

Reading – Fleming Intermediate School



**50 Court Street, Flemington, NJ 08822
908-284-7650**

This student handbook belongs to:

Student Name: _____

Homeroom Teacher: _____

Team: _____ **Homeroom No.:** _____

RFIS Voice Mail System

Call 908-284-7650 and select one of the following options:

To Access:

Select Option:

- | | |
|------------------------------------|---|
| • Attendance Line | 1 |
| • Learning Line/Teacher Voice Mail | 2 |
| • Main Office | 3 |
| • Guidance Office | 4 |
| • Clubs and Intramurals | 5 |
| • Inclement Weather | 6 |
| • PTO Information | 7 |

RFIS My Schedule



Teacher Information

MATH: Teacher: Room: <i>Email:</i>	SOCIAL STUDIES: Teacher: Room: <i>Email:</i>
LANGUAGE ARTS: Teacher: Room: <i>Email:</i>	SCIENCE: Teacher: Room: <i>Email:</i>
EXCEL: Teacher: Room: <i>Email:</i>	EXCEL: Teacher: Room: <i>Email:</i>

Related Arts Schedule

	Trimester 1	Trimester 2	Trimester 3
Day 1	Subject: Teacher: Room: <i>Email:</i>	Subject: Teacher: Room: <i>Email:</i>	Subject: Teacher: Room: <i>Email:</i>
Day 2	Subject: Teacher: Room: <i>Email:</i>	Subject: Teacher: Room: <i>Email:</i>	Subject: Teacher: Room: <i>Email:</i>
Day 3	Subject: Teacher: Room: <i>Email:</i>	Subject: Teacher: Room: <i>Email:</i>	Subject: Teacher: Room: <i>Email:</i>
Day 4	Subject: Teacher: Room: <i>Email:</i>	Subject: Teacher: Room: <i>Email:</i>	Subject: Teacher: Room: <i>Email:</i>
Day 5	Subject: Teacher: Room: <i>Email:</i>	Subject: Teacher: Room: <i>Email:</i>	Subject: Teacher: Room: <i>Email:</i>
Day 6	Subject: Teacher: Room: <i>Email:</i>	Subject: Teacher: Room: <i>Email:</i>	Subject: Teacher: Room: <i>Email:</i>

email@frsd.k12.nj.us

DISTRICT MISSION STATEMENT

The Flemington-Raritan Regional School District values children. Together, **We:**
Foster social emotional and academic growth in a safe and nurturing environment;
Respect values and traditions within our families and schools;
Strive to respond to the needs of our diverse and changing community; **Develop** the curiosity and creativity of critical thinkers to become collaborative problems solvers who meet the challenges of a globally competitive society.

EVERY STUDENT, EVERY DAY, EVERY OPPORTUNITY

The Flemington-Raritan School District believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils pursuant Board Policy No. 5600 Student Discipline/Code of Conduct.

The Code of Conduct Manual is available on the district web site and within the Genesis Parent Portal. Parents are asked to confirm, through the Parent Portal, that they have read and reviewed the information with their child before the start of the school year.

DISTRICT GOALS

As part of the district's five-year Strategic Plan, the following goals provide a framework for decision-making in the district.

Goal 1- Academics/ Curriculum: The district will implement a data driven, multi-year curriculum and professional development plan that increase teachers' instructional skills and ensure every child has access to materials and a curriculum that is aligned with the New Jersey Student Learning Standards.

Goal 2 – Special Services: Review the assessment of the structure, procedure and processes completed by the Superintendent to develop an action plan to address areas of deficit.

Goal 3 – Resource Management: Ensure that fiscal, facility and human resources are allocated to meet district needs.

Goal 4 – Communications and Leadership: Cultivate relationships that build trust and respect with all stakeholders.

This document is intended for all students of FRSD and will be applied to all students without regard to 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, pursuant to N.J.S.A. 10:5.

Additional information regarding the Code of Conduct can be found by accessing our Code of Conduct for the Flemington-Raritan School District. Should you have any questions concerning this document please contact Reading Fleming Intermediate School.

School Policies and Guidelines

ATTENDANCE

New Jersey State Law requires all students to attend school each day that school is in session. The law allows excused absences only for illness or religious holidays. Parents are requested to help the district comply with the law and are asked not to schedule vacations during the time that school is in session. In order for a student to participate in an after-school activity or evening function, the student must be in attendance during the day. For more information please refer to Board Policy No. 5210.

