



# **Student, Staff, and Parent Handbook 2023-2024**

## **Rumson School District**

60 Forrest Avenue  
Rumson, New Jersey 07760  
732-842-4747  
Fax: 732-842-4877

### **Mission Statement**

**“The Rumson School District ignites the potential of its learners by growing, inspiring and cultivating personal excellence academically, socially, and emotionally.”**

All BOE Policy and Regulation can be found on our [District BOE Policy Page](#). Please note the policy or regulation # and search on the linked page.

**DEANE-PORTER SCHOOL: 732-842-0330**

Shari Feeney, Deane-Porter [Principal-sfeeney@rumsonschool.org](mailto:Principal-sfeeney@rumsonschool.org)  
Administrative Assistant, Diane Ryan ext. 4350 [dryan@rumsonschool.org](mailto:dryan@rumsonschool.org)  
School Nurse: Krisanne Zajac ext. 4353 [kzajac@rumsonschool.org](mailto:kzajac@rumsonschool.org)  
District Dean/Supervisor of Students, Brittany Flynn [bflynn@rumsonschool.org](mailto:bflynn@rumsonschool.org)

**FORRESTDALE SCHOOL: 732-842-0383**

Jennifer Gibbons, Principal- [jgibbons@rumsonschool.org](mailto:jgibbons@rumsonschool.org)  
Administrative Assistant, Tricia Zifchak ext. 4314 [tzifchak@rumsonschool.org](mailto:tzifchak@rumsonschool.org)  
School Nurse: Karin Masina, ext. 4328 [kmasina@rumsonschool.org](mailto:kmasina@rumsonschool.org)  
District Dean/Supervisor of Students, Brittany Flynn [bflynn@rumsonschool.org](mailto:bflynn@rumsonschool.org)

**SUPERINTENDENT: 732-842-4747**

Dr. John Bormann, Superintendent- [jbormann@rumsonschool.org](mailto:jbormann@rumsonschool.org)  
Administrative Assistant, Denise Muzyka: ext. 4313 [dmuzyka@rumsonschool.org](mailto:dmuzyka@rumsonschool.org)

**GUIDANCE: 732-842-0383**

Dr. Michael Snyder, Director of Student Services [msnyder@rumsonschool.org](mailto:msnyder@rumsonschool.org)  
Administrative Assistant, Alyson Ephraim ext 4316 [aephraim@rumsonschool.org](mailto:aephraim@rumsonschool.org)  
School Counselor Grade K-3, Jessica Piernik ext. 4409 [jpiernik@rumsonschool.org](mailto:jpiernik@rumsonschool.org)  
School Counselor Grade 4-5, Allie Copman ext. 4390 [acopman@rumsonschool.org](mailto:acopman@rumsonschool.org)  
School Counselor Grade 6-8, Amanda Lapa Fahy ext. 4580 [afahy@rumsonschool.org](mailto:afahy@rumsonschool.org)

**SPECIAL SERVICES: 732-842-0811**

Dr. Michael Snyder, Director of Student Services [msnyder@rumsonschool.org](mailto:msnyder@rumsonschool.org)  
Administrative Assistant, Laura Randazzo ext. 4354 [lrando@rumsonschool.org](mailto:lrando@rumsonschool.org)

**CURRICULUM: 732-945-3100**

Vera Ridoux, Supervisor of Curriculum, Instruction, Intervention & Assessment  
[vridoux@rumsonschool.org](mailto:vridoux@rumsonschool.org)  
Administrative Assistant, Alyson Ephraim ext. 4316 [aephraim@rumsonschool.org](mailto:aephraim@rumsonschool.org)

**BUSINESS OFFICE: 732-842-0354**

Denise McCarthy, Business Administrator [dmccarthy@rumsonschool.org](mailto:dmccarthy@rumsonschool.org)  
Administrative Assistants, Dara Burke ext. 4320 [dburke@rumsonschool.org](mailto:dburke@rumsonschool.org)  
JoAnn Welsh ext. 4319 [jwelsh@rumsonschool.org](mailto:jwelsh@rumsonschool.org)

**BUILDING AND GROUNDS: 732-842-0383**

Jamie O'Brien, Supervisor of Building and Ground [jobrien@rumsonschool.org](mailto:jobrien@rumsonschool.org)  
Jay Bellavance, Supervisor of Maintenance [jbellavance@rumsonschool.org](mailto:jbellavance@rumsonschool.org)



1st 110:45-11:10
2nd 11:35-11:50 (Lunch First) 11:50-12:00 (Recess)
3rd 11:10-11:25 (Lunch First) 11:25-11:35 (Recess)

**Forrestdale School - Grades 6 - 8 Lunch Schedule**

**3 PM Days**

LUNCH / RECESS Schedule				
PERIOD 4	Grade 4	10:54-	Grade 6	11:12-
	Lunch	11:11	Lunch	11:29
	Grade 4	11:12 -	Grade 6	10:54 -
	Recess	11:32	Recess	11:11
PERIOD 5	Grade 5	11:36-		
	Lunch	11:53		
	Grade 5	11:54-		
	Recess	12:11		
PERIOD 6	Grade 7	12:17 -	Grade 8	12:37 -
	Lunch	12:34	LUNCH	12:54
	Grade 7	12:35-	Grade 8	12:19-
	Recess	12:52	Recess	12:36

**1 PM Days -**

**Cafeteria at Forrestdale is open on 1 PM days, offering small snacks**

LUNCH / RECESS Schedule				
PERIOD 4	Grade 4	10:09 -	Grade 6	10:22 -
	Lunch	10:21	Lunch	10:34
	Grade 4	10:22 -	Grade 6	10:09 -
	Recess	10:34	Recess	10:21

<b>PERIOD 5</b>	Grade 5 Lunch	10:37 - 10:49		
	Grade 5 Recess	10:50 - 11:01		
<b>PERIOD 6</b>	Grade 7 Lunch	11:04 - 11:16	Grade 8 LUNCH	11:18 - 11:31
	Grade 7 Recess	11:17 - 11:29	Grade 8 Recess	11:06 - 11:17

**CHAIN OF COMMUNICATION (Policy #9130)**

Parents are valuable partners in the education process. Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. To assist in working with parents and community members, and in accordance with Rumson Board of Education Policy #9130, a “chain of communication” has been established to model where to begin the communication sequence regarding a problem or concern.

District staff members will make a concerted effort to field all parent inquiries within a 24 hour time period unless otherwise informed. Parents are advised to contact their child’s teacher(s) via voice mail and / or email when a question or concern arises. Please note that staff members are not permitted to contact parents during instructional time and; thereby, may not get back to you immediately during the school day. Staff members are also not expected to check voice mail or email during the evenings, school holidays, or weekends. In the event of an emergency during the school day, please contact the Main Office, where you can leave a message that will be delivered to the teacher.

Should your child’s teacher(s) not be able to assist in answering your question or addressing your concern satisfactorily, please follow the “chain of communication” denoted in the following chart. The chart also serves as a resource to parents and community members regarding communications with various departments for specific concerns or questions.

**INSTRUCTION / CURRICULUM / JET / INTERVENTION / ACADEMIC SUPPORT/ SOCIAL EMOTIONAL SUPPORT**

- Teacher
- Principal Forrestdale 732-842-0383 ext 4314
- Principal Deane-Porter 732-842-0330 ext 4350
- Superintendent 732-842-4747
- Board of Education 732-842-4747

**TRANSPORTATION OR CAFETERIA**

- Principal Forrestdale 732-842-0383 ext 4314
- Principal Deane-Porter 732-842-0330 ext 4350

- Business Administrator 732- 842-0354
- Superintendent 732-842-4747
- Board of Education 732-842-4747

**SPECIAL EDUCATION**

- Teacher / Related Service Staff Member
- Child Study Team Member / Case Manager
- Director of Student Services 732-842-0811 ext 4354
- Principal Forrestdale 732-842-0383 ext 4314
- Principal Deane-Porter 732-842-0330 ext 4350
- Superintendent 732-842-4747
- Board of Education 732-842-4747

**DISCIPLINE / COMMUNICATIONS / SCHOOL-WIDE EVENTS & PROGRAMS**

- Teacher
- District Dean/Supervisor of Students 732-842-0383 ext 4314
- Principal Forrestdale 732-842-0383 ext 4314
- Principal Deane-Porter 732-842-0330 ext 4350
- Superintendent 732-842-4747
- Board of Education 732-842-4747

**HARASSMENT, INTIMIDATION, BULLYING (HIB)**

- District Anti-Bullying Coordinator 732-842-0383 ext 4316
- Principal Forrestdale 732-842-0383 ext 4314
- Principal Deane-Porter 732-842-0330 ext 4350
- Superintendent 732-842-4747
- Board of Education 732-842-4747

**COUNSELING SERVICES / 504 / INTERVENTION & REFERRAL SERVICES (I&RS)**

- School Guidance Counselor FD Gr. 6-8 732-842-0383 ext 4580
- School Guidance Counselor FD Gr. 4-5 732-842-0383 ext 4390
- School Guidance Counselor DP PreK-3 732-842-0330 ext 4409
- Director of Student Services 732-842-0383 ext 4354
- Principal Forrestdale 732-842-0383 ext 4314
- Principal Deane-Porter 732-842-0330 ext 4350
- Superintendent 732-842-4747
- Board of Education 732-842-4747

**ATHLETICS / EXTRA-CURRICULAR ACTIVITIES**

- Coach/Club Facilitator
- Athletic Coordinator 732-842-0330 ext 5312
- Principal Forrestdale 732-842-0383 ext 4314
- Principal Deane-Porter 732-842-0330 ext 4350

- Superintendent 732-842-4747
- Board of Education 732-842-4747

**FACILITIES / GROUNDS / BUILDINGS**

- Supervisor of Buildings & Grounds 732-842-0383 ext 4324
- Business Administrator 732-842-0354
- Superintendent 732-842-4747
- Board of Education 732-842-4747

**Deane-Porter Administration:**

Principal	Ms. Shari Feeney	732-842-0330
Administrative Assistant to the Principal	Mrs. Diane Ryan	732-842-0330 Ext. 4350

**Forrestdale Administration:**

Principal	Mrs. Jennifer Gibbons	732-842-0383
Administrative Assistant to the Principal	Mrs. Tricia Zifchak	732-842-0383 Ext. 4314

**District-Wide Administration:**

Superintendent	Dr. John Bormann	732-842-4747
Administrative Assistant	Ms. Denise Muzyka	Ext. 4313

School Business Administrator	Mrs. Denise McCarthy	732-842-0354
Administrative Assistants	Mrs. Dara Burke	Ext. 4320
	Mrs. JoAnn Welsh	Ext. 4319

Director of Student Services	Dr. Michael Snyder	732-842-0811
Administrative Assistant	Ms. Laura Randazzo	Ext. 4354

Supervisor of Curriculum, Instruction, Intervention, and Assessment	Mrs. Vera Ridoux	732-945-3100
Curriculum Administrative Assistant	Ms. Alyson Ephraim	732-945-3100

Director of Student Services	Dr. Michael Snyder	732-842-0811
Guidance Administrative Assistant	Ms. Alyson Ephraim	732-842-0383 Ext. 4316

District Dean/Supervisor of Students	Ms. Brittany Flynn	732-842-0383
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## **Student Code of Conduct (Policy #5600)**

### **Expectations for Pupil Conduct (Policy #5500)**

The school environment is a safe and positive place to learn when everyone cooperates and works together. This atmosphere is prevalent when everyone knows the expectations and takes an active role in following and enforcing them. The district's professional and support staff understand their role as appropriated models for their students. Students are expected to be responsible for their own actions and ultimately for their school experience. When students, parents, teachers, and administrators all work together, a strong sense of school culture is developed, and everyone can grow and experience success. Self-discipline is the ultimate goal.

With these thoughts in mind, the Student Code of Conduct has been developed with input from students, parents, staff, and board members considered in the construction of this behavioral statement. This will be reviewed on a yearly basis and revised and updated as necessary.

#### **Rumson Student Expectations**

##### **As responsible, respectful and ready Rumson students we...**

All	<ul style="list-style-type: none"><li>● Encourage others to cooperate with school expectations by being an upstander.</li><li>● Use appropriate language.</li><li>● Demonstrate kindness and tolerance toward others.</li><li>● Listen to and show respect for all adults.</li><li>● Practice habits to ignite our greatest potential through academic behaviors and social skills.</li></ul>
Classroom	<ul style="list-style-type: none"><li>● Are on time and prepared.</li><li>● Follow directions as given.</li><li>● Respect the ideas and personal space of others.</li><li>● Honor one's self and work, as well as the role of others, as speaker and listener.</li><li>● Take care of all classroom materials and bring only necessary items.</li></ul>
Hallway	<ul style="list-style-type: none"><li>● Use quiet voices.</li><li>● Walk with a purpose on the right side of the hall.</li><li>● Maintain lockers.</li><li>● Keep hands and feet to self.</li></ul>

Cafeteria/ Playground	<ul style="list-style-type: none"> <li>● Clean up after ourselves.</li> <li>● Care for our surroundings and materials; keep food items in Cafeteria.</li> <li>● Follow dismissal and arrival procedures.</li> <li>● Use all equipment safely.</li> </ul>
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### Discipline Strategies/Disruptive Pupils (POLICY #5560)

Teachers and administration will determine and use a variety of approaches to deal with disciplinary situations. Corporal punishment by any staff member in any form is strictly forbidden. Teachers are required to treat each student with courtesy, respect, and with an understanding of individual needs. In many instances, the classroom teacher handles discipline. An administrator has the authority to become involved in disciplinary situations at any point in which he/she feels that it is appropriate.

Teachers are required to develop classroom expectations that support the Rumson School District Expectations for students and to share and review them with their students during the initial days of school each year. Teachers should also review them periodically for reinforcement. One or more members of the administrative team may handle major infractions of the Student Code of Conduct. Some of the strategies are listed below. This is not a comprehensive list.

1. Student-teacher conference
2. Parent-teacher contact via student incident report, telephone, or conference
3. Student-teacher-administrator conference
4. Behavioral contract / time out / work tasks
5. Teacher detention
6. Administrative restrictions
7. Loss of certain school privileges, such as field trips, school events, or extracurricular activities
8. Central detention (assigned by an administrator)
9. Suspension (In-school or Out-of-school)
10. Expulsion
11. Financial reimbursement for damages caused by a student
12. Reimbursement of expenses incurred in removing student from an out-of-district school function

When administrative restrictions are imposed by an administrator, pupils will be separated from peers and receive their appropriate instruction in a designated location with appropriate supervision. At the discretion of administration they may be permitted to attend some special subject classes with administrative approval.

Parents/guardians are to receive notice, by either a detention assignment slip or telephone call, one school day in advance when an after-school detention is assigned. When unique circumstances prevail, an administrator may contact the parent/guardian to see if this notice can be waived and the detention held the same day. In some instances, where the safety of students must be considered, students will be held by administration rather than dismissed and parents will be contacted. An administrator may assign a student a “central detention” that occurs before school, from 8:00 – 8:30 AM or after school, from 3:05 - 3:35.. ***Students must attend a central detention regardless of their extra-curricular or after-school commitments. It is the responsibility of the individual student to make all necessary arrangements to meet the obligations of the after-school detention.*** On days where detentions and suspensions occur, students may not participate in any extracurricular activities occurring on that same day. Detention is to be served on the day(s) assigned unless a

medical appointment or religious obligation is scheduled. Parents must notify an administrator if a delay is requested for these reasons.

