



UNION MIDDLE SCHOOL

Student Handbook

359 Union Ave. Rutherford, NJ 07070

201-438-7675

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Dear Parents and Students,

This Union Middle School Handbook has been developed to share important and useful information with students and parents. As a reference guide, this handbook will answer many of your questions throughout your years at UMS. For information not covered in this guide, you may call the school office or reference the school website - <https://www.rutherfordschools.org/union/>.

Each year the faculty and staff look forward to working with students and parents. By working together, we weave a fabric of consistency between home and school and create a climate where they are mutually supporting. Through our partnership we can provide a quality learning experience for all of our children.

I assure you that the students of Union Middle School will have an environment that is safe and secure and will receive the best education possible. Union Middle School will continue to find ways to lead and promote innovative and creative thinking, leverage technologies and human capital in imaginative ways, and incorporate new structures and platforms to create learning environments that best serve our children and support educators. We will never be satisfied with being good or very good. Our goal is to be great. Best wishes for a successful year.

Sincerely,
Mr. Kurt Schweitzer, Principal

RUTHERFORD BOARD OF EDUCATION

The Rutherford Board of Education meets every three weeks for the transaction of district business. Board committees meet monthly to receive information and discuss all business that comes before the Board. The Board takes action on items at its regular meeting. Meetings are scheduled for 7:00 p.m. on pre-scheduled Monday evenings throughout the year. Meetings are held in the Rutherford High School cafeteria. The Board welcomes public participation at each meeting. Regular meetings are taped for broadcast on Tuesday evenings on Public Access Television and the Rutherford Public Schools website. From time to time the Board may meet in closed or executive session to discuss items that legally may not be discussed in public. Items reserved for closed sessions include personnel, litigation and negotiations issues. The Board is not permitted to take action in closed sessions and will indicate at the time of the closed session whether or not action will be taken upon return to open session.

School Board members are officials elected by registered voters of the Borough of Rutherford. They receive no payment or benefits for their service. Board members have no other legal status, except as a group at a legally constituted meeting. They are elected to three-year terms in annual school elections, which occur in November. The Board President and Vice President are elected by the Board at the “reorganization” meeting following the annual school election each year. A representative is elected each spring by high school students as a non-voting member of the Board. The Board is empowered by the State to govern the public schools at the local level. It is responsible for the development, evaluation and implementation of policies (administrative guidelines); adopting a budget; and establishing educational goals.

ABOUT UNION MIDDLE SCHOOL

The world is rapidly changing, and our children will be working in jobs that currently do not exist. Our greatest responsibility is to equip our students with the ability to problem-solve, explore meaning, crave knowledge, pursue innovation and embrace challenges. We need to empower our students and staff members to become “architects of their own future.”

Union Middle School is at the forefront of this paradigm shift by enhancing and increasing opportunities for self-directed learning and inquiry in the arts, sciences, academics, career and life skills. Our courses focus on creativity, critical thinking, collaboration and communication skills (4C’s), which are vital to success in a globally competitive society.

Union Middle School is a diverse and very successful 7-8 middle school originally built in 1892. It is recognized as a vibrant learning center where young learners are taught and guided by a professional staff whose primary mission is to provide an educational environment that is innovative, challenging and nurturing. Union Middle School believes that, through technologies, comprehensive curricula, and project-based learning, your child will be provided with many different avenues in the pursuit of educational excellence.

Technology plays a vital role within the education of all our students. At the start of the school year, students in grades 7-8 are assigned a Chromebook that they will use in school and the device will travel home with them. Teachers, students and administrators are working together to share and receive ideas through technology-driven platforms such as Google Apps.

Students incorporate online tools to enhance mind mapping and brainstorming sessions to collaborate and inspire creative thinking.

We have created a Maker Space, Breakers Space and Little Bits bar. Our Maker Space is a dedicated section of the UMS library with tools, equipment and technology where students can create and collaborate on various projects. Our 3D printers enable the production of tangible visual representations and give our students the opportunity to bring their creative ideas to life by developing a physical product. The school's computer lab and library are equipped with a classroom set of Macintosh computers. In addition, we have Chromebooks, document cameras, iPads and laptop computers that are utilized in all disciplines throughout the school. We provide education through experience and interaction.

Technology is also used to assist parents. Parents have access to the "Parent Portal." This allows parents to view their child's status at any time. The "Parent Portal" shows current grades and homework completion. At all grade levels, our teachers utilize Google websites. The websites are updated on a daily or weekly basis that allows parents to check to see what homework or project has been assigned by the teacher. By doing this, a parent can prevent their child from falling behind the rest of the class. Progress reports and report cards are also viewed electronically.

Union Middle School participates in the National Junior Honor Society. The National Junior Honor Society is more than just an honor roll; this premier organization serves to honor students in the areas of scholarship, leadership, service, character and citizenship.

Union School offers additional challenges through participation in local and national contests such as the VEX World Championship in which our STEAM Team is ranked in the top 1% in the world. Our 7th and 8th grade students have performed well on state-mandated tests. Much of our success is the result of early detection of academic needs determined by diagnostic tools, scientific-based interventions, differentiated instruction and data analyses.

We utilize LinkIt!, a K-12 online data analytics and assessment management system that adapts to our needs. This system allows us to upload our own assessments, create/design our own tests and combine state and school data sources into a consistent framework for longitudinal progress monitoring, growth analysis, and predictive analytics.

Union Middle School also implements the RTI (Response to Intervention) program through LinkIt!. RTI is a method of identifying at-risk learners at an early stage, matching them to appropriate researched-based interventions, and flexibly providing them with additional support as needed. All of our students are offered the opportunity to attend after-school assistance on Tuesdays, Wednesdays, and Thursdays, from 2:40 p.m. - 3:02 p.m.

PBSIS (Positive Behavior Support In School) has been implemented to develop the capacity for Union Middle School to create an environment that encourages and supports pro-student behavior at the school-wide, classroom, and individual student levels using current research and validated practices in positive behavior support.

Our special education and limited English students are provided with appropriate and challenging courses of study, which will allow all students to be successful. Union Middle School offers various elective courses such as Robotics, Myth Busters, Architecture, and Brain Games and Puzzles. Union Middle School has implemented various STEM programs and computer coding classes that expose students to new ideas and information that engages their minds, bodies, and spirits. We have various clubs that meet throughout the year, such as Robotics, Art, Service Club, etc. Additionally, Spanish and French are taught in grades seven and eight.

We at Union Middle School strongly believe in the importance of the arts and humanities in everyone's life. Our music and art departments offer numerous opportunities for students to develop and refine their talents. Several times during the year, the UMS chorus and band perform concerts in our auditorium for family and friends. Our "artists" display their work in school-wide exhibits and at regional and national contests. Field trips to the theater, concerts and museums, and presentations by various artists and authors, all help to expand the cultural horizons of our students.

An energetic and dedicated faculty is an important reason for the tradition of excellence at Union Middle School. Our faculty consists primarily of teachers holding master's degrees, and all teachers participate in ongoing programs of professional improvement. Our teachers are constantly researching new strategies to enrich and transform your child's learning experience in order to meet the demands of our global society.

