Readington Middle School
Student Handbook
2026-2027

Principal: Mr. Timothy Charleston
Assistant Principal: Mrs. Jennifer Mooney

School Counselors
Grade 6: Mrs. Ellen Goodfellow
Grade 7: Ms. Lakendra McFadden
Grade 8: Mr. Paul Smith

Website: https://rms.readington.k12.nj.us/

WELCOME MESSAGE

Welcome to Readington Middle School, home of the Vikings. We look forward to having you in the building for the start of the school year. We hope you had a wonderful and relaxing summer. The start of the school year offers a chance for new opportunities. New opportunities to make new friends, learn from amazing teachers, and try out new clubs, sports or activities. We, at RMS, are all committed to helping each and every student find joy, purpose, and success. We hope that you come into school with a renewed commitment being the best you can be. If you ever need anything or want to share an idea or concern, please share that with any faculty member. Thank you for being a part of our Viking Family at Readington Middle School!

MISSION STATEMENT

The Readington Middle School vision is to provide a supportive, nurturing environment in which emerging adolescents will realize their greatest potential. To that end, we are dedicated to preparing students for the future by ensuring a quality education in a learning community that supports and respects both the diversity and the human dignity of all. We are committed to the creation of a learning environment which fosters personal growth, intellectual development and shared decision making, thus enabling students to be self-directed, life-long learners who will be responsible members of society.

At Readington Middle School, all students are asked to:

Take care of yourself,
Take care of each other, and
Take care of our school

ADMINISTRATION

Dr. Jonathan Hart	Superintendent
Mr. Timothy Charleston	Principal
Mrs. Jennifer Mooney	Assistant Principal

QUICK PHONE REFERENCE

Readington Middle School	908-534-2113
Main Office	Ext. 3826 or 3804
Principal's Office	Ext. 3811
Assistant Principal's Office	Ext. 3813
School Counseling Office	Ext. 3803
Nurse's Office	Ext. 3809 or 3810
Child Study Team Office	Ext. 2956
Attendance Line	Ext. 3831
Twitter	@RMS_VIKINGS

PHILOSOPHY

We are dedicated to an educational environment that empowers students through active learning. As a developmentally responsive middle level school, we have been guided by the expectations for Readiness Standards, and the New Jersey Student Learning Standards. Through active learning, our students become critical thinkers, leaders, community-minded citizens and lifelong learners.

Critical thinkers are able to analyze problems and issues, examine component parts, and integrate them into a solution or new approach to the problem.

Leaders are self-starters who communicate effectively, utilize resources and work collaboratively to develop ideas that will have a positive impact on their school and community.

Community-minded citizens accept responsibility for shaping, and not simply being shaped, by the events surrounding them. They are doers, not observers. Additionally, they embody an understanding of the world around them and the interdependence of all people.

We aim for our students to be independent, lifelong learners who reach their fullest potential as they are immersed in a diversified, challenging curriculum and safe and supportive school environment.

PARENT/GUARDIAN PARTICIPATION

The lifeline for student success is active parent participation in the educational process. Effective communication and cooperation between school and home is essential. Parents are encouraged to contact the school if they have any questions or concerns during the year. Parental involvement in student activities enhances a successful experience for all pupils. An effective school has a large number of parents participating with faculty members as partners in education. RMS strongly encourages involvement in your child's middle school years.

To encourage the communication between school and home, we ask that parents utilize the Genesis Information System. There are also weekly email blasts, through Genesis, which will provide you with valuable information. Maintain direct contact with your child's teachers to stay updated on his/her progress.

OPEN DOOR POLICY

The administration of RMS welcomes visits from parents and community members. In the event that the administration is not available at the time a parent/community member arrives at the office, an appointment can be made with any of the secretaries.

However, students and parents are encouraged to direct all inquiries/commendations to the staff member (coach, counselor and teacher) closest to the issue who can offer "real-time" advice and guidance. Students and parents are encouraged to communicate with staff members via phone, email, or to make an appointment to meet in person.

SOCIAL MEDIA

Sign up for weekly Genesis Blasts and follow us on:

Readington Township Public Schools
@RMS_Viking

BELL SCHEDULES

Students Arrival	7:25
HR	7:35-7:40
1	7:40-8:21
2	8:23-9:04
3	9:06-9:47
4	9:49-10:30
OP1	10:32-10:51
OP2	10:53-11:12
OP3	11:14-11:33
5	11:35-12:16
6	12:18-12:59
7	1:01-1:42
8	1:44-2:25

Early Dismissal	Time
HR	7:35 - 7:40
1	7:40-8:00
2	8:02-8:22
3	8:24-8:44
4	8:46-9:06
OP1	9:08-9:23
OP2	9:25-9:40
OP3	9:42 -9:57
5	9:59-10:29
6	10:31-11:01
7	11:03-11:33
8	11:35-12:05

Delayed Opening	Time
HR	9:35-9:38
1	9:40-10:05
2	10:07-10:32
3	10:34-10:59
4	11:01-11:26
OP1	11:28-11:43
OP2	11:45-12:00
OP3	12:02-12:17
5	12:19-12:49
6	12:51-1:21
7	1:23-1:53
8	1:55-2:25

*AM Blocks- 20 Min

*PM Blocks- 30 Min

*15 Minute OP's

*AM Blocks- 25 Min

*PM Blocks- 30 Min

*15 Min OP's

EMERGENCY CONTACT SYSTEM

It is imperative that all RMS families supply the school with accurate contact information. We are able to keep parents and students apprised of emergency situations that may arise in our school district. The system will also be used to announce inclement weather closings, delayed openings, and early dismissal from school.