Parents are required to call the Attendance Line (option 1 on our Voice Mail System, 284-7650) prior to 8:30 am when the child will be absent or arriving late to school. This is a safety measure for the child's protection to ensure that both home and school know the child's whereabouts. The Attendance Line is a 24-hour a day system; it is never too early to call and notify the school that your child will be absent or arriving late. The recording will prompt you for the information you need to leave to report your child's absence. **It is especially important that you leave the first and last name of the child and your name and relation to the child when calling the line. (Please do not leave requests for homework on the attendance line. You must contact each of your child's teachers through our Voice Mail System's Learning Line for homework requests.)** Parents can also report their child absent through the RFIS Online Absence Reporting System. To do this, click "Report Your Child Absent; Early Dismissal, Parent Pick up". You will be directed to a form page where you can report your child's absence. If a call is not received on the attendance line or through our online reporting system, the Health Office will attempt to reach a parent by telephone to determine the reason for their child's absence. This is a very time-consuming process, therefore we ask for your cooperation in making the call to the absence line.

Upon the child's return to school, a note must be brought to the homeroom teacher indicating the dates of and reason for the absence (the note is forwarded to the Health Office).

Days Absent	Action Taken
10-19	Letter sent home from building Administrator
19-30	2 nd letter sent; a meeting with a building Administrator may be requested
30+	Student will be retained unless extenuating circumstances exist. Letter sent outlining possibility of retention

Please Note: When a child's absences become excessive without proper medical documentation truancy charges can be filed with local police and court system to ensure the student receives appropriate educational services

ASISTENCIA A LA ESCUELA

La Ley del Estado de Nueva Jersey requiere que todos los estudiantes asistan a la escuela cada día escolar. Un día se registra cuando el estudiante está presente durante cuatro horas de instrucción con exclusión de la hora de almuerzo (Política # 5200). La ley permite ausencias por enfermedad o días de fiestas religiosas. (Por favor, consulte el calendario del distrito para todos los días feriados.) Se le pide a los padres que ayuden al distrito a cumplir con la ley y de no planear vacaciones durante el tiempo que la escuela está en sesión. Para que un estudiante participe en una actividad después de la escuela o por la noche, el estudiante debe asistir durante el día.

Los padres están obligados a llamar a la Línea de Asistencia (opción 2 en nuestro sistema de correo de voz, 284-7650) antes de las 8:30 AM cuando el niño va a faltar o llegar tarde a la escuela. Esta es una medida de seguridad para la protección del niño para asegurar que el hogar y la escuela conocen el paradero del niño. La línea de asistencia es de 24 horas al día. Nunca es demasiado pronto para llamar y notificar a la escuela que su hijo va a faltar o llegar tarde. La grabación le pedirá la información que necesita dejar para informar de la ausencia de su hijo. Es especialmente importante que deje el nombre y apellido del niño y su nombre y su relación con el niño cuando se llama a la línea. (Por favor, no deje las solicitudes para las tareas. Usted debe ponerse en contacto con cada uno de los maestros de su hijo a través de nuestro correo de voz para pedir tareas.) Si la Oficina de Salud no recibe una llamada cuando su niño falta a la escuela, intentaremos llamar a un padre por teléfono para determinar la razón de la ausencia de su hijo. Este es un proceso que consume mucho tiempo, y por lo tanto, pedimos su colaboración en la llamada a la línea de reportar ausencias a la escuela. Tras el retorno del niño a la escuela, una nota debe ser presentada a la maestra(o) de "homeroom" indicando la(s) fecha(s) y el motivo de la ausencia (La nota se remite a la Oficina de Salud).

LATE ARRIVAL PROCEDURES

Students arriving late to school, but before block 1, will sign in with the secretary in the Main Office, and receive a pass to proceed to their homeroom. If the tardy was a result of a medical doctor visit, a note from the doctor's office should be provided. Parents are requested to schedule their child's medical appointments before or after school.

Excessive tardiness shall result in disciplinary action. Three late arrivals are counted as one absence in computing a student's attendance record. Board of Education policy states that students who accumulate 30 or more absences may be considered for retention. Parents are requested to schedule their children's medical appointments after school hours.

