RIVER DELL MIDDLE SCHOOL PHILOSOPHY

River Dell Middle School is committed to a tradition of academic excellence. It has received recognition as a New Jersey Star School. Teachers have been trained in a variety of teaching practices that enhance the effectiveness of instruction. Interdisciplinary units, computer applications, field trips, cultural/enrichment assemblies and innovative teaching strategies are an integral part of the instructional program. The middle school also offers a comprehensive and diverse program of extra-curricular activities.

The mission of River Dell Middle School is to develop successful individuals who will possess the skills, knowledge and values necessary to become independent self-fulfilled persons in a complex global society and to raise the level of expectations for all students through a challenging academic and co-curricular program conducted in a caring and intellectually stimulating environment.

STUDENT CODE OF CONDUCT

The following are guidelines to be followed for the purpose of maintaining a safe and orderly school environment.

1. Any staff member has the right to discipline a student.
2. Students who have a record of not following school rules or who exhibit behavior that does not reflect the standards of the school will lose the privilege to participate in special school activities including, but not limited to, field trips, school dances, picnics, field day, pool party or any other activity undertaken by the school.
3. Conduct – be respectful at all times. Do not disturb class, do not write or pass notes, and do not chew gum. Do raise hands to speak, do take care of materials.
4. Be on time to school.
5. Be polite and respect others: no abusive language will be tolerated.
6. Be prepared and have necessary materials.
7. Stay on task.
8. Any student who interferes with the education process will be appropriately disciplined.
BASIC RIGHTS

1. Each student has the right to learn.
2. Each teacher has the right to teach.
3. Each parent, student and teacher have the right and responsibility to support each other and to expect a positive learning environment.
   a) Everyone will be courteous and demonstrate respect for one another.
   b) Learning and teaching will not be interrupted by anyone.
   c) Everyone will respect the personal property of others and the property of the school.
   d) Everyone must be on time to school and to class, ready to work and stay on task.
   e) Everyone must use safe and appropriate conduct at all times.
   f) No one may possess or use illegal or unauthorized items.

HARASSMENT, INTIMIDATION, BULLYING (HIB)

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;

b. has the effect of insulting or demeaning any student or group of students; or

c. creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.
CONTACTS

River Dell Middle School Telephone Directory
Dial (201) 599 - 7250 + Ext.

Principal                      Mr. Freedman           ext. 2309
Administrative Assistant       Ms. Ring                ext. 2310
Asst. Principal               Mr. Jasinski            ext. 2307
Administrative Assistant       Ms. Steccato            ext. 2308
Attendance                    Ms. Ring                ext. 2312
Counseling                    Ms. Binder              ext. 2305
Counseling                    Ms. Ross                ext. 2300
Guidance Administrative Assistant Ms. Boettger          ext. 2304
Learning Consultant/CST       Ms. Meo                  ext. 2302
Psychologist/CST              Ms. Campbell            ext. 2303
Social Worker/CST             Ms. Donoghue            ext. 2303
Psychologist/CST              Ms. Becker              ext. 2306
Learning Consultant /CST       Ms. Lamparillo          ext. 2295
Speech Therapist/CST          Ms. Balkin               ext. 2229
Student Assistance Counselor  Dr. O’Neil              ext. 2229
Nurse                         Ms. Puleo               ext. 2311
Librarian                     Ms. Risi                ext. 2291

VOICE MAIL ACTIVATES AFTER 6 RINGS

DISTRICT DIRECTORS

Director of Special Education  Mr. Cooney           ext. 7219
Director of Computer Services  Ms. Williams          ext. 7216
Assistant Superintendent of Curriculum & Instruction Mr. Feldman        ext. 2316
Supervisor of Mathematics      Ms. Ali                ext. 2293
Supervisor of Language Arts & Social Studies  Ms. Torres          ext. 2293

EMERGENCY SCHOOL CLOSING

In the event that school is closed due to inclement weather or other emergencies, a special announcement will be made over:

1. Radio WOR-710; WCBS-880; WINS-1010
2. Cablevision Channel 77-Oradell
3. Cablevision Channel 77-River Edge
4. A fire siren will sound in Oradell at 7:15 a.m. to announce the closing of the River Dell Regional Schools
VISITORS

There is only one entrance to the building for school-related business for parents and that is through the front doors of the school. Upon arrival to the school, please press buzzer and listen for instructions from the secretary.

Board of Education and Business Office business must enter through the door in the back parking lot. Look for River Dell Board of Education sign. Those doing business with these offices will not be permitted through the front doors.

The school policy is to accept only those visitors who have legitimate business at the school. Parents: Please be reminded that parents who have an appointment with a teacher are required by Board of Education policy to sign in at the main office and receive a visitor’s pass. Also, please be advised that in addition to informing the main office personnel of the reason for the visit, the teacher should also know that you will be meeting. Meeting with a teacher without making prior arrangements will not be allowed. We encourage parents to stay in contact with their child’s teachers, therefore, if you desire to have a private meeting with a teacher, please make arrangements at a mutually convenient time. As we all know building safety and security is a prime concern at River Dell. Thank you for your anticipated cooperation. That being said, the fastest and most effective way to contact your child’s teacher is via e-mail.

Students who wish to bring a guest to school must obtain approval from the Assistant Principal and his/her teachers 24 hours in advance.

BUILDING SECURITY – VISITOR PASSES

River Dell Middle School is locked during the school day. Therefore, as a precautionary security measure all visitors (including parents) are to report to the main office to sign in and acquire a visitor’s pass.

COUNSELING SERVICES

1. Monitor and promote students’ social, emotional, and academic progress and success.
2. Serve as liaison between students, school and home.
3. Coordinate parent and teacher meetings to help students reach their maximum potential.
4. Assist in Johns Hopkins Talent Search and other state/national award programs
5. Coordinate and administer state testing programs.
6. Introduce Naviance to 7th grade students (students complete Learning Styles Inventory and continue teaching Naviance to 8th grade students (students complete Career Key Assessment).
7. Facilitate the transition from elementary school to middle school (including 6th grade parent orientation info session and 6th grade student orientation/tours).
8. Meet with 7th graders to review course selection, curriculum and schedule for 8th grade.
9. Develop a program of transition to prepare 8th graders for high school, and work with High School counselors to review scheduling, graduation requirements and athletic eligibility with 8th graders.