Please make sure your Genesis information is up to date.
This information will be posted on the district website at

https://www.readington.k12.nj.us/readingtonms

Parents will also be notified of school closings and delays through an automated phone calling system and through Genesis. Please do not call the school for information regarding closing as these calls tie up the telephone lines which are needed for emergencies.

Please note: In the event of an emergency closing, all school activities, including athletics, will be canceled. Parents should plan in advance with their children for emergency closings or early dismissals (e.g. house keys, emergency contacts). In the event of inclement weather, parents who drop their children off at school prior to the arrival of the buses should confirm that school will be in session for the day before leaving their children.

ACADEMIC INFORMATION

PROGRAMS OF STUDY

Core Subjects	Marking Periods
Literacy (Reading and Writing)	4
Social Studies	4
Math	4
Science	4
World Language	4

Encore Subjects	Marking Periods
Health and Physical Education	4
Innovation and Design	2
Financial Literacy	2
Coding	2
Instrumental/Vocal Music	4
Gifted & Talented	4
Intervention (Literacy and Math)	4
Kinesiology	2
No Passport Needed	2
Viking Broadcast	2
Music Exploration	2
Sound Lab	2
Digital Harmony	2
Yoga	2
Studio Art	2
3-D Art	2
Graphic Design	2
Achieving Fitness	2
Exploring National Parks	2
Experimental Design	2
Mock Trial	2

HOMEROOM

Students will be assigned a locker at RMS. When students arrive to Readington Middle School in the morning, they will report to their homeroom by 7:35 AM. Daily attendance, the flag salute, and announcements are conducted during this five-minute homeroom period.

GRADING SYSTEM

The grading system for core academic subjects consists of the letter grades A, B, C, D, F. A *plus* (+) or *minus* (-) may be used when a student's work is at the very upper or lower limit, respectively, of a guide range.

Explanation of Marks			
A+	98-100	C+	78-79
A	93-97	C	73-77
A-	90-92	C-	70-72
B+	88-89	D+	68-69
B	83-87	D	60-67
B-	80-82	F	59 and below

Student grades and report cards will be available for parent access through Genesis. Email messages will alert parents when report cards are open to parents at the end of each marking period.

Marking Period End Dates

Marking Period	**Marking Period End Date**
Marking Period 1	November 11
Marking Period 2	January 28
Marking Period 3	April 14
Marking Period 4	June 19

Genesis Information Systems/Parent Portal

All grading information will be relayed through Genesis so it is highly recommended that parents have updated login information to expedite accessing their child's grades.

Please visit http://www.readington.k12.nj.us/readingtonms for access to the Parent Portal and the Genesis user guide.

ACADEMIC INTEGRITY

Cheating/Plagiarism

Cheating is a violation of academic integrity. Cheating is taking credit for any work that is not one's own which includes Artificial Intelligence or violating teacher guidelines for production of assignments. Teachers will define guidelines for independent and cooperative work in each class. Cheating on any work produced for a grade will be penalized. Students who cheat, including those who help others cheat, will receive no credit for the activities in question. While the assignment receiving a zero due to cheating cannot be made up for credit, the teacher may require the student(s) to make up work for educational purposes. The parents or guardians will be contacted by the teacher. Any violation of academic integrity will be reported to the Assistant Principal so as to preserve appropriate documentation of said infraction(s).

Disrupting an Exam

All students are entitled to demonstrate their academic proficiency in an atmosphere conducive to success. Students should not deprive a classmate of the ability to demonstrate his/her proficiency in an academic area. Any student who disrupts a test or exam, regardless if it is a classroom, district or state assessment, will serve appropriate consequences.

Co-curricular Eligibility

The Readington Township Board of Education believes that co-curricular programs are valuable aspects of the education process. It is essential that all students participating in such activities maintain acceptable levels of scholastic achievement and daily attendance in school and assigned classes.

Co-curricular activities are those that are not part of the regular program of study in which a student voluntarily participates. These activities include both the programs that meet beyond the school day and those that necessitate a student's absence from his/her regularly scheduled classes during the school day.

The policy on co-curricular eligibility applies to all students participating in clubs, Student Government, interscholastic and intramural sports, and any other co-curricular activities approved by the Board of Education.

A student who is absent from school, arrives at school after 11:05 AM, or is sent home from school early is ineligible to participate in any co-curricular activity, competition or program held during the afternoon or evening of that day.

A student is eligible to participate in any co-curricular activity when he/she maintains a passing grade in all subject areas. A student who falls below minimum academic standards is ineligible until he/she appropriate meets any of the following criteria:

- Completes and submits past due work for the current term.
- Raises current term grade to passing.
- Satisfactorily completes work for an incomplete term grade.
- Satisfactorily completes all required work for a course failed the previous term.

A student's exclusion from participation in a co-curricular activity will begin on the next calendar day after a teacher submits a Notice of Ineligibility to an advisor or coach.

HOMEWORK POLICIES AND PROCEDURES FOR MIDDLE SCHOOL STUDENTS

The professional and administrative staff of the middle school program recognizes regular, purposeful homework as an essential component of the instructional program and process. Homework is an important factor contributing to the academic achievement of pupils by providing for the reinforcement of learning experiences which occur in the classroom. Homework should be an extension of school activities which involves the home of the individual student and potentially the community. Moreover, homework provides a basis for further study and preparation for future class assignments. The following homework guidelines will provide parents with an opportunity to become actively involved in their child's education and also will help them develop insights into the school's philosophy, its curriculum and its objectives.