EARLY DISMISSALS

Students will be dismissed from school early only in cases of emergency **and only upon written request, or notice through our online reporting system or Attendance Line. You may also call the Main Office Staff during school hours.** *Please remember* to include the first and last name of the child on the note or when calling the line. Students who are dismissed during the school day must be picked up in the Main Office and signed out by a parent or guardian. So as not to interrupt academics in process, students will not be called from the classroom; **the student should report to the Main Office at the designated dismissal time on their own.**

PARENTAL PICK UP

Students who will be picked up by a parent instead of riding the bus home for any reason other than participation in an after-school activity must have a note of permission from their parent. The note is to be submitted to their homeroom teacher (the note will be forwarded to the Health Office). Parents can also report a parent pick up through our RFIS Online Reporting System. To do this, click "Report Your Child Absent; Early Dismissal; Parent Pick up". You will be directed to a form page where you can report a parent pick up request. Likewise, students walking into town, going home with a friend, etc. must also have a note from their parent and turn it into their homeroom teacher. In addition, students who will not be going home on the bus must be signed out by a parent or guardian in the cafeteria.

RFIS SCHOOL HOURS

Regular Session:

Homeroom Begins at 8:17 a.m.

Walkers/1st Bus Dismissal 2:55 p.m.

2nd Bus Dismissal 3:00 p.m.

Scheduled and Unscheduled Early Dismissal: (Lunch not served)

Homeroom Begins at 8:17 a.m.

Walkers/1st Bus Dismissal 12:40 p.m.

2nd Bus Dismissal 12:45 p.m.

Delayed Opening:

Homeroom Begins at 9:47 a.m.

CAFETERIA

Lunch is available to all students. Each student has use of his or her own lunch account. Only the intended student will access this account by using a computer generated PIN number at the time of the lunch purchase. Payment to the lunch account is made by cash, check, or money order made payable to: Flemington-Raritan Board of Education. The child's first and last name must be on the check made payable to *Flemington-Raritan Board of Education*. A "PayForIt" system can also be used, see the district website for more information. Parents wishing to learn more about their child's purchased lunches may contact the school's cafeteria. Food brought in from the outside, (such as fast food) is not permitted in the cafeteria. Glass containers are not permitted in the cafeteria and carbonated beverages for lunch are not permitted unless approved by the school nurse.

EMERGENCY DRILLS

To further enhance the district's preparedness to deal with unlikely and unpredictable situations, including violence or intrusions, the district has adopted school security drills. These procedures are in place at local school districts and are endorsed by the Hunterdon County Prosecutor's Office and the police chiefs of Flemington Borough and Raritan Township. The school security drills are practiced throughout the year and are explained to the students in order to reduce fear and ensure safety. The school security and fire drills procedures are designed to ensure the safety of students and staff within the school building and designed to ensure their safety upon evacuation of the school building.

CONDUCT/STUDENT EXPECTATIONS

The school has a responsibility of providing for the health and safety of its students, as well as providing an environment that allows learning to take place. Students who break school rules and regulations can expect to have appropriate disciplinary action taken against them. Teachers will maintain and control a system of classroom management and discipline.

The teacher will handle initial breaches of classroom rules and regulations through parent contact and/or assignment of teacher detention. Students persisting in violation of rules may be referred to the grade level administrator. Among the infractions that result in disciplinary actions are the following:

- Alcohol and/or drugs – possession or use of alcohol or other controlled substances-to include imitation and look-a-like substances
- Cell phone use
- Chewing-gum
- Cutting class or assembly
- Defacing school property
- Disobedience or disrespect that is willful
- Fighting
- Fireworks – possession or use
- Gambling
- Harassing / Bullying students
- Inappropriate use of the computer
- Leaving school without permission
- Leaving the classroom without a pass
- Plagiarism / Cheating
- Possession of weapons – includes imitation and look-a-like weapons
- Profanity
- Tardiness – excessive
- Threatening students or teachers
- Tobacco
- Misbehavior on the bus

Students may use electronic devices to listen to music or books while riding on the school bus, provided headphones are used. However, these items must not be out at any time during the school day. In the interest of student safety students are not permitted to bring skateboards, roller blades or scooters to school, and students who ride a bicycle to school must wear a helmet. Additionally, **students are encouraged not to bring valuables of any kind to school.** It is the student's responsibility to care for any item they choose to bring to school. The school is **not** liable for damaged, misplaced or missing items.

DRESS CODE/STUDENT ATTIRE

Please remember: School is a place of work for you, the student. Inappropriate student attire can be disruptive to the educational process. Student attire will be school appropriate: neat, clean – reflecting an appearance of modesty. Clothing or articles of clothing that are considered offensive or unsafe are not appropriate for a school setting.