APPOINTMENT PROCEDURES

1) Students receive appointments based on self-referral or requests by counselor, teacher, parent or administrator.
2) Students are generally seen on an appointment basis, unless an emergency or crisis occurs. Appointments should be scheduled before school, during lunch, or after school.
3) Teachers must be shown a pass before the student is excused from class.
4) All appointment requests will be scheduled as soon as possible.

SCHEDULE CHANGES

Schedule changes are not permitted unless the following conditions exist:
1) Clerical or computer error;
2) Promotion/retention requirements,
3) Individual cases based upon specialized need with the approval of teacher, counselor, parent and the Principal.

Please schedule an appointment with your counselor if you are requesting a change.

LIBRARY

Books may be checked out for a two week period of time. A book may be renewed once if no one has reserved it.

1. Books must be returned on or before the due date so that other students may utilize them.
2. Reference books and magazines cannot be checked out.
3. Gum, food and drinks are not permitted in the Library.
4. A pass is required from your teacher during class periods to visit the Library.
5. If a lost or damaged Library book is not paid for, your Library privileges may be revoked at the discretion of the Librarian/ Media Specialist.
6. All Library/media center fines need to be paid before you can continue to the next grade.
7. Any student that acts inappropriately in the Library may have his/her Library privileges revoked.
GENERAL INFORMATION

WHAT TO DO IF . . .

You must phone home:

1. The office phone must be used only for very brief calls of official school business. For example, you may use the office phone to inform your parents that an activity was cancelled, or that you need to stay after school to work with a teacher, etc.
2. **CELL PHONES may NOT be used during any part of the school day.**
3. Students are not allowed to directly call home if they feel ill. They must see the school nurse first.

You forgot lunch money:

1. Report to the main office before going to the lunchroom. You will receive a lunch Voucher/I.O.U. in the amount of **$5.00**, which **must be paid back the following school day so that we may maintain an adequate cash flow for students in need.**
2. Please report to the main office at the start of the next school day to return the money. **If a student fails to return the money the next school day, he/she may not receive any additional Voucher/I.O.U., and an email will be sent to parent/guardian for payment reminder.**

You’re late to school:

 *(7:50 – 8:05) If you arrive to school after homeroom, report to Mrs. Ring in the main office.*  If you’re going to be later than 8:05, call the attendance line at 201 599-7250 ext. 2312. Notes from a parent asking your lateness be excused must be given to the attendance officer on the day you are late or on the next school day.

River Dell Board of Education Policy 5113 states that tardiness may be excused for the following reasons:

1. Medical or dental appointments which cannot be scheduled outside of school hours.
2. Medical disability
3. Family emergency
4. Court appearance
5. Such good cause as may be acceptable to the administration

You’re ill at school:

1. Get permission and a pass from your teacher to report to the nurse’s office. Ask to have another student accompany you if you feel it is necessary.
2. **Under NO circumstances can you take it upon yourself to stay out of class or go home because of illness without permission from the nurse, the principal, or assistant**
principal.
3. If you are too ill to remain at school, we will call your parent or guardian to come for you.
4. **Students are not to use their cell phones to call home without seeing the school nurse first.**

**You need to be excused for part of the day/Early dismissal:**

Parents are urged to make dental, medical and other appointments after school hours. Bring a note from your parent/guardian to the attendance officer in the main office during A.M. homeroom, stating the date, time and reason you are to be excused. When it is time for you to leave, we ask parent/guardian to report to the office to sign out their child.

**You are going to be absent from school:**

Your parent/guardian should call the school at (201) 599-7250 x2312 by 7:30 a.m. informing us that you are ill and will not be at school.

If your parent/guardian feels you are going to be absent for more than one day they can inform us of that. This will eliminate the need for them to call each day. You will be given the opportunity to make up any work that is missed during your absence. However, it is your responsibility to meet with your teachers and discuss the make up work upon your return.

**You are absent and request homework assignments:**

**Parents are encouraged to check Schoolwires for homework prior to calling school.**

If you still need help getting homework after you’ve checked the Schoolwires, you may have your parent/guardian call to request your homework for the day. Parents may contact the guidance department for homework @ (201) 599-7250 x2304. If students are absent for extended time, additional homework assignments will be given upon request **after the original work has been completed and returned to your teacher.**

**Please allow 24 hours for assignments to be collected in the guidance office.**

**Unauthorized vacations:**
New Jersey State Law 18A 38-25, 26 requires that students attend school on days/hours that public schools are in session in the school district. Unauthorized vacation days are considered unexcused absences. The school strongly discourages student absences for unauthorized vacations.
REPORT CARDS

We issue report cards and progress reports four times a year (see calendar). All report cards and progress reports may be viewed on the Genesis Parent Portal. They represent teacher assessment of your work. They report separately on your achievement and on your effort in the class. Discuss your grades with your parents. If your parents would like to meet with your teachers, they should contact your guidance counselor.

GRADE EQUIVALENTS

A+ 98-100  
A 93-97  
A- 90-92  
B+ 87-89  
B 83-86  
B- 80-82  
C+ 77-79  
C 73-76

C- 70-72  
D+ 67-69  
D 63-66  
D- 60-62  
F Below 60 Failing

PRINCIPAL’S LIST
At least 7 A’s and no less than a B- in all subjects and no incompletes (I).

HONOR ROLL
At least 4 A’s and no less than a B- in all subjects and no incompletes (I).

HOMEROOM AND MORNING ANNOUNCEMENTS

Homeroom is an integral part of your day. During this time period you will receive important information regarding school activities, special schedules for assemblies, current events, school-wide testing, etc. In addition, attendance in homeroom establishes your daily presence in school for the official New Jersey state attendance register. It is imperative that you arrive in homeroom promptly on a daily basis.

You are to be in your seat when the homeroom bell rings at 7:50 a.m.
During the flag salute, you must show respect.