HOMEWORK IS FIRST AND FOREMOST THE STUDENT'S RESPONSIBILITY.

It is the student's responsibility to:

1. Make sure he/she understands the assignment (what is to be done, when it is due, and how it should be done.)
2. Write the homework assignment accurately in this assignment book kept especially for this purpose; this eliminates the possibility of forgetting the details of the assignment and helps the student organize the work that needs to be completed.
   **Genesis provides an additional resource for parents and students to access homework assignments.
3. Make time for homework. This means that each student needs to develop a plan to utilize their time outside of school wisely and constructively and to ensure productivity regarding outside assignments.
4. Analyze his/her study habits and find what works best. Although there is not one best way for everyone to study, there are some effective guidelines that can be applied. Check with the individual teachers for some effective techniques that may be useful.

Make-up of Missed Assignments

Homework assignments missed due to an absence are the respective *student's responsibility*. Each student must find out what is missed during his/her absence and complete the assignment. A student will have as many days as he/she was absent to complete the work that was assigned during his/her absence.

* Students who are absent for 1-2 days should check with Genesis and classmates to see what work is missed while they are out. They are also encouraged to email their individual teachers regarding missed assignments.
* For students who are absent 3 or more days, parents may request homework from the student's team by sending an email to the appropriate teachers.
* Students who schedule planned absences for non-essential events like family vacations should make up the work when they return. Teachers may not be able to provide work in advance.

HOME INSTRUCTION

Home instruction is available to students who must be absent for an extended period of time because of illness or injury. Parents should notify the Counseling and Pupil Personnel offices when this service is required. Parents are asked to provide a physician's statement of the nature and cause of the child's absence.

NJSLA STATE ASSESSMENTS

Students will be assessed using the NJSLA test each Spring as follows: Grades 6 - 8 will be assessed in both ELA and Math, and in addition, Grade 8 will be assessed in Science.

Physical Education/Health Participation

Students must be prepared for their scheduled Physical Education classes with a clean change of clothes (t-shirt, shorts and socks), sneakers, and sweats for cold weather. Individual lockers are available in the locker rooms for storing clothes during gym classes. Jewelry may not be worn except for religious or medical reasons and, in these cases, shall be taped to the body for safety. Large sums of money, expensive jewelry or watches and other valuables are best left at home; however, if brought to school students should secure these items in their hall lockers or request that they be held in the school office. Student athletes who do not dress and participate in their physical education class will be unable to participate in their sport that day.

Parents and students are encouraged to consult the athletic handbook for more detailed information about Physical Education and Health policies.

Attendance

Regular attendance is an integral factor for attaining success in school and is required by state law. However, a child should not come to school feeling ill. The school should be notified if a student will be absent for any period of time. Parents should notify the school when their child will be absent by leaving a message on the attendance line (908-534-3831) any time after school hours or before 8:20 AM in the morning of their child's absence. When calling out a student on the attendance line, please include the following information:

1. *Parent name*
2. *Student's name, grade, and homeroom teacher*
3. *Reason for absence*
4. *Probable date of return to school*
5. *Any other pertinent information*

Please call daily when the student is absent. The attendance secretary will verify absences. Please note: when the student returns to school after being absent, parents must send an absence note indicating the reason and date of absences.

You can also email: rmsattendance@readington.k12.nj.us

Parents are asked not to request that children be excused early, except when an emergency exists. Such requests should be written, stating the reason. Every effort should be made to have students attend school regularly. Frequent absences have an adverse effect on the child's academic progress.

Absences and Excuses

Readington Township Public Schools believes that regular attendance in class, participation in class activities, and interaction between pupils and teachers are vital and integral parts of the learning process. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional and learning processes. Any pupil who for any reason fails to attend 162 days of school within any academic year, shall be subject to the administrative review by the principal of his/her school before being considered for promotion. The following individuals may assist the principal in this administrative review: administrators, teachers, parents/guardians, students, themselves and other school personnel such as supervisors, school counselors, school nurse, child study team members, etc. All absences must be explained in writing by a parent/guardian upon the pupil's return.

A student must be present for a total of 4 hours to receive credit for the school day.

The Readington Township Board of Education's Attendance Policy #5200 reflects the district's concern for the thorough and efficient education of each pupil. A pupil must be in attendance for 160 or more days. If a student misses more than 10% of the school year, they are considered chronically absent and a team will be assembled at the end of the year to ensure that your child has met the instructional program requirements for their grade level.

Please note that stated excused absences allowed by New Jersey Statute are not included for the purposes of calculating a student's absentee rate. These include:

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- "Take Our Children to Work Day" or another rule issued by the Commissioner;
- Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
- The closure of a busing district that prevents a student from having transportation to the receiving school.

Absences listed below are calculated when reviewing chronic absenteeism. These include:

- The pupil's illness supported by notification to the school by student's parent/guardian;
- The pupil's required attendance in court;
- Requirements of a pupil's individual health care plan;
- Requirements of the pupil's Individual Education Program (IEP);
- The pupil's suspension from school;
- A death or critical illness in the pupil's immediate family supported by notification to the school by student's parent/guardian;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education Rule (e.g. religious holiday);
- An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent/guardian stating the reason for the absence and requesting permission for the absence to be considered excused.