### **Disciplinary Issues and Consequences**

While each infraction of the Student Code of Conduct will be reviewed on an individual basis, it is important that both students and their parents/legal guardians know the consequences for behaviors that are not appropriate. All disciplinary consequences are intended to be reflective and restorative in nature. The approach to inquiring with an individual in a matter is to support him/her in presenting his/her personal account of actions and behaviors and intent therein.

The following illustrate the disciplinary categories with specific consequences and restorative measures:

Code of Conduct				
Target Behaviors	Description	LEVEL 1: Primary Response	LEVEL 2: Secondary Response	LEVEL 3/4: Tertiary Response (administration)
Pattern of Tardy/Late to Same Class	Three (3) cumulative lates within a marking period	MO Referral: Refer to Level 1 Interventions & Responses	MO Referral: Refer to Level 2 Interventions & Responses	MO Referral: Refer to Level 3/4 Interventions & Responses
Pattern of Tardy/Late to School	Three (3) cumulative lates within a marking period	MO Referral: Refer to Level 1 Interventions & Responses	MO Referral: Refer to Level 2 Interventions & Responses	MO Referral: Refer to Level 3/4 Interventions & Responses
Violate Technology Agreement	Violation of Technology Use Agreement (playing games, inappropriate sites, access of sites without teacher permission) Sample of escalating consequences. Depending on the violation, even a first offense may require significant intervention and Police notification	Classroom: Refer to Level 1 Interventions & Responses	Classroom; Refer to Level 2 Interventions & Responses	School Based Counselor / MO: Refer to Level 3/4 Interventions & Responses
Violate Cell Phone Agreement	Violation of Cellular Device Agreement (consider a policy where all students turn into HR in numbered slots) Student cell phones must be locked	Classroom: Refer to Level 1 Interventions & Responses	MO Referral: Refer to Level 2 Interventions & Responses	MO Referral: Refer to Level 3/4 Interventions & Responses

	in student lockers and use is not permitted at any point during the school day			
Violate Dress Code	Violating School Dress Code	Classroom: Refer to Level 1 Interventions & Responses; Send to counselor/MO	Classroom; Refer to Level 2 Interventions & Responses	MO Referral: Refer to Level 3/4 Interventions & Responses
Language Misuse Verbal Abuse	Inappropriate, derogatory, or degrading verbal or non-verbal communication	Classroom: Refer to Level 1 Interventions & Responses	Classroom: Refer to Level 2 Interventions & Responses	School Based Counselor / MO: Refer to Level 3/4 Interventions & Responses
Disrespectful	Mean behavior or unkind actions that damage the relationship or social status of a person (directives, exclusion, put-downs, teasing, mocking, gossip/rumors, verbal retaliation, etc.)	Classroom: Refer to Level 1 Interventions & Responses	Classroom: Refer to Level 2 Interventions & Responses	School Based Counselor / MO: Refer to Level 3/4 Interventions & Responses
Disruptive	Attention seeking, distractive, or disobedient behavior negatively impacting the learning environment (noises, gestures, actions, late to class, distractions, etc.)	Classroom: Refer to Level 1 Interventions & Responses	Classroom: Refer to Level 2 Interventions & Responses	School Based Counselor / MO: Refer to Level 3/4 Interventions & Responses
Disobedient to Staff (Insubordination)	Willfully refusing to follow directions, being untruthful, blame, deflection, or defying a staff member or school authority	Classroom: Refer to Level 1 Interventions & Responses	Classroom: Refer to Level 2 Interventions & Responses	School Based Counselor / MO: Refer to Level 3/4 Interventions & Responses
Inappropriate Physical Contact	Poking, elbowing, rough-play, etc.	Classroom: Refer to Level 1 Interventions & Responses	Classroom: Refer to Level 2 Interventions & Responses	School Based Counselor / MO: Refer to Level 3/4 Interventions

				& Responses
Inappropriate Use of Force	Aggressive behavior (pushing, shoving, throwing objects)	MO referral: Refer to Level 1 Interventions & Responses	MO Referral: Refer to Level 2 Interventions & Responses	MO Referral: Refer to Level 3/4 Interventions & Responses
Bystander Activity Falsifying / Forgery	Being present at an incident but taking no action Lying or being untruthful about a situation	Counselor referral: Refer to Level 1 Interventions & Responses	Counselor / MO	MO Referral: Refer to Level 3/4 Interventions & Responses
Theft / Damage / Defacement	Taking, damaging, or defacing <b>non-school property</b> willfully or by improper care	MO referral: Refer to Level 1 Interventions & Responses	MO Referral: Refer to Level 2 Interventions & Responses	MO Referral: Refer to Level 3/4 Interventions & Responses
Plagiarism / Cheating	Taking someone else's work or ideas and claiming them as one's own	Classroom: Refer to Level 1 Interventions & Responses	Classroom and Counselor; Refer to Level 2 Interventions & Responses	School Based Counselor / MO: Refer to Level 3/4 Interventions & Responses
Theft / Damage / Defacement	Theft, damage, or defacement of <b>school property</b> by improper care	MO referral: Refer to Level 1 Interventions & Responses	MO Referral: Refer to Level 2 Interventions & Responses	MO Referral: Refer to Level 3/4 Interventions & Responses
Obscene language / Extortion / Threats	Obscene language material, gestures or behavior. Obtaining something through force or threats. Threatening violence	Counselor / MO Referral: Refer to Level 1 Interventions & Consequences	Counselor / MO; Refer to Level 2 Interventions and Responses	School Based Counselor / MO: Refer to Level 3/4 Interventions & Responses

Severe Hitting / Fighting	Punching, kicking, throwing objects, or similar behavior that may injure others	MO referral: Refer to Level 1 Interventions & Responses	MO Referral: Refer to Level 2 Interventions & Responses	MO Referral: Refer to Level 3/4 Interventions & Responses
Bias Incident / Harassment, Intimidation, Bullying	Verbal or non-verbal conduct, speech, or expression that is foul, profane and/or creating an imbalance of power based on perceived characteristics	Counselor / MO Referral: Refer to Level 1 Interventions & Consequences	Counselor / MO; Refer to Level 2 Interventions and Responses	School Based Counselor / MO: Refer to Level 3/4 Interventions & Responses
Assault (Intent to do Harm)	Attack by punching, kicking, throwing objects, or similar behavior with intent to harm/injure others	MO referral: Refer to Level 1 Interventions & Responses	MO Referral: Refer to Level 2 Interventions & Responses	MO Referral: Refer to Level 3/4 Interventions & Responses
Vandalism	Permanent and/or substantial damage or defacement of school property	MO referral: Refer to Level 1 Interventions & Responses	MO Referral: Refer to Level 2 Interventions & Responses	MO Referral: Refer to Level 3/4 Interventions & Responses
Falsifying Alarm	Fire Alarm or Safety and Security Response Procedure	MO referral	MO Referral: Refer to Level 2 Interventions & Responses	MO Referral: Refer to Level 3/4 Interventions & Responses
Arson / Exploding Devices	Setting a fire, explosive device (ie: fireworks), etc.	MO referral: Refer to Level 1 Interventions & Responses	MO Referral: Refer to Level 2 Interventions & Responses	MO Referral: Refer to Level 3/4 Interventions & Responses

LEVELS OF BEHAVIOR CONCERNS, VIOLATIONS AND RESPONSES

**LEVEL 1 BEHAVIOR**

**Classroom Interventions and Responses.** These interventions aim to interrupt unsuccessful behaviors and teach skills so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies to best support restorative practices.

\*Positive directives that state    \*Increase teacher proximity    \*Family conference    \*Restitution/Restoration

expectations	*Verbal prompt, redirection and/or correction	*Daily progress sheets on behavior	strategies
*Positive and specific feedback	*Reminders and redirection	*Create classroom check-in plan	
*Re-teaching and rehearsal of skill or procedure	*Student/Teacher conference	*Reset Pass	
*Increased opportunity to respond during instruction	*Use of Restorative questions	*Other evidence based student specific strategies	
	*Restorative conference		

## LEVEL 2 BEHAVIOR

**Classroom Interventions and Responses.** These interventions may be appropriate when supports have been put in place in the classroom to address behavior, but the behavior has become persistent and has continued to negatively influence the learning of the student and others.

*Positive directives that state expectations	*Reminders and redirection	*Reset Pass	*Student/Teacher conference
*Positive and specific feedback	*Student/Teacher conference	*Other evidence based student specific strategies	*Restorative practice strategies
*Re-teaching and rehearsal of skill or procedure	*Use of Restorative questions	*Restitution/Restoration strategies	*Peer Mediation
*Increased opportunity to respond during instruction	*Restorative conference	*Collaborate with family	*Conflict resolution
*Increase teacher proximity	*Family conference	*Collect progress monitoring data about the behavior & interventions attempted with support	*Potential for a Behavior Intervention Plan (BIP)
*Verbal prompt, redirection and/or correction	*Daily progress sheets on behavior		
	*Create a classroom check in plan		

## LEVEL 3 BEHAVIOR & LEVEL 4

**Classroom and Support Team Interventions and Responses.** If a student is removed from the learning environment, teacher/staff are expected to:

*Student/Teacher conference	*Initiate a student-centered discussion about the incident (and Repair, Restore and Re-teach expectations)	*Create, implement and monitor a transition plan for student returning to the classroom, with support
*Restorative conference		
*Collect progress monitoring data about the behavior and interventions tried		

**Intensive Administrative Level and Support Team Interventions and Responses.** These interventions and responses may include removing the student from the classroom or school environment because of the seriousness of the demonstrated behavior. The duration of the removal from the learning environment is to be limited as much as possible while still adequately addressing the seriousness of the behavior.

*Mediated conflict resolution conference	*Informal conference with principal and student	*For grades 3-5, principal must immediately provide written notification to the Superintendent's Designee upon suspension
*Referral to school-based counselor	*Revisit BIP	
*Restitution plan	*Referral to CST/I&RS for behavior evaluation	
*Administrative and/or support team conference	*Develop Functional Behavioral Assessment and Behavior	*Detention or Possible Suspension

## Intervention Plan

Additional Information about the code of conduct:

- For all target behavioral infractions, the administration may deliver additional consequences as appropriate such as student/parent conference, time out, detention or suspension.
- Any time a detention/suspension is issued, the student may not participate in extra/co-curricular activities on the date/day of the given consequence.
- All target behavioral infractions are tracked by incident by our grade level team not by individual courses/teachers and continued behavioral infractions beyond Level 3/4 will result in a Code of Conduct Behavioral Action Plan at the discretion of the administration.
- All student behavioral infractions will be recorded in our student information system, Genesis.
- All target behavioral infractions that occur in the hallway, cafeteria/recess will be reported to the MO via paper form to be provided.
- Offenses of severe nature may result in a direct referral to MO.

### **In-school and Out-of-school Suspension (POLICY #5610)**

When possible and appropriate, a student will serve in-school suspension within the school environment in a restricted area apart from the general school population. The student serving in-school suspension will accomplish his/her academic work but will not attend classes with other students nor will he/she be permitted to participate in or attend any school functions until the period of suspension is completed. All disciplinary consequences, including suspensions, are intended to be reflective and restorative in nature.

In instances of out-of-school suspension, the parent/guardian will be responsible for the supervision of the student until the period of suspension is completed. Depending upon the circumstances at the time of suspension, academic work may be collected for the suspended student and arrangements may be made for the parent/guardian to pick up this work for the child.

### **ACCEPTABLE USE OF INTERNET (Policy #2361)**

Individual users of the district electronic communication system are responsible for their behavior and communication when using the system. Students as well as staff members will be required to sign the "Acceptable Use Policy" form. Users should have no expectation of privacy regarding files or E-mail.

Improper usage includes, but is not limited to, the following:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright or any other federal or state laws
- Using others' passwords
- Trespassing in others' folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial or political purposes

Sanctions:

1. Violations may result in a loss of access.
2. Additional disciplinary action may be determined by the administration in accordance with existing policy regarding inappropriate behavior.
3. When applicable, law enforcement agencies may be involved.

Photographs or any other identifying information will not be publicized on the Internet or other networks without parental permission.

## **ACCIDENT AND STUDENT INSURANCE (Policy #8442)**

Every attempt is made to prevent accidents. If a student is injured, he/she must report the injury immediately to the teacher or aide in charge. The school nurse will be notified and is responsible for all accident reports.

Student accident insurance is provided by the Board of Education during school hours. This is secondary to any family insurance coverage. NJ FamilyCare provides free or low cost health insurance for uninsured children and certain low income parents. For more information, visit [www.njfamilycare.org](http://www.njfamilycare.org) to apply online or call 1-800-701-0710.

*It is expected that each student has an emergency card filed in the Nurse's Office.*

## **AFFIRMATIVE ACTION (Policy #2260 & Policy #5750, Policy 1510, Policy 1140)**

Affirmative Action Officer-Dr. Michael Snyder  
50 Blackpoint Road  
Rumson, NJ 07760  
[msnyder@rumsonschool.org](mailto:msnyder@rumsonschool.org)

Rumson Schools ensures access to all schools, facilities, programs, activities, and benefits for all students, regardless of race, creed, color, national origin, ancestry, affectional or sexual orientation, gender, religion, disability or socioeconomic status. Programs and activities are operated in compliance with Title VI of the Civil Rights Act of 1964 (Title VI, 100.4), Title IX of the Education Amendments of 1972 (Title IX, 106.4), Section 504 of the Rehabilitation Act of 1973 (Section 504, 104.5), Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools, and Protection of Pupil Rights Amendment (PPRA).

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of race, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, disability, nationality, atypical hereditary cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or make the results of a genetic test known, in employment or in educational opportunities. Further state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family status.

## **ATTENDANCE (REGULATION #5200)**

Frequent absences and tardiness from regularly scheduled classes disrupt the learning process and prevent a student from receiving the maximum benefits of the district's educational program. Therefore, to acquire a thorough and efficient education, each enrolled student is responsible for being in class every day, every period unless legally absent. Furthermore, the state of NJ evaluates districts in the area of career and college readiness, which is directly related to students' attendance and tardiness. In conjunction with district policy, the Principal will send attendance letters with suggested Action *Plans* for

accrued absences, regardless of whether these are deemed excused or as a result of illness. These are sent monthly based upon the ratio of pupil absences to total school days to date, in excess of 10%. (I.e. After 100 days of school, pupils with 10 or more absences will receive the aforementioned letter.)

When a student is absent from school, he/she must bring upon his/her return a note from a parent or guardian to the main office explaining the reason for the absence and the dates of the absence. Permissible absences are for personal illness, death in the immediate family, religious holiday, or court mandated appearance. A student who is absent may not participate in an extracurricular activity on that day. Under certain circumstances, an exception may be necessary for an excused absence, however, eligibility to participate on that day is left to the discretion of the principal.