SCHOOL DAY HOURS

You are not allowed in the building earlier than 7:30am. First bell is 7:45 am. Students are expected to be seated in homeroom at 7:50am and the last period of the day ends at 2:40pm.
### BELL SCHEDULES

#### 7th Grade

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50 – 8:05</td>
<td>Homeroom</td>
</tr>
<tr>
<td>8:05 – 8:48</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:51 – 9:34</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:37 – 10:20</td>
<td>Period 3</td>
</tr>
<tr>
<td>10:23 – 11:06</td>
<td>Period 4</td>
</tr>
<tr>
<td>11:09 – 11:35</td>
<td>Lunch 5</td>
</tr>
<tr>
<td>11:38 – 12:21</td>
<td>Period 6-7</td>
</tr>
<tr>
<td>12:24 – 1:07</td>
<td>Period 8</td>
</tr>
<tr>
<td>1:10 – 1:54</td>
<td>Period 9</td>
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<tr>
<td>1:57 – 2:40</td>
<td>Period 10</td>
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</tbody>
</table>

#### 8th Grade

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>7:50 – 8:05</td>
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</tr>
<tr>
<td>11:09 – 11:35</td>
<td>Period 5-6</td>
</tr>
<tr>
<td>11:55 – 12:21</td>
<td>Lunch 7</td>
</tr>
<tr>
<td>12:24 – 1:07</td>
<td>Period 8</td>
</tr>
<tr>
<td>1:10 – 1:54</td>
<td>Period 9</td>
</tr>
<tr>
<td>1:57 – 2:40</td>
<td>Period 10</td>
</tr>
</tbody>
</table>

**Note: Homeroom begins at 7:50 a.m.**

#### Delayed Opening

#### Grade 8

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>9:45 – 9:50</td>
<td>Homeroom</td>
</tr>
<tr>
<td>9:50 – 10:20</td>
<td>Period 1</td>
</tr>
<tr>
<td>10:23 – 10:53</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:56 – 11:26</td>
<td>Period 3</td>
</tr>
<tr>
<td>11:29 – 11:59</td>
<td>Period 4</td>
</tr>
<tr>
<td>12:02 – 12:28</td>
<td>Lunch 5</td>
</tr>
<tr>
<td>12:31 – 1:01</td>
<td>Period 6-7</td>
</tr>
<tr>
<td>1:04 – 1:34</td>
<td>Period 8</td>
</tr>
<tr>
<td>1:37 – 2:07</td>
<td>Period 9</td>
</tr>
<tr>
<td>2:10 – 2:40</td>
<td>Period 10</td>
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</tbody>
</table>

#### One Session Day

#### 7th Grade and 8th Grade

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
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<tr>
<td>7:50 – 8:20</td>
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<td>Period 3</td>
</tr>
<tr>
<td>9:29 – 9:59</td>
<td>Period 4</td>
</tr>
<tr>
<td>10:02 – 10:32</td>
<td>Period 5-6 and 6-7</td>
</tr>
<tr>
<td>10:35 – 11:05</td>
<td>Period 8</td>
</tr>
<tr>
<td>11:08 – 11:38</td>
<td>Period 9</td>
</tr>
<tr>
<td>11:41 – 12:05</td>
<td>Period 10</td>
</tr>
</tbody>
</table>
ATTENDANCE POLICY

The Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the pupil attending class and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Students are allowed up to 18 absences for the school year.

If a student accumulates 19 absences or more, a student may not be allowed to receive credit for their course nor participate in “extra” school activities including, but not limited to: the picnic, pool party, dances, ski trips, etc. Excessive absences may also subject student to be referred to Student Assistance Counselor, Care Plus, and/or Bergen County's Division of Family Guidance, Juvenile Family Crisis Intervention Unit.

A student must be in attendance at least half of the school day to participate in any after school activity.

“Pupils absent from school for any reason are responsible for completion of assignments missed because of their absence. Students listed as unexcused absent will have only 48 hours to make up work missed. Students listed as truant will receive a zero for the day’s work missed.”

Excused Absences

An absence from class will be excused upon a satisfactory written explanation from a parent/guardian and/or a phoned explanation as recorded by the attendance office. River Dell Middle School Policy recognizes only the following as excused absences:

1. Illness or accident- After four or more consecutive days of absence, a student must present a doctor’s note or the parent/guardian must confer with the Principal or his/her designee.
2. Required court appearance
3. Critical family emergency, such as death or serious illness
4. Religious observance
5. Participation in approved alternative education program where prior consent has been obtained from school administration.
6. Such good cause as may be acceptable to the building administrator or designee

Other excused absences under which a pupil should not be counted as absent from class:
1. School Activity (In School)
2. Field Trip (Out of School)
3. Guidance appointment
4. School Nurse appointment
5. Suspension (In School/Out of School)
6. Home instruction (by an administrator ONLY)
Unexcused Daily Absences

1. A student is unexcused when he/she is verified by a parent or guardian to be absent without a valid excuse (see page 10) or did not receive prior school permission to be absent from school.
2. Vacations, when school is in session, are unexcused. Family vacations should be planned to coincide with the school calendar.
3. Absences other than those specifically designated as excused may be classified as unexcused upon review by the Principal based upon extenuating circumstances.

Truancy

Absences from school or from classes without the knowledge of a student’s parent/guardian or school officials, within the school day constitute truancies and shall be subject to the disciplinary rules of the Board of Education. Additional measures may be put into place in conjunction with Bergen County’s Division of Family Guidance, Juvenile Family Crisis Intervention Unit.

GENESIS ATTENDANCE CODES

**Excused Absence (ABE):** As previously described on page 10.

**Unexcused Absence (ABU):** The parent/guardian knows that the student is not in school, but the school does not consider the reason acceptable, such as a student’s absence due to oversleeping, family vacation, etc.

**Excused Tardy (TEX):** If a student arrives late for school with a note from parent, guardian, teacher, or staff member documenting legitimate reason from page 10.

**Unexcused Tardy (T):** A late arrival with correspondence from parent (explained above) that does not contain a legitimate excusable reason. For example, student over slept or their carpool came late.

**Cut (CUT):** The student is in school, but does skips a class or classes.

**Truant (TRU):** Absences from school without the knowledge of parent/guardian or school officials, within the school day constitute truancies and shall be subject to the disciplinary rules of the Board.

**Field Trips (FT):** - If a student participates in a school or class field trip.

**Activity (ACT):** Students that take music lessons and are involved in other school related activities that have to miss a class.

ATTENDANCE PROCEDURES

Daily attendance at school is important. If you must be absent, a parent/guardian must inform the school of that absence on the day of your absence or in advance of the absence.