Absences listed below are calculated when reviewing chronic absenteeism. These absences may also be counted towards truancy from school in accordance with **NJ Statutes Annotated (NJSA) 18:A and NJ Administrative Code** (NJAC) 6A . These include:

- Family travel unrelated to the instructional program
- Performance of household or babysitting duties
- Other daytime activities unrelated to the school program

Early and Late Arrivals

Late arrivals and early dismissals are as disruptive to the educational process as absenteeism. Parents are asked to escort any student arriving late to the Main Office before reporting to class. Parents will be asked to provide a note explaining the circumstances that caused the delayed arrival.

Tardiness

Students are expected to arrive to school on time ready for a full day of learning. Being at school on time ensures the child receives their instruction in its entirety.

Early Dismissal

1. Parents should bring a written note to the Main Office.
2. Parents should report to the Main Office to meet their child.
3. Parents should sign out their child in the Visitor's Main Office.
4. Children without notes will be sent home at regular dismissal time.

Vacations/Trips

In the event of an absence, teachers may not be able to provide all work in advance. Students should plan to make up their work when they return. All of these absences are considered unexcused.

Make-up Assignments

A student who is absent from class for any reason must make-up both classwork and homework as required by the individual teacher. In the case of religious holidays, as per NJSA 18A:36-14-16 and NJAC 6:20-1.3(k), students will not be penalized and will be given time to make-up any work, tests, or exams. Students will be given an opportunity to make up assignments based on the number of missed days (e.g. two days of absence will equal two days to make up missed assignments). To be entitled to this privilege, the pupil must present a written excuse signed by a parent or guardian.

GENERAL INFORMATION

APPEAL PROCESS

The Readington Middle School appeal process is as follow:

- The teacher is contacted with regard to the problem.
- The complaint is referred to the Assistant Principal.
- The complaint is referred to the Principal.
- The complaint is referred to the Superintendent.

BACKPACKS

During the course of the school day, backpacks are to be housed in lockers unless otherwise directed by the administration. Due to space and safety concerns, “rolling” book bags or book bags with wheels are discouraged. Students are encouraged to go to their lockers before school, during lunch and after school.

LOCKERS

Students will be assigned a school-based locker. They will need a secure combination lock. Teachers will collect student locker combinations which will be kept in the main office.

SEARCHES OF STUDENTS AND POSSESSIONS

By law, all students are protected from unreasonable search and seizure. However, since lockers and computers (hard drives and USB drives that are used in school) are school property, inspections/searches are made randomly and regularly to check the conditions of lockers and to ensure a safe and orderly school environment. Items taken from student lockers can be confiscated and/or turned over to the police.

LOST AND FOUND

All valuables are secured in the front office with the exception of eyeglasses, which are kept in the main office. All clothing items, books, etc. are stored in the Cafetorium and outside the back gym. The school is not responsible for any loss or theft of personal items, including but not limited to cell phones, electronic devices, and purses.

DELIVERIES

Students are not permitted to receive deliveries of flowers, balloons, etc. during the school day. Lunches will be brought to the Main Office where the students can retrieve them at lunch time. Please attempt to limit drop-offs of books, papers, etc. as calls into the classroom disrupt the learning process.

TELEPHONE USE

Students are expected to come to school each day prepared for the day's activities. Phones are available in the main offices, health office, or school counseling office. Classroom phones are available for student use for the purpose of contacting parents when an unforeseen emergency arises.

STUDENT RECORDS

In order to obtain permanent record files for the school, you must submit a written request to the Principal to release confidential information. Permanent records will only be released to a school or facility directly. School personnel will make copies of student records based on a parent request and principal's approval.

VISITORS

Upon arriving at the school, visitors must report to the Main Office in order to sign in and receive visitor badges. Prior to exiting the building, visitors should report to the Main Office in order to sign out.

Main Office:

- All visitors to the building
- Students arriving late to school
- Students leaving early from school
- Parent pick-up when a student is leaving school for a medical reason, illness, injury, etc.

Students are not permitted to bring other students or visitors to school during the school day or during evening events, such as dances, that only involve Readington Middle School students.

AFTER-SCHOOL ACTIVITIES

Students are encouraged to participate in athletics and after-school activities with permission from parents and teachers as well as appropriate teacher supervision. Homework Room is available after school Monday through Thursday in the Library Media Center from 2:25 PM - 4:00 PM. Students in Homework Room need to bring academic work to complete and if a student is disruptive during Homework Room, they may be asked to call their parents and be picked up.

Students are not permitted in any unsupervised area of the building before or after school hours.

LIBRARY MEDIA CENTER SERVICES

Mission Statement

The mission of the RMS Library Media Center is to provide the resources and instruction necessary to help students engage in the essential 21st century skills involved in the process of acquiring and sharing knowledge. Guided by the American Association of School Librarians' *Standards for the 21st Century Learner*, the Library Media Center strives to help students become proficient and ethical users of information resources in both academic and non-academic contexts.

Circulation of Library Materials

The RMS Library Media Center strives to provide materials across multiple formats that support academic achievement as well as personal growth. Students are expected to handle all borrowed materials carefully. A replacement fee equal to the value of item will be incurred for any items lost or significantly damaged.

Students are allowed to borrow up to five items at a time from the Library Media Center. The loan period is two weeks for books and eBooks and one week for audiobooks and videos. Magazines and reference materials are not circulated outside of the Library Media Center. Any item can be renewed for use after its due date, with the exception of items placed on hold by other students. Students who do not return an item placed on hold after three notifications will receive a lunch detention in the LMC.