We do recognize that our students enjoy expressing their individuality in their attire. Student adherence to the school dress code is also a way for you to apply many of the character traits we discuss throughout the school year. This dress code has been created to reflect these character attributes, such as respect/courtesy, cooperation, self-esteem/pride and tolerance/patience.

This dress code applies to the students during school hours, school activities and field trips. In addition, some department restrictions applied to attire may be required due to personal and property safety. Students who are in violation of this policy will be sent to the appropriate grade-level administrator or guidance counselor.

Students' dress must be sanitary and should not distract from the learning environment nor create safety hazards. Specifically, the following clothing/styles are prohibited at all school functions:

- Hats, visors, or any other headwear are not to be worn in the building, unless required by religious practice, a current medical condition, or for school spirit days.
- Clothing must cover the upper torso. Shirts cannot expose bare midriff. Shirts that expose the midriff, tube tops, spaghetti straps, halter-tops, narrow tank tops, and low cut necklines are not permitted.
- Short shorts, short skirts, very low riding shorts, pants, dresses, and skirts that do not properly cover the students when sitting are not permitted.
- Shoes must be worn at all times and should be safe, practical, and age appropriate. Beachwear is not permitted. Footwear that is considered not safe as determined by the teacher will be prohibited (i.e. sneakers must be worn during P.E. classes and to participate in physical activity during outdoor recess. No open-toed shoes may be worn in a science lab, etc.)
- Clothing with offensive or suggestive messages will not be permitted. For example, clothing that advertises drugs, alcohol, or directly or indirectly uses profanity, insults, or sexual innuendos will not be permitted.

Students who are wearing questionable attire will be sent to an administrator, school counselor, or nurse, where a determination will be made. If necessary, the student will be given clothes to wear via the nurse, or the student's parent/guardians will be contacted to provide appropriate attire.

DRUG AND ALCOHOL POLICY

The school teaches students about the dangers of the use and abuse of drugs and alcohol as part of the health curriculum. Students who use or have in their possession drugs or alcohol are subject to suspension from school and other possible actions. The school will assist the parents in obtaining assistance for students who are identified as having substance abuse problems. Specific policies governing drug and alcohol use by students have been adopted by the Board of Education and are available for review in the school office.

SUSPENSION AND EXPULSION

FRSD Policy No. 5610 and 5610.1 Suspension from school means the temporary denial of a student's right to attend class. In most cases, suspension is determined after a pattern of misbehavior is evident. However, an administrator may suspend a student after the first offense depending on the severity of the misbehavior. In most cases, a student may be suspended for good cause after an informal hearing involving the student, teacher, vice principal, principal, and possibly the parent/guardian.

Expulsion from school means the permanent denial of a student's right to attend school. A student may be expelled for good cause after official notification by the school and a due process hearing. The student has specific rights under case law and New Jersey Statute. The Board of Education's decision to suspend may be appealed to the Commissioner of Education.

"Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited, to any following" (N.J.S.A 18A:37-2):

- Continued and willful disobedience
- Open defiance of the authority of any teacher or person having authority over a student
- Habitual use of profanity
- Conduct which constitutes a continuing danger to the physical well-being of other pupils
- Physical assault upon another pupil
- Taking or attempting to take, personal property or money from another person
- Willfully causing, or attempting to cause, substantial damage to school property
- Knowing possession or knowing consumption of alcoholic beverages or controlled dangerous substances on school premises.

N.J.S.A 18A:37-2.1 and N.J.S.A 2C:12-1 demands immediate suspension of any student responsible for an assault against a staff member or board member. N.J.S.A. 6A:16-7.2, 16-7.3, 16-7.5 explains the processes of appeal regarding short-term suspension, long-term suspension, and expulsion.

HARASSMENT, INTIMIDATION AND BULLYING

FRSD Policy No.5512

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. "Harassment, intimidation, or bullying" is unwanted aggressive behavior that may involve a real or perceived power imbalance by way of a gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents. Further information regarding district procedures related to Harassment, Intimidation and Bullying can be found on the district website: www.frsd.k12.nj.us (Click on parents tab)

EXTRACURRICULAR ACTIVITIES/SPORTS

Students are encouraged to participate in a variety of staff-supervised clubs, intramurals and learning lab opportunities, as well as other activities throughout the school year. All extra-curricular activities are subject to a fee based on the actual cost of running that particular activity. Parent permission is necessary for students to stay after school for any activity and a permission form must be signed and turned in to the main office. Unless otherwise stated, all after-school activities end at 4 p.m. and students must be picked up promptly at 4 p.m. Parents who are late picking up will be given one warning. Continued lateness will be cause for the student to be dismissed from the activity without a refund. **Occasionally, a club meeting may be cancelled unexpectedly due to unforeseen circumstances. If a last minute cancellation is necessary, an announcement will be made during morning announcements and again in the afternoon. It is the student's responsibility to call home to inform a parent of the change in schedule.** For more information, please check our website, frsd.k12.nj.us. Select Reading Fleming Intermediate School, and click on "Clubs and Intramurals".