### **Excused Absences: Regulation #5200**

The NJDOE regulation under NJSA 18:A 36-14-15-16 requires **all absences except the following to be reported as unexcused for school accountability measures only:**

NJDOE approved

- a) NJDOE-approved Religious observance
- b) Take Your Child to Work Day
- c) College visitation for selection purposes
- d) Family Observation of Veteran's Day

**1. "Excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:**

- a. *The pupil's illness*
- b. *Family illness or death*
- c. *Educational opportunities*
- d. *Excused religious observances*
- e. *Where appropriate, when consistent with the Individual Education Programs, the Individuals With Disabilities Act, accommodation plans under 29 U.S.C 794 and 705 (20), and individualized healthcare plans pursuant to N.J.A.C. 6A:16-2.3*
- f. *The pupil's suspension from school*
- g. *The pupil's required attendance in court*
- h. *Interview with a prospective employer or with an admission officer of an institution of higher education*
- i. *Examination for a driver's license*
- j. *Necessary and unavoidable medical or dental appointment that cannot be scheduled at a time other than the school day,*

**2. For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Building Principal or designee shall:**

- a. *Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;*
- b. *Make a responsible attempt to notify the pupil's parent or legal guardian of the mandatory referral;*

- c. *Continue to consult with the parent and legal guardian and the involved agencies to support the pupil's return to school and regular attendance;*
- d. *Cooperate with the law enforcement and other authorities and agencies, as appropriate; and*
- e. *Proceed in accordance with the N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.*

### **Reporting Student Absences**

Parents are requested to call 842-0383 option 1 for Forrestdale and 842-0330, option 1 in Deane-Porter, prior to **8:15 AM**, to report that their child will not be present for the day. Calls will then be made to the homes of those absentees for whom the school has not received notification. The system is instituted to ensure that all students have arrived at school safely and that the child has not experienced a mishap between the time the child left home and the time he/she should have arrived at school. Also, this procedure will serve to minimize the possibility of students being truant. We urge your cooperation in this regard for the safety and well-being of all children in the district. Please do not leave requests for homework on the attendance line.

### **Tardiness**

Students who arrive at school after **8:37 AM**, must report to the main office to sign in late. A doctor's note is required for the tardy to be counted as excused. On the third and all subsequent lates to school in a marking period, a central detention will be assigned (Grades 6 – 8 only). If the tardiness continues, other actions will be considered.

### **Entering & Leaving School**

Students should not arrive at school before **8:25 AM** and must not remain after 3:05 PM, unless under the direct supervision of a teacher, or as a spectator at an interscholastic event. Students will not be allowed to enter the building until **8:25 AM** at which time they may report to a central location until homeroom begins at 8:30 AM. In cases where arrangements have been made for a student to be with a teacher prior to the start of the school day, the student must enter the teacher's classroom through the classroom's outside door. Forrestdale students must enter through the Main Lobby Entrance if reporting to school early for the Library or an extracurricular activity. Deane-Porter students should enter through the Main Entrance for all before school activities.

A student may not leave the school grounds between 8:30 AM and 3:05 PM unless he/she submits a parental note for early dismissal. The student must present their early dismissal note in the main office at the start of the school day so a pass can be issued for early dismissal. This note should include the time of dismissal, the reason for early dismissal, and the adult who will be picking up and signing out the student, as well as this person's relation to the child. The adult may be asked to show picture identification. The student must sign out before leaving the school grounds. The adult who is picking up the student must come into the main office in order to collect the child.

Parents who establish medical appointments after the student is already at school should call the main office to arrange for orderly early dismissal of the student. Please do not leave messages about early dismissal on faculty voicemail or email.

### **ALLERGIES (POLICY #5331)**

The Board of Education recognizes that pupils may have allergies to certain foods that may be life-threatening, and has developed a policy (5331-Management of Life Threatening Allergies in Schools) to provide guidance to school personnel and parents. Because of the increasing number of students in our schools with severe allergies to certain foods, we have to continuously examine our procedures for providing food in school. In some cases it has been necessary to curtail the serving of snacks and foods for celebrations. In other cases, we have been able to work with parents to provide snacks

that are safe for ALL of the children in the classroom. Your child's teacher will notify you if there are severe allergies in their classroom. Nut free snacks must be packed for classroom snack time.

## **ARRIVAL/DISMISSAL: DEANE-PORTER (Policy #8220, POLICY #8601)**

***Unless they are involved in a club or activity, students may not enter Deane-Porter School until 8:25 AM.***

### **Front Door Arrival/Dismissal:**

Buses will park on Blackpoint Road and dismiss students curbside.

**ROLLING CAR LINE: Grades 1-3 ONLY.** Drop-off/pick-up must be done within the traffic pattern in the parking lot in front of Deane-Porter School. Automobiles are to pass to the left of the buses. As they enter the parking lot they are to stay to the right, pulling past the line up only to park. Adults are stationed along the walkways to help students out of the car at arrival and into the cars at dismissal. Children may carefully walk down the walkway to meet their driver, and drivers are **not** to leave their cars. No child will be allowed to cross into the parking lot and all children must enter their cars on the **passenger side**. *Parents choosing this option must remain in their car in an effort to expedite arrival/dismissal procedures.*

**FD Rolling Car Line:** Grades 4 & 5 may be dropped off in a rolling car format in the NaRumson Loop at the Grade 4 Door. The front loop on Forrest Ave at the Main Office Entrance may be used for any students Grades 4 - 8. If you are only dropping off a 4th or 5th grader, we encourage you to use the NaRunmson Loop, to assist with traffic flow. No students may be dropped off in the Staff Lots, on Blackpoint, nor in the Bus Loop.

### **Backdoor Arrival / Dismissal:**

All students may be dropped off and picked up on Narumson as well. Parents of Deane Porter students must come and pick their child up with the designated teacher at dismissal. Forrestdale students may be dropped off in the 4th Grade Loop of Forrestdale School.

### **Building Access Doors Arrival / Dismissal (FD):**

Students may enter Forrestdale as follows:

Bus Students - Multipurpose Entrance

Walkers / Bikers - Main Entrance on Forest Ave, Multipurpose Entrance, Gr 4 Loop on NaRumson

Prior to the start of the school year, we ask that you fill in a *Dismissal Procedures Form* for students in grades K-5. After the form has been submitted, please note that all changes must be made in writing along with the date and a signature. **Emergency** changes may only be made by phone call to the main office **prior to 2:30PM, as teachers may not have an opportunity to check email while teaching during the day.** Your cooperation with the above procedures helps to provide a safe and orderly dismissal. In order to expedite dismissal procedures and ensure the safety of our children, please make sure your child(ren) refrain from playing on the playground equipment until all of the students have been dismissed.

Please note that the Forrestdale Parking lot, as well as the Blackpoint Lot at the Multipurpose Room Entrance, is closed off **at 8:25 AM until 8:50 AM** during arrival and will be closed from 3:00 PM until all buses have departed at approximately 3:15 PM. For the safety of all students, you may not enter or leave these lots when buses are present and students are arriving and departing:

**Morning - 8:25 AM until 9:00 AM**

**Afternoon - 3:00 PM until 3:15 PM**

***For the safety of your child, it is important to establish a normal dismissal routine, as well as practice biking or walking the safest route to school with your child in advance.***

A few notes about safety during arrival and dismissal

In order to provide a safer arrival and dismissal process for the DP community, please be mindful of the following:

- Be aware of your surroundings as you enter and leave the parking lot during rolling car line dismissal. Stay off of your cell phone!
- Parents may not park in the DP parking lot before 8:50 AM or after 2:45 PM to pick up or drop off children to school.
- Do not park in the designated police space (located at the bend in the parking lot), handicapped space, or in the alcove by the Deane-Porter cafeteria.
- Do not park on Blackpoint Road unless in the painted spots in front of Forrestdale.
- Do not park on the grass in front of the RFH field across from the school.
- Never drop off/pick up your child in the bus lane....*even if the buses have left.*
- Students and parents may not walk through the parking lot during the arrival or dismissal of students. If you are walking to your car, *which should be parked on the street and not in the DP parking lot*, or to your house, you need to stay on the sidewalks and cross at the designated crosswalks.
- The rolling car line is meant to be a continuous process. Parents choosing this option must remain in their car in an effort to expedite this procedure. Students should be able to open and close the car door on their own. ***Students must enter/exit through the passenger side of the car.***

The following dismissal options exist:

**ROLLING CAR LINE:** ***Grades 1-3 ONLY.*** Drop-off/pick-up must be done within the traffic pattern in the parking lot in front of Deane-Porter School. Automobiles are to pass to the left of the buses. As they enter the parking lot they are to stay to the right, pulling past the line up only to park. Children are to be met by the car at the end of the overhang where the children are waiting with an adult. Children are not to walk down the walkway to meet their driver, and drivers are not to leave their cars. No child will be allowed to cross into the parking lot and all children must enter their cars on the passenger side. *Parents choosing this option must remain in their car in an effort to expedite arrival/dismissal procedures.*

**BUS:** No child is allowed to ride home on any other school bus than the one to which he/she is assigned, even if a note is supplied by the parent. **Kindergarten and First Graders must be met by an adult.** If a child is going home with another student for the afternoon both parents should arrange the transportation for both students, **as students are not permitted to ride a bus they are not assigned to.**

**NARUMSON DISMISSAL/Back door:** Dismissal for all walkers/bikers and any parent wishing to park and meet children. Unless a note has been provided, students may not be dismissed with another child's parent / guardian

or sibling. If a parent wishes to have their older FD student pick up their younger DP sibling, then a note must be presented in advance and the parent should consider the level of maturity and responsibility of the older sibling.

Please review this protocol with your child/children:

- *Students may not be dismissed until parents come to pick up their child from the designated area. This is to ensure that all students are accounted for and that they all have a safe way to get home.*
- Please make sure that your child(ren) and younger siblings refrain from playing on the playground equipment until 3:15 PM. Parents are responsible for their child(ren) playing on the playground equipment.
- Students will not be dismissed from parked cars on Narumson Street or escorted to the street.
  - Students will line up in the designated areas as follows:
  - All Kindergarten students and students in 2W (Ms. Watt's class) will line up on the basketball courts.
  - Grade 3 students will line up on the ramp between the playground and building.
  - Students in Grade 2 (with the exception of 2W, Ms. Watt's class) will line up on the large concrete section outside of Mrs. Albrizio's room.
  - Students in Grade 1 will line up on the back pathway near where it splits into two directions

### **Automobiles**

Cars may discharge or pick up passengers in the front of the school only from curbside in a single lane, and only from the passenger side. A center lane for through traffic must be kept open. No double parking will be permitted. Please do not leave an unattended car in the driveway. **Cars may not enter through the exit at any time!** Please drive carefully while entering and exiting the parking lot. Always watch for pedestrians and stay off your cell phone!

### **Walkers/Bikers/Scooters**

#### **WALKERS:**

Make sure your child has a safe route before allowing him/her to walk to school. Also:

- Consider whether your child has the skills necessary to walk safely to school. Can they stay alert to the dangers of traffic? Can they stay focused on getting to school without getting distracted and delayed?
- Walk the route yourself before taking your child along. Be sure that the route she will take offers good visibility, is relatively free of hazards, has plenty of pedestrian room at a safe distance from traffic, and involves no dangerous crossings.
- Make sure there are well-trained crossing guards at every intersection your child must cross.
- Consider available daylight when your child will be walking. Regardless of visibility, be sure your child is wearing brightly colored clothing.
- If extremely hot or cold weather or bad weather conditions are a concern, have a backup transportation plan. For hot days, pack a water bottle for your child to take with him. For cold days, make sure she's wearing warm clothing.
- See if there are other neighborhood children your child can walk with. There is safety in numbers.

#### **BIKERS:**

As with walking, riding a bicycle to school offers wonderful health benefits for your child. Cycling to school is another way that you can share the trip to school and good exercise with your child, as well.

In addition to being exposed to traffic, bicycles present some specific safety concerns. But taking basic safety steps can help lessen the risks that bicycles present to students who ride them to school.

- A bicycle helmet is a must. Make sure your child always wears one to ride a bicycle, no matter how short the ride may be. The helmet should be approved by the Consumer Product Safety Commission.
  - Brightly colored clothing helps drivers see cyclists more clearly. Be sure your child's clothing makes him/her more visible.
  - Children should only be allowed to ride when there is plenty of daylight. Riding at dusk or at night should never be allowed.
  - Young children (up to age 9) should only ride with adult supervision, and never on the street.
  - Use your judgment about allowing older children to ride in traffic, depending on how heavy road traffic is where they'll be riding; how mature the children are; and how able they are to follow the rules of the road.
- 
- All bicycle riders should follow the basic rules of the road:
    - Ride with traffic.
    - Stop and look both ways before entering the street.
    - Stop at all intersections, whether marked or unmarked.
    - Before turning, use hand signals and look in every direction.
  - Teach your children to check their bike's condition on a routine basis. Tires, brakes, and seat and handlebar height should be checked annually.

Students are permitted to ride bikes to school; however, they must wear a helmet and secure their bikes in the racks with a lock. Students are reminded to walk their bikes through the parking lot, and to ride cautiously, as there is a good deal of traffic at 8:30 and 3:05.

#### **SCOOTERS:**

No scooters should be ridden on school property during dismissal for safety reasons.

#### **BACKPACKS: FORRESTDALE**

Our teachers strongly recommend a good-sized backpack for your child. Students in grades 4-5 must leave their backpacks in their homeroom classrooms at all times. **All 6th, 7th and 8th grade students must leave their backpacks and cell phones in their lockers at all times.**

**BIRTHDAY INVITATIONS** Birthday invitations shall not be distributed in school unless the entire class receives them in K-5<sup>th</sup>, or the entire grade level in 6<sup>th</sup> – 8<sup>th</sup> grades.

#### **BIRTHDAY RECOGNITION / CLASS CELEBRATIONS (POLICY # 8505)**

The Rumson School District recognizes that birthdays are a special day for our students and families. We must also ensure that celebrations do not disrupt the learning process. *In Rumson, student birthdays will be honored at school **without** food.* Birthdays will be recognized in the classroom, but in lieu of food treats, if families wish to do something special, we suggest donating a small item to the class in honor of the child's birthday (examples: game or book; but please inquire with your child's teacher) or a book to the school library.

We will continue the current practice of bringing in commercially prepared food for classroom parties/celebrations, but encourage families to donate healthy food items instead of sweets. Please reference the USDA Nutrition Policies below for guidance regarding healthy options. Parents must first confer with the teacher regarding allergies before planning menus for class celebrations.

## **USDA Federal and New Jersey Nutrition Policies**

### **School District Requirements**

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value (FMNV).

#### **Foods of minimal nutritional value are:**

**a. Soda Water** – a class of beverages made by absorbing carbon dioxide in potable water. The amount of carbon dioxide used is not less than that which will be absorbed by the beverage at a pressure of one atmosphere and at a temperature of 60 deg. F. It either contains no alcohol or only such alcohol, not in excess of 0.5 percent by weight of the finished beverage, as is contributed by the flavoring ingredient used. No product shall be excluded from this definition because it contains artificial sweeteners or discrete nutrients added to the food such as vitamins, minerals and protein.

**b. Water Ices** – as defined by 21 CFR 135.160 Food and Drug Administration Regulations except that water ices which contain fruit or fruit juices are not included in this definition.

**c. Chewing Gum** – flavored products from natural or synthetic gums and other ingredients which form an insoluble mass for chewing.

**d. Certain Candies** – processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients which characterize the following types:

- (i) **Hard Candy** – A product made predominantly from sugar (sucrose) and corn syrup which may be flavored and colored, is characterized by a hard brittle texture, and includes such items as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies; breath mints, jaw breakers and cough drops.
- (ii) **Jellies and Gums** – a mixture of carbohydrates which are combined to form a stable gelatinous system of jelly-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
- (iii) **Marshmallow Candies** – an aerated confection composed as sugar, corn syrup, invert sugar, 20 percent water and gelatin or egg white to which flavors and colors may be added.
- (iv) **Fondant** – a product consisting of microscopic-sized sugar crystals which are separated by thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.
- (v) **Licorice** – a product made predominantly from sugar and corn syrup which is flavored with an extract made from the licorice root.
- (vi) **Spun Candy** – a product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.