GUIDELINES FOR STUDENT BEHAVIOR

STANDARDS FOR SCHOOL BEHAVIOR

Social Emotional Learning

The SEL efforts throughout RMS are rooted in the notion that people are multi-dimensional and complex beings. Our definition of education is that academic and social and emotional learning are not separate entities, but rather interconnected in order to achieve and maintain the district's high academic standards. Cutting-edge educational research shows that in order to enrich the academic lives of students, we need to teach all members of our community about:

- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Skills
- Responsible Decision-Making

Take care of yourself,
Take care of each other, and
Take care of our school

Valuable Vikings

At Readington Middle School we honor students who show positive attributes and behavior. Students and Staff can nominate other Students and Staff to receive the honor of Valuable Viking. Examples of reasons why Students and Staff earn them are below…

Respect ~ Kindness ~ **Diligence** ~ **Honesty** ~ **Courage** ~ **Citizenship**

Students, parents/guardians, teachers, school administrators, and the Board of Education all agree that positive student commitment and behavior are essential to effective learning. It is important that students realize their own attitudes and acts are directly related to their school experience and that of their classmates. With the support and assistance of school personnel and parents/guardians, all students have the capacity to demonstrate actions which contribute to the effectiveness of schools and the worth of their learning experiences. By choosing to behave in ways that enhance the social relationships of the school and facilitate learning, students take the necessary steps toward adulthood.

Students are expected to be responsible for their behavior and to demonstrate concern for others in building a constructive learning environment. To that end, students should:

- Act respectfully and courteously toward everyone.
- Report promptly to class, prepared with pencils, notebooks, and required materials for learning.
- Follow individual classroom rules and procedures.
- Move about the hallways and stairwells in a relatively quiet and orderly fashion.
- Refrain from the use of profanity or other unacceptable forms of communication.
- Respect and care for school property.
- Refrain from the use, distribution, or possession of drugs, alcohol, tobacco, and other controlled substances.
- Refrain from any inappropriate markings on the face or body.
- Use reasonable means to resolve disputes.
- Respect the rights and property of other people in school.
- Remain on school grounds and in designated areas during school hours.
- Refrain from inappropriate displays of affection.
- Eat only in designated areas.
- Refrain from touching snow on school grounds.
- Dress in an appropriate manner and wear shoes or sneakers.
- Any lost or stolen items are the students' responsibility.

*Please consult our Expectations of Behavior on the Readington Middle School website:
Expectations of Behavior

Code of Conduct Consequences

If a student breaks the code of conduct, several steps may be taken:

1. Teacher will meet informally with student to discuss the problem.
2. Teacher will contact parents for a phone or personal conference.
3. Teacher will arrange a conference for the student with a school counselor when appropriate.
4. Teacher will refer the student to an administrator if the above steps are not successful or if the student: cuts classes, uses abusive or obscene language, fights, cheats, leaves school without authorization or is disrespectful.

Students who disrupt instruction or violate school rules may be referred to the office. Parents will be notified. Repeated referrals may result in In-School Suspension. Some inappropriate behavior will result in immediate disciplinary action and students may be assigned detention, lunch detention, administrative detention, in-school suspension, or out-of-school suspension.

Opportunity Period Detention

Teachers and administrators assign opportunity period detentions to students who commit minor infractions of school rules. Opportunity period detention assignments are at the discretion of the teacher or administrator. Students will be expected to bring their lunch or given a pass to go to the front of the lunch line and report directly to the assigned lunch teacher's classroom for the assigned detention. Parents will receive email communication from the teacher or administrator regarding the detention.

If students fail to appear at a scheduled opportunity period detention for any reason, they will be assigned 2 days of lunch detention or 1 day of after-school detention.

After-School Detention

Administrators assign after-school detention to students who commit infractions of school rules or display chronic behavior problems in teachers' classrooms. Behavioral referrals will be completed and submitted by the staff member who witnesses this incident or completed by the administrator to whom the incident was reported. An Administrator will notify parents of the incident and to discuss the details.

Students will be expected to complete a reflective packet prior to the completion of after-school detention as well as meet with an administrator and/or counselor as a follow-up.

Students may be given an alternative option to complete student service hours and complete a reflection statement in lieu of serving after-school detention(s) as well as meet with an administrator and/or counselor as a follow-up. If a student fails to complete the assigned hours by the deadline, they will serve the after-school detention(s) and complete the reflection packet.

After-school detentions are held from 2:25 PM until 4:00 PM on Mondays, Tuesdays, Wednesdays, and Thursdays.

Failing to appear for an after-school detention could result in further consequences. If a student is removed from detention for inappropriate behavior, he/she will be assigned 1 day of In-School Suspension.

In-School Suspension (I.S.S.)

In-School Suspension (I.S.S.) is viewed as a strict, tightly supervised disciplinary action for students who violate the rules of the school. Students assigned to I.S.S. are to go to their lockers and gather required textbooks and materials that are needed for all subjects. Students are then to report directly to the **main office** by 7:35 to serve their I.S.S**.**

Students, who display unacceptable behavior while serving I.S.S., will be sent home with a parent/guardian to serve the remainder of their In-School Suspension as an Out-of-School Suspension.

Students will be expected to complete a reflective packet and character education activities prior to the completion of their suspension as well as meet with an administrator, their parents, and their counselor for a re- entry meeting.

Out-of-School Suspension (O.S.S.)

Out-of-school suspension will be used for serious violations of school rules or accumulation of several minor offenses. Students suspended from school are permitted the opportunity to make-up assignments or tests missed while suspended from school. A reasonable amount of time for make-up work will be provided. A student suspended from school may not participate in or attend school activities, nor may he/she be on school property during the time of suspension.