DISTRICT ADMINISTRATION/OPERATIONS: (Dial 201-438-7675 then the extension)

● Mr. John Hurley	Superintendent of Schools	X 1101
● Mr. Matthew Whitford	Board Secretary/Business Administrator	X 1100
● Mr. Charles Ryan	Supervisor of Planning, Research and Testing	X 1113
● Mrs. Jacqueline Gagliardo	Director of Guidance	X 2114
● Mr. John Gamboa	Director of Buildings and Grounds	X 4117
● Ms. Michele Perez Hoen	Supervisor of Student Services	X 7107

SCHOOLS AND ADMINISTRATORS

Washington School 89 Wood St.	Grades K-3	Mrs. Jessica Saxon, Principal	X 5108
Lincoln School 414 Montross Ave.	Grades K-3	Dr. Jeanna Velechko, Principal	X 6109
Pierrepont School 70 E. Pierrepont Ave.	Grades 4-6	Mrs. Joan Carrion, Principal Mr. Andrew Howell, Assistant Principal	X 4111 X 4264
Union School 359 Union Ave.	Grades 7-8	Mr. Kurt Schweitzer, Principal Mr. Christopher Viola, Assistant Principal	X 3110 X 3259
Rutherford H.S. 56 Elliott Place	Grades 9-12	Mr. Frank Morano, Principal Mr. Nicholas DeBari, Vice Principal	X 2102 X 2103
Kindergarten Center 414 Montross Ave		Dr. Jeanna Velechko, Principal Mrs. Meghan Caughey, Supervisor of Elementary Education	X 6109 X 7110

To contact any administrator or staff member, dial 201-438-7675, followed by the extension number.

ARRIVAL PROCEDURES

Student may enter the building at 7:50 a.m. The school day begins at 7:55 a.m. All students are expected to enter the building through their grade level doors and go to their lockers, then go to homeroom on time. **When the weather is inclement at morning arrival time, students should report to the auditorium.** To insure student safety and adequate supervision, no one may enter the building before 7:40 a.m. If students arrive too early, there is no one to look after them.

The safety and well-being of the children is our prime concern; obeying the law is also a must. For these reasons we do not condone double-parking around our buildings. Double parking is inconsiderate, it is dangerous, and it is illegal. It blocks in people and inhibits the flow of traffic. Students are often seen walking to the street side of a double-parked car and entering on that side. This is dangerous. In order to protect all concerned, the police will be called and asked to patrol the area.

ENTRANCES

GRADE	ENTER	EXIT
Grade 7 A-J	Door 6: Springfield Ave. door nearest Union Ave.	Same
Grade 7 K-Z	Door 5: Springfield Ave. doors nearest Cooper Place	Same
Grade 8 A-K	Door 1: Belford Ave. doors nearest Union Ave.	Same
Grade 8 L-Z	Door 2: Belford Ave. doors nearest Cooper Place	Same

TIME SCHEDULES

Crossing guards are on duty from 7:30-8:30 a.m. and 2:30 to 4 p.m. each school day. Do not send your children to school before the appropriate times. Please plan to have your children arrive at school no more than five minutes before the doors open. If students arrive too early, there is no supervision provided. We also hope to avoid accidents that can occur on play areas. **Please note: If a student arrives to school after 7:55 a.m., he/she must report to the main office for a late pass.**

TIME SCHEDULE – GRADES 7 and 8

Doors open: 7:40 AM Homeroom: 7:55-8:00 AM

REGULAR SCHEDULE

BLOCK	TIME/DAY	A	B	C	D
1	8:03-8:59	1	2	3	4
2	9:02-9:58	2	3	4	1
3	10:01-10:57	3	4	1	2
1 ST -LUNCH CLASS	11:00-11:42 11:45-12:41	5	6	7	8
CLASS 2 ND -LUNCH	11:00-11:56 11:59-12:41				
6	12:44-1:40	6	7	8	5
7	1:43-2:39	7	8	5	6

DELAYED OPENING DUE TO WEATHER CONDITIONS OR AN EMERGENCY

Weather conditions permitting, the following procedure will be used for delayed openings. If the opening of school is delayed for any reason, teachers will report at 10:00 a.m. *Students will attend from 10:40 a.m. to 3:00 p.m. **(No lunch period is provided on such days).**

EARLY DISMISSAL/ONE-SESSION DAY

There will be no lunch period. Bells should be ignored and the students/teachers follow the schedule shown below. Instrumental music teachers will set up their own schedule.

*Classes are determined by the “Letter” day. If an emergency school closing occurs, the “Letter” day scheduled for that day will be omitted.

SINGLE SESSION DAY	DELAYED OPENING SCHEDULE	ALL PERIOD SCHEDULE
HR 7:55-8:00	HR 10:40-10:45	HR 7:55-8:00
BLOCK 1 8:03-8:43	BLOCK 1 10:48-11:30	BLOCK 1 8:03-8:59
BLOCK 2 8:46-9:26	BLOCK 2 11:33-12:13	BLOCK 2 9:02-9:58
BLOCK 3 9:29-10:09	BLOCK 3 12:16-12:56	BLOCK 3 10:01-10:57
BLOCK 4 10:12-10:52	BLOCK 4 12:59-1:39	1 ST -LUNCH 11:00-11:42

			CLASS	11:45-12:41	
			CLASS	11:00-11:56	
			2 ND – LUNCH	11:59-12:41	
BLOCK 5	10:55-11:35	BLOCK 5	1:42-2:22	BLOCK 6	12:44-1:40
BLOCK 6	11:38-12:18	BLOCK 6	2:25-3:00	BLOCK 7	1:43-2:39

FIRST DAY OF SCHOOL

Students in grades 7 and 8 report by 7:50 a.m. to their designated entrance.

EXCUSED LATE ARRIVAL AND EARLY DISMISSAL POLICY

The Board of Education requires that pupils be in attendance for the full school day in order to benefit from the instructional program. State-excused absences shall be as follows:

No pupil will be permitted to leave the school before the end of the school day except in the presence of the pupil’s parent or an agent of the parent. The office will maintain a record of the parents or guardians of each pupil. If one parent has been awarded custody of the pupil in a settlement of divorce and wishes to limit the non-custodial parent’s access to the pupil, the parent in custody must inform the principal of such limitations in writing. In the absence of such notice, the principal will presume that a pupil may be released into the care of either parent.

Students must arrive no later than 9:30 am and leave no earlier than 1:30 pm to be counted present for a full day of school and three (3) academic blocks to be counted present for a half day of school.

No pupil who suffers an incapacitating medical disability will be released from the school except in the presence of an adult.

EMERGENCY SCHOOL CLOSING PROCEDURES

The Rutherford Public Schools have adopted the Connect5 Notification Service that will allow us to send a telephone, text and/or e-mail message to you for the following:

- Emergency School Closings
- Delayed Opening due to Inclement Weather or Emergency Conditions
- Early Dismissal/One Session Day

CONNECT5 Notification Service forms are available online requiring updates to your home telephone number, cell phone, work numbers, etc. The information provided on this form was entered into the PowerSchool system for the CONNECT5 Notification Service. *This CONNECT5 Notification Service has replaced the PTA phone chains.*

Information on school closings: An emergency phone message (201 438-7675) is available which provides pre-recorded information stating that schools are closed or delayed. Check the district website at www.rutherfordschools.org for information regarding emergency closings, delays and early dismissals.

DELAYED OPENING DUE TO INCLEMENT WEATHER OR EMERGENCY CONDITIONS

Weather conditions permitting, the following procedure will be used for delayed openings:

- 1) The emergency telephone with pre-recorded message will be operational (201-438-7675)
- 2) Students in grades 7-8 will report at 10:40 a.m. and will be dismissed at 3:00 p.m.
- 3) No lunch period will be provided.

EARLY DISMISSAL/ONE SESSION DAY

On all one-session days, either planned or due to an emergency, such as inclement weather, dismissal will be at 12:18 p.m. Please be prepared for these situations. Up-to-date information is needed for our CONNECT5 system to be effective. Be sure that you have a trusted person to pick up your child.

If a child is not picked up on early dismissal days, the police will be notified and your child placed in their care. You must also have a person who will be able to pick up your child if your child becomes ill and must leave school.

PARENTS/VISITORS TO SCHOOL

To ensure the safety of our children, it is imperative that all visitors enter through the front door and report directly to the office. Visitors to the building are required to wear a “visitor identification tag.”