(vii)Candy Coated Popcorn – popcorn which is coated with a mixture made predominantly from sugar and corn syrup.

## **BUS CONDUCT**

The following regulations apply to students riding buses:

1. The driver of the bus represents an extension of the authority of the school. The bus driver is to be considered the authority while students are on the bus and treated with the same respect due all other employees of the Board of Education.
2. When at the bus stop, students must wait for the bus to completely stop before advancing. While waiting for a bus, students should stay as far off the road as possible.
3. The school will assign specific seats and students are to sit in the seat assigned.
4. Students are required to wear seat belts while the bus is in motion.
5. Food, candy, and beverages are not permitted on the bus.
6. Students must ride only their assigned bus. Permission to ride another bus will not be given.
7. Orderly conduct must be maintained at all times.
8. When on the bus, students are to remain seated at all times. No one is ever to put their hands or heads outside the windows.
9. Students who have become a serious disciplinary problem on the bus will have their riding privileges suspended.
10. Parents should feel free to contact the Principal with any concerns regarding bus transportation.

## **CAFETERIA RULES – DEANE-PORTER & FORRESTDALE**

Students may provide their own lunches or they may purchase lunches through the cafeteria lunch program. Milk is available for purchase as are snacks, and non-soda drinks. Outside vendors are NOT permitted to make deliveries.

Information regarding cafeteria accounts can be viewed by the online system, [www.mypaymentsplus.com](http://www.mypaymentsplus.com) throughout the school year.

The following rules should be adhered to at all times:

1. Students must remain in the cafeteria until the lunch period is over unless he/she has been dismissed by the teacher/aide in charge.
2. Table manners in the cafeteria should be an extension of those manners that are expected and practiced at home.
3. Students must sign out of the Cafeteria if they are granted permission to leave for any reason.

4. Students are not permitted to take food out of the cafeteria unless it is kept in a lunch box or bag to be eaten after school.
5. Students are to line up at the beginning of the lunch period to make all purchases. Students will be instructed to dispose of their own trash during the last five minutes of the lunch period. It is expected that students clean up their area.
6. Students should enter the Cafeteria through the far doors, near the food line, and exit through the doors near the stage.
7. Students are reminded to follow the instructions of the lunch aides and teachers at all times and extend proper courtesies.
8. Students at the allergy-free tables are not permitted to pack or purchase food items restricted based upon assigned students' allergies.

## **CHILD ABUSE & NEGLECT (REGULATION # 8462)**

The law states that any person having **reasonable cause** to believe that a child has been subjected to child abuse or acts of child abuse. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously. The person shall report this information immediately to the Division of Child Protection and Permanency (formerly DYFS). Board policy also requires teachers to simultaneously report suspicions to the principal. (Rumson School District Policy # 8462) To report suspected abuse or neglect call the DCP&P hotline, 1-877-652-2873 (1-877-NJ-ABUSE). When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

In addition, Board policy requires that district employees “fully cooperate with the DCP&P in the investigation of child abuse and/or neglect cases.” This cooperation includes reporting suspected abuse, releasing pertinent records, and permitting DCP&P to physically view the child, interview the child in the presence of a school official, and interview school personnel who may have relevant information. State regulation allows all of the above activities to be conducted without the knowledge and/or consent of the parent or guardian. However, school officials shall maintain strict confidentiality throughout the investigative process.

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously. Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.

## **CHILD FIND**

The Rumson School District is seeking to locate resident children with disabilities. This also includes mobile migrant and homeless children, who may need but are not receiving special education services.

Any parent who has concerns about the development of:

- A preschool child attaining age 3 within the next year
- A child between the ages of 3 and 5

- A school age child between the ages of 6-21

Please note: The child can be experiencing physical, sensory, emotional, communication, cognitive, or social difficulties.

Please contact: The Rumson Special Services Department Child Study Team at: (732)-842-0811, ext. 4354 with your concerns.

Please share this information with family, friends, and neighbors.

## **CHROMEBOOKS (POLICY #2361)**

Students will continue to be offered the opportunity to utilize a district-issued Chromebook for opportunities to collaborate with classmates and work on assignments in an online environment.

- Chromebooks for students in elementary and middle school will remain in school. Students in Gr. K-5 will use assigned devices in their classroom. At times, students will carry devices to special areas classes. Students in Gr. 6-8 will receive their assigned devices during homeroom each morning, utilize them throughout the day, and return them back to charging carts in their homerooms prior to leaving school.
- All parents/guardians and students must sign the Student Chromebook Agreement. The student will be responsible for handling and care of the Chromebook while they are utilizing it in school.
- Students will continue to have the opportunity to utilize Google Apps for Education, allowing them to take their education to a new level, expanding on the collaborative nature of the platform, which was utilized in past school years.
- The district offers an Insurance plan to support families, in the event a Chromebook under the use of that student is damaged beyond traditional wear & tear.
- *Only students with signed Chromebook Student Agreements will be permitted to utilize the Chromebooks.*
- Any students that have outstanding fines or lost devices from the year prior will not be eligible to receive a device until the fine is paid in full or equipment is returned.

## **CLOTHING (POLICY #5511)**

School clothing should be simple, safe, sturdy and not too tight. Shoes should be safe and secure (no flip flops or backless sandals for Deane-Porter students for playground safety). Please label all of your child's belongings, especially clothing, as this can prove helpful in retrieving lost items. Our "Lost and Found" box is located in the back of our cafeteria.

## **CLUBS: DEANE-PORTER/FORRESTDAL (REGULATION #2430)**

Extra Curricular/Co-Curricular/Interscholastic Sports program rates for the 2016-2017 school year as follows:

- One – time signup fee- \$75 per student
- Athletic fee for each sport of participation: \$100 per student
- Club fee for each club of participation: \$25 per student

Though some activities, *such as Brownies, Boy Scouts, and recreational sports*, may occur at one of our schools, the front office does not necessarily know the schedule of their events. If you have any questions as to the location, time, and/or date of any of these activities that are not affiliated with the school, please contact your direct leader, facilitator, or coach.

## **COMMUNITY SERVICE: FORRESTDALE**

All Grade 8 students will be required to complete eight hours of community service before May 15th the spring in which they are scheduled to graduate. Failure to complete the community service requirement may result in the student missing an eighth grade privilege, at the discretion of the administration. Please see the Gr 8 School Counselor for community service opportunities.

## **COMMUNICATIONS**

Communication is paramount to our team effort.

See information on the main page of the district website [www.rumsonschool.org](http://www.rumsonschool.org)

Rumson School District Social Media- You can follow the Rumson School District on Social Media:

- For Twitter you follow us at @Rumsonbulldawgs
- For Facebook follow us at Rumson School District page (there are several, the official one is the one with the picture of Forrestdale School and a Bulldog)
- For Instagram follow us at bormannjohn.
- To receive reminder notifications through Remind for Deane Porter School from Mrs. Feeney please text @Bulldogsdp to 81010 (ex. bus pickup is late, spirit days, Back to School Nights, etc.)
- To receive reminder notifications through Remind for Forrestdale from Mrs. Gibbons please text @BulldogsFD to 81010 (ex. bus pickup is late, spirit days, Back to School Nights, etc.)
- To receive reminder notifications through Remind for the Rumson School District from Dr. Bormann please text @rumsonsd to 81010 (ex. board meeting events, school accolades, safety or security reminders, etc.)

This year we will be continuing our weekly schedule for flyers and other announcements, as follows: Tuesday - Forrestdale, Wednesday - Deane-Porter, District - Thursday. Any flyers that are to be sent home must be approved by the administration and must be sent to the main office of each school by Monday morning. We cannot guarantee flyers submitted after this time will be sent out on Tuesday.

## **CONFERENCES (Policy #9280)**

Open conferences are scheduled twice throughout the year in both schools, during the fall and spring. Regular conference dates and times will be determined by both school administrators. For Forrestdale students, conferences may not be needed, however, you may call the Main Office to schedule a conference with a particular teacher.

## **CURRICULUM:**

The Rumson School District continues its proud tradition of offering high quality curriculum which is designed to be engaging, rigorous and aligned with the standards and best practices. The office of Curriculum, Instruction and Assessment exists to ensure that the Rumson District curriculum continues to be relevant and engaging for our students. By statute, all New Jersey districts are required to evaluate, and if necessary, revise all district curricula every five years. At Rumson, we exceed this mandate by treating our curriculum as a living document, continually revising through a collaborative process to ensure we are meeting the needs of our students.

Our teachers are supported with sustained professional development opportunities designed to improve upon practices already in place. Additionally, participation in ongoing professional learning communities allows for discussion regarding curriculum and best practice of instruction. The greatest impact on our curriculum and student achievement comes from the dialogue between teachers within and across grade levels and subjects.

District- and statewide assessment programs allow us to evaluate student performance and are used as many measures of success as a district. Multiple data points allow for us to constantly improve our practices and programs.

Rumson’s curriculum is continuously enhanced and revised as necessary to meet the needs of students. As these units are revised they will be updated for public viewing.

In order to view our Units of Study please use this link [Rumson Units of Study](#)

Please visit our curriculum page on our school website using the link below in order to find information relating to:

Units of Study, Curricular Programs, Assessment, Gifted and Talented, Placement Rubrics for Acceleration (grades 6-8) Placement Rubrics for JET (grades 3-5), Basic Skills, Summer Assignments. [Rumson Curriculum Page](#)

All information will be updated regularly as adjustments in programs occur.

### **CUSTODY: Rights of Parents (POLICY #9240)**

As a district, we advocate for all students and; thereby we cannot be responsible for any custody issue that does not specifically relate to the welfare of students within the education setting. In the event that there are legal issues surrounding custody of students, official legal documents must be presented to the school principal.

### **DATING VIOLENCE AT SCHOOL (POLICY 5519)**

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

### **DO NOT RESUSCITATE ORDERS (POLICY #5332)**

“Do Not Resuscitate order” or “DNR order” means a written directive signed by the parent or legal guardian of a pupil who, after consultation with the pupil’s pediatrician and other advisors, declines emergency administration of cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) to the pupil. A family desiring to pursue a DNR order must submit a written order, which should be developed after a meeting with the parent(s) or legal guardian(s), the pupil, if appropriate, the school physician, the school nurse, the pupil’s family healthcare provider, and the local emergency medical services provider. The written order shall include specific written emergency orders and shall specifically meet the goals for the pupil. Community emergency medical services protocols must be clearly defined in the written order.

### **DROP OFF / LUNCH AND OTHER ITEMS: FORRESTDAL (POLICY # 9150)**

Parents wishing to drop off any items for their child (books, sneakers, snacks, lunches, etc.) must buzz in and leave the item in the designated grade level bin outside the main office. Please make sure the item is clearly labeled with the student’s name. All visitors entering beyond the vestibule area must have their license ready to be scanned through the Raptor system in order to get a visitor label.

## **DRESS CODE FORRESTDAL** (Regulation # 5511)

Below is a series of bulleted guidelines that provide our students with clear expectations for the **Forrestdale** Dress Code:

- Clothing must not reveal undergarments, midsection, torso, back, chest, shoulders, or bottom.
- Pants / shorts must be worn at the waist level.
- Dresses, skirts, skorts and shorts must clearly exceed the length of student's' fingertips when arms and fingers are extended fully to their sides. Leggings or tights must be worn under skirts and dresses at all times.
- Undergarments may not be **visible** at any time during school, inclusive of see through materials.
- Unless deemed appropriate by an administrator, sunglasses, hats, hoods, and other headgear are not to be worn indoors. When authorized by the administrator, they may be worn outdoors during P.E. activities, on special days or at recess.
- Students may not write on themselves or their classmates
- Leggings / yoga pants must be worn with a skirt or shirt that reaches mid-thigh.
- Clothing printed with offensive slogans, reference to drugs, alcohol and/or violence is not permitted.
- Shirts that do not have a sleeve must cover undergarments, and be modest.
- Tight fitting clothing – clothing must be size appropriate and may not be worn skin tight to the chest or bottom
- Clothing must not be torn or ragged
- Pajamas and slippers are not permitted unless as a part of a spirit day
- Students may not remove outer garments, such as sweatshirts or sweaters if doing so will result in a violation of the dress code.
- Students may not wear coats/jackets during the school day without permission from the principal

### **Dress Code Consequences:**

In an effort to ensure learning is our students' priority, a student in violation of dress code, may be asked to change clothes or have a parent bring a change of clothes.

## **DRUGS, ALCOHOL, TOBACCO AND ANABOLIC STEROIDS** (Regulation # 5530)

The following procedures are established in implementation of Policy 5530, Substance Please see policy/regulation 5530 at [www.rumsonschool.org](http://www.rumsonschool.org) for further info on intervention, reporting and procedures for students under the influence.

### **Reporting Students to Law Enforcement Agencies**

1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.
2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.

4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug distribution activities.
5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.
6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student REGULATION RUMSON BOROUGH BOARD OF EDUCATION PUPILS R 5530/page 14 of 16 Substance Abuse suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board

## **EIGHTH GRADE AWARDS & CRITERIA**

### **HONORING PUPIL ACHIEVEMENT (POLICY #5440)**

Grade 8 staff will recognize students, by subject, in two distinct areas: commitment and excellence. Please note, when average is listed in the criteria this is defined as the mean.

#### **English Language Arts**

*One Academic Award for grade level and two commitment awards (one per ELA teacher), totaling three awards for ELA*

#### **Excellence in Engagement Award (one per ELA teacher)**

This award is given to the student who has demonstrated hard work, diligence, independence, and an eagerness to apply the strategies and skills of reading and writing. This student comes to class everyday wholeheartedly prepared to work.

#### **Excellence in Achievement Award (one per course)**

This award is given to the student with the highest English GPA in this eighth year; if two or more students share the same GPA, the grade 8 test average (final novel units) will differentiate the recipient.

#### **Math**

*One Academic Award per course (four courses) and three commitment awards (one per Math teacher), totaling seven awards for Math*

**Excellence in Engagement Award (one per Math teacher)**

This award is given to the students who consistently demonstrate a desire to push themselves, regardless of their scores. These students exhibit a positive attitude, frequent classroom participation, completion of all activities to the best of their ability, good work habits, and excellent classroom behavior. They lead and reflect the importance of education by the way they conduct themselves on a daily basis.

**Excellence in Achievement Award (one per course)**

This award is given to the student with the highest math GPA in this 8th grade year, per course. One award will be given for the Algebra II, Geometry, Algebra I, and Pre-algebra classes. If two or more students share the same GPA, the quarterly average will be used to determine the recipient.

**Science (two total)**

**Excellence in Engagement Award**

This award is given to the student who demonstrates a commitment to the subject of science through his/her independent engagement in science investigations, exemplary experimental design throughout the school year, and commitment to science as exemplified by attendance at various extracurricular science opportunities that have been offered this year. This student has demonstrated passion through diligent work completion and participation.

**Excellence in Achievement Award**

This award is given to the student with the highest science GPA in their 8th grade year. If two or more students share the same GPA, the grade 8 test average will be used to determine the recipient.

**Social Studies (two total)**

**Excellence in Engagement Award**

This award recognizes the student who consistently demonstrates a passion for history which is expressed through a positive attitude, frequent classroom participation, and insightful contributions that inspire other students in the class. Additionally, this student will complete all assignments to the best of his or her ability and display excellent work habits.