Students will be expected to meet with an administrator, their parents, and their counselor for a re- entry meeting.

All disciplinary situations are evaluated and handled on a case by case basis.
Final decisions/actions taken are at the discretion of the administration.
Please refer to the Code of Conduct Expectations for more detailed information.

HARASSMENT, INTIMIDATION, AND BULLYING (H.I.B)

Readington Middle School is a learning community in which every individual gives and receives respect and consideration. As per School Board Policy #2024, *Non-Discrimination/Affirmative Action*, no member of the RMS student body shall subject any other member of our community to bullying or harassment based on gender, religion, race or ethnic background. RMS students take care of each other, so any student who is a witness to harassment or bullying is asked to immediately report the incident to an adult. Students may report any incident to a teacher, counselor, or administrator or, may complete a “What Really Happened” form in any office.

Any substantive charge of harassment by a student will result in disciplinary action, which may include suspension form school and police involvement. All procedures and protocol explained via School Board Policy #5512 *Harassment, Intimidation and Bullying* will be followed.

STUDENT DRESS CODE

In accordance with School Board Policy #5511: DRESS AND GROOMING
District Dress Code Policy

The Readington Township School District believes it is critical that both home and school cooperate in the matter of student attire and grooming. Inappropriate dress and grooming can be disruptive to the educational process; hence, students are required to dress modestly and observe proper grooming. Students should dress in a manner that reflects good taste and decency, does not offend other members of the school community, and is neat and clean.

Each student is asked to show reasonable judgment regarding appropriate dress. Common sense standards apply as well. Clothing should be clean and comfortable. This policy applies to all schools in the District.

Dress Code Requirements/Exclusions:

Clothing and accessories that endanger student or staff safety may not be worn.

- Attire and/or grooming depicting or advocating violence, weapons, criminal activity, gang related activity (including clothes, accessories, or colors identified gang-affiliated), use of tobacco, alcohol or drugs, pornography, foul language, hate speech, or clothing that could be considered dangerous or that could be used as a weapon are prohibited.
- Shoes must be worn at all times and should be safe for the school environment (footwear with backs must be worn at all times).
- When the body is standing straight, clothing must cover the chest, back, torso, stomach, and lower extremities from armpit to armpit to mid-thigh.
- Tops must have a strap at all times, unless permission is granted by the Principal or designee for a special event.
- At no time may any part of a student's buttocks be exposed.
- Clothing must cover all undergarments. No underwear or undergarments may be visible at any time. Clothing may not be see-thru.
- No pajamas or pajama-type clothing.
- Hoods, hats, and bandanas should be removed upon entering the building, except in the case of medically fragile students or religious exemption.
- Sunglasses are not permitted indoors unless medically necessary.
- Outerwear is not appropriate inside the classroom except with the consent of the classroom teacher.
- The Dress Code applies during school hours, at school-sponsored or organized activities and on trips. In addition, some restrictions on attire may be prescribed for participation or implemented for reasons of safety and will be communicated prior to the event.
- Athletic uniforms may not necessarily adhere to the Dress and Grooming policy; however, wardrobe components that may be appropriate for athletics or physical education are not necessarily appropriate for the school day.
- Students suspected of violating this policy will be sent to the Principal for final determination of compliance and, if found in violation, will be given an opportunity to change into more appropriate dress. If a student does not have a change of clothing, the student will be required to contact home for a change of clothing that is in compliance with the above regulation. Repeated infractions are subject to discipline. Parents will be notified of every violation.

Students who violate dress code will be asked by a teacher to modify their dress (1st infraction). Subsequent infractions will be referred to administration. Students are expected to respond appropriately to requests regarding their attire. Violation of the RMS Dress Code can be subject to change in attire, parent contact, and possible disciplinary consequences at administrator's discretion.

LUNCH/BEHAVIORAL EXPECTATIONS

1. Students will go directly to the cafetorium. Students are expected to wait quietly in line outside of the cafetorium until they are admitted into lunch. Those students with lunches and beverages from home are to immediately sit at a table. Those students buying lunch or beverages should immediately walk to the kitchen and wait in an orderly line. Students arriving late must provide a late pass to any teacher on duty.
2. Students should wait in line and talk quietly. Proceed quickly through the line. No cutting.
3. Students need teacher/staff permission to use the restrooms.
4. Students must behave appropriately at their tables. Any disruption may result in students being asked to move their seats or in students being removed from the cafetorium to an alternate space.
5. Food is to be eaten and disposed of properly. Each student is responsible for the area around and under their seat.
6. Throwing food, beverages, or any other items is strictly forbidden and will result in disciplinary action.
7. Talking must be conducted at normal conversational levels.
8. Students should be respectful and accept direction the first time given.
9. The cafetorium is considered a “tech-free” zone so students keep their cell phones in their lockers.
10. Appropriate student conduct is expected at all times.

Vending machines are not to be used during lunchtime or at any time during the school day; they are only available after school hours with appropriate teacher permission.

As directed, students will exit the cafeteria in a calm and orderly manner.

ADDITIONAL BEHAVIOR EXPECTATIONS

Hall Passes

If students are out of their classroom during class time, they are required to have the appropriate pass from their classroom teacher. Students are only permitted in areas that correspond to the given pass. Students are expected to report directly to the designation intended by the pass. Failure to do so in a prompt manner may result in a disciplinary action. Forging or altering a pass in any manner may also result in a disciplinary action.

DISORDER AND DEMONSTRATION

The Board of Education is responsible for providing a thorough and efficient system of education for pupils in this district and is authorized to preserve order so that the system may function properly. Pupils will not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that their activities do not infringe on the rights of others and do not interfere with the operation of the educational program.