STUDENT INSURANCE POLICIES

The Rutherford School District has made available a Student Insurance Policy for all students of the district. The policy will be offered to you during the beginning of the school year. Each student must return the policy form with either a check for the amount of the policy or the statement that you do not desire it.

SMOKING ON SCHOOL PROPERTY

Please be aware that it is illegal to smoke or vape on school grounds and in school buildings.

DOGS ON SCHOOL PROPERTY

Please do not bring dogs or other animals onto school grounds. While many dogs accompanying owners are leashed and well behaved, a number of our students and parents are afraid of dogs of any size. Having a dog on the property could result in an accident should a dog become excited by running children or strange noises that often present themselves on our grounds. If you decide to bring a leashed dog with you to school, please remain on the sidewalks, away from the door entering the building.

PARENT CONFERENCES

Parents are encouraged to take an active role in their children's education. Concerns and questions should always be referred first to the classroom teacher. Telephone or in-person conferences can be arranged by writing, calling, or emailing the appropriate teacher to schedule an appointment.

COMMUNICATION BETWEEN PARENTS & TEACHERS

The Rutherford Board of Education believes that parents and teachers are partners in the educational process. Within this cooperative working relationship, parents have the right to know how their children are progressing in school. It is essential that a child's progress be reported to parents on an ongoing basis to facilitate a cooperative home-school effort, which encourages and supports student learning.

Methods of communication may include telephone contacts, e-mail, parent-teacher conferences, progress reports, and quarterly report cards. Parents should be encouraged to participate in the educational process and to feel free to initiate contact with the teacher at any time. Telephone or in-person conferences can be arranged by writing or e-mailing the teacher, or by calling the students' guidance counselor to schedule an appointment.

STUDENT REPORT CARDS

Grades 7 and 8 report cards are in electronic form and can be viewed online.

SCHOOL SUPPLIES

Teachers will provide parents and students with a supply list during the first week of school in accordance with the subject matter.

CELL PHONES/PERSONAL ELECTRONIC DEVICE

A student is not permitted to have turned on or use a Personal Electronic Device on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. A student's Personal Electronic Device may only be used on school grounds before or after the school day or with the permission of a school staff member supervising the student in a curricular or school-sponsored co-curricular activity. The Personal Electronic Device must be turned off and kept in the students' lockers during the school day. Violation will result in confiscation of the items; they will be returned only to a parent or guardian. Further infractions will result in student dropping off the phone in the main office at the start of the school day and retrieve it at the end of the school day for time determined by the administration. If a student needs to make a phone call during the day, he or she can go to the main office. The Rutherford Board of Education is not responsible for lost, stolen, or damaged cell phones or personal electronic devices.

CARE OF SCHOOL PROPERTY

Each pupil is charged with the responsibility for the proper care of school property and supplies. Any pupil who causes damage to school property will be subject to disciplinary measures, and parents/guardians will be responsible for reimbursement to the district.

SCHOOL LOCKERS

School lockers remain the property of the district even when students use them. Lockers are subject to administrative search in the interests of school safety, sanitation and discipline. Law enforcement officials, upon presentation of a proper warrant, also may search them. The school is not responsible for any items lost or stolen from lockers.

SCHOOL GROUNDS

The administration and school personnel shall be responsible for reporting any suspicious vehicles or persons near school buildings. Only authorized vehicles shall be permitted closest to the building. In the event of an emergency, maintenance personnel shall be dispatched to prevent unauthorized vehicles from getting close to the building and may utilize staff or district vehicles to block passages of other vehicles from gaining access to the front of the school.

RESPONSIBILITY FOR SCHOOL MATERIALS

All students are issued Chromebooks, textbooks and/or materials at the beginning of the year for which they are responsible during the year. If directed, these materials must be returned at the end of the year. Failure to return school property in the same condition as issued will lead to the levying of fines. These fines are necessary to replace lost or damaged instructional materials. Transcripts, schedules, etc., will be withheld if books, materials, or money are owed. **All Chromebooks and textbooks should have protective covers.**

WHAT DO I DO IF MY CHILD FORGETS SOMETHING (GLASSES, LUNCH, etc.) AT HOME?

We will call home if a child forgets his/her lunch or glasses. There will be no calls home for Chromebooks, sneakers, homework, textbooks, library books, or games. If anything is forgotten at home, the parent may bring it in and drop off said items in the drop box located by the front office. Staff members will be sure that your child receives the item.

HOW CAN I AVOID THE LOSS OF MY CHILD'S PERSONAL PROPERTY?

Please label everything that belongs to your child - lunch box, clothing, games, etc. Be sure that all of his/her books have names printed in the front. No child should bring to school any items of value. Any hand-held video games, collectables, mp3 players, Bluetooth speakers, tablets and large amounts of cash should remain at home. Students may not carry, wear, or use any other electronic entertainment device (i.e., walkie-talkies, Bluetooth headphones or ear buds, hand-held devices, etc.) between the start of homeroom and the dismissal bell. Any violation will result in the confiscation of the item. It will either be returned by the principal to the parent or be held and returned on the last day of the school year.

SPECIAL PROGRAMS

TECHNOLOGY – Chromebooks will be issued at the start of the school year (see the Chromebook Handbook on the UMS website for further details https://www.rutherfordschools.org/media/it/gsuite/Rutherford_ChromebookHandbook.pdf). Projects in seventh and eighth grade computer applications courses reinforce the core applications taught in other academic disciplines such as math, science, social studies and language arts. This well-balanced approach to technology instruction at Union Middle School develops a higher level of competency within students, including critical thinking skills and problem solving skills, as well as fostering integrity and personal responsibility as the wealth of information on the Internet is utilized.

DISCIPLINARY ACTION

Any violation of district rules may result in loss of district-provided access to the Internet and/or other computer devices. Additional disciplinary action may be determined at the building level in keeping with existing policies regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. Hence, consequences of user violations include, but are not limited to: detention, suspension, or revocation of network access; suspension or revocation of computer access, and school disciplinary action, including but not limited to: detention, suspension, expulsion, and/or legal action or prosecution. See the **Code of Conduct** policies on the Union Middle School website for further explanation http://www.rutherfordschools.org/media/Union/forms/Code_of_Conduct_Union.pdf.

RTI- The basic skills program provides instruction in math, reading and language skills. Pupils who perform below acceptable levels on statewide assessments of the New Jersey Student Learning Standards shall participate in remedial programs. Proficiency shall also be evaluated through multi-skills assessment, standardized tests, diagnostic instruments, teacher observation and pupil progress reports. Parents will receive notification of inclusion into the program if their child needs to be pulled out of an elective.

INSTRUMENTAL/CHORUS MUSIC - During the school year, various performing ensembles are offered to the students in instrumental music. Depending on the instrumentation, bands, orchestras and other smaller performing groups may be formed. Some of the performances that occur annually include the Holiday Concert, Spring Concert and the Memorial Day Parade. Other performing opportunities are also available, depending on the groups and scheduling of other events.

PHYSICAL EDUCATION - The footwear in class must be a sneaker that is designed for activity. Climbing boots or walking boots that have a heel (not a flat surfaced bottom) are not appropriate for running and movement activities in the physical education class. The sneakers must tie or Velcro. Slip-on sneakers may not be worn in activities. Watches and jewelry (chains, rings, earrings, bracelets, pins, etc.) may not be worn in class. These valuable items should be secured at home the day of class or in the student's locker. Watches and jewelry should not be left in the gymnasium, the phys. ed. office or the field. When students wear new posts or new earrings, they may not participate in all activities and receive zero credit for those activities missed. If students are going to have their ears pierced, they should look at extended vacations or the summer vacation to minimize loss of credit in physical education. In the event of illness or injury, students must come prepared for class and present a note from a parent or guardian explaining the nature of the illness or injury and length of non-participation.