Call the attendance office in the morning by 7:30 a.m. (201-599-7250 ext.2312) OR in advance of the absence a note may be provided. Failure to do so will result in the student being marked Truant.
Parents/guardians can view their child’s daily attendance by visiting the attendance section on the Genesis Parent Portal and accessing the “class” attendance tab.

Class attendance is taken every period, and if a student is unaccounted for, the teacher will mark that student *UNVERIFIED, which becomes a cut/truant after 2 school days, unless a parent/guardian sends a note to school on the day the student returns.*

**STUDENT ABSENCE NOTES**
Students should bring notes/send correspondence to the Attendance Office (Ms. Ring) located in the main office. A student will have 48 hours from the absence to supply a parental/guardian note for reason of absence.

**TARDY TO SCHOOL AND CLASS PROCEDURES**

Late Students are to go directly to their homeroom from 7:50 – 8:05  
If a student arrives after 8:05 am, students are to report to the Attendance Office located in the Main office.  
Notes of excuse should be given to the attendance officer.  
NOTES WILL ONLY BE ACCEPTED WITHIN 48 HOURS OF THE TARDY.

It is the responsibility of the student to be **ON TIME** to class and school. Tardies to class may affect a participation grade. Continuous tardies to school/class will constitute disciplinary action by the classroom teacher and administration.

Tardies will not be excused without a note, email, or phone call and will have to meet the same criteria as an excused absence explained on page 10. Also the school schedule is designed with adequate passing time provided between classes. Punctuality is essential so lessons are not interrupted.

**Consequences for Multiple Unexcused Tardies to School and Class**

1. Verbal Warning  
2. School Counselor/Teacher Support Conferences  
3. Teacher Detention  
4. Administrative Consequences; If, after meeting with the administration, a student continues to arrive to school late, the administration has the right to exclude the student from participating in activities that are deemed a privilege, such as field trips, picnics, activities, dances and any other school-sponsored event.  
5. Referral to Student Assistance Counselor, Care Plus, and/or Bergen County’s Division of Family Guidance, Juvenile Family Crisis Intervention Unit.
DISCIPLINE

While the River Dell Board of Education believes that positive approaches to acceptable behavior are more effective, it is sometimes necessary to detain, suspend, or expel students for violations of school regulations to ensure the good order of the school and to allow for a positive student-centered learning environment.

This policy shall apply to student behavior while at school; at co-curricular and extra-curricular programs; on school grounds; during school hours when off school grounds; at school-related functions on or off campus; on the school bus and in transit to or from school or any school related function. Disruptive behavior shall include, but not be limited to:

1. Harassment, intimidation or bullying.
2. Continued and willful disobedience.
3. Open defiance of the authority of any teacher or person having authority over a student.
4. Lying or cheating
5. Making false accusations of others.
6. Inappropriate behavior on the school bus to and from school.
7. Trespassing or unauthorized presence in areas restricted from student use.
8. Actions that constitute a continuing danger to the physical well being of other pupils.
9. Fighting or physical assault upon another pupil, a teacher or any school employee, or inciting others to engage in a physical assault upon another pupil, teacher, or school employee.
10. Use of profanity, abusive language or threatening and provocative language.
11. Unsolicited or unwanted touching.
12. Intimate contact.
13. Indecent exposure.
14. Hazing or harassment of a student in a sexual, verbal, or physical manner.
15. Throwing of food, paper, pens or other objects.
16. Taking or attempting to take school or personal property from lockers, classrooms, school offices, or any other area of school facilities and vehicles; or personal property from another pupil, whether by force or fear.
17. Willfully causing, or attempting to cause, substantial damage to school property.
18. Tampering with, damaging, defacing, or destroying school or personal property.
19. Turning in a false fire alarm or emergency call.
20. Taking part in any unauthorized occupancy of a District facility and refusing to leave promptly when directed to do so by a person in authority.
21. Inciting others to take part in an unauthorized occupancy.
22. Absence and lateness.
23. Truancy and class cutting; leaving school property without permission.
24. Inciting other students to truancy.
26. Possession or use of weapons or weapon–like devices.
27. Participating in activities relating to the sale, purchase, or distribution of gambling paraphernalia or lottery-related materials.
28. Use of unsafe or illegal articles or drug paraphernalia.
29. Use of any tobacco product in school buildings.
30. Use, possession or sale of a controlled dangerous substance.
31. Use, possession or sale of alcohol.
32. Sale, use, possession of, or distribution of explosives, firecrackers, smoke bombs or similar materials.
33. Arson.
34. Forgery of signature and/or tampering with documents of parents, guardians, teachers and school administrators.
35. Inappropriate usage of software, hardware or computer networks.

Any pupil who commits an assault as defined by N.J.S.A. 2C:12-1* upon a Board member, teacher, administrator, or other employee of the Board of Education shall be suspended from school immediately according to procedural due process and expulsion proceedings shall begin no later than 21 calendar days from the date of pupil’s suspension.

* Simple Assault – A person is guilty of assault if he/she:

(1) Attempts to cause or purposely, knowingly or recklessly causes bodily injury to another; or

(2) Negligently causes bodily injury to another with a deadly weapon; or

(3) Attempts by physical menace to put another in fear of imminent serious bodily injury.

Simple assault is disorderly person’s offense unless committed in a fight or scuffle entered into by mutual consent, in which case it is a petty disorderly person’s offense.

Any student who aids, urges, or abets any other student to commit any of the offenses prohibited by school regulations shall be subject to the same penalties as the offending student.

Any student who commits any act or offense which is not specifically set forth above, but which shall, nevertheless, result in any damage or injury to the person or property of the school or of the creation or disorder will be subject to disciplinary proceedings.

Any act, which adversely affects the health and/or safety of student(s), is considered a serious offense. The administration reserves the right to determine what offenses are serious enough to warrant a penalty of suspension.
The procedure of handling student discipline will be:

1. Verbal warning.
2. Guidance support
3. Teacher detention.
4. Administrative consequences.
5. Depending on infraction, steps 1-3 may be omitted.

DETENSIONS

GENERAL & TEACHER

Teacher detentions are held by the teacher. Arrangements for teacher detentions are made between the teacher and student along with the parent. Teacher detentions can be held before or after school.

Administrative detentions are held Monday through Friday during lunch in a specified room supervised by a certified staff member as well as before or after school in the main office. Parent notification will be given.