The Board will not permit the conduct on school premises of any willful activity engaged in by an individual acting alone or by a group of individuals that interferes with the orderly operation of the educational program or offends the rights of others. The Board specifically prohibits any assembly or expression that materially disrupts instruction; is obscene, slanderous, or grossly prejudicial; advocates the use of dangerous or harmful materials; advocates the use of force or the violation of law or school rules; or advertises goods or services for unauthorized commercial gain.

Disorderly pupils will be disciplined in accordance with law and Board Policy No. 5600; staff members who assist pupils in disorderly conduct may be subject to disciplinary measures.

SCHOOL HEALTH SERVICES

The nurses' office is open to students from 7:25 AM to 2:25 PM. The office is staffed by certified school nurses who operate under the direction of the school district's physician, Dr. Ronald Frank. No school staff member, including a nurse, is responsible for diagnosing any illness or prescribing medications. Questions and concerns about student health and safety are welcome. The school nurses can be reached at 908-534-3810 or 908-534- 3809.

Reporting to the Nurse

If a student becomes ill in class, the classroom teacher will issue a pass to the nurse or someone will accompany the student to the nurse's office. The nurse is available for treatment of minor injuries or illnesses and for discussion of any health concerns. Parents will be notified if care beyond first aid is required; any further treatment will be the parents/guardians' responsibility.

All communication regarding student dismissal due to illness will be initiated and finalized by the nurse only, after a nurse's assessment. (Sick students should not call parents from classrooms or cell phones without first seeing the nurse.)

Guidelines for keeping students' home

Do not send a student to school who is complaining of feeling ill or who has had a fever the night before school. Those students invariably feel ill in class and must be sent home.

Communicable Diseases/Illness

In order to prevent epidemics and to protect the health of students and staff, it is essential that students with a communicable disease be kept home until the danger of contagion and relapse has passed. Please notify the school nurse of any communicable disease, the nurse will inform you of the required time the student should remain at home. A note from the student's physician stating that the condition is not contagious may be requested by the school nurse. Students must be fever free for 24 hours (without fever-reducing medicine such as Advil or Tylenol) before they return to school. Students who have been vomiting the night before or the morning of school must also stay at home until vomit free for 24 hours.

Physical Education Exclusions

In the event of illness or injury, a nurse may excuse a student from participation in physical education class. The student's parent or physician must submit a written explanation of the condition preventing or limiting participation in gym class. The nurse will consider each request to determine whether the condition warrants a "limited" or "full" excuse from physical activities. Exclusions of 2 consecutive classes or more require a health provider's note. Student athletes who are excused from participation in a PE class will not be allowed to participate in any athletic team activities occurring that same day. If a doctor or other health provider has written a note limiting a student's physical activities then the parent must also obtain a note from the health provider indicating when the student is able to resume full participation in physical activities. Alternate educational activities may be provided for students with serious injuries requiring exclusions lasting several weeks or months. Physical education teachers will provide additional information about dress codes, participation expectations, make-up classes and grading policies.

Medication

The administration of medication during the school day is not encouraged. If parents would like to give permission for ibuprofen, acetaminophen or Tums to be given by the nurse for minor pain, headaches or stomach issues the parent must sign the form provided by our school physician (Parent Permission for Over-the-Counter Medication Administration form) and submit the completed form to the health office. If a student requires any other medication during school hours a Medication Administration form must be completed by the student's own physician and parent/guardian. Specific forms are required for students with asthma, severe allergies and diabetes to manage these conditions at school. All forms may be obtained from the school nurses or from the health office webpage. Medication must be brought to school by the parent/guardian in the original labeled container. This applies to prescription and non-prescription medications. Only a school nurse, a student's own parent or a student with a self-administration order for an epinephrine auto injector or asthma inhaler can administer medication in the school. Parents and guardians may come to the school to administer medications. Please advise the school nurse of any medications the student takes regularly.

Screenings

Height, weight and blood pressure are done annually on all students.
Vision and hearing screenings are done for those students in grades 6 and 8. Scoliosis screenings are done for those students in grade 7.
The parent, teacher or Child Study Team may also request screenings throughout the year.

Physical Examinations

A physical examination is recommended at each major developmental stage of a student and may be necessary for Child Study Team evaluations and students new to the district.

Sports physicals are required within 365 days of the first practice and results must be completed on the state-mandated NJSIAA physical form (often referred to as Parts A and B). The school physician reviews all physicals to determine eligibility for participation in athletics. Specific due dates for the submission of sports forms to the school nurses must be adhered to for each sports season. All forms, due dates and policies related to athletics are made available on the school website.

Immunizations

In order to attend school, state law dictates that each student's immunization requirements must be fulfilled. To comply with New Jersey State Laws, we need all dates (month, day and year) for the following immunizations:

1. Diphtheria, Pertussis and Tetanus (Tdap)
2. Poliovirus
3. Measles
4. Mumps
5. Rubella
6. Hepatitis B
7. Varicella (chicken pox)
8. Meningococcal

All 6th grade students must submit a record indicating receipt of Tdap and meningitis vaccines.

NJ Family Care

The NJ Family Care program is available to New Jersey students without health insurance. Information can be accessed at http://www.njfamilycare.org/

Manteaux Tuberculin Testing

New students from out of the country who do not have a record of a Manteaux tuberculin test within the past six months may be tested.

Accident Insurance

Accident insurance is available on a school time or twenty-four-hour basis if purchased by the parent/guardian through forms sent home from school.