For illnesses or injuries that excuse a student from more than three classes, a medical note indicating when the student may return to full or modified activity is required. During poor weather, when students usually wear boots to school, sneakers should be carried in a bag or backpack and put on when arriving in the gym.

A student may not use crutches in school unless the treatment is accompanied by a note from their physician/emergency room. The note must state a diagnosis for the crutches and the length of time the crutches are to be used in school.

MEDIA CENTER - In order for students to use the media center, they must have acquired a Rutherford Public Library card. Children may check out books and magazines for 2-week periods with 2 renewals allowed. Books can be returned every day after school and during library classes. We do not charge fines for overdue books. However, fines are charged for lost or damaged books. Our first overdue notice is sent home after 30 days, with a second notice following at 60 days. After 60 days a third notice is issued, along with the replacement cost. Report cards will not be issued at the end of the year to students who have overdue books or unpaid assessments.

SCHOOL LUNCH PROGRAM

Students are expected to remain in school where they will be under the direct supervision of teachers and lunch monitors. Parents may supply a lunch from home or purchase lunch from a food service that is available. **Please make sure your child has their lunch before leaving home to prevent disruption of instructional time. If you must bring in your child's lunch, please write their name on their lunch bag and drop it off in the drop box at the front door before 10:30 am.**

RULES FOR SUPERVISED SCHOOL LUNCH PROGRAM

1. Students are to obey lunch monitors and supervising teachers at all times. Lunch monitors are part of the official school staff and disrespect or rudeness towards supervision will not be tolerated.
2. Students are to remain in designated areas and on school grounds at all times. No one is to leave school property at any time or roam throughout the building.
3. Students will be expected to clean up their eating area when finished and discard trash in receptacles. There will be no running or rowdiness in the lunchroom or in classrooms during lunch.
4. Students are encouraged to show and practice good table manners at all times. Throwing of food or any object is expressly prohibited.
5. Students should be expected to exhibit proper conduct inside as well as outside, showing respect for themselves and others. Vulgarity and rough play will not be tolerated.
6. Students are not permitted to use their cell phones, Chromebooks or any other electronic device in the cafeteria, unless they receive permission from the administration.

CAN YOUR CHILD BE SIGNED OUT OF LUNCH FOR SPECIAL OCCASIONS?

Yes. Please send a note to the teacher or office stating that you (or someone else) will be picking up your child. The person picking up your child must come into the office and sign the child out. The child must also be escorted back into the building and signed in. A parent/designee must accept supervisory responsibility for the duration of the period for that child.

STUDENT ATTENDANCE REQUIREMENTS AT UNION MIDDLE SCHOOL

1. **PLEASE REPORT ALL ABSENCES TO THE OFFICE BY 7:40 A.M.** by emailing unionattendance@rutherfordschools.org or calling 201-438-7675 ex 3257
2. Daily attendance is a requirement for every grade. **Students absent more than eighteen (18) days will not qualify for receipt of assigned credit. Students who have accrued more than eighteen (18) absences but less than thirty (30) absence are considered to be in a NONCREDIT STATUS.** Students placed in a NONCREDIT STATUS may appeal to the building principal within five (5) days after receiving the written, NONCREDIT notification.
3. Students over 16 years of age, who miss more than thirty (30) days of school, even though these days are non-consecutive, will be notified and dropped from the rolls. Notification will take the form of a personal conference with the parent(s), student, and assistant principal. The attendance office shall notify parents of those students less than 16 years of age that credit for the course has been denied and the course must be audited for the remainder of the school year. Due process will be exercised to the fullest.
4. The attendance office will mail a letter of notification to parents or guardians alerting them of the danger of the student’s noncompliance with the attendance requirements. **Letters will be mailed on the tenth (10th) and fifteenth (15th) absence.** These letters are in addition to normal office procedures of random telephone calls checking on absences, reporting absences on report cards, and the use of progress reports.
5. At times a doctor treats some illnesses and it may become necessary to substantiate these absences during an appeals hearing if it is invoked against a student. Therefore medical excuses must be submitted immediately upon return to school, where they will become a part of the student’s permanent attendance record. The school will not honor retroactive medical excuses from doctors. **All students will receive letters in regard to their absences even if the school is in receipt of medical documentation. These are general letters that are sent home for your information. The format of these letters does not change for any individual student regardless of their situation.**
6. Written excuses from parents are due as soon as students return to school. Students may be sent home for written verification when failing to present a written excuse when due or face disciplinary action.
7. All students who enter Rutherford Schools after the opening of school shall have the number of absences prorated accordingly.
8. State-excused absences shall be as follows:(1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16. (a)The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis; (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2; (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33; (4) Take Our Children to Work Day; (5)The student’s required attendance in court (6) College visit(s), up to three days per school year for students in grades eleven and twelve; and (7) Closure of a busing school district that prevents a student from having transportation to the receiving school; and. (8) Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.
 - (a) “Civic event” means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.
 - (b) The parent of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least five school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.

PRORATED SCALE

Students who enter Union School after the opening of school shall have the number of absences prorated. Notification procedures for prorated students will differ in accordance with the total number of absences allowed. A student who exceeds the number of allotted days will be notified and given the option to file an appeal.

	Warning Letter	2nd Warning Letter	
September	10	15	18
October	10	15	17

November	9	13	15
December	7	11	13
January	-	8	11
February	-	6	9
March	-	5	8
April	-	3	6
May	Immediate	Parent Contact	4
June	Immediate	Parent Contact	2

TARDINESS

The school day begins at 7:55 a.m. All students are expected to arrive to school on time. It is the parents' and students' responsibility to arrive on time. **Online access to attendance can be viewed in PowerSchool through the Parent Portal.** Continual tardiness will lead to parental contact, parent conferences, referral to the Student Assistance Counselor (SAC) and Lunch Detention, Morning Detention, Afterschool Detention and In-School Suspension. Additionally, a personal Connect5 message will be called home each time a student is late.

- On the **third (3) unexcused tardy**, the student will receive a letter.
- Students will serve a detention for **every unexcused tardy after four (4)**.
- Students may be assigned In-School Suspension for excessive tardiness.

Online access to attendance can be viewed in PowerSchool through the Parent Portal. Parent(s)/Guardian(s) should utilize this tool to monitor their child's tardiness. All students will receive letters in regard to their tardiness even if the school is in receipt of medical documentation. These letters are sent home for your information. The format of these letters does not change for any individual student regardless of their situation.

Violations that are repeated willfully may result in referral for counseling, identification to the child study team and/or the imposition of more severe disciplinary action.

SICK CHILDREN

Children should not be sent to school when any of these symptoms of illness are present:

1. Temperature over 100.4° F (38° C) - keep your child at home until an elevated temperature has returned to normal for 24 hours to indicate wellness.
2. Coughing frequently
3. Sore throat – (look to see if red)
4. Discharge from eyes or red eyes
5. Rash on body, face
6. Diarrhea/vomiting, nausea

Students must be present for a full day of school in order to participate in any after school activity and/or event.

ADMINISTERING OF MEDICATION IN SCHOOL

No medication shall be administered to pupils in school except by the school nurse after all necessary approvals have been secured. Requirements:

1. Parent must submit a written order for the medication from the student's physician explaining the following:
 - a. purpose of the medication
 - b. dosage of the medication
 - c. time the medication is to be given
 - d. length of time for which the medication is prescribed.
2. Medication must be delivered to the school nurse in its original container by the parent/guardian.
3. Parent must submit a written request to the school nurse to administer the medication as prescribed by the family physician and shall release the school personnel of any liability.

Please note: Non-prescription, over-the-counter remedies such as aspirin, eye drops, creams, allergy medications, etc., are medicines. Any use of any medication in school must be prescribed by a physician and requested by the parent using the above procedure.

IMPORTANT HEALTH NOTICE- REQUIRED TESTING

TUBERCULIN TESTING (Mantoux Test) - The State Department's rules concerning testing for evidence of Tuberculosis in public schools are as follows:

I. The Mantoux intradermal test using 5 TU of stabilized PPD tuberculin shall be used exclusively for the testing of students, teachers and employees.