Procedure for Serving General Detentions

1. When you receive a detention notice, it must be given to the detention teacher on the day the detention is to be served.
2. Detentions will usually be served the following school day that an offense has occurred.
3. You are to bring your lunch to a specified room at the beginning of the lunch period. If you purchase lunch in the cafeteria, you are to purchase your lunch and immediately move to the designated detention room.
4. There is no talking, gum chewing, reading, or doing homework during your detention time.
5. If your behavior during detention is not appropriate, the detention teacher will notify the assistant principal where you will be assigned another detention(s), and other possible disciplinary action may follow.
6. If you cannot serve at that time, bring a note to the office or teacher, from your parents, explaining the reason your detention may or may not be rescheduled.
7. If you do not have a reason for missing detention, you may be asked to make up the detention and serve extra detentions. Please make certain to report when you are scheduled so as to avoid this inconvenience.
8. Your parents will be contacted by administration if the detention notice is not returned as expected.
9. For students who acquire a number of detentions, a parent meeting will be scheduled and you will be given a behavior plan, which may include loss of specific privileges and participation in special school activities at school.
Having to serve detention is sometimes an *inconvenience* to you. We, at River Dell Middle School realize this; however, you must keep in mind that when rules are broken, appropriate consequences must follow.

**Suspension**

There are two types of suspension used at River Dell Middle School: in-school and out-of-school suspension.

A student will be suspended when the student’s behavior is totally unacceptable to the school setting. Out-of-school suspension is used for very serious offenses such as fighting, harassment, intimidation, bullying, obscene language directed at teachers or staff, etc. When a student is given an out-of-school suspension, his/her parents will be required to attend a readmittance conference with the principal or assistant principal, along with their guidance counselor. This conference MUST occur upon the student’s reentry to school or at the earliest possible time thereafter.

In-school suspension places a student in one room for the entire day. The student receives his or her work for the day but does not report to scheduled classes and must complete the work in the designated room. In-school suspension is used when a student demonstrates a pattern of unacceptable behavior, or for more serious situations that do not result in an out-of-school suspension for the same unacceptable behavior.

River Dell Middle School uses verbal correction, parent contacts, counseling services and school contacts “BEFORE” detentions, and suspension within its disciplinary procedures.

*A student’s privilege may be revoked from participating in activities including, but not limited to, field trips, dances, field day, pool party, picnic, school social and any other extra activity.*

**LOCKERS**

Lockers are designed only for the storage of books and outerwear and are not designed to provide security for valuables. All students are urged to take precautions with their possessions. Make sure your locker is closed and locked. Personal belongings should not be left where others may have the opportunity to take them. Please keep your locker clean and free from odor-causing items. The school administration strongly urges you not to leave large amounts of money, jewelry, or expensive equipment in your lockers. Arrangements can be made in the Main Office on *special occasions* to store such items in the school safe during the day.
Although each student is responsible for locking the locker assigned to him/her, all lock/lockers are and shall remain the property of the school district. **Students must not share their combination or locker with anyone.**

Students are hereby put on notice that their lockers are the property of the River Dell Regional Board of Education. School Officials will conduct random inspections of school lockers. **A student’s locker may be searched at anytime, without prior notice.**

If a student places any substance, objects or materials in his or her locker which are prohibited by law or school rules, the student may be seriously disciplined.

**Students who tamper with another student’s locker, lock or belongings will face disciplinary action.**

Each student is also assigned a locker in the gymnasium locker room for the storage of clothing and gym equipment during their gym classes.

Again, **STUDENTS ARE STRONGLY URGED NOT TO STORE MONEY OR VALUABLES IN THE LOCKERS.** Additionally, all students are required to use locks during the gym period. **Locked lockers will reduce theft.**

Lockers are school property and are loaned to the students. They should not be marked or defaced in any way. The school cannot accept responsibility for any items left in student or gym lockers.

**PERIODIC LOCKER INSPECTIONS WILL BE MADE BY THE MIDDLE SCHOOL ADMINISTRATION**

**TIMES OF APPROVED LOCKER USE**

In order to minimize noise and class interruptions, locker use is recommended to the following times:

1. On entrance before homeroom in the morning
2. After homeroom
3. Before lunch
4. After lunch
5. At dismissal
IDENTIFICATION CARDS/LANYARDS

River Dell Middle School is committed to providing a safe learning environment for our students and staff. Therefore, all students are issued identification cards with photographs on them at the beginning of the school year. In addition, lanyards are given to each student. Students are required to carry their identification cards and lanyards when in the school. Students are also required to carry their identification cards on school trips. If you lose your identification card or lanyard, you must pay for a new one immediately.

HOMEWORK/EXTRA HELP PROCEDURE

River Dell Middle School strives to accommodate all learners’ needs. The following homework/extra help guidelines allow us to effectively meet this goal while providing a positive and structured learning environment geared towards success. By working together as an educational community, students will receive all of the extra help that they need to experience success at RDMS.

1. No individual tutoring/extra help will be delivered one on one.
2. Extra help will be offered between the hours of 7:40 a.m. and 3:05 p.m., unless a prior arrangement has been made between the teacher and parent/guardian.
3. Use of the library and cafeteria settings is encouraged.
4. Additionally, the middle school provides a “Homework Club” that meets after school in a classroom determined by the Homework Club Advisors.

HARASSMENT, INTIMIDATION OR BULLYING

Under River Dell Board of Education’s Policy on Harassment (Policy 5131.1) students are expected to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil’s ability to learn and a school’s ability to educate its pupils in a safe environment. New Jersey State Law 18A:37-15 prohibits harassment, intimidation, or bullying by students. School administration will not tolerate this behavior.

River Dell Middle School employs a zero tolerance environment. Students who are harassing, intimidating, or bullying other students will receive serious disciplinary consequences.

Any student caught posting inappropriate information, pictures of other students or staff members on Facebook, Snapchat, Instagram, Twitter, Tumbler, etc. or any other blog sites will be turned over to the River Edge Police Department.
immediately. A bullying investigation may or may not be opened up. If a bullying investigation is deemed warranted, the offending student posting inappropriate information, pictures or videos of other students or school personnel may or may not have bullying charges levied against said student and disciplinary action will be taken by the school administration against the offending student.