ACTIVITY NIGHTS

School and PTO-sponsored grade-level Activity Nights are scheduled throughout the year on Friday evenings from 6:30-8:30 pm. The cost for the students may vary. The events include a DJ in the cafeteria and other activities in the gymnasium. All evenings are chaperoned by intermediate school staff. Students must be in school on the day of the event in order to attend, and only those students enrolled at the intermediate school may participate in Activity Nights. All students must remain in the building until the 8:30 pm dismissal and must be picked up **promptly** at the end of the Activity Night. **Parents must come in the building to pick up their child.**

PTO Sponsored Activity Night Dates for 2019-20 (All Activity Nights are from 6:30-8:30)

Grade 5 Activity Nights
April 3, 2020

Grade 6 Activity Nights
October 25, 2019

GUIDANCE DEPARTMENT

Guidance counselors are available to help students with their social, educational, vocational and personal development. The counselors are in the Guidance Office from 8:00 am to 3:00 pm. All students must have a pass in order to go to the Guidance Office.

Students and parents can be assured that discussions with counselors are confidential and that information discussed is only revealed when necessary for the student's well-being. Parents are encouraged to call their child's counselor whenever they have a concern about academic progress or have information about something that will affect a student's performance.

The counselors may be contacted by calling **284-7650, option 4**, and accessing the voice mail extension listed below. The Guidance Department may also be contacted by calling 284-7506.

Grade 5: Mrs. Lindsay John – Extension 7509

Grade 6: Mrs. Heather Albanese – Extension 7508

HEALTH SERVICES

Our nurse is on duty each day. The nurse will provide first aid and is responsible for the overall well-being of all students. The Health Office may be contacted either through option 1 of the Voice Mail System (284-7650) or by calling 284-7512. All students must have a pass from their teacher in order to go to the Health Office.

When a student must take prescription or over the counter medication during school hours, the medication must be left with the school nurse. A form with the doctor's orders (available in the Main Office or Health Office) must accompany the medication, stating the type of medication, dosage and the time it is to be given. The medication must be in the bottle provided by the pharmacist and must have the label stating the student's name, doctor's name and signature, the name of medication, dosage and date of purchase.

During the school year, all 5th graders will be checked for scoliosis and they will have their hearing checked as well. All 6th graders will have their hearing and vision checked.

Communicable Disease – Students with symptoms of a communicable disease are to be excluded from school pending a physician or school nurse's approval to return. Students with a fever of 100 degrees or greater (uninfluenced by medication), vomiting or diarrhea should remain home until they are 24- hour symptom free.

Head Lice – FRSD Policy 8454 - If you suspect or discover that your child has head lice, contact your healthcare provider or school nurse for assistance. Occasionally, the school nurse may feel that classroom screenings are warranted to control the spread of lice at school. If you do not wish for your child to be screened, a written note to opt-out must be sent to the school nurse in September. For more complete lice information, visit our district website at www.frsd.k12.nj.us, select "Nurses' Offices" on the left and look for our special head lice section.

In order for any 6th grade student to participate in the intramural or Basketball program, a physical examination must be on file in the Health Office. In addition, a Health History Update must be completed and submitted for participation in each session of intramural sports. Please visit our website (click on link for Clubs and Intramurals or Health Office) for additional forms that may be required and for deadline dates.

HOMEWORK POLICIES

Students are expected to write down their assignments daily. Because students do homework at different rates of speed and with different amounts of attention to detail, it is impossible to set rigid expectations for the amount of homework assigned each day. However, average time requirements are 50-70 minutes daily. In addition to these times, all children are expected to read at home for 20 minutes nightly.

Students who fail to do their homework on a regular basis will have their grade lowered to reflect that portion of the entire course work that they did not complete. If a student cannot do homework for a legitimate reason, parents should send a note of explanation to the teacher.