II. Students in the following categories are to be tested in ALL school districts:

1. Students transferring from another country without a documented Mantoux tuberculin skin test administered within the previous six months.
2. Students in any grade who transfer from a state with a higher TB case rate per 100,000 population than New Jersey.

EXCEPTIONS:

Students transferring into K through 5 with documentation of a Mantoux tuberculin skin test result at age 4 or after.

Students transferring into grades 6 through 12 with documentation of a Mantoux tuberculin skin test result within the past six months.

3. Students who have transferred into the eighth grade from another New Jersey public school district where they would have been tested.

HEPATITIS B VACCINE REMINDER - Students entering Kindergarten - Grade 12 must have completed the Hepatitis B series in order to enter school in September.

VARIVAX (Chicken Pox Vaccine) - required for children entering school born on or after 1/1/98.

PRE-ENTRANCE PHYSICALS - Must be done by a private healthcare provider for new entrants and kindergarteners.

If you need to contact a school nurse:

Kim Fecanin, R.N. - Certified School Nurse
Union School

Julie Frattarola, R.N., M.A. - Certified School Nurse
Pierrepont School

Judith De Pasquale, R.N., M.S. - Certified School Nurse
High School

Lynn McShane - Certified School Nurse
Washington School

Dianne Moldez, BSN, R.N. - Certified School Nurse
Lincoln School

MEDICATION

The school cannot administer medicine, including aspirin. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent. The form and medication must be sent to the nurse's office. The Board of Education may permit the self-administration of medication by a pupil with asthma or other potentially life-threatening illnesses provided that certain conditions are met. Please consult the nurse in your child's school. Epi-pen information is also available.

NOTES/ELEVATOR

A student may not use crutches in school unless the treatment is accompanied by a note from their physician/emergency room. The note must state a diagnosis for the crutches and the length of time the crutches are to be used in school. A note from a physician is mandatory in order for a student to utilize the elevator.

HOMEWORK POLICY

DEFINITION

Homework is an academic activity engaged in by students outside of class.

PURPOSES

The primary objective of homework is to foster a sense of student responsibility for the learning process through tasks requiring time-budgeting and decision-making. More specifically, homework is intended to:

1. provide for essential practice in and reinforcement of skills
2. enrich and extend classroom experiences and build positive work and study habits

3. provide experiences in finding sources and gathering data
4. encourage the development of self-discipline and integrity

AMOUNT OF HOMEWORK

The amount of time which students in the same grade will spend on homework will vary due to individual differences. In grades 4-12 teachers are encouraged to coordinate assignments. If a student consistently states that he/she has no homework or that he/she has completed an assignment in school, parents should contact the teacher, or check said teacher's website.

GRADING/EVALUATION OF HOMEWORK

In order to encourage positive student attitude toward homework, teachers will be expected to instruct their pupils in the proper techniques and methods of completing homework assignments.

1. The teacher checks homework and affixes a comment and/or assigns a grade when appropriate. Homework grades are a part of the report card grade.
2. The students are responsible for and expected to complete and submit each assignment on its due date. The assignments are to conform to the procedures set forth by the teacher in conjunction with the administration.
3. The teacher will notify a parent by phone or written note whenever a student consistently fails to do his/her homework. Parents are encouraged to check the Parent Portal in grades 6-12 and contact the teacher as needed.
4. In grades 7-12: homework is assessed in English, Science, Mathematics, Social Studies, World Language, and Health. Homework will count as no less than 10% or more than 15% of each marking period's grade.

HOMEWORK DURING ABSENCES

All classwork and homework assignments due to absence are to be made up within a time period specified by the classroom teacher or administrator. The student is expected to show initiative in seeking out a teacher to determine what assignments were missed and when these shall be due. Work is posted on Google Classroom and can be sent home to any student involved in an extended absence.

ROLE OF THE STUDENT REGARDING HOMEWORK

Students should regard homework as a serious undertaking and should accept full responsibility for the completion of homework in a timely manner. They should ask questions concerning homework assignments prior to leaving school, request assistance from a teacher for clarification when necessary, and attend homework help after school.

ROLE OF THE PARENT REGARDING HOMEWORK Parents should try to provide a home atmosphere that is conducive to good study habits. Parents are encouraged to take a serious interest in a child's homework by helping him/her to budget time properly for immediate and long-range assignments, by providing a quiet area for a child to work, and by offering the kind of assistance that enables a student to think for himself/herself in completing assignments.

In departmental/grade level situations it is important for teachers to confer in order to avoid overloading students. Teachers will make every reasonable effort to see that students who have been absent understand the homework assignments they have missed and receive the support necessary for effective learning.

RUTHERFORD PUBLIC SCHOOLS PLAGIARISM GUIDELINE Any student who intentionally plagiarizes an assignment will receive a zero on that assignment and will not be given an opportunity to make it up. Plagiarism is prohibited in all types of work: classwork, homework, research assignments, essays, lab reports, etc. Examples of plagiarism include, but are not limited to:

- Turning in someone else's work as your own.
- Intentionally sharing your work knowing someone else will claim it as their own.
- Copying large pieces of text from a source without citing that source.
- Taking passages from multiple sources, piecing them together, and turning in the work as your own.
- Copying from a source but changing a few words and phrases.
- Paraphrasing from a number of different sources without citing those sources.
- Turning in work that you did for another class without getting your teacher's permission first.
- Buying an essay or paper and turning it in as your own work.
- Using a foreign language translation program or website.

PROMOTION AND RETENTION

The Board of Education requires that all pupils move through the program of instruction in the public schools of this district in accordance with their individual academic and social growth. Promotion in grades kindergarten through 6 shall be based on consideration of each child’s academic achievement as determined by teacher judgment using report card grades, achievement testing, and daily teacher observation as criteria. Social and emotional maturity will also be considered. The final determination for promotion resides with the building principal. To be promoted from grade 7 to grade 8 and from grade 8 to grade 9, a pupil must receive a final passing grade in ELA literacy and mathematics. Furthermore, a pupil must receive a final passing grade in two out of three of the following core subjects: science, social studies and world languages. With the approval of the principal, a pupil may attend an approved summer school to makeup a failed subject(s). The pupil must successfully pass the subject in order to be promoted to the next grade. Online courses are not accepted for credit as a new course. Online courses taken for a course previously failed will be accepted with prior approval of the principal. In any event when a pupil is in danger of being retained at a grade level, prior notification of the parent is required. This notification must be made early enough so as to allow for the parent to participate in the development of intervention strategies that could assist the pupil in meeting grade level or course requirements.

No pupil should be retained more than one time without Child Study Team consultation.

STANDARDIZED ACHIEVEMENT TESTS

The assessment program of the Rutherford Public Schools is guided by a Board Policy that calls for an annual assessment of students and for a report of each assessment to be given to parents/guardians. The policy also states that students with disabilities and students with limited English proficiency are included in such assessments when appropriate. In addition, the New Jersey State Department of Education mandates testing in grades 3 - 8, and 11 to determine each student’s progress toward meeting the requirements of the New Jersey Student Learning Standards.

GRADING SYSTEM POLICY– GRADES 7 and 8

97 and above	A+		
93 - 96	A	73 – 76	C
90 - 92	A-	70 -72	C-
87 - 89	B+	67 – 69	D+
83 - 86	B	63 – 66	D
80 - 82	B-	Below 63	F
77 – 79	C+		

The first number of the range is the minimum number to achieve the grade and the number averages shall not be rounded up. The report card grade will be recorded in a numerical average and its equivalent letter.

The final grade for a course is determined by the numerical average of all marking period averages. The final grade on a report card grade will be recorded in a numerical average and its equivalent letter. A student must achieve a final numerical average of 63 or above to earn credit in a course.

