensive Interventions – students who do not respond to Tier 1 or 2 interventions receive intensive individualized interventions

Questions regarding RTI should be directed to The Academic Interventionist and/or Guidance Counselor

Physical Education

Kindergarten through Grade 4 students do not have to change for Physical Education. On their designated physical education/gym day, children are to come to school dressed appropriately for gym and wearing lace tie or Velcro sneakers. Grades 5 through 8 students should adhere to the following rules and procedures for gym:

- It is required that each student has a complete change of clothes for gym class participation. Shorts and a t-shirt when the weather is warm and sweatpants and a sweatshirt when the weather is cold are appropriate.
- Jewelry must be taken off during gym periods and locked in the gym lockers with any and all other valuables.
- Approximately 5 minutes will be allowed for changing clothes.
- In order to be excused from a gym class, a note from a parent is required. If more than two classes will be missed a doctor's note is required.
- Gum and/or candy chewing is not permitted.

Parking Regulations

There is no parking, stopping, or dropping off students in any and all fire zones or in the circular drive in front of the building. This is for emergency vehicle use only.

Adults driving children to school are asked to use the designated drop-off lane adjacent to the left side of the school or our new designated visitor parking area (formally the outdoor basketball courts). Please be advised that **numbered spaces are reserved for the faculty and staff members** of Midland School. **We ask that you not park in these spaces when you are dropping your children off in the morning or picking up your children at dismissal.** We ask that you utilize the visitor parking area (formally the outdoor basketball courts) or the parking spaces along William Street and walk your children down the path leading to, or from, the school.

Pupil Right of Privacy

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner. Please refer to [Policy 5770 Pupil Right of Privacy](#) for more information.

Reporting Student Progress

INTERIM REPORTS

Interim progress reports will be made available through the Realtime parent portal. Parents are expected to sign in and review interim reports. Dates for interim progress reports are included on the annual calendar.

REPORT CARDS

Report cards are issued four times a year. The report cards will be available through the Realtime parent portal on the dates noted on the school calendar. Parents/Guardians may review student grades in the Realtime Gradebook at any point during the school year.

HOMEWORK

In order to reinforce the learning which takes place in the classroom, and to provide an opportunity to explore resources beyond the school environment, meaningful homework assignments will be given. Each teacher will develop his/her own homework guidelines.

Residency

According to NJ laws N.J.S.A. 18A:38-1 and N.J.A.C. 6A:28-2, Boards of Education are required to provide a free public education to any student who lives in the district with a parent or guardian whose **permanent home** is located within the district. A home is permanent when the parent or guardian intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere. The Rochelle Park Board of Education employs an attendance officer who investigates residency issues. **Parents or guardians who move out of the district during the school year are obligated to inform the Main Office immediately.**

Please refer to [Policy 5111 Eligibility of Resident/Non-Resident Students](#) & [Regulation R5111 Eligibility of Resident/Non-Resident Students](#) for more information.

Student Conduct

Midland School students are expected to behave appropriately. Disrespect, disruption or any other inappropriate behavior in the classrooms, hallways, cafeteria, playground, locker room or anywhere on the school grounds is not acceptable. There are school rules that have been established to protect the children and to enhance the learning environment of Midland School.

- Students are required to have a pass when they are in the hallways unless they are under the direct supervision of a faculty member.
- Students are not to engage in activities that might endanger other students. This includes fighting, pushing, shoving and kicking.
- Students are expected to behave in a manner that does not disrupt the education of other students.
- Students are expected to treat all school personnel with respect.
- Students are not permitted to eat candy or bring candy to school.
- Students are not permitted to bring any electronic games, CD players, scanners, laser pointers, skateboards, rollerblades or wallet chains to school.
- Students are not permitted to wear hats in the building unless for religious purposes.
- Students are not permitted to use vulgar language in the building or on school grounds.
- Students are not permitted to throw food or any other objects in the cafeteria.

It is important to establish a clear understanding of the consequences of behavior.

- Any student who chooses to engage in behavior that endangers other students or is involved in a physical altercation with another student may be suspended from school.
- Any student who chooses to be disruptive or disrespectful in a class at any time in Midland School will be subject to discipline procedures. A student who is referred to the Principal for discipline may receive school detentions. Upon the fourth referral to the Principal for which a student would receive detention, the student may be suspended from school.