HOMEWORK DURING AN ABSENCE

Students are encouraged to make up homework assigned when they are absent before returning to school, whenever possible. Daily assignments may be posted online, via Teachers' website, Twitter feed, etc., Check with your child's teacher on the best way to be informed of missing assignments. **Please note the following guidelines concerning homework and absences:**

- Students who do not complete homework during an excused absence will be allowed the number of days absent to complete all work.
- Students who are absent with parent permission for unexcused reasons (family vacations) will be given half (½) the number of days absent to make up their work.
- Students who are present in school, but absent from class (i.e., field trip, G & T, assembly, nurse, guidance, etc.) are required to complete and submit assignments on the next class day.
- In case of a known absence, students should make arrangements with their teacher for turning in assignments prior to a known absence.
- **Teachers are not required to provide long-term assignments for students who are going on vacation prior to departure.** Parents are requested to help the district comply with the law and to not schedule vacations during the time that school is in session.
- Parent/Guardian should request assigned work after the **second consecutive day of absence.** Homework can be obtained by leaving a message on the teachers voicemail number, but please be aware that teachers check their voicemail at the end of the day. The best way to reach a teacher is through e-mail. Please wait for a confirmation from the teacher before coming to school to pick up the homework.

INSURANCE – STUDENT

Accident insurance may be purchased for the student by the parent/guardian. This insurance is available for school day coverage and/or coverage on a twenty-four hour basis. Forms are sent home in September, but are available at any time from the Main Office. The school does not provide insurance for students involved in athletics or other school activities, therefore students who participate in these activities are strongly urged to purchase this insurance.

LEARNING LAB

The purpose of Learning Lab, located in the Media Center, is to provide a quiet structured time for students to complete work, research, review and study. Certified teaching staff is present to facilitate this time to provide academic assistance to students. Students should arrive prepared with enough schoolwork/homework to sustain the entire Learning Lab time frame. Failure to come prepared may result in the removal from the program. Permission slips may be obtained on-line, in the Main Office, on the last page of this handbook, or through your child's guidance counselor and is mandatory for participation. The Learning Lab is open on full school days only. It is not open in the afternoon on early dismissal or staff in-service days, the afternoon before a holiday, or in the morning on delayed opening days. Learning Lab is offered at no cost to parents as this program supports students in their studies and academic endeavors.

LIBRARY MEDIA CENTER



The RFIS Library Media Center (LMC) provides a wide variety of materials for students and teachers. In addition to print books, ebooks, audio books and magazines, students can access many informational resources online from school or home on the LMC's website. Students are encouraged to visit the LMC for school-related assignments, as well as for recreational reading. They can also use the many resources on the LMC's website to help with school assignments.

Circulation Policy

Students are responsible for all materials checked out to them. They are expected to return materials by the end of the loan period (2 weeks for books; 1 week for audios/magazines). Lost or damaged materials must be paid for. Students are able to check out 4 items at a time, however, exceptions are made for materials needed for school assignments or research projects.

Library Catalog

The LMC has a web-based catalog which allows students to locate library resources as well as curriculum-related resources on the internet. Students can access the LMC's public access catalog from home using the link provided on the LMC's website. Available library materials as well as recommended websites on a wide variety of topics are accessible quickly and efficiently with our user-friendly online catalog, Destiny. Be sure to check the library's virtual bookshelf through the catalog, Follett Shelf, for access to all e-books, including fiction, non-fiction, and reference titles. Students should login with their assigned school login for full access. Reference sheets for downloading and reading e-books on all mobile devices and computers are available in the library and are posted on the library website.

Library Website

The LMC website has many informational resources for students to support the curriculum, as well as to assist in the research process. Subscription databases, topical lists of websites, and links to library catalogs and "ready reference" resources are available and regularly updated on the website. Be sure to visit the library website: From the district website, choose RFIS and click on the *Library* link at the top.

Subscription Databases

The school subscribes to several curriculum-related databases from major publishing companies which offer both home and school access. Check the LMC website for a current list of available databases. Login and password reference sheets are available in the library and by emailing Mrs. Reed at creed@frsd.k12.nj.us. Students are provided opportunities to meaningfully explore database content during library classes and specially scheduled research visits.

Digital Resources

Since there are no standards of publication for information posted on the open internet, students are taught to critically and carefully evaluate all website content. Destiny's *Webpath Express* search tool is recommended as a first stop in locating websites since all indexed sites have been pre-screened by educators. The 5 W's listed below are reinforced with students as they continue to rely more heavily on web-based resources.