A marking period grade may include projects, papers (ex. – research), laboratory performance, preparedness, effort, and class participation. Pupils who cut class are to receive a zero for all work missed and shall not have the option to make up missed work.

In addition to the letter grades and their numerical equivalents, the following grades shall be recognized:

- I = Incomplete
- WP = Withdrew passing
- N = for LEP students only with administrative permission
- X = Excused
- WF = Withdrew failing

HONOR ROLL – GRADES 7 & 8

- (1) All subjects are included.
- (2) No one may be on the Honor Roll who has received an Incomplete, a C grade (C+, C, and C-), a D grade (D+, D) or an F.
- (3) The Honor Roll will have 2 categories: Maximum Honors and Honors
 - Maximum Honors: At least 5 A's and no grade lower than a B
 - Honors: At least 4 A's and no grade lower than a B-

The following grade point average equivalents shall apply in determining the grade point average for class rank:

A+ 4.3	B+ 3.3	C+ 2.3	D+ 1.3	WF 0.0
A 4.0	B 3.0	C 2.0	D 1.0	WP 1.0
A- 3.7	B- 2.7	C- 1.7	F 0.0	NF 0.0

CRISIS RESPONSE INFORMATION

In the event of any dangerous condition or situation as declared by the state, federal, or local government authorities, school personnel shall follow the directions provided by the local emergency management officials, police, or other government officials at the site.

Personnel shall be alert to reporting any vehicle, person or packages that appear suspicious. Personnel are encouraged to be vigilant in observing any person or activity that appears out of the normal routine. All personnel shall be responsible for challenging any person who is not an employee and is not wearing a visitor's pass. All doors shall remain locked during school hours. Anyone coming into a school building after the start of the school day shall be required to enter through the front entrance only. Persons approaching the back or side doors shall be directed to the front. No one shall open the back or side doors to strangers or non-employees.

Evacuation, lock down and shelter in place drills shall be conducted on a regular basis throughout the school year. These drills may be announced or unannounced. These drills may be conducted with the participation of state, local or federal authorities. ***In the event of an actual occurrence, parents should not come to school or evacuation sites but rather wait for instructions via the parent phone chain or community calling system.*** Schools or evacuation sites will be secured for the safety of students and staff members. Notice will be provided to parents/guardians when school security drills have been conducted. No parent/guardian contact will be made following fire drills.

ADMINISTRATIVE RESPONSIBILITIES

Each building administrator shall be responsible for ensuring that his or her facility is locked during school hours. Administrators shall be sure that each facility has a battery-operated radio, a two-way communication system, flashlights, and a cell phone. All administrators shall ensure that their building emergency management plan and procedures are current and that a copy is on file in the district offices. Each administrator shall ensure that school personnel know the procedures to follow in the event of an evacuation or lock down.

EMERGENCIES REQUIRING EVACUATION

In the event of a fire or other emergency requiring evacuation, each school shall be evacuated as per its emergency evacuation plans. Students will be removed to designated areas furthest from the building. In the event of inclement weather or if it is anticipated that the evacuation will be for an extensive amount of time, students will be directed to the closest emergency evacuation location identified in their respective building plan. Teachers shall keep their attendance books with them and attendance shall be taken upon exiting the building and upon arrival at the off campus site. Any child found to be unaccounted for shall be immediately reported to the school authorities on site and to the police and/or fire officials. Staff members will take cell phones, keys and purses so as to allow for communication outside of the building and to prevent staff from having to go back into the building before going home.

In instances where the building is evacuated and authorities will permit parents to pick up their children, middle school parents will receive this information via the Connect5 calling system and the Rutherford Board of Education website. Parents must report to a designated area at the evacuation site and officially sign their child out of school. An account of each child's presence is required throughout the time of the evacuation. Non-parents who are sent to pick up children shall be required to identify themselves, provide documentation as to their identity, and have written confirmed permission of the parent. For high school students, no notice will be provided and students will be released from the evacuation site if it is deemed safe for them to leave.

If an evacuation should occur, the district office at 176 Park Avenue-2nd floor will serve as the central information center. Any parent or other individual wishing information shall be directed to this location. Information regarding the evacuation will also be available on the district emergency call number. No information will be provided at the building level due to the importance of maintaining a central control to provide for student safety.

LOCK DOWN

If there is a building emergency because of intruders in the building, teachers shall lock classroom doors and keep doors locked until receiving official notice from the school administrator or designee. It is imperative that everyone remain quiet and not call attention to him/herself.

If a lockdown should occur, the district offices at 176 Park Avenue-2nd floor will serve as the central information center. Any parent or other individual wishing information shall be directed to this location. Information regarding the lock down will also be available on the district emergency call number. No information will be provided at the building level.

SHELTER-IN-PLACE

If there is a building emergency because of events outside of the building, i.e., chemical spill, ice storm, threats of violence, etc., teachers shall follow building plans regarding movement of students and sheltering procedures. It is imperative that everyone remains quiet and follows directions that emanate from the school officials or local authorities.

Once authorities will permit parents to pick up their children, middle school parents will receive this information via the Connect5 calling system and the Rutherford Board of Education website. The parent must report to the office or other designated area and officially sign the child out of school. An account of each child's presence is required throughout the time of the lock down. Non-parents who are sent to pick up children shall be required to identify themselves, provide documentation as to their identity, and have written confirmed permission of the parent. For high school students, no notice will be provided and students will be released once it is deemed safe for them to leave.

In instances that prohibit anyone from leaving the building, then the building will remain locked until authorities determine that it is safe. Staff and parents should anticipate the needs of individuals who have conditions that require medication and provide medication beforehand to the school nurse in sufficient quantity in the event of a lockdown of 3 or more hours. No one other than emergency personnel shall be permitted to enter the building during the lockdown.

If a lockdown should occur, the district office at 176 Park Avenue-2nd floor will serve as the central information center. Any parent or other individual wishing information shall be directed to this location. Information regarding the lock down will also be available on the district emergency call number. No information will be provided at the building level.

CODE BLUE Janet's Law requires that all public and non-public schools to have an automated external defibrillator (AED) in an unlocked location on school property with identifying signage. In addition, we have established and implemented an emergency action plan, also known as 'Code Blue,' for responding to a sudden cardiac event, including but not limited to, an event requiring the use of an AED.

TRANSPORTATION

All district bus drivers are equipped with cell phones and a two-way radio in order to maintain communication. In the event of an emergency which requires buses to be off the road, bus drivers will utilize the safe haven system whereby they will be accepted and sheltered in the nearest public or non-public school. Bus drivers will notify the district transportation coordinator of their location and await instructions regarding dismissal of children in their care.

STUDENT DRESS CODE

The Rutherford Board of Education believes that the clothes that students wear ought to be appropriate within reasonable limits and ought not to be in any way distracting from educational activities.

The school authorities have no intention of dictating the specific types of hair styles and grooming to be worn by the students. However, certain common-sense rules should govern the matter in which students are dressed for class, for school social affairs, and for off-campus school activities.

The following types of clothing will be deemed inappropriate:

1. Extremely low cut, transparent clothes, bare midriffs, revealing undergarments.
2. Dresses, skirts or shorts that are shorter than mid-thigh; spandex shorts are not acceptable except in gym class.
3. Hats, hoods, headbands, bandannas and sunglasses unless for medical or religious reasons (documentation may be requested).
4. Clothing, patches, or symbols which contain profane, obscene, offensive, and inappropriate language, references to alcohol, sex, tobacco or drugs; or demeaning references to a specific gender, nationality, ethnicity, race or religion.
5. Torn or ripped clothing.
6. Outdoor jackets or coats except when entering or leaving the building.
7. Footwear that is considered unsafe or dangerous.