**Excellence in Achievement Award**

This award is given to the student with the highest social studies GPA in their 8th grade year. If two or more students share the same GPA, the grade 8 test average will be used to determine the recipient.

**Spanish (two total)**

**Excellence in Engagement Award**

This award is given to a student who exemplifies the characteristics of a dedicated language learner. Aware of his or her own proficiency level, he or she strives to improve by producing more language with increased accuracy. The student is a sympathetic listener and supportive conversation partner. Because he or she knows the importance of visual cues such as hand gestures and facial expressions, his or her attention in class is unwavering. This student hones these skills outside of the classroom by finding and making opportunities to use the language in context.

**Excellence in Achievement Award**

This award is given to the student with the highest Spanish GPA in their 8th grade year. If two or more students share the same GPA, the student with the highest proficiency level, as defined by ACTFL standards, will receive the award.

**French (two total)**

**Excellence in Engagement Award**

This award is given to the student that exhibits a love of learning a language, a desire to do well, and has consistently made efforts to use the language on a daily basis both inside and outside of the classroom.

**Excellence in Achievement Award**

This award is given to the student with the highest French GPA in their 8th grade year. If two or more students share the same GPA, the student with the highest proficiency level, as defined by ACTFL standards, will receive the award.

**Health (two total)**

Two students will be awarded the Health Award based upon the following qualities: Scholastically Sound - maintains a 92 average or higher, and works to their potential

Outstanding character - positive, cooperative, honest, confident, enthusiastic

Class Leader - supports the instructional effort of the class and is responsible, participates in class

Role Model - sets a good example, provides support for the success of others

**Physical Education (two total)**

One boy and one girl will be awarded the Physical Education Award based upon the following qualities:

Scholastically sound - maintains a 92 average or higher, and works to their potential

Outstanding character - positive, cooperative, honest, confident, enthusiastic

Class Leader - supports the instructional effort of the class

Role Model - sets a good example, achieves high levels of individual fitness and provides support for the success of others

**STEM (one per course)**

Students will be awarded the STEM Award based upon their interest in the subject, overall inquiry in the STEM-specific content above and beyond peers, participation in technology projects both inside and outside of the classroom, and the following qualities: Scholastically Sound - maintains a 92 average or higher, demonstrates STEM practices during class, and works to their potential  
Outstanding character - positive, cooperative, honest, confident, enthusiastic  
Class Leader - supports the instructional effort of the class and is responsible, participates in class  
Role Model - sets a good example, provides support for the success of others

**Visual and Performing Arts**

**Music**

**Music Award**

Two students will be awarded the Music Award based upon a high interest in the subject and the following qualities:  
Scholastically sound - maintains a 92 average or higher, works to their potential, goes above and beyond on class projects  
Outstanding character - positive, cooperative, honest, confident, enthusiastic  
Class Leader - supports the instructional effort of the class and is responsible, participates in class  
Role Model - sets a good example and provides support for the success of others

**Sarah Beels Dunikoski Award, Presented by the REF**

This award is presented to two students who have demonstrated excellence in the school's extra-curricular vocal or music program. The students have participated in the choir for three years and have demonstrated excellent character.

**Jane and Burt Talmage Drama (two total)**

Two students will be awarded the Drama Award based upon a high interest in the subject, participation in the Drama Club, and the following qualities:  
Outstanding character - positive, cooperative, honest, confident, enthusiastic during rehearsals  
Role Model - sets a good example and provides support for the success of others  
Performance - outstanding contributions to the Drama Club performance

**Band (three total)**

**Band Award**

This award is given to two students who have been a member of the band program for at least one year, shown consistent musical growth, and exhibit these qualities:  
Outstanding character - positive, cooperative, honest, confident, and enthusiastic during rehearsals  
Role Model - sets a good example and provides support for the success of others  
Performance - outstanding contributions to the band in rehearsals and programs

**Jazz Award**

This award is given to one student who has been a member of the Jazz Ensemble for at least one year, shown consistent musical growth, and exhibits these qualities:

Outstanding character - positive, cooperative, honest, confident, enthusiastic during rehearsals

Role Model - sets a good example and provides support for the success of others

Performance - outstanding musicianship and contributions to the ensemble in rehearsals and programs

**Art (three total)**

**Lynn Reinalda Creative Spirit Award**

This award is given to one student who displays artistic drive and passion, sees every assignment as an opportunity to push his or her work further, and has shown outstanding effort and enthusiasm in art both in and outside of class.

**General Art Award**

This award is given to two students who exhibit technical strength as well as a highly developed sense of creativity in artworks, and have consistently displayed a positive attitude and a continued interest in developing his or her skills in visual arts both in and out of class. Students must also possess the following qualities:

Scholastically sound - maintains a 92 average or higher, works to their potential, goes above and beyond on class projects

Outstanding character - positive, cooperative, honest, confident, enthusiastic

Class Leader - supports the instructional effort of the class and is responsible, participates in class

Role Model - sets a good example and provides support for the success of others

**Borden Award for Excellence (two total)**

Awarded to two honor students, as defined by maintaining a 92 or higher average in all core academic subjects (inclusive of World Language) during all marking periods in their grade 8 year as well as the following qualities:

-a student at Forrestdale School for a period of more than one year

-demonstrates a cooperative attitude towards teachers and peers

-displays good citizenship within the school and community

-embodies leadership qualities

**DAR Good Citizenship Award (one)**

Awarded to two students, one boy and one girl, who fulfill the qualifications of honor, service, courage, leadership, and patriotism.

**Rumson Education Foundation 21st Century Learner Award (one)**

Awarded to the student who strives to meet his or her fullest potential, has a vision for education and a passion for learning. The 21st Century Learner exceeds in the three C's:

-Critical thinking and problem solving

-Communication

- Collaboration
- Creativity and innovation

#### **Rumson PTO Award (two total)**

Presented to two students who represent helpful, cooperative, and reliable behavior and strive to reach their own potential both in and out of the classroom.

#### **President's Award for Educational Excellence**

Presented to all students who achieve academic success in the classroom as defined by:

- maintaining a 92 or higher in all classes, inclusive of World Language, during seventh and eighth grade, for every trimester
- receiving a score of highly distinguished on NJSLA in Grade 7 for both English Language Arts and Mathematics

#### **Nancy Guthrie One Student Makes A Difference Award (one)**

This award is presented to a student who demonstrates through his or her action, attitude, and behavior an exemplary sense of respect for fellow students and teachers, and who goes out of the way to be helpful and caring to the students and faculty of Forrestdale School.

#### **Alex J. Shanley Award (one)**

This award is presented to a student who has persevered academically in spite of setbacks. Despite various difficulties during his or her life, this student has continued to overcome obstacles in an effort to achieve academically.

### **ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (POLICY & REGULATION # 5111)**

The Board shall operate the schools of this district for the benefit of all children resident in the district and such others as may be admitted, pursuant to statute and policy of the Board. The Board reserves the right to verify the residence of any student and the validity of any affidavit of guardianship. Documentation required to prove eligibility to attend the schools of this district shall be in accord with Policy 5111 Admission and the administrative code. Please visit the [Rumson School District website/ Residency Information](#) for more information.

### **ENTRANCE AGE (POLICY # 5112)**

The Board of Education will admit to this district children otherwise eligible by law or Board policy who have attained the age requirements set by law and this Board of Education. The Board requires documentary verification of the age and birth date of any child for whom admission to this district is sought.

To enroll students entering pre-kindergarten and kindergarten must meet district age limits by October 1 of each school year.

- 5 years old before October 1st for Kindergarten
- 3 years old before October 1st for Pre-Kindergarten

### **ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD) (POLICY #5516)**

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken by any student(s) or school staff member(s) for any purpose without the consent of the student, the student's parent, and/or the school staff member.

### **ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (POLICY #7441)**

The Board of Education believes pupils and/or school staff members should not be subject to having a photo, video or audio recording taken of any pupil(s) or school staff member(s) for any purpose without the consent of the pupil's parent or guardian, and/or the school staff member.

A pupil is not permitted to have turned on or use an ECRD on school grounds during the school day or when the pupil is participating in curricular, school-sponsored co-curricular activity or on the bus. A pupil's personal ECRD may only be used on school grounds in an emergency situation or with the permission of a school staff member supervising the pupil in a curricular or school-sponsored co-curricular activity.

### **EMAIL**

You can contact all staff in the Rumson School District by entering the first initial of the person's first name followed by the last name @rumsonschool.org. (i.e. [msmith@rumsonschool.org](mailto:msmith@rumsonschool.org))

### **EMERGENCY SCHOOL CLOSING**

In the event of an emergency school closing, phone, text and email blast will notify you using the phone numbers and email addresses you have provided through the student registration forms completed in the beginning of the school year. Parents must ensure their contact information is up-to-date in Genesis at all times.

### **EQUITY IN EDUCATIONAL PROGRAMS AND SERVICES (POLICY # 5755)**

The school district administration will ensure: that all students will have equal and barrier-free access to all school and classroom facilities, that minority and female students are not under-represented in gifted and talented or accelerated/advanced courses and that minority and male students are not overrepresented in detentions, suspensions, expulsions, dropouts, or special needs classifications. Support services will be available to all students and that all limited English-proficient students and students with disabilities will have equal and bias-free access to all school programs and activities. The school district will ensure equal and bias-free access for all students to computers, computer classes, vocational education classes, and technologically-advanced instructional assistance, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability.

### **EVACUATION PROCEDURES/LOCKDOWN (POLICY # 7440)**

When the evacuation bell is sounded, students **and all visitors** are required to obey the following rules:

- ◆ Leave the building through the nearest exit as indicated on the classroom evacuation chart
- ◆ Walk rapidly, but do not run

- ◆ No talking is permitted
- ◆ Listen for and follow directions

From time to time procedures for lockdowns will be practiced by the students so they know what to expect if we need to implement a lockdown in an emergency. These practices will be age appropriate and will be practiced so student anxiety is not heightened.

Parents will not be permitted to enter the building nor sign out any students from school during the time of the drill.

### **EXCUSAL FROM CLASS OR PROGRAM (POLICY # 5250)**

The Board of Education directs that a pupil be excused from any part of the instructions in health education, family life education, sex education, or instruction that includes dissection of animals that the parent(s) or legal guardian(s) of the pupil or the adult pupil finds morally, conscientiously, or religiously offensive. A request for excusal must be presented in a signed statement and submitted to the Building Principal.

### **EXPULSION (POLICY #5620)**

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has followed appropriate due process procedures.

### **EXTRA-CURRICULAR CLUBS & SPORTS (Policy #2430)(REGULATION #2431)**

Information regarding clubs and sports will be sent out to students in the fall. For sports, all students must adhere to medical guidelines regarding physicals (a *Sports Informational Packet* will contain such information). All student athletes and parents must review the *Student Sports Manual* and sign off on this upon the start of each sports season.

The Rumson School District participates in a Participation Fee Policy (**Policy #2436**). Rates for sports/extracurricular can be found on the [Rumson School District website/Sports and Clubs](#).

To be eligible for participation in any interscholastic sport or co-curricular activity (as approved annually by the Board of Education for the extracurricular program), a student in grades 6, 7, or 8 must:

1. Maintain a cumulative grade of 74 or above in all subjects for preceding marking period and any end of marking period during the season.
2. Be in compliance with the district's attendance policy.
  - In the event that the student does not maintain a 74 or higher in each subject: A) the teacher will provide an updated grade to date on the date of the tryouts to determine whether or not the child is able to participate B) On any day of the season, the student will be placed on the academic probation in the event that his or her average is less than a 74. If a student is placed on probation during the season, it means he or she will not be able to participate until the grade meets the 74 requirement. This will be monitored and applied on a weekly basis with probation being started on Mondays and ended on Fridays.
  - During the probationary period, the student shall not participate in athletic practices or athletic games. An administrator will consult with the pupil, parent (s) and/or teachers.

- Home schooled children within the district in grades 6 through 8 are eligible to participate in school district sponsored programs of athletic competition of this district.
- A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record may be unsatisfactory if the number of unexcused absences exceed 10% of eligible school days commencing or during participation in school district sponsored programs or athletic competition.
- A student who is absent for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.
- A student who is serving an in-school or out-of-school suspension may not participate in school district sponsored programs of athletic competition or practice while serving the suspension.
- A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.
- Notice of the school district's eligibility shall be available to students.

## **FIELD TRIPS**

Field trips are scheduled at the discretion of the principal and organizing teachers. In order for students to participate, the school must receive a permission slip signed by the parent/guardian. Students also should be reminded that field trips are a privilege that may be denied for consistent poor decision-making and failure to demonstrate appropriate self-control. When a field trip takes place primarily outdoors, your child may be exposed to ticks. To reduce the possibility of contracting a tick borne disease, please be sure your child is dressed appropriately for outdoor activities including light colored clothing, a long sleeve shirt and long pants that can be tucked into the socks and a hat. It is solely at the discretion of the parent/guardian to apply insect repellent before the student arrives at school. Parents are encouraged to check their child for ticks upon return home from an outdoor trip. In addition, please be aware that a field trip is an extension of the school day and all policies and regulations of the BOE apply. This included the use of personal electronic devices.

## **FIRE DRILLS/OTHER SECURITY DRILLS (Policy #8420, Regulations# 8420.10, 8420.7, 8420.2)**

Fire and security drills, held once monthly, are signaled by the sound of the fire alarm or by an announcement made over the intercom system. In the event of a fire or evacuation drill, everyone must vacate the building quickly and quietly in accordance with the posted instructions. In the event of a lockdown, everyone must follow procedures staff has received training on. In all drills, it is absolutely necessary that students follow all instructions of their teachers quickly and efficiently. **Talking, horseplay, and other forms of disruption will not be tolerated.** Disciplinary action will incur should there be a drill rule violation.

During a drill, parents and visitors are not permitted into or out of the building. If you arrive during a drill, a sign will instruct you to wait for the drill to be completed. Parents may not sign out children during a drill.

## **FLAG SALUTE**

Each morning the teacher will lead the class in the recitation of the Pledge of Allegiance to the flag of the United States of America. All students are required by state law to show full respect to the flag while the pledge is being given; however, students with conscientious scruples against the ceremony may abstain from participating in the pledge. (N.J.S.A. 18A:36-3; Lipp v. Morris).