CELL PHONES

River Dell Middle School does not permit the use of cell phones by students on school grounds during school hours. Cell phones must be turned off and either be put in their lockers or stowed away in their backpack, not to be taken out for the entire day. If a cell phone rings or a student text messages, uses social media programs such as Instagram, Snapchat, etc of any kind or makes or receives a call during the school day, the following consequences will occur:

First Offense:
• Verbal warning/conversation.

Second Offense:
• Parent phone call from teacher followed by teacher conference/detention with student.

Third Offense:
• Assistant Principal calls parent and detention is issued.

Successive Offenses:
• Parents notified to come to the main office to retrieve phone and student given in – school suspension.

For safety reasons only, students are allowed to carry cell phones on field trips.

As per regulation 5132.1, administrators and staff reserve the right to confiscate electronic devices if they are used at any point of the school day.

COMPUTER AND INTERNET USAGE

Usage of the laptops, e-mail system and the River Dell computer network is a privilege extended to responsible students at River Dell Middle School. All usage must be exclusively for official school work. Students and parents agree to these provisions through the signing of the Acceptable Use Policy, which may be accessed through Community Pass. A copy of the signed contract is retained in each student’s file.

Any inappropriate usage of the internet or e-mail system at school will result in discipline consequences, including loss of laptop and/or computer privileges.
Any student found on Snapchat, Instagram, Facebook, Twitter, Tumbler, etc. or any other unauthorized blog sites during the school day will result in their loss of computer privileges at River Dell Middle School.

iPODS, PORTABLE GAME SYSTEMS AND MEDIA TECHNOLOGY

The use of iPods and cell phones are NOT permitted during the school day. Please understand cell phones, iPods and other MP3 players that are in use periods may be taken and given to the Assistant Principal. Portable game systems as well as electronic productivity devices such as iPads or other tablets or any type of Bluetooth devices are not allowed in school. Students must not bring games loaded onto flash/thumb drives and then play those games on school computers. Students doing this may have their computer privileges revoked by the school administration. Personal laptop computers are not allowed in school. The middle school has a one to one initiative, whereby each student is given a district-sanctioned laptop to use for school purposes. Students who do not fully cooperate with this policy will have their equipment confiscated. If equipment is confiscated, the student must report to the main office to retrieve it. If a second offense occurs, parents will be notified and a detention will be given to the student. A third offense requires a parent or guardian to come to the school to retrieve the equipment.

CARE FOR FACILITIES

Students are expected to respect the school facilities, such as lockers, desks, computers, textbooks, rest room areas, and all school property. Damage to school facilities is considered vandalism and there is a zero tolerance policy for such behavior.

HALL BEHAVIOR

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have permission from an authorized staff member including usage of sign out sheets. When moving through the halls, running is not acceptable. Students should keep hands to themselves and stay to the right. Be respectful of others in the hall.

BICYCLES AND SKATEBOARDS

Bicycles must be dismounted and walked upon reaching school property. Students who fail to follow this rule risk disciplinary consequences, including the possible loss of privileges regarding the riding of their bicycle to school. All bicycles must be locked to the bicycle racks and should be licensed with the River Edge or Oradell Police
Department. The owner should have a record of the serial number. **As per New Jersey State Law 39:4-10.1, students must wear a properly fitted and fastened bicycle helmet when operating a bicycle. Accordingly, school administration can not allow students, under the age of 14 without helmets, to operate their bicycles. If you are so identified, your parent will be contacted and you will not be allowed to ride your bicycle home.**

Skateboards are not allowed on school property. Motorized devices, such as motor scooters, mopeds, etc; are not allowed on school property.

**TEXTBOOKS/EQUIPMENT**

Textbooks and other classroom equipment distributed to students for their use are the property of the River Dell Board of Education.

Students are responsible for the proper care of these materials while using them during the school year. Any lost or damaged books or equipment must be paid for by the student. Students are expected to have book covers on all books distributed to them.

**CAFETERIA**

River Dell Middle School provides a lunch program with a variety of food options. It is important to achieve a good balance between entrée items and snack selections. Students are encouraged to make healthy nutritional choices.

Appropriate conduct is expected at all times in the cafeteria. Students are responsible for the proper clean-up of their area in the lunchroom. The throwing of food or any items in the cafeteria is prohibited. Students who do not meet the expectations of supervising lunchroom staff face disciplinary consequences, including the possible loss of cafeteria privileges.

**FOOD AND DRINKS (EXCEPT WATER), ARE NOT ALLOWED IN ANY CLASSROOM OR PART OF THE SCHOOL EXCEPT WITH WRITTEN PERMISSION BY THE ADMINISTRATION**

**CHEATING POLICY**

Any student caught cheating on a test, quiz, project or assignment will result in NO CREDIT for the test, quiz or any project or assignment for all students involved.

**PLAGIARISM**

Cheating and plagiarism are severe offenses punishable by the following:
**Student that is caught Plagiarizing**

1. Any student caught plagiarizing another work be it published or unpublished will receive a zero.
2. The student will have to re-do the work.
3. The student that plagiarized another’s work can receive a maximum of 50 points on the re-done work.
4. The student will have to attend a two period after school detention with Ms. Risi who will teach them a plagiarism lesson.

**Student that gives his or her work to another student to plagiarize**

1. Any student caught giving his or her work to be plagiarized by another student will receive a zero.
2. The student will have to re-do the work
3. The student giving his or her work can receive a maximum of 80 points on the re-done work.
4. The student will have to attend a two period after school detention with Ms. Risi who will teach them a plagiarism lesson.

**DRESS**

In order to maintain a serious and productive academic environment, it is necessary that students come to school wearing appropriate attire. When clothing becomes too casual, it affects the overall attitude of students and academic concentration declines. Styles or items of clothing which are a potential distraction, therefore, cannot be permitted in the middle school environment.

**Some examples of inappropriate clothing are:**

1. Short shorts (shorts that do not reach mid-thigh)
2. Short skirts hemlines must be mid-thigh or longer
3. Halter tops
4. Tube tops
5. Spaghetti strap tank tops
6. Shirts that expose midriffs
7. Backless shirts
8. Shirts that are cut excessively low
9. Loose fitting basketball-type jerseys without undershirts.
10. Apparel bearing print or pictures relating to alcohol and/or drugs
11. Language which may be deemed profane
12. References to sexuality is also unacceptable
Procedure for students who are improperly dressed

1. The school nurse will speak to students who are deemed to be wearing inappropriate dress, as well as ask the students to change into appropriate attire to wear for the remainder of the day. If the student doesn’t have anything to change into, the parents will be called to bring proper attire to school for their child.