SCHOOL SECURITY

FIRE DRILLS

When the fire alarm sounds, all class activities must cease immediately. Teachers will accompany their classes out of the building to the designated areas. Students are to:

- Leave in a quiet, orderly manner
- Accompany their teacher to the designated area
- Remain quietly with their class for the remainder of the drill
- Re-enter the building in a quiet, orderly manner

Students who fail to adhere to the fire drill procedure may be subject to disciplinary action. Fire drills are for everyone in the building without exception. If students are not in their room when the fire bell rings, they should join the nearest group.

EMERGENCY DRILLS

Readington Middle School is required to have two emergency drills per month. These types of drills can include fire drills, evacuation drills, lockdowns, secure, shelter and bus evacuation drills.

TECHNOLOGY

INTERNET/ACCEPTABLE USE POLICY

Students are encouraged to use the Internet for school-related work. Students should not view any material that violates the guidelines of good taste or engage in any destructive behavior. Students and parents must sign an *Acceptable Use Policy* to use the computers available for student use at RMS. Use of school computers and/or the Internet for inappropriate behavior is subject to disciplinary action. Please refer to the Acceptable Use Policy for further details.

Please note that all students will be provided with a Readington Middle School email account and should abide by the aforementioned Acceptable Use Policy when using this account.

Cell Phones/Smart Phones

All cell phones/smartphones should have the ringer silenced during the school day (7:25 AM - 2:25 PM) and be placed in the student's locker. Students are not to receive nor place phone calls outside of the main office, health office, or school counseling office, and then only with the permission of the student's teacher and office staff.

During our school day, cell phones and other non-school issued devices are not to be used by students. Students excel academically and socially when not tied to cell phones and the distraction of texts and social media. Students should be focused on learning and not on phones. Cell phones should be kept in students' lockers. If you need to reach your student, please do not text them but rather call the main office and will put you in touch with your student.

Please see board policy for more information regarding cellphones & devices. District Policy 5506.01

Cameras/Camera Phones

Photography is not permitted during school hours without permission from an administrator. The use of cameras, video, or audio recording in school is restricted solely to sanctioned instructional activities or pre-approved extra-curricular activity (e.g. yearbook, newspaper) as directed by a staff member. While there are appropriate times that digital images or video/audio recordings may be authorized, at no time is it permissible to take a picture or make a recording of any individual (student, staff member, or visitor) on school premises without the express consent of the individual. Such action is a violation of the student code of conduct and strictly prohibited.

TRANSPORTATION

Using transportation services of Readington Township Public Schools is a privilege that requires responsibility on each student's part. Transportation is the ultimate responsibility of the parent. Students have the privilege of using the transportation services of Readington Township Public Schools. Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct his or her attention away from the road, danger exists. Parents should instruct their child of all safety procedures at the bus stop, while walking, or when riding to school either by car, bicycle or bus.

Bus
Transportation

Bus routes and bus stops are carefully planned by the Board of Education. Do not ask to have your bus or bus stop changed unless an obvious error has been made in your assignment. Drivers are not allowed to make bus stop changes; the transportation department must be contacted by a parent or guardian. Students must take their assigned bus at their assigned bus stop. Students may not ride another bus to or from school. Students with repeat bus write-ups may have their bus privileges suspended.

Students who rides the bus must observe the below:

- Wait in an orderly fashion for your bus at your assigned bus stop 10 minutes before and after scheduled time. Remember to show respect for the rights, property, and safety of others.
- Remain seated in your assigned seat at all times. Seat belts must be worn.
- Keep the center aisle of the bus free at all times by keeping your backpacks and other bundles on your lap or on the floor in front of you.
- The bus driver is in charge of the bus and must be obeyed at all times.
- Smoking is forbidden on the bus/or at the bus stop.
- Open windows of the bus with the driver's permission only and keep hands and arms inside the bus at all times.
- Throw nothing on the bus or out of bus windows.
- Except for ordinary conversation, students shall observe quiet conduct on the bus.
- Students shall stay in their seat while the bus is in motion.
- Students shall dispose of trash properly.
- No eating, drinking or chewing gum on the bus.
- Students must be quiet while stopped at a railroad crossing.
- Students shall not leave the bus from the emergency door unless an emergency exists.
- iPods (used only with earphones/earbuds or headphones), cell phones and other electronic devices are permitted on the bus and are the sole responsibility of the student. Upon arrival at school, these items must remain in the student's locker until dismissal. Any lost or stolen items are the students' responsibility.
- Students will be assigned seats according to bus driver discretion.
- Students shall use seat belts, if provided.
- No part of the body shall extend through the window.
- No object shall be thrown from the bus.
- Students are to go home on their assigned bus only unless they have a written request that has been administratively approved. Bus changes should be made in the event of an emergency only and parents must send a note in with their child and call transportation at 908-534-3835.

District Policy prohibits students from boarding buses other than the bus assigned to them by the district's Department of Transportation.

If students need to ride a different bus to school, they will require to bring a note from their parent or guardian to the main office and call to inform transportation (908-534-3835) of this change.

Car Transportation

***We ask that drivers proceed slowly and cautiously, primarily remaining cognizant of students walking in the lot while being courteous to fellow motorists/members of our school community.**

If students are transported to school by car, or picked up at school on a regular basis or during inclement weather, the following guidelines will ensure the safety and proper supervision of students during arrival and dismissal times.

1. Students must be picked up/dropped off in the front of the school only. Please follow the directions of the teachers in charge.