## **GENERAL RULES**

For the safety of the children in the Rumson School District:

1. Students may not enter the building until 8:25 AM unless they are meeting with a teacher or arriving for a club.
2. Bicycles may be ridden to school with a helmet, but they should be locked to the bicycle racks provided. Students should not be near the bicycle racks during the day for any reason. Students must walk their bikes, once they enter campus. For safety Skateboards may be ridden to school with a helmet, but not on school grounds. Students must walk their skateboards once they enter campus for safety reasons. Students must place their skateboards in a locker or in the homeroom. Roller blades and lacrosse sticks should not be in school for any reason. **(Policy #5514)**
3. Students should treat each other and school personnel with mutual respect. Abusive or obscene language, sarcasm, and insolence will not be tolerated.
4. Respect for school property is expected from every student. Writing on desks, walls, floors, lockers, etc., will not be tolerated. Students will be responsible for any damage or cleaning that is necessary. Damage to or mishandling of computers will not be tolerated. Appropriate disciplinary action will be taken. **(Policy #5513)**
5. Students may not wander through the hallways during class time. Students must sign out of their classroom when leaving and carry a hallway pass. Students are not to be in the faculty lounge at any time. If a student is not signed out of their class with a pass, or in their assigned class, they will be considered as "cutting." It is important, for safety reasons, for the administration to know where students are at all times.
6. During playground and lunch periods, students are under the direct supervision of an aide and/or a teacher. Students must obey the directives of those in charge. At no time may a student leave or re-enter the building without permission.
7. Students should walk in a quiet and orderly fashion in the halls and other areas of the school building staying to the right side of the hallway. Running, pushing, and horseplay are prohibited.
8. Smoking is prohibited at all times. This includes the use of electronic smoking devices. Students in possession of such devices will be sent out for drug testing as per **(Policy #5533)**. This includes all areas of the building, any area of school property as well as the buses and any school-sponsored activities after regular school hours. **(Policy #5530)**
9. Possession of matches, cigarettes, e-cigarettes, chewing tobacco, alcohol, or drugs of any type, including drug paraphernalia, is prohibited on all school grounds. **(Policy #5530)**
10. Students are expected to observe the highest standards of conduct at all interscholastic events and other school-sponsored activities and performances. We take as much pride in our sportsmanship as we do in our teams' quality performances. Failure to conduct oneself in an appropriate manner will forfeit one's right to attend these events. **(Reg #5570)**
11. Gum chewing is prohibited at all times on school grounds.

12. The sale or purchase of any items, including gum or candy, between students is not allowed on school premises.
13. Students are permitted to bring cellular phones to school. **However, upon arrival at the school building, students must completely turn off all cellular phones until after school hours. Students must leave their cell phones off in their lockers, cubbies, or classroom closets during the school day. If a student has a cellular phone on or visible during the school day, this includes physically on the person, it will be confiscated, upon first offense, for the remainder of that day.** If there are any future incidents, the phone will be returned to a parent and disciplinary action will take place. **Using a cell phone to send text messages or to take a picture/video during school hours is strictly prohibited and will result in disciplinary measures.** If students need to make an emergency phone call during the day, they are allowed to use the phone in the Main Office after asking permission. **(Policy #5516)** These expectations include field trips and school events that occur off school grounds.
14. The use of electronic devices such as, but not limited to, portable audio devices, laser pointers, portable video game systems, etc. is prohibited during school hours, except with prior permission of the administration. You must seek permission, via district provided permission form, to participate in Bring Your Own Technology (BYOT) **(Policy #2361)**.
15. Should a child require any medication during the school day, it must be brought to the health office by a parent. It should be labeled with instructions for the amount of the dosage and time to be administered. All medication must be accompanied by a physician's order and a note of parental permission. This includes necessary medication for overnight field trips. **(Policy #5330)**
16. Hats shall not be worn in the school building during school hours except with prior permission of the administration.
17. Birthday decorations are limited to student lockers only and must be hung with magnets. Hanging birthday decorations or signs in other parts of the school building is prohibited. (Forrestdale Students Only)
18. Birthday treats / celebrations are NOT permitted in the Cafeteria. All students' birthdays (half birthdays for summer birthdays) will be celebrated by student leader groups. (Forrestdale Students Only)
19. All posters for school-related functions (fundraisers, student elections, dances, etc.) must be approved by an administrator or his/her designee (club facilitator, teacher, etc.). Posters may not be placed on glass surfaces.
20. When walking or riding bikes to school, students must cross streets only at crosswalks.
21. The above rules apply to all school-sponsored activities that take place on school grounds before or after regular school hours and for all activities that take place off school grounds. (Example: evening concerts, basketball games, dances, etc).

## **GRADING SCALE (Policy and Regulation # 2624)**

The following policies and regulations outline the grading procedures utilized in the Rumson School District. These include:

- **Policy and Regulation 5420 Reporting Pupil Progress**
- **Policy 5440 Honor Pupil Achievement**
- **Policy and Regulation 2330 Homework**
- **Policy 5410 Promotion and Retention**
- **Regulation 5411 Promotion for Eighth Grade**

## Kindergarten - Grade Four:

***Per District Policy Regulation 2624, performance levels are used to reflect the pupil's progress towards meeting each Standard. The levels for CORE ACADEMIC AREAS are:***

3 - The student is meeting grade level expectations with distinction. Performance is characterized by self-motivation and the ability to apply skills with consistent accuracy and independence, and a high level of quality.

2 - The student is consistently meeting grade level expectations, with little or no support. Performance is characterized by thorough understanding of concepts and skills.

1 - The student is progressing toward grade level expectations. Performance is characterized by the ability to apply skills with increasing success. Performance varies regarding accuracy, quality, and level of support needed.

NA - Not assessed

***For SPECIAL AREA SUBJECTS, performance levels are used to reflect the pupil's progress towards meeting each Standard and are as follows:***

3 – Meeting with Distinction

2 – Meeting

1 – Progressing Towards

NA – Not Assessed at this Time

**In Grades 5-8, students are graded using a numerical basis (out of a total possible of 100) in their Core academics, including ELA, Math, Sci, SS, and World Language.**

92 - 100 Outstanding

83 - 91 Very Good

74 - 82 Average

65 - 73 Poor

Below 65 Failing

Pass/fail for audited courses

***For Grades 5-8 SPECIAL AREA SUBJECTS, performance levels are used to reflect the pupil's progress towards meeting each Standard and are as follows:***

3 – Meeting with Distinction

2 – Meeting

1 – Progressing Towards

NA – Not Assessed at this Time

## **HARASSMENT, INTIMIDATION AND BULLYING (Policy #5512)**

As of September of 2011, the state of NJ adopted the HIB law that schools are mandated to enforce. Please refer to the district homepage or Forrestdale and Deane-Porter web pages for important information regarding this law, district policy, mechanisms for reporting etc. You may also contact our bullying coordinator/specialist, Ms. Brittaney Flynn.

Therefore, certain rules contained in this handbook are also punishable under New Jersey State Law. In fact, in some circumstances, the school administration is required by law to report offenses to the police. Once an offense is reported

to the police, or a complaint is signed by school personnel, the school will refer the student to the juvenile justice system seeking remedy.

In addition, a uniform State Memorandum of Agreement between the Rumson Schools and Law Enforcement Officials is also in place. This Memorandum of Agreement addresses areas such as controlled and dangerous substances, firearms, planned or threatened violence and other offenses.

## **HAZARDOUS SUBSTANCES**

Notice of any construction or other activities involving the use of any hazardous substances will be posted near the central office of each school building. Hazardous substances may be stored at the school buildings.

## **HAZING (POLICY #5541)**

Student athletes must abide by the district policy No. 5541 in regards to anti-hazing. 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. N.J.S.A. 2C:40-3.a. indicates hazing may also include, but is not limited to, the conduct outlined below:

1. An individual(s) causes, coerces, or otherwise induces a student to commit an act that violates Federal or State criminal law;
2. An individual(s) causes, coerces, or otherwise induces a student to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm or is otherwise deleterious to the student's health;
3. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements;
4. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
5. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a sexual nature;
6. An individual(s) subjects a student to any other activity that creates a reasonable likelihood of bodily injury to the student.

Board of Education members, school employees, and contracted service providers are required to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding such an incident. Students, parents, volunteers, or visitors are encouraged to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident.

Any report of an alleged incident of hazing shall be immediately investigated by the Principal or designee in accordance with procedures used to investigate alleged violations of the Student Discipline/Code of Conduct and Policy and Regulation 5600. A Principal or designee who receives a report of an alleged incident of hazing and fails to initiate or conduct an investigation and fails to minimize or eliminate the hazing may be subject to disciplinary action.

The Principal or designee may identify behavior when investigating an alleged incident of hazing indicating harassment, intimidation, or bullying (HIB) pursuant to N.J.S.A. 18A:37-14 et seq. – the New Jersey Anti-Bullying Bill of Rights Act (ABR). If the Principal or designee identifies behavior indicating HIB, the Principal or designee shall ensure a separate investigation is conducted in accordance with the ABR and Policy 5512.

In addition to anti-hazing, student athletes are expected to abide by all protocols in District Policy No 5512 as it pertains to incidents of Harassment, Intimidation & Bullying (HIB). The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. 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. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.

## **HEALTH SERVICES/PHYSICALS**

The school nurse provides vision, hearing, and scoliosis screenings to students in accordance with an approved schedule of administration. The State Department of Education and the Rumson Board of Education recommends that students in grades 2, 5 and 8 have a routine physical examination conducted by their private health care provider and the medical report submitted to the health office. If a student does not have a private health care provider (personal physician), the school physician, will conduct a physical at the parent/guardian's request. Sports physicals are conducted one day prior to the onset of each sports season by the school physician for students wishing to participate in sports who do not have a personal physician to conduct the physical. Parents/guardians may choose to be present during any examination; however, the school nurse will be present during all examinations in lieu of a parent/guardian (N.J.S.A. 18A:40-5). If parents/guardians prefer, their doctor may conduct the physical and submit a copy of the medical report to the nurse.

In the event that a student is diagnosed with a contagious disease, he/she is not permitted to return to school until the doctor certifies in writing that the child is free of the disease. A copy of the certificate must be presented to the nurse.

Any student with crutches, casts, splints and/or slings must stay inside at recess unless the health care provider indicates they can go outside and/or participate in recess. If permitted to go outside, the health care provider must provide any activity restrictions. Students who cannot go outside for recess can go to the library or participate in other indoor lunch activities. Also, a physician's note is required in order to allow students to use crutches in school.

## **Homeless Child's Right to Education (McKinney-Vento Homeless Assistance Act)** **(Policy # 5116 )**

The McKinney-Vento Homeless Assistance Act is the federal law that entitles children who are homeless or highly mobile to a free, appropriate public education and requires schools to remove barriers to their enrollment, attendance, and success in school.

The guiding principle behind the federal law and local policies (Policy # 5116) for students facing homelessness is that schools should make every possible effort to help these students secure and maintain a stable educational setting with the same opportunities and services as other students.

Every school district is required to have a Homeless Liaison. Dr. Michael Snyder is the liaison for the Rumson School District. All staff members have the responsibility to report a known or suspected case of homelessness to the liaison so that the district can assist the family and implement proper procedures as required by state law under the McKinney-Vento Homeless Assistance Act.

Homeless is defined as individual who lacks a fixed, regular, and adequate residence which includes children who are sharing the housing of other persons due to loss of housing economic hardship, living in motels, hotels, trailer parks or campgrounds due to lack of adequate accommodations. Students are also considered homeless if living in a transitional or emergency shelter, abandoned in a hospital or awaiting foster care placement. Homeless also includes children living in cars, parks, or public spaces not designed as a regular sleeping quarter for human beings.

The Rumson School District is committed to providing quality education for all of its students. This includes providing additional assistance to those children who are experiencing homelessness. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district's liaison for homeless students in the Guidance and Special Services Department.

## **HOME INSTRUCTION( Policy & Regulation #2412 and #2481)**

### **Home Instruction Due to Health Condition**

The Board of Education shall provide instructional services to an enrolled student whether a general education student in Kindergarten through grade eight or special education student as age appropriate, when the student is confined to the home or another out-of-school setting due to a temporary or chronic health condition or a need for treatment that precludes participation in their usual education setting, whether general education or special education.

### **Request For Home Instruction Due To A Temporary or Chronic Health Condition**

1. The parent shall submit a request to the building principal or designee that includes a written determination from the student's physician documenting the projected need for confinement at the student's residence or other treatment setting for more than ten consecutive school days or twenty cumulative school days during the school year.
2. The school nurse shall forward the written determination to the school physician, who shall verify the need for home instruction. The school physician may contact the student's physician to secure additional information concerning the student's diagnosis or need for treatment, and shall either verify the need for home instruction or shall provide reasons for denial to the school nurse.
3. The school nurse shall notify the parent concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.
4. The school nurse shall notify the parent concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.

### **Providing Services**

1. The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the student's confinement, during the first week of the student's confinement to the home or out-of-school setting.
2. The school district shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly, through online services, including any needed equipment, or through contract with another district Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency for the following categories of students:
3. A student who resides within the area served by this Board of Education and is enrolled in a public school program; or
4. A student who is enrolled in a nonpublic school that is located within the area served by this Board of Education pursuant to N.J.S.A. 18A:46A-1 et seq.

**Minimum Standards For Home or Out-of-School Instruction**

1. The district shall establish a written plan for the delivery of instruction to continue the student's academic progress and to maintain a record of delivery of instructional services and student progress.
2. The teacher providing instruction shall be a certified teacher.
3. The teacher shall provide instruction for the number of days and length of time sufficient to continue the student's academic progress and dependent upon the student's ability to participate.
4. For a student with disabilities, the home instruction shall be consistent with the student's Individualized Education Plan (IEP) to the extent appropriate, and shall meet the Core Curriculum Content Standards. When the provision of home instruction will exceed thirty consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the student's IEP.
5. For a student without a disability, the home instruction shall meet the Core Curriculum Content Standards and the requirements of the Board of Education for promotion to the next grade level. When the provision of home instruction will exceed sixty calendar days, the school physician shall refer the student to the Child Study Team for evaluation pursuant to N.J.A.C. 6A:14.

**Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition**

The Board of Education shall provide instructional services to an enrolled general education student at the student's home or other suitable out-of-school setting pursuant to N.J.A.C. 6A:16-10.2.

**Conditions For Providing Instructional Services – N.J.A.C. 6A:16-10.2(a)**

1. The student is mandated by State law and rule for placement in an alternative education program, but placement is not immediately available;
2. The student is placed on short-term or long-term suspension from participation in the general education program; or
3. A court order requires the student to receive instructional services in the home or other out-of-school setting.

**Providing Services**

1. The school district shall provide services no later than five school days after the student has left the general education program.
2. The school district in which a student resides shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly or through online services, including any needed equipment, or through contract with another Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency.

### **Standards For Home or Out-of-School Instruction**

1. The district shall establish a written plan for the delivery of instruction and maintain a record of delivery of instructional services and student progress.
2. The teacher providing instruction shall be a certified teacher.
3. The teacher shall provide one-on-one instruction for no fewer than ten hours per week on three separate days of the week and no fewer than ten hours per week of additional guided-learning experiences that may include the use of technology to provide audio and visual connections to the student's classroom.
4. The instruction shall meet the Core Curriculum Content Standards and the Board of Education's requirements for promotion and graduation.