School Visitors

To protect the safety and security of our students, ALL visitors, including parents, are required to enter the school by ringing the bell at the main front entrance, and then proceed to the main office to sign in. All visitors are required to wear a visitor's badge while in the building. Articles to be delivered to children during school hours must be left at the office.

Special Services

The Child Study Team evaluates students who may potentially have an educational disability. Before such an evaluation takes place, parents are informed of the problem and are actively involved in seeking solutions to the problem with the regular school program. Members of the Child Study Team are:

Director of Special Services

Learning Disabilities Teacher Consultant

School Social Worker

School Psychologist

School Behaviorist

Occupational Therapist

Speech Therapist

The Board of Education provides educational programs and related services for those children between the ages of 3 and 21 who are determined to be in need by the Child Study Team and authorized by the Board of Education. Midland School offers self-contained resource rooms and in-class support for special education classes. These classes are designed to meet the needs of the learning disabled population.

SPEECH/LANGUAGE PROGRAM

Students who have a problem with the articulation of specific sounds will benefit from participation in the speech program. Children who have difficulty with the language process itself are also included. A student with a language problem may have weak oral vocabulary, poor questioning ability or inadequate auditory memory skills. A speech/language screening is conducted frequently. Parents are notified of any problems. Referrals may be made at any time by contacting the Speech/Language teacher.

GUIDANCE

The Guidance Office is a resource center for teachers, parents, and administrators. The School Counselor works with students individually or in groups to promote career awareness, positive self-concept, and academic, personal and social growth. Teachers consult with the School Counselor for help in meeting the special needs of students. Parents may also contact the School Counselor to discuss any concerns they might have about their child. Students may seek help on their own for assistance with a problem.

Substance Abuse Policy

The district approaches possible student drug and alcohol related situations with care and caution while keeping the best interests in the student in mind. Please refer to [Policy 5530 Substance Abuse & Regulation R5530 Substance Abuse](#) for information on our procedures for addressing student substance abuse situations.

Student Placement

The placement of students in classes is a complex task of great importance. The administration and faculty spend a great deal of time considering each child's placement. Many variables, including academic strengths and weaknesses, emotional and social growth, behavioral patterns, and balanced class sizes, are considered in determining the most effective placement of each student. Please refer to [Policy 5120 Assignment of Pupils](#) for more information.

Transfers

When a student will be transferring to a different school, the parent shall notify the Principal of the transfer as soon as possible. The parents should submit a letter, which specifies the date of transfer, the new address and the school name and address, which the child will be attending. The Principal's office will prepare the necessary transfer cards and prepare all other mandatory student records. Before transfer information can be sent to another school, the student must have satisfied all obligations such as returning all books and borrowed equipment.

Use of Electronics

Cellular Phone Use

The Board of Education recognizes that many parents have provided cellular phones for their children in an effort to facilitate parental contact. However, such devices can also be disruptive to the academic environment if not properly regulated. Therefore, students are not permitted to use cellular phones while school is in session, which includes, but is not limited to: making or receiving calls, sending or receiving text messages, or taking pictures with a camera phone. Cellular phones must be kept in the lockers and turned off during the school day. Students are not permitted to wear their phone attached to their clothing. If a student violates the rules regarding cellular phones, the Principal, or designee, will confiscate the

device and take disciplinary action. Students who repeatedly violate the rules regarding cellular phone use will be barred from bringing a phone to school. The Rochelle Park Board of Education will not be responsible for any lost or stolen electronic devices. As always, the phone in the Main Office is available in the event that the students must contact their parents during the school day. Parents may contact the Main Office whenever they need to contact their children during the school day.

Electronic Devices

Electronic devices, including but not limited to, any device that connects to the Internet, any device that has the ability to take photographs or to audio record, and/or any device that enables a pupil to send or receive communications must be turned off while the pupil is in the school building, on school grounds, or at any school sponsored function unless permission to be turned on has been granted in advance by the Building Principal or designee.

- ➔ If a student violates the rules regarding cellular phones, the Principal, or designee, will confiscate the device, and take the following disciplinary actions
 - 1st Offense** – device is taken, student is given a warning, device is returned to the student
 - 2nd Offense** – device is taken, student is given discipline points and after school detention, device is returned to the student return phone to student
 - 3rd Offense** -- device is taken, student is given discipline points and after school detention, a parent/guardian come in to pick up device

Please refer to [Policy 5516 Use of Electronic Communication and Recording Devices](#) for more information.

The Rochelle Park School District Policies and Regulations are available on our district website, under the heading [District Policies](#).