2. On a second occurrence, the school nurse will contact parents whose children dress in a manner that is determined by the administration to be inappropriate.

3. On a third occurrence, an administrator will contact parents/guardians of students who have been spoken to more than twice about inappropriate clothing. Detention will be given as well.

4. The cooperation of students and parents in ensuring appropriate dress is greatly appreciated. Our goal is to keep academic excellence our top priority.

5. The administration reserves the right to send a student home to change clothing which it deems inappropriate.

BACKPACKS

Backpacks are allowed to be carried by the students throughout the school day.

HATS

Hats are not to be worn in the building.

GUM CHEWING

Gum chewing is not allowed while on school property.

SECURITY/FIRE DRILLS

Security/fire drills at regular intervals are required by law and are important safety precautions. It is essential that when the security warning/fire signal is given, everyone is to follow the appropriate procedure for that specific drill. If students and staff need to exit the building, everyone is to promptly exit the building by the prescribed route as quickly as possible (without running). There is absolutely NO TALKING when exiting the building!!! This permits emergency directions to be given as needed. We take security/fire drills very seriously at River Dell Middle School! Cell phones are prohibited during any security/fire drill!
**EVACUATION PROCEDURE**

In the event the students and staff must evacuate the Middle School, procedures are in place to have the students leave the building quickly and safely. If needed, students will travel to the high school for dismissal either during the day or at the end of the scheduled school day. Parents will be notified.

**LOST AND FOUND**

Every year we accumulate many lost jackets, sweaters, etc. Please mark all such clothing so we may return the items to the proper students. Students are discouraged from wearing expensive jewelry to school. There is a lost and found table across the hall from the custodian room next to room 145, as well as in the hallway outside of the library. Lost articles are sometimes dropped off in the Main Office.

**PHYSICAL EDUCATION**

In Physical Education you will be participating in various activities both indoors and outdoors. In order for you to have the appropriate clothing for Physical Education class, plan on going outside for gym until Thanksgiving, and plan on returning outdoors and again around April 1st. Remember, you must have a change of clothes for Physical Education. You cannot wear gym clothes to your next class. **It is imperative that students lock personal possessions in their Physical Education locker during their Phys. Ed. period using their own personal lock.** Losses only occur when items are not properly stored.

Students are taught health for one marking period.

**PHYSICAL EDUCATION EXCUSES**

If your child needs to be excused from Physical Education, a note from the parent/guardian is required stating the reason and the length of time to be excused. This is valid for 1-5 days only. If your child needs to be excused for longer than a week, a doctor’s note is required. If eyeglasses must be worn and they are not safety lenses, please send a note to your child’s Physical Education teacher.

**HOMEWORK**

Homework is an important part of learning as it provides opportunity for students to practice skills learned in class. Homework also prepares students for class as they read, write and study new material. The type of homework assignment given in each subject may be different, but all homework is important to help you learn. Please check your teacher’s website to help keep your assignments organized. Homework is considered by teachers in deciding a student’s grade.
PROGRESS REPORTS

Teachers let parents know when they first observe serious problems with a student's work or behavior. In addition, progress reports are posted on the Genesis Parent Portal about the middle of each marking period.

Genesis Portal Opens:

- Marking Period 1 - Monday, October 7
- Marking Period 2 - Monday, December 16
- Marking Period 3 - Monday, March 2
- Marking period 4 - Monday, May 18

Students who are in danger of failing a class at that time (or are having serious problems) receive warning notices.

LOCKER DECORATIONS

Students are permitted to decorate a friend’s locker for birthdays. Students must secure a permission slip from the Assistant Principal’s Office. Lockers are decorated before or after school only.

HEALTH SERVICES

STUDENT ABSENCES

If your child is absent from school with a communicable disease or an illness which will necessitate your child missing several days of school, the parent/guardian is to call Attendance at (201) 599-7250 x2312 to report this information. The student must check in with the nurse upon return to school. If the student is absent with mononucleosis, scarlet fever, strep throat, conjunctivitis or any other communicable disease, a note from the doctor is required to return to school.

A student who is absent may have their parent/guardian call to request their homework for the day. Parents may contact the guidance department for homework at (201) 599-7250 x2304. A student may call a buddy for daily assignments. Please allow 24 hours for homework to be collected.

EMERGENCY FORMS

Please see the River Dell website for all necessary forms. Please call main office if any information changes.

Emergency information and all school forms are posted on the River Dell Website and are to be filled out completely before the first day of school. It is important all forms and
payment (if necessary) is completed. This information is vital in case of an emergency at school.

**ACCIDENTS, INJURIES & IN-SCHOOL ILLNESSES**

Only first-aid will be provided for accidents and injuries; any further treatment is the responsibility of the student’s parents.

Accidents should be reported to the nurse immediately. The supervising staff member will complete an accident report.

The injured student’s parents and principal will be notified of all accidents and injuries, when the situation warrants.

The parents will transport injured students home; in cases where the parents cannot be reached, the person(s) listed on the emergency record will be called.

*Since school policy is not to allow students to use cell phones during the day, students cannot call home or text message on cell phones if they don’t feel well. They must see the nurse first who will examine the child and make the necessary medical determination, if need be, to notify the parents.*

**7th GRADE HEALTH PACKET**

A Health Office Packet is available to download on the River Dell Middle School Website. (Please click on “Health Services” under quick links to download.) The packet will have all necessary forms that are required. Please complete as necessary and return on the first day of school.

**PLEASE NOTE:**  **Physicals are required for ALL 7th grade students and for all new entrants.**  
**Sports Physicals are required for any student participating in any interscholastic sport.**

**8th GRADE HEALTH PACKET**

A Health Office Packet is available to download on the River Dell Middle School Website. (Please click on “Health Services” under quick links to download.) The packet will have all necessary forms that are required. Please complete as necessary and return on the first day of school.

**MEDICATION POLICY**

**THE FOLLOWING POLICY BASED ON NEW JERSEY STATE GUIDELINES MUST BE FOLLOWED:**
The River Dell Board of Education shall not be responsible for the diagnosis and treatment of pupil illness. The administration of prescribed medication to a pupil during school hours will be permitted when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. For purposes of this policy, “medication” shall include all medicines prescribed by a physician for the particular pupil.