## **HONOR CODE**

The Honor Code is aligned with **Policy and Regulation 5701 Plagiarism**

### **Forrestdale Honor Code - Gr 6 - 8**

*"As a school community, we value trustworthiness, respect, responsibility, fairness, caring, and citizenship. We choose honor and integrity in everything we say and do, so that our greatest potential is ignited academically, socially, and emotionally."*

### **The Honor Pledge**

*On my honor I will be a responsible Forrestdale citizen in order to ignite my own potential and maintain a beneficial learning environment for all, so everyone has the opportunity to ignite their own potential. I understand that academic dishonesty, personal dishonesty, or unkindness to others is not tolerated and is in violation of the Student Code of Conduct as outlined in the Student Handbook and Board of Education Policy and Regulation 5600. As a member of this community, if I witness an infraction or have knowledge of a breach of the Honor Code, it is my responsibility to notify the student him/herself and encourage him/her to act accordingly or to notify a faculty member/administrator. If I witness an infraction of the Honor Code and do not report it in any way, I realize that I am in violation of the Honor Code myself.*

### **Honor Code Violations**

The following are violations of the Honor Code and pledge:

- **CHEATING** includes, but is not limited to, the following:

- communicating in any manner with another student during a test, quiz, or any other form of evaluation
- copying or allowing copying in any testing situation
- copying or allowing copying of homework, class work, projects, or other material unless specifically allowed by the teacher
- using unauthorized notes or devices (i.e. calculator, foreign language translator, app) including any communication devices
- attempting to cheat
- submitting falsified information for grading purposes
- obtaining a copy of and/or information about an examination or giving information about such examinations without the knowledge of the teacher
- **COLLABORATION**
  - Study or homework collaboration is not considered academic dishonesty unless the teacher specifically prohibits such collaboration
- **PLAGIARISM** includes, but is not limited to, the following:
  - presenting, as one's own, words, works, or opinions of someone else without proper acknowledgment
  - borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment
  - failure to document with quotation marks any material copied directly from other sources
  - failure to provide a bibliography
  - use of another's work as one's own, particularly in the creative arts, e.g., themes, poems, musical compositions, or artwork
- **ILLEGAL USE OF TECHNOLOGY** includes, but is not limited to, the following:
  - Unauthorized or illegal use of, or access to, computers, software, telecommunications, or related technologies, and any willful act that causes physical, financial, or other harm to, or otherwise disrupts information technology
  - Illegal copying of copyrighted material
  - Unacceptable exchanges or interactions (inclusive of liking someone else's social media and sharing posts) that are intended to hurt, harm, or disrespect another
- **PERSONAL DISHONESTY & FORGERY** includes, but is not limited to, the following:
  - any form of deceit, attempted deception, or fraud
  - lying to administrators, faculty members, and other staff
  - falsifying any school document
  - signing any signature that is not one's own
  - altering or falsifying notes and passes
  - misleading by not telling the whole truth, not stating important, relevant information, and not making all reasonable efforts to clear up misunderstandings or unclear areas
- **UNKINDNESS / INTOLERANCE / DISRESPECT** include, but is not limited to, the following:
  - unwillingness to accept others' differences in beliefs, opinions, views, behaviors, needs
  - inconsiderate of others' needs for learning and growing socially, academically, and emotionally
  - engaging in disrespectful behavior of others' time, learning environment, or personal space
  - violating personal space, privacy or possessions (i.e. lockers, book bags, chromebooks, etc.)
- **BYSTANDER ACTIONS** include, but is not limited to, the following:

- having knowledge of physical, social, emotional harm to others or the school environment and not sharing with adult
- participating in the observation of demeaning and exclusionary behaviors and actions that may be considered harassment, intimidation, or bullying without addressing or reporting the matter appropriately
- Participating in the liking, sharing, or commenting of social media posts that may be considered harassment, intimidation, or bullying or considered demeaning or embarrassing to a person
- Participating in the spreading of stories or rumors that may be considered harassment, intimidation, or bullying or considered demeaning or embarrassing to a person
- Participating in or observing, without reporting to adult, behaviors that are disrupting to the learning environment and disrespectful to peers or adults.

#### Disciplinary Action

After being made aware of an honor code violation, the staff member will schedule a conference with the administrator and in turn the administrator will schedule a conference with the student. Actions considered will be in concert with the Forrestdale Code of Conduct. For a first offense, the teacher will also inform the parents of said violation. A pattern of violations of the Honor Code may be cause for more severe disciplinary action, in concert with the Student Code of Conduct.

#### Honor Code Student Reporting

*As a member of this community, if I witness an infraction or have knowledge of a breach of the Honor Code, it is my responsibility to notify the student him/herself and encourage him or her to act accordingly or to notify a faculty member/administrator. If I witness an infraction of the Honor Code and do not report it in any way, I realize that I am in violation of the Honor Code myself.*

- As a Forrestdale student I may first wish to address the student directly who has violated the Honor Code. I would do so in a respectful manner, reminding the student of their responsibility to report this to a trusted adult themselves.
- If I do not wish to address a known Honor Code violation with the student directly, I understand that I should inform a trusted adult. This may include a teacher, counselor, or administrator in writing, email, or in person.

Students have the responsibility to:

- To utilize the instruction and modeling provided by teachers in order support all of the areas listed above.
- Make good choices with the Honor Code in mind, as a supportive guidance document for those choices.
- Be respectful of others when reporting Honor Code violations, including non-retaliatory reactions.

## **INJURY/ILLNESS DURING SCHOOL HOURS**

Any student who becomes ill while in school is to ask the teacher or person in charge for a pass to see the nurse. Should the nurse not be available, the student should report to the main office. Students are not permitted to go home unless a parent or guardian has been notified by the school nurse or main office and students may not text their parent from their cell phone to go home without seeing the nurse.

In the event a student is injured or taken ill during the school day, the nurse will contact the parent/guardian or the emergency contact listed on the child's "Student Information Card" and request that the child be taken home. Parents/guardians should select a contact person in close proximity to the school. The parent/guardian should report to the office to sign out the child.

In the event that a parent/guardian cannot be reached in an emergency situation, school personnel are authorized to take appropriate action for the safety of the child including the signing of hospital consents for admission and emergency operative procedures. Riverview Medical Center, Red Bank, has been designated as the servicing hospital for the school district. The school and/or hospital will continue attempts to reach the parent/guardian until they are successful. **It is essential that parents/guardians keep the school informed of changes of address and home, cell and business phone numbers, email addresses and changes of employer.**

## **INTERIM NOTICES: FORRESTDALE**

Interim notices (formal progress reports) will be available to view on set days at the half-way mark of each of the three trimesters, through the Genesis parent portal.

## **INTERVENTION AND REFERRAL SERVICES (I&RS)/504**

The I&RS Committee provides supports to students and their teachers to assist the students' learning, behavior or health needs (N.J.A.C. 6A:16-7.1(a)). Students may be referred to the committee by teachers or parents who have academic, behavior or other concerns. The I&RS committee is multidisciplinary and may include: school administrator(s), a guidance counselor, a Child Study Team member, a general and special education teacher, the school nurse, any other related services personnel who could assist in the development of an action plan, as well as the child's teacher. The committee meets to discuss a student's areas of strengths and vulnerabilities, creates goals and develops an Action Plan of strategies and techniques to be used address areas of concern. Follow-up meetings take place as needed to review and assess the effectiveness of the interventions identified in the Action Plan, which can be modified, as appropriate, to achieve the desired outcomes.

### **Section 504**

504 Coordinator: Dr. Michael Snyder- [msnyder@rumsonschool.org](mailto:msnyder@rumsonschool.org)

Section 504 is a federal act prohibiting discrimination against anyone with a handicap in any program receiving federal financial assistance. The act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities, including activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Rumson School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices of the school system. Accordingly, the school district has specific responsibilities under the act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, afford access to educational services. The I&RS Committee

meets to consider students whose parents or teachers have referred them for evaluation for accommodation under Section 504 and determines eligibility after considering:

- The nature of the disabling condition;
- The basis for determination of eligibility;
- Whether the disability affects one or more major life activities; and
- Reasonable accommodations that are necessary.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, she or he has a right to a hearing with an impartial hearing officer.

## **LOCKERS: FORRESTDAL**

All seventh and eighth grade students are assigned a locker. **These lockers are for the convenience of the students, but they remain the property of the Board of Education. The administration reserves the right to inspect the contents of any locker.** Students may not share lockers nor should they leave money or valuables in an unlocked locker. The school is not responsible for items lost or taken from lockers. **Students may not leave their lockers unlocked.** All displays in the locker must be hung with magnets. **All 7<sup>th</sup> and 8<sup>th</sup> grade students must leave their backpacks and cell phones in their lockers at all times. Teachers will schedule and facilitate locker visitation privileges.**

## **LOST AND FOUND**

Lost and found items are placed in the cafeteria. Ample opportunity to be retrieved will be given and then remaining items will be removed and donated to charity at intermittent points throughout the year.

## **MEMORANDUM OF AGREEMENT WITH LAW ENFORCEMENT**

The Board of Education of Rumson recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters related to the use, possession, and distribution of controlled, dangerous substances, drug paraphernalia on school property, violence, and the actual or threatened infliction of bodily injury, the unlawful use or possession of firearms, or other dangerous weapons, arson or fire-setting activities, vandalism, and theft. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The Board shall; therefore, establish a formal agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the county superintendent of schools. The agreement shall be consistent with the School Zone Enforcement Code (NJAC 6:3-6.1-6.6), The Statewide Action Plan for Narcotics Enforcement and The Attorney General’s Executive Directive 1988-1. A copy of the aforementioned MOA is available in the Main Office.

## **NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires The Rumson School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

For surveys and activities scheduled after the school year starts, the Rumson School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

## **PARKING**

A few visitor parking spaces have been designated in the Deane-Porter parking lot and in the Forrestdale parking lot. We ask that parents and visitors not park in spaces designated for staff- these are marked with numbers. Please be cognizant of resident driveways when parking, so as to not block an egress.

## **PERSONAL BELONGINGS: DEANE-PORTER (Policy #5611 & Policy #8467)**

Students may not bring any dangerous objects to school such as matches or knives. Students should refrain from bringing anything of great value to school. For safety’s sake, skateboards, lacrosse sticks, and other large sporting equipment should be left at home.

For security purposes, we ask that you refrain from taking items directly to your child’s classroom. Parents wishing to drop off any items for their child (books, sneakers, snacks, lunches, etc.) must bring them to the Main Office. Mrs. Ryan, our school secretary, will contact the teacher and have the child pick up the item(s) in the main office. Please make sure that their name is on their lunchbox or lunch bag. ***Also, in order to avoid a disruption of instruction, parents may not “visit or pop in” their child’s classroom unannounced after volunteering to assist with specials, a meeting, etc.*** Once you are finished with your meeting, special celebration, or helping out a teacher, please report to the main office and sign out.

## **PETS ON SCHOOL GROUNDS (Policy #7490)**

For the safety and security of all students and staff members, please refrain from bringing household pets into or near the Deane-Porter or Forrestdale School. Due to various student allergies and the unpredictable temperament of animals, it is especially important to keep all pets off of school grounds during the arrival and dismissal of students. Please keep your pet(s) at home.

## **PUPIL FUNDRAISING (Policy 5830)**

The Board prohibits the collection of money in school or on school property or at any school sponsored event by a pupil for personal benefit. Collection of money by school organizations approved by the Board shall be approved by the Principal. Collections by organizations outside the schools or by pupils on behalf of such organizations shall be approved by the Superintendent.

## **PUPIL GRIEVANCE (Policy 5710)**

## **PUPIL RIGHTS (Policy 5700)**

The Board of Education recognizes that pupils possess both the right to a free public education and the rights of citizenship. In granting pupils the educational opportunities to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to pupils' ages and maturity. At the same time, the Board will respect the right of each pupil to equal treatment and equal access to the educational program, the due process of law, freedom of expression and association, and the privacy of his/her own thoughts.

## **PLAGIARISM (POLICY 5701)**

Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other pupils' papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties.

## **POND**

For safety's sake, children may not play in or near the pond at any time.

## **PUPIL RECORDS (Policy # 5308 & 8310 )**

The State of New Jersey requires each district to maintain records which "contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record." Records mandated by the state include the following:

- Personal data (pupil name, address, date of birth, etc.)
- Record of daily attendance
- Descriptions of pupil progress
- Discipline records
- History and status of physical health
- Records regarding the education of educationally handicapped pupils

These records are held confidential and are secured when not in use. Parents/guardians wishing to review their child's record should make an appointment with the principal or school counselor. We are required to provide supervised access within 10 days of the request. Parents may add educationally relevant information upon request. At the principal's discretion, he may disclose information to appropriate persons to protect the health or safety of the pupil or other persons. This notice satisfies N.J.A.C. 6:3-6.2d requiring annual written notification of your rights in regard to pupil records.

## **RECESS RULES – DEANE-PORTER & FORRESTDAL**

1. Students must walk through the hallway to the playground and exit the building through the designated doors.
2. Students must re-enter the building through the doors in which they are assigned.
3. Please place (do not throw) your lunch boxes/bags along the brick wall or in the assigned bins.
4. Please ask permission from an adult to go inside.
5. Report all accidents and injuries to an adult.
6. If you use any of the school's equipment, please return it after you are done.
7. Tackle football is not permitted; only two-hand touch is permitted.
8. Do not push, shove, or trip any classmates.
9. Please do not jump off the swings; wait until the swing slows and your feet can reach the ground to get off the swing.
10. Please keep all food inside of your lunch bag, no eating during recess.
11. Please use appropriate language.
12. Adhere to all adult instructions for students' safety and well-being.

## **REPORT CARDS AND CONFERENCES (Policy #5420 & Regulation #2624)**

Our trimester report cards are intended to offer our most accurate professional judgments in relation to outlined scholastic expectations that are based on the NJ Student Learning Standards. Students in grades one through eight receive report cards every trimester. Kindergarten students receive report cards during trimesters two and three.

Parent conferences are scheduled twice yearly (in the fall and again in the early spring). Communicating a child's progress is not limited to these formal modes and parents are encouraged to contact the school whenever there is a question or concern.

## **RESTRAINT & SECLUSION GUIDANCE FOR STUDENTS WITH DISABILITIES (Policy #5561)**

Public Law 2017, Chapter 291 was signed into law establishing certain requirements for the use of restraint and seclusion with students with disabilities in school districts, educational services commissions (ESCs), and approved private schools for students with disabilities (APSSDs). The law sets forth criteria to which schools must adhere when employing the use of physical restraints and seclusion techniques on students with disabilities. Further, the law requires the New Jersey Department of Education (NJDOE) to establish guidelines for school districts, ESCs and APSSDs to ensure that a review process is in place to examine the use of physical restraints or seclusion techniques in certain circumstances.

In response to this law, the NJDOE's Office of Special Education Policy and Procedure met with stakeholders to elicit feedback on key provisions and elements that should be included in the guidance document. The Office of Special Education Policy and Procedure invited representatives from school districts, ESCs, APSSDs, attorneys representing parents and districts, and representatives from statewide advocacy groups. In addition to reflecting stakeholder input, the guidance incorporates the 15 principles set forth in the May 2012 document, Restraint and Seclusion: Resource Document, published by the U.S. Department of Education (USDOE).

Please see link below for further information on district policy and regulations regarding Restraint and Seclusion Guidance for Students with Disabilities:

## **SCHOOL LUNCH PROGRAM (Policy #8500)**

### **Deane-Porter**

Children have a short time period for a snack and a forty minute lunch/recess time. Children may also bring in a beverage such as a small juice box (*No glass, bottles or containers, please!*). ***Please adhere to the snack options based on the needs of your child's class.***

### **Deane-Porter and Forrestdale**

Students may bring lunch or purchase it in the cafeteria. Simplified Culinary Services of Point Pleasant, NJ, our food service company, will be providing lunch for students that wish to purchase food items. Items will be posted on the school website. Any parent wishing to contact Simplified Culinary Services about various concerns may speak to a representative at extension 356.

Students who wish to purchase lunches should bring in cash or, preferably, checks (*made out to Rumson BOE with their PIN # on the check or enclosed envelope*). Lunches can be prepaid by depositing money to their student account through this payment method, or by registering with our online service provider, MealPay Plus at [www.mealpayplus.com](http://www.mealpayplus.com). **This is not a CHARGE account, but rather a DEBIT system that can only be used if money is deposited to the student's account. *If your account is negative at the end of the year, it will not be activated in September.*** It may be helpful to continually review your child's PIN # and look at the menu the night before to help your child make a selection. If you have questions, please contact a Simplified Culinary Services representative at ext. 356.