5 W's of Website Evaluation

WHY are you on a particular web site?

Is this the best source available for the information needed? Can you verify this information in another source? Have you checked either the print resources of the library or recommended databases?

WHO provided the content for the web site?

Can you easily locate the name of the person who authored the web content? Is contact information available for that person? What organization takes responsibility for the site? Is it a credible source of information?

WHAT information are you getting on the site?

Is the web content accurate and without errors? Is the content without bias? Is it the best information available to meet your needs?

WHEN was the site created?

When was the site posted? When was it last updated? Do the external links still work?

WHERE is the site posted?

The web site's URL can tell a lot about the site. Are there clues in the web address that tell you the source of the information?

Copyright and Students

All print resources in the LMC are protected by copyright laws as are most resources on the internet. Students should use web resources with the same care they do printed works. Images, video and sound clips must be cited, as well as informational material.

The FRSD uses the Modern Language Association's (MLA) style of bibliographic citation. Bib forms are made available for the most commonly used resources to ensure that the process of citation, and avoiding plagiarism, becomes an established routine.

Acceptable Use Policy

All users of the district network are responsible for appropriate behavior on school computer networks the same as they are in a classroom or in a school hallway; general school rules for behavior and communications apply. Therefore, students and parents are asked to sign an Acceptable Use Policy (AUP) agreement at the start of the school year in order to make use of the school's network. Violations of the AUP may result in the loss of computer access or additional consequences depending on the severity of the violation. A copy of the AUP is posted on the district website.

(rev. 5/2014)

LOCKERS

All students in Grades 5-8 are issued a locker for use during the year. Lockers are the property of the Board of Education and are issued to the student on a loan basis. Legislation allows the principal or designated Board of Education official to search lockers provided that said officials, based upon all of the circumstances known to them, have reasonable grounds to suspect that the search will reveal evidence that the student has or is currently violating law, school rule or regulation, and further provided that the search is reasonable in its scope.

Student lockers are issued only for the storage of books and coats; **valuable items should not be brought to school.** Book bags, backpacks or gym bags may not be used to transport books to classes. The security of items in lockers can only be guaranteed by the proper use of the built-in lock. Students should never pre-set locks or give their combination to another student. **Personal combination locks are not permitted.**

LOST-AND-FOUND

Students are encouraged to check the lost-and-found, the library and their classrooms for lost items. If an item is still missing, please report it to the Main Office. All students should clearly label valuable items, such as calculators, with their full names in permanent ink.

GRADING SYSTEM

A+ = 97.5 and up	B+ = 87.5	C+ = 77.5	D+ = 67.5	F = 64.4 and below
A = 92.5	B = 82.5	C = 72.5	D = 65.5	(I) Incomplete – 0%
A- = 89.5	B- = 79.5	C- = 69.5	D+ = 64.5	

REPORTING STUDENT PROGRESS/PARENT PORTAL

Grades are issued four (4) times per year and may be viewed on **Parent Portal**. Optional parent-teacher conferences are scheduled in November. However, parents may request a conference at any time by contacting the Guidance Department: **284-7506**.

Parent Portal allows real-time access to student's attendance and grade information as well as other newly enhanced automated communication systems. If you have not already done so, please set up your **Parent Portal** account as soon as possible. To set up a **Parent Portal** account, **1)** complete and return the Use Agreement which can be found on the District Website (www.frsd.k12.nj.us); **2)** The district will assign and mail the username and password to the home address; **3)** Go to the district site, click on the PowerSchool Parent Portal icon, then click on the "Create Parent Account" and follow prompts. For more details, please visit the district website.

TELEPHONES, CELL PHONES, CAMERA PHONES, CAMERAS USE OF DURING SCHOOL HOURS

Students are permitted to use school telephones in the case of an emergency or if they miss the bus. Students must make after-school plans prior to the school day. **Cell phones must remain turned off at all times and should remain in the student's locker throughout the school day and at all school-sponsored events.** Also prohibited is the use of all cell phone functions, including text messaging or use of photographic features (such as camera phones). Additionally, the use of any camera during school hours, including on a school bus, without administrative permission is a violation of privacy and is not permitted pursuant Policy 5516- Use of Electronic Communication and Recording Devices. School administrators reserve the right to confiscate any such device (whether or not it is in use) if it interferes with the educational program. The school is not responsible for any lost, stolen or damaged devices.