IMPLEMENTATION POLICY

1. When a pupil is not in compliance with the Student Dress Code, the teacher or other staff member shall send the pupil to the nurse's office or his/her designee with a written report.
2. The school nurse or his/her designee, after discussion with the pupil, shall contact the parent. **The parent shall be requested to bring a change of clothing to school to enable the pupil to return to class.**
3. If the parent is unable to bring a change of clothing, the pupil shall be sent to another area where he or she will be given the assignments for the day.
4. **Repeated offenses shall be cause for suspension and/or any other disciplinary action deemed necessary by the principal or his/her designee.**

Cologne, perfume, body spray (AXE, etc) will not be permitted on school grounds due to medical concerns.

INTERNET USE

Use of the Internet is a privilege, not a right. Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of a network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general, this requires efficient, ethical, and legal utilization of the network resources by students. The Rutherford School District has taken steps to ensure that we are compliant with the Children's Internet Protection Act and Neighborhood Protection Act. Internet use guidelines are listed below so parents as well as students are aware of these responsibilities. Acceptable Use: These guidelines include but are not limited to:

The use of the Internet must be in support of education and research consistent with the education objectives of the Rutherford Public School District.

1. Use of another organization's network or computing resources must comply with the rules appropriate for that network.
2. Use of the network to access, download, or distribute pornographic, obscene, or sexually explicit materials is prohibited.
3. Use of the network to transmit obscene, abusive, sexually explicit, or threatening language is prohibited.
4. Transmission of any material in violation of any local, state, or federal statute is prohibited.
5. Use of the network to vandalize, damage, or disable the property of another individual or organization is prohibited.
6. Violation of copyright or otherwise use of the intellectual property of another individual or organization without permission is prohibited.
7. Use of the network for commercial, personal, for profit business, religious, or political messages, or lobbying, and product advertising activities is prohibited.

NETWORK ETIQUETTE: These accepted rules of network etiquette include, but are not limited to:

1. Be polite. Do not get abusive in messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Do not reveal personal information such as your address, telephone number, etc., to others while using the network.
4. All network activities, such as e-mail, may be treated like school lockers. That is, they are not guaranteed to be private. People who operate the system have the ability to monitor all activity. Activities relating to or in support of illegal activities may be reported to authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by others.

ONLINE CONDUCT: Action by a user that is determined by a system administrator, building or district administrator, or teacher to constitute an inappropriate use of computer networks or to improperly restrict or inhibit other users from using and enjoying computer network services is strictly prohibited and may result in termination of offending user's privilege of using computer network services. Users specifically agree not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Transmission of material, information, or software in violation of any local, state, or federal law is prohibited.

EMAIL GUIDELINES: The following guidelines are provided to assist staff and community members to utilize e-mail effectively in an educational setting. E-mail can be used for clarification of assignments, due date questions, field trip questions, requests for a phone call, thank you notes, communicating with colleagues and staff members, etc. Google Classroom is also a source of information for parents and students.

- o Be sure to put the topic of your e-mail in the subject heading. Teachers and staff often delete e-mails from addresses they do not recognize in an effort to avoid SPAM.

- o E-mail is not to be used for discussions, discipline issues, student information (privacy laws), and anything of a time-sensitive nature. Confidential items should be discussed over the phone or in person.
- o To e-mail a member of the faculty, click on the staff member's e-mail address in the E-mail Addresses section of their school or type the person's first initial and last name followed by @rutherfordschools.org.
- o Please be sure to sign your name and give e-mail addresses or phone numbers so that teachers can respond back to you.
- o Anonymous e-mails will not receive a response.

GOOGLE APPS

Rutherford Public Schools will be using "Google Apps for Education" during the school year. Using Google Apps tools, students collaboratively create, edit and share files and websites for school related projects.

STUDENTS NEED TO KNOW

Students will follow school policies for appropriate use when using all Internet based services like Google Apps. These services are considered an extension of the school's network. **Students are responsible for their own behavior at all times.**

PARENTS NEED TO KNOW

Acceptable Use of Computer Networks/Computer and Resources policy (2361) will be enforced. School staff will monitor student use of applications when students are at school. Parents are responsible for monitoring their child's use of applications when accessing programs from home. **Again, students are responsible for their own behavior at all times.**

PUBLIC RELEASE/INTERNET

By selecting this option on the online registration form, parents are giving permission for their child's name or picture to be used in publicity releases or media presentations by the school or the district. Parents who do not want this option should notify the school.

EQUAL EDUCATION OPPERTUNITY

The district shall provide equal and bias-free access for all pupils to all schools facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, ages, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, social or economic condition, or disability. Enforcement of other district affirmative action/equity policies (1140, 5755, 5512, 5750) contribute to this legally required equality of educational opportunity.

Staff members shall maintain professional relationships with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each pupil as an individual and to accord each pupil the rights and respect that is his/her due.

Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his/her program, consistent with district goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

1. Insisting on reasonable standards of scholastic accomplishment for all pupils;
2. Creating a positive atmosphere in and out of the classroom;
3. Extending the same courtesy and respect that is expected of pupils;
4. Treating all pupils with consistent fairness.

The board of education guarantees all pupils equal access to all academic programs within the learning environment. Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to privacy or right to hold personal beliefs that are different from those of the mainstream.

HARASSMENT

The district's affirmative action program is part of each academic program regarding all pupils. No one- -including pupils, staff members, vendors, volunteers, or visitors- -shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

Harassment is defined as a repeated pattern of unprovoked aggressive behaviors of a physical and/or psychological nature carried out by an individual or a group against an individual or group with the effect of causing harm or hurt. Harassing behaviors are all those behaviors that are unwelcome, unwanted and uncomfortable in the view of the recipient. They all have the effect of creating a hostile environment.

A third party may claim harassment. That is, individuals who are not directly involved in the behavior may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

SEXUAL HARASSMENT

Particularly, the Board of Education shall maintain an academic environment that is free from sexual harassment. Sexual harassment shall consist of unwanted and unwelcome sexual advances, requests for sexual favors and other inappropriate conduct or communication of a sexual nature when made by any staff member to a pupil, by any pupil to another pupil, or by any pupil to a staff member when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a pupil's evaluation, promotion, opportunities, privileges and other benefits of education;
2. Submission to or rejection of such conduct by a pupil is used as a basis for decisions affecting the pupil;
3. Such conduct has the purpose or effect of interfering with a pupil's academic performance or creating an intimidating or hostile educational environment.

The administration will inform all pupils that sexual harassment is prohibited in the educational setting. Specifically, no person employed by the district or by a vendor capacity shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupil's standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Any member of the student body may file a formal grievance related to sexual harassment. The Affirmative Action Officer will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the pupil's status nor affect future grades or class assignments.

Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action.

Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer or chief school administrator.

Violations of this policy or its related procedures shall be cause for appropriate disciplinary action.

EQUAL EDUCATIONAL OPPORTUNITY – HATE CRIMES/BIAS INCIDENTS

An employee of the Board who becomes aware in the course of his/her employment that a student or other staff person has committed a hate crime or is about to commit one shall immediately inform the building principal and chief school administrator. All incidents of hate/bias shall be reported whether they occur during school hours on school grounds or otherwise.

IMPLEMENTATION

The chief school administrator shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process and notification procedures. The chief school administrator shall ensure that, annually, all staff and all pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their right to file grievances under this policy and the law and the procedures relative to filing. Further, all staff and pupils shall be informed annually of the identity of the district's affirmative action officer and how he/she may be contacted.

The chief school administrator shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of a safe and nurturing educational environment.

CONDUCT/DISCIPLINE

The Board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, affected by the behavior of pupils.

The Board of Education expects pupils to conduct themselves, in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The Board of Education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents/guardians, staff and community, producing an atmosphere that encourages pupils to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

The best discipline is self-imposed, and pupils must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. Staff members who interact with pupils shall use proactive disciplinary action and place emphasis on the pupils' ability to grow in self-discipline.