Lunches **may not** be delivered to the school by one of the local vendors. Parents may purchase their child's lunch from an outside source and deliver it personally to the school should they choose to do so.

If a child forgets his/her lunch, he/she may purchase a lunch. Emergency lunch costs will be assessed to the parent. If a student continuously forgets his/her lunch, a phone call will be made to the parent/guardian.

## **SCHOOL VOLUNTEER (Policy #9180)**

The Building Principal shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks and must submit their names for the Superintendent to recommend for Board approval. Volunteers must be persons of known character, responsibility, and integrity. All volunteers who meet the established threshold of 1 hour per week or overnight, shall go through the Criminal History approval process annually.

### **Parent and Teacher Organization (PTO)**

The Rumson PTO serves both schools in the district, and maintains an Executive Board. The PTO provides teachers and students with a wide range of exceptional resources and assemblies. All parents are invited to join this organization and will be welcomed as volunteers. PTO meetings are held on the first Wednesday of each month.

### **Rumson Education Foundation (REF)**

The Rumson Education Foundation (REF) is a non-profit 501 (c)(3) organization founded over 18 years ago by a group of dedicated parents. These parents wish to enhance the public education of our children by raising funds to bridge the gap between school budgetary constraints and the educational resources needed within our schools. All parents are invited to support the foundation's vision in granting innovative tools and resources to our schools.

## **SEARCH AND SEIZURE (Policy #5770)**

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.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official.

Pupils shall be notified in writing at the beginning of each school year that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection.

Whenever possible, a search will be conducted by the Principal in the presence of the pupil, the pupil's parent(s) or legal guardian(s) or a representative of the parent(s) or legal guardian(s), and a teaching staff member other than the Principal. Under no circumstances shall any pupil be subjected to a strip search or a body cavity search.

A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property.

The Principal shall conduct a pupil search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the pupil or when the Principal has independent grounds to suspect the presence of an incriminating object.

The Principal shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.

N.J.S.A. 18A:36-19.2, 18A:37-6

## **SEXUAL HARASSMENT (POLICY 5751)**

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. In accordance with Title IX of the Education Amendments of 1972 and the Code of Federal Regulations (CFR), 34 CFR §106, the school district adopts this Policy and implement practices to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 34 CFR §106.3(c). In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

## **SOCIAL MEDIA**

As a parent, we would like you to be a part of our solution in monitoring your child(ren) on social media, such as Facebook and Instagram. For that reason, we urge you to be mindful and to provide guidance with your child's use of all social media.

Please be mindful of student privacy and protection when posting your own social media feeds.

## **SPORTS INFORMATION**

Students and parents will be asked to sign off on the Forrestdale School Sports Manual for each sports season. It is imperative to carefully review all contents within this document. A link to this can be found here:

[2023-2024 Parent/Student Sports Manual](#)

### **Concussion & Head Injury (Regulation #2431)**

Emergency Procedures Athletic coaches shall be trained in first aid, to include sports-related concussion and head injuries, the use of a defibrillator/CPR, the identification of student athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.

The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic program or activity.

Emergency procedures shall be reviewed not less than once in each school year and shall be disseminated to appropriate staff members. Interscholastic Standards The Board shall approve annually a program of

interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

**PRACTICE AND PRE-SEASON HEAT-ACCLIMATION FOR INTERSCHOLASTIC ATHLETICS (POLICY # 2431.3)**

The Board of Education adopts this Policy as a measure to protect the safety, health and welfare of pupils participating in school-sponsored interscholastic athletic programs.

The Board believes practice and pre-season heat-acclimation guidelines for student-athletes will minimize injury and enhance the student-athlete's health, performance, and well-being. For the purposes of this Policy, "practice time," means the time a player engages in physical activity. Warm-up, stretching, conditioning, weight training, and "cool-down" periods shall be calculated in practice time.

For the purposes of this Policy "walk-through" means practice time where no protective equipment or strenuous activity is permitted and only balls and field markers (cones) may be used.

The first five days of the Board approved pre-season practice shall consist of no more than three hours of practice time. This three-hour practice time during the first five days may be divided into multiple sessions, but total practice time shall not exceed three hours daily. Full protective gear required for any athletic program may only be worn by student-athletes on the third day of practice and thereafter. Activities during the first two days of practice will be limited to those activities where full protective gear is not needed or required. Protective headgear may be worn on the first two days

A student-athlete shall not be permitted to participate in a scrimmage for any sport until he/she has completed six complete days of practice. An athletic team may not practice for more than six consecutive days and one twenty-four hour rest period must be included within a seven-day period. After the fifth day of practice, the maximum allotted time per day for practice shall not exceed five hours. The five-hour practice time may be divided into multiple sessions but total practice time in any day shall not exceed five hours. A five hour practice day may not be followed by a practice day greater than three hours. Therefore, practice days may follow a 3-5-3-5 format. A minimum of a three-hour recovery period shall be provided after any session of greater than two hours in length and a three-hour recovery period should be provided before a walk-through.

**EYE PROTECTION (Policy # 7432)**

The Board of Education directs the rigorous implementation and enforcement of eye safety practices for pupils, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district.

Each pupil, staff member, and visitor exposed to a condition identified as hazardous to the eyes must wear an eye protective device appropriate to the activity and certified to meet the standards established by the State Board of Education, the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1979, and American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986 and the New Jersey Administrative Code.

The eye protective device shall be supplied by the Board, except that the pupil, staff member, or visitor may wear personal eyewear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District owned eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.

## **STUDENT ACHIEVEMENT GRADING AND PROMOTION (Policy#2624,#5410, #5411)**

Student progress will be closely monitored and regularly reported to parents. Report cards will be distributed three times per year via to the parent portal in Genesis.

Grades appearing on report cards indicate what the student has achieved, how well the student has demonstrated what he/she has learned.

The teaching staff shall provide parents with information regarding student grading, particularly those factors which determine a student's grade. This information shall be provided to the parents at the beginning of the school year and to the students where and when appropriate, and shall include the criteria for attainment of all grades.

Promotion or retention of a pupil shall be made in the best interest of the student after a careful evaluation of all the factors relating to the probability of future success for that student.

When attendance standards have not been met but mastery has been achieved, a review will be conducted by the principal according to Board Policy to determine a student's suitability for promotion.

When general progress is being made but mastery has not been achieved, the child's personality, emotional stability and maturity will be taken into account prior to retention. The principal, in concert with the Child Study Team, the guidance counselor and the student's parents shall review all remedial program offerings and options, as well as possible placement. The principal shall be responsible for making the final decision as to placement.

## **STUDENT INFORMATION CARDS/UPDATE**

Annually parents are required to complete a Student Information Card and a Medical History form for each child attending school. The information provided is confidential and will be used by the professional staff to safeguard the health and well-being of your child.

In the event of an illness, injury, or other emergency situation, accurate and detailed information is critical. It is essential that parents/guardians keep the school informed of changes in medical conditions, address and home phone number, and employer and business phone number.

## **STUDENT PREPAREDNESS**

In addition to following school regulations and school authorities, it is the responsibility of every student to come to school with books, gym clothes, lunch, and other necessary materials on time. *We strongly discourage* parents from dropping off the above items for their children during the school day. ***We will not interrupt classes by calling students to the office to pick up materials that have been dropped off.*** If a parent must drop off an item for their child, please do so by placing the item in the grade level containers in the Main Office.

It is also the responsibility of every student to listen to the morning and afternoon announcements. ***Any parent who wishes to relay important information to their child at the end of the day must call the main office by 2:30 p.m. in order to be included in the afternoon announcements.*** Parents should not rely on teacher voicemail or email for messages that must be conveyed to students at day's end.

### **STUDENT SAFETY/WEAPONS (Policy #5611 & Policy #8467)**

Any student who possesses, uses, or exchanges a weapon or anything that could be used as a weapon shall be subject to stringent discipline, which may include suspension or expulsion from school. Such students may also be reported to the appropriate law enforcement agency. The possession of weapon facsimiles will result in a disciplinary action which may include detention, suspension, or parent contact.

### **SUBSTANCE ABUSE (Policy #5530)**

The Rumson Board of Education has established a policy regarding student possession, use, or sale of drugs while on school property. Students may be subject to expulsion if found to be involved in possession of, using or selling drugs while on school property.

In addition, any student who, upon finding or receiving any narcotics, fails to turn them over immediately to a member of the school staff shall be considered to be in possession of narcotics and may be subject to expulsion from school.

Any student found to be under the influence of any narcotics while on school grounds or under the jurisdiction of the school, will be considered to be a user of and in possession of such narcotics or alcohol even though the drugs or alcohol may not have been taken while on school premises.

The Rumson Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession and distribution of controlled dangerous substances and drug paraphernalia on school property. To that end, the Board of Education will cooperate with law enforcement activities and operations on school property. All district policies regarding substance abuse are available to interested parties by visiting the Rumson School District website.

### **SUICIDE PREVENTION (Policy #5350)**

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among students. Students under severe stress cannot benefit fully from the educational program and may pose a threat to themselves or others.

The Board directs all school district staff members to be alert to a student who exhibits warning signs of self-destruction or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Principal or designee.

### **TARDINESS (Policy # 5240)**

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

### **Transportation for Students (Policy #8600)**

Bus transportation is provided for eligible students as per the transportation policy.

## **TUTORING (Policy and Regulation #3232)**

The district supports parent's efforts to support students with tutoring. The policy and regulation limit tutors' access to district resources and limit tutors that are employed in the district as staff members from tutoring students who they currently have on their roster.

## **VACATIONS**

Family time is very important for our students. We encourage all of our families to enjoy special time together, however, it is expected that parents make every effort not to schedule vacations during times when school is in session, in order to avoid interrupting their child's education program. Please be aware that missing school for a vacation is not recognized as a legal absence and therefore will not be excused.

Should your child miss school due to a special family outing, the following procedure will be in place:

- A written note should be given to the main office and to their teacher(s) one week prior to the vacation with the dates that your child(ren) will be absent from school.
- Students will be responsible to make up any tests or quizzes and will need to make arrangements with their specific teachers.
- Students will have the same amount of days to make up the school work as the amount of days on vacation. (i.e. 3 days out = 3 days to make up the school work)
- Student's work is projected and may be subject to change during the student's absence as a result of classroom instruction. (Regulation #2330)
- All teachers may direct students to use the website as a tool to ascertain updated nightly assignments.

## **THERAPY DOG (POLICY # 5337.1)**

Students in Rumson are very fortunate to have our own district therapy dog. Research has shown that therapy dogs help to create a positive environment. There are numerous benefits to having a therapy dog, for example, they help turn off anxiety, anger, and depression. Spending time with therapy dogs reinforces learning, motivates students, enhances self esteem, provides opportunities for appropriate interactions, and are a comforting presence. Our therapy dog will be joining classrooms in both Deane-Porter and Forrestdale Schools with one of his trained handlers.

Please contact your child's building principal if you have any concerns (allergies, fear of dogs, etc.) about Boomer visiting our classrooms.

## **VANDALISM/VIOLENCE/WEAPONS (Policy #5611, 5612,5613, 8467)**

The Board of Education prohibits the possession and/or use of firearms, other weapons, or instruments which can be used as weapons from school property, on a school bus, at any school function, or while en-route to or from school or any school function. For the purpose of this policy, "weapon" includes, but is not limited to, those items enumerated in N.J.S.A. 2C:30-1r. The principal shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property.

**Policy 5611 - REMOVAL OF STUDENTS FOR FIREARMS OFFENSES**

The Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding student offenses involving firearms, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, pursuant to The Zero Tolerance For Guns Act, N.J.S.A. 18A:37-7 through N.J.S.A. 37-

12.

Policy and Regulation 5611 shall apply to a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds, convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds, or found knowingly in possession of a firearm on school grounds. A student, other than a student with a disability, convicted or adjudicated delinquent for these firearm offenses shall be immediately removed from the school’s general education program for a period of not less than one calendar year and placed in an alternative education program according

to the requirements of N.J.A.C. 6A:16-9. A student with a disability convicted or adjudicated delinquent for these firearm offenses shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

requirements of N.J.A.C. 6A:16-9. A student with a disability convicted or adjudicated delinquent for these firearm offenses shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

**Policy 5613- REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES**

The Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding a student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.

A student, other than a student with a disability, who commits an assault as defined above shall be immediately removed from the school’s general education program for a period not exceeding one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9.

A student with a disability who commits an assault as defined above shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14

As per the memorandum of agreement between the Rumson BOE and Rumson Police Department, all incidents of violence or vandalism that are alleged or actually occur, must be reported to the Rumson Police Department

**VISITING THE NURSE (Policy #5307)**

Children may visit our school nurse if they become ill during the school day.

Please be advised that our practice regarding recess and children who are injured outside of school is as follows: “Students who have reported to school with noticeable injuries (stitches/casts/splints/etc.) shall not be permitted to play with or on

any equipment without permission. Students who have not been cleared by the school nurse (who will only do so upon receipt of written notice from doctor/parent) should report outside with their classmates, but must avoid any play.” Should you, as a parent, wish for your child to be given permission to play, please contact your child’s school nurse.

Please make sure that you contact the school nurse regarding any medical concerns. Remember that children, excluding those who suffer from asthma or other life-threatening illnesses, may not self-medicate. All medications, including over-the-counter medications, such as aspirin and cough drops, must go through the nurse’s office.

## **VISITORS (Policy # 9150)**

To ensure a safe and orderly school setting in Rumson, we have installed a digital system to screen all visitors entering the building. All parents, workers, visitors who wish to enter the building **must have a license** to be scanned in order to be admitted into the building.

- All visitors must enter the school through the main doors. Visitors should **not** hold the door open for other visitors. All visitors should announce themselves to the main office. Visitors (other than drop off )need to provide a photo ID which will be put into the raptor system. Once a visitor badge is produced, a school official will escort the visitor to the appropriate room. When leaving the building all visitors must return their badges and sign out in the main office.
- Visitors **may not** directly deliver items to the classroom. All items can be placed in the grade levels bins in the vestibule outside of the main office. Lunch must be dropped off before your student’s lunch time and lunch aides will deliver all dropped off lunches to the designated area of the cafeteria.
- Students who are leaving early for a scheduled appointment must be signed out and picked up by a parent in the Main Office.

## **WORKING PAPERS**

All New Jersey minors are required to have working papers as a condition of employment.

Effective June 1, 2023 significantly changes how minors get working papers and switches oversight and administration to the New Jersey Department of Labor and Workforce Development (NJDOL).

The new process is online and streamlined, and can be accessed at [MyWorkingPapers.nj.gov](https://myworkingpapers.nj.gov)

Here’s how it works:

1. Minors and their employers each go to [MyWorkingPapers.nj.gov](https://myworkingpapers.nj.gov) to start.
2. The employer is emailed a unique 8-digit code they share with every minor they hire.
3. The minor fills out their working papers application online, entering the employer’s unique 8-digit code. The minor adds their caregiver’s name and email address.
4. The employer is emailed when a minor applies for working papers using a unique 8-digit code assigned to their business. The employer clicks the link in the email to add job duties and hours and give their OK.
5. The caregiver is emailed that a working papers application has been started by a minor in their care. The caregiver clicks the link in the email to give their OK and provide the minor’s proof of age.
6. The minor and their employer each receive an email when the caregiver takes action on the working papers application.
7. The minor can begin working — unless they receive an email rejecting their application. (Notification of approval/rejection can be expected within 24 hours of the caregiver taking action.)