Before any medication may be administered to or by a pupil during school hours, the Board requires the written request of the parent/guardian and physician, which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication.

Medication is to be in the original container, which is to be kept in the nurse’s office.

A. All medications must be prescribed by a physician and shall be administered by the school nurse.

B. Medications shall be stored and kept in the original labeled container in the nurse’s office. Labeled with the following:
   1. prescribing physician
   2. name of the medication
   3. dosage
   4. time and/or circumstances when medication is to be given
   5. length of time for which medication is prescribed

C. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of the medication and notation of each instance of administration.

D. Exceptions include written parent permission for pupil self-administration of: asthma inhalants, insulin and EPI Pen.

E. Students are allowed to carry an EPI Pen and an Inhaler. They may NOT carry any other medication. A medication authorization form must be filled out by the physician and signed by the parent. This includes over the counter medications, such as Tylenol and all prescription medications.

F. Any change in the physician’s prescription or a change in the dispensing of medication is to be given to the school nurse immediately.

**ASTHMA INHALER USE**

Students are allowed to carry and self administer an inhaler as directed by a physician. They may also keep an extra inhaler in the nurse’s office for emergencies. Please fill out authorization for medications and have your physician fill out the asthma action plan.
EPI PEN USE

Medication permission for use of EPI PEN is for those students with a history of anaphylaxis due to an allergy, as documented by a physician or advanced practice nurse. Students are allowed to carry and self administer EPI PEN as directed by a physician. Please fill out an authorization for medication and the emergency health care plan. If your child needs to be trained on the use of EPI PEN, please call the nurse.

PHYSICAL EDUCATION MILE RUN

If it is medically prohibitive for your child to participate in the mile run, please send in a note from a physician or parent.

It is always possible for the student to participate by walking the mile.

AFFIRMATIVE ACTION

Policy Number 5145

Affirmative Action/Grievance Procedure

A student Discrimination Grievance Committee, made up of representatives from the student body, faculty, parents, and administration has developed a procedure for handling grievances. This procedure was designed to deal with any student/parent grievance pertaining to issues of age, race, creed, color, affectional or sexual orientation, religion, ancestry, nationality, disability, non-applicable disability or because of genetic information or refusal to submit or to make available the results of genetic tests, social, economic or marital status on the part of the faculty, administration, or any policies of the River Dell Board of Education.

The River Dell Middle School has adopted and hereby publishes the Grievance Procedures providing for the resolution of student and parent complaints.

Definition:

GRIEVANCE – A formal written or informal unwritten complaint.

GRIEVANT – Any student or parent aggrieved by a decision or condition falling under the guidelines of federal and/or state anti-discrimination laws.

GRIEVANCE/AFFIRMATIVE ACTION OFFICER – The district employee designated to coordinate compliance efforts with anti-discrimination legislation and charged with the responsibility of investigating complaints.
NOTE: It is strongly recommended that the grievant makes every attempt to rectify the situation in question through the building administration before following the procedures below.

**Procedure:**

The grievant may file a formal written grievance or make an informal unwritten to the responsible person designated as the Grievance Officer/Affirmative Action Officer.

Grievance Forms are available in each of the Administration offices in the district and from the Affirmative Action Officer/Grievance Officer.

The River Dell Public School Affirmative Action Officer is Mr. Charles Lange. Policy number 4111.1

**Non discrimination/Affirmative Action**

**POLICY ON NON-DISCRIMINATION**

It is the policy of the River Dell Public School not to discriminate on the basis of race, color, creed, religion, sex, ancestry, handicap, national origin, or economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and N.J.A.C. 6:4-1.1 et seq. Inquiries regarding compliance may be directed to Mr. Charles Lange, Affirmative Action Officer, 504 Coordinator, River Dell Regional High School, 55 Pyle Street, Oradell, NJ 07649 (Phone) (201) 599-7208. The River Dell Board of Education guarantees that the sexual harassment or discrimination of any kind of a student by any other student or school member will not be tolerated.

**Section 504 – Americans with Disabilities Act**

Section 504 is an Act which prohibits discrimination against persons with a handicap in any program.

Copies of River Dell’s annual affirmative action plans are available to interested parties at the office listed above.

**A.H.E.R.A.**

Inspection and Management Asbestos Report

The River Dell Regional School District is in complete compliance with all regulations of the Environmental Protection Agency. Asbestos Management Plans have been developed for both the middle and senior high schools by Atlantic Environmental Inc. of
Dover, N.J. The reports for both buildings state that “in all occupied spaces, the asbestos is in excellent condition and can remain in place requiring only operations and maintenance (O&M) procedures.” The entire maintenance staff has been trained in the proper handling and maintenance of asbestos and asbestos containing materials. Every effort is being made to safeguard staff, students, and visitors. Also, procedures have been developed to inform all contractors and service technicians who may come in the proximity of a designated area.

**Integrated Pest Management Policy for New Jersey Schools**

The New Jersey Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy.

The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. **RIVER DELL MIDDLE SCHOOL** shall therefore develop and maintain an IPM plan as part of the school’s policy.

**Integrated Pest Management Procedures in Schools**

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

**Development of IPM Plans**

The school IPM plan is a blueprint of how RIVER DELL MIDDLE SCHOOL will manage pests through IPM methods. The school IPM plan states the school’s goals regarding the management of pests and the use of pesticides. It reflects the school’s site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Local School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school. For Charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Board of Trustees or the Principal or Lead Administrator.
IPM Coordinator

The RIVER DELL BOARD OF EDUCATION shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record Keeping

Records of pesticides use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The RIVER DELL BOARD OF EDUCATION of RIVER DELL MIDDLE SCHOOL is responsible for timely notification to students’ parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide Applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.
Evaluation

Annually, for public schools, the Principal will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the Lead Administrator or Principal shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed.

The local school board or other respective governing boards directs the Principal or Lead Administrator to develop regulations/procedures for the implementation of this policy.

Authorizing Regulatory References

The School Integrated Pest Management Act of 2002
N.J.A.C. Title 7 Chapter 30 Subchapters 1-12 Pesticide Control Act of 1971