The chief school administrator shall develop general guidelines for pupil conduct on school property and shall direct development of detailed regulations suited to the age level of the pupils and the physical facilities of individual schools. Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The chief school administrator shall provide to pupils and their parents/guardians the rules of this district regarding pupil conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

The regulations shall:

1. Require that pupils conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority;
2. Establish the degree of order necessary to the educational program in which pupils are engaged.

Pupils who display chronic behavioral problems may be referred to the Child Study Team for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code.

A pupil, whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a Board member, teacher, administrator, volunteer or other employee of the Board of Education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

SUBSTANCE ABUSE

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

WEAPONS

Weapons such as firearms, knives, blackjacks, slingshots, and other weapons are not to be brought to school at any time. This is a serious violation of school law (NJSC2C:39-3), will be referred to the local police, and may result in suspension or expulsion from school for up to one year. Toy weapons including jack knives, water guns, and Ninja swords/stars are prohibited. Teachers and bus drivers will be directed to take toys and give them to the principal. Only parents who come to school for these toys may retrieve them

HARASSMENT, INTIMIDATION, OR BULLYING
BOARD OF EDUCATION POLICY #5512 DISCUSSES THIS ISSUE IN DETAIL

In order to maintain a safe and civil school environment, the Rutherford Board of Education prohibits acts of harassment, intimidation, or bullying, which (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 environment.

Acts of harassment, intimidation, or bullying against any pupil or staff member will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline.

Harassment, intimidation, or bullying are defined as any gesture or written, verbal, physical act or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated 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 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 and supplementing P.L. 2002 c.83 (C.18A 37-13 et seq.) and chapter 3B of Title 18A of the New Jersey Statutes 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 pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- 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 the student's education or by severely or pervasively causing physical or emotional harm to the student.

An electronic communication is a communication transmitted through the use of electronic means including but not limited to telephone, cellular phones, computer, pager, e-mail, instant messaging, text messaging, Internet blog, Internet chat room, Internet postings and web site. Board policy requires all students in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for violation of these rules.

Any school employee, pupil, or volunteer who has witnessed harassment, intimidation, or bullying or has reliable information that a pupil has been subject to harassment, intimidation, or bullying must report the incident to the appropriate school official designated by the administration. The board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying.

Student handbooks or similar documents will outline the rules of the district regarding student conduct and identify disciplinary sanctions and due process. Information about this and other policies can be found on the district web site or at the district offices.

Information about policies and other important issues can be found on the district website.

STUDENT USE AND/OR POSSESSION OF ILLICIT DRUGS AND/OR ALCOHOL
BOARD OF EDUCATION POLICY #5530 DISCUSSES THIS ISSUE IN DETAIL

When a pupil is suspected of being under the influence of alcohol or other drugs on school property or at any school-sponsored function held off school property, the first responsibility of all school authorities is to secure appropriate medical attention as prescribed in N.J.S.A. 18A:40-4. In compliance with N.J.S.A. 18A:40A-12, the principal or his/her designee shall notify the parent or guardian and the superintendent of schools and arrange for the immediate examination of the pupil by a doctor selected by the parent or guardian. Payment of expenses resulting from such a medical examination by the doctor and/or hospital selected by the parents will be the obligation of the parent or guardian and not the school district. If a parent chooses to use the services of the school medical inspector or designee, then the school district will pay the expenses resulting from such a medical examination.

If the school authorities are unable to contact the parent or guardian or if the doctor selected is not immediately available, the school medical inspector or designee shall be immediately called upon to perform the examination.

A chemical screening report form shall be issued by the examining physician. The written report of said examination shall be provided within 24 hours by the examining physician to the parent or guardian of the pupil and to the superintendent of schools. If the written report of the medical examination is not submitted to the parent or guardian and the chief school administrator within 24 hours, the pupil shall be allowed to return to the school until such time as a positive diagnosis of alcohol or other drug is received

If a student has been positively diagnosed as being under the influence of drugs or alcohol, then he/she shall be returned to his/her home as soon as possible. The student shall not resume attendance at school until he/she submits to the principal a written report by the examining physician that he/she is physically and mentally able to return to school.

In accordance with the law, refusal or failure by a parent or guardian to comply with the provisions of N.J.S.A. 18:A40A-12 shall be deemed a violation of the compulsory education and/or child neglect laws. The Board of Education will institute the appropriate procedures to enforce these laws.

Students who have been positively diagnosed as being under the influence of alcohol or other drugs, including anabolic steroids, shall be subject to disciplinary action.

Acceptance of this handbook is an acknowledgement of receipt of this policy.

SMOKING/VAPING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS **BOARD OF EDUCATION POLICY #7434 DISCUSSES THIS ISSUE IN DETAIL**

In accordance with N.J.S.A 26:3D-58 and N.J.A.C 8:6-7.2, the Board prohibits smoking at all times anywhere in the school buildings and school grounds.

Notwithstanding any provision of the Policy, smoking by students is prohibited and governed by Policy No. 5533, 7434 and 5530.

The following consequences for students' smoking on school grounds are as follows:

Smoking/Vaping (first offense) Two (2 - 5) days Out of School Suspension/Chemical Screening. Encourage student to attend a smoking cessation program at parent/guardian expense.

Smoking (second offense) Five (5-10) days Out School Suspension/Chemical Screening. Encourage student to attend a smoking cessation program at parent/guardian expense.

Smoking (third offense) Ten (10) days Out of School Suspension/Chemical Screening. Encourage student to attend a smoking cessation program at parent/guardian expense.

For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or **the possession** of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substance to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA regulations provide parents of currently enrolled students and those students who are 18 years old or older the following rights:

1. To inspect and review the student's education records;
2. To seek amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. To require his/her consent prior to the disclosure of the personally identifiable information contained in the student's education records, except to the extent that FERPA and other federal regulations authorize disclosure without such consent; and
4. To file a complaint with the Family Policy Compliance Office, United States Department of Education, regarding any alleged failures by the district to comply with FERPA and its regulations. If the district discloses directory information from education records without parental/student consent, the district must notify parents and eligible students of the types of information that the district has designated as directory information and the parents'/students' right to opt out of disclosure of directory information. (Please refer to the "Pupil Records" section of this folder.)

In order to exercise their rights under FERPA, parents/guardians and eligible students must make a formal written request to the appropriate school principal.

NEW JERSEY SCHOOL INTEGRATION PEST MANAGEMENT ACT

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Rutherford Public Schools is:

Name of IPM Coordinator: John Gamboa

Business Phone number: 201-438-7675 ex 4117

Business Address: 176 Park Ave Rutherford NJ 07070

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Rutherford Union School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following pesticides have been used at this location in the past 12 months:

<u>Trade Name</u>	<u>Common Name</u>	<u>EPA Registration #</u>
Maxforce FC Ant Killer Bait Gel	Fipronil	432-1264
Maxforce FC Professional Ant Killer Gel	Fipronil	432-1264

OVERVIEW OF POSITIVE BEHAVIOR SUPPORT IN SCHOOLS (PBSIS)

Our school is committed to creating a positive learning environment where students are academically and socially successful. As part of our strategic plan, we are implementing Positive Behavior Interventions and Supports, a nationally validated framework for creating a positive school climate.

At Union Middle School, we refer to this approach as **ALL IN – Respect, Responsibility, and Integrity**. Positive Behavior Interventions and Supports framework is associated with increases in positive student outcomes (e.g., increase in instructional time) and decreased conduct infractions as measured by office conduct referral and suspension data.

Through a collaborative team process, we have determined that **ALL IN – Respect, Responsibility, and Integrity** is a priority at Union Middle School.

Information about policies and other important issues can be found on the district web site.

*****Acceptance of this handbook is an acknowledgement of receipt of all aforementioned policies.**