TRANSPORTATION

Students will comply with the district's bus conduct rules and regulations. For full information regarding the District Transportation handbook, please contact the Main Office for a copy of the handbook, or access the district website: www.frsd.k12.nj.us. **Children may not ride buses other than the one to which they are assigned.** Furthermore, students are required to board and depart the bus from their assigned bus stop location only. Riders are expected to conduct themselves in an orderly manner both to and from school. Students who misbehave on the school bus may lose their bus privilege. **Disruptive behavior when on the bus may result in detention, suspension and/or removal from the bus. Seating assignments are made by the Transportation Department working with school administration, and seating assignments may change at any time during the school year. Please remember the ride to and from school is considered part of the school day, and as such, rules prohibiting use of cell phones apply.**

Please note: Students that will not be riding their bus home, for any reason other than participation in an after-school activity, must have a note of permission from a parent. The note is to be submitted to the homeroom teacher by 8:35 am and permission must be given by building administration.

STUDENT CODE OF CONDUCT

The Flemington-Raritan School District believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils pursuant Policy 5600- Student Discipline/Code of Conduct.

An important part of the mission of the Flemington Raritan School District is to have the students behave ethically and lawfully. To this end, FRSD establishes and enforces a code of conduct appropriate for each child. Students will be held responsible for following the Code of Conduct as well as all Board of Education policies, New Jersey State laws, and local laws that apply to student actions. Students who abuse this behavior code can expect disciplinary action.

The core of the Code of Conduct is based on the following FOUR principles:

1. **Respect of Self**
2. **Respect of Others**
3. **Respect of Property**
4. **Following directions**

Acceptable student behavior is extremely important in creating the kind of educational environment in which students will be able to realize their greatest opportunities for growth. Appropriate behavior assumes that students will embody the following **character traits**:

- **caring/compassion**
- **cooperation/good sportsmanship**
- **courage**
- **diligence/perseverance**
- **honesty/fairness**
- **loyalty/citizenship**
- **respect/courtesy**
- **responsibility**
- **self-esteem/pride**
- **tolerance/patience**

CÓDIGO DE CONDUCTA ESTUDIANTIL

Una parte importante de la misión de la escuela es que los estudiantes se comportan de forma ética y legal. Con este fin, la escuela establece y hace cumplir un código de conducta apropiado para los niños de la escuela intermedia. Los estudiantes serán responsables de seguir el Código de Conducta, así como todas las políticas de la Junta de Educación, las leyes del Estado de Nueva Jersey, y las leyes locales que se aplican a las acciones de los estudiantes.

Es responsabilidad de la escuela establecer la seguridad y la salud de sus estudiantes, así como para proporcionar un entorno que permite el aprendizaje. Los estudiantes que abusan de este código de conducta pueden esperar una acción disciplinaria.

El código de conducta se basa en los siguientes cuatro principios:

1. **El respeto propio**
2. **El respeto para otros**
3. **El respeto para la propiedad**
4. **Seguir direcciones**

El buen comportamiento de los estudiantes es sumamente importante en la creación de un entorno educativo en el que los estudiantes serán capaces de realizar su crecimiento académico y social. El comportamiento apropiado de los estudiantes incorporan los siguientes rasgos de carácter:

Cuidado/compasión
Cooperación/buen espíritu deportivo
Valor
Diligencia/perseverancia

Lealtad/ciudadanía
Respeto/cortesía
Responsabilidad
Autoestima/orgullo

Honestidad/ equidad
Tolerancia y paciencia

General Expectations — Students are expected to be aware of all rules and regulations for student behavior and to conduct themselves in accordance with them. Disciplinary action may be taken with any student not choosing to fulfill his/her responsibilities. The following expectations apply to students not only on school property but also on school buses, on field trips, at sporting events and/or at other school-sponsored events.

Students are expected to follow school policies regarding attendance, appropriate dress, and student conduct as outlined below. Therefore, students are expected to:

- Be respectful of administrators, teachers, support staff, and parents.
- Be respectful of peers; fighting and/or harassment in any form (e.g., bullying, teasing, taunting, etc.) will not be tolerated.
- Respect school property and the property of others.
- Attend class daily, be prepared, and behave appropriately.
- Use appropriate language; profanity, verbal abuse, and/or racial slurs will not be tolerated.
- Leave the building quickly at the end of the day unless they are involved in an after-school activity - Loitering on the premises is not permitted.
- Remain on campus during the entire school day or after-school activity unless picked up by a parent or guardian.
- Solve problems in a non-violent way by getting help from an adult if necessary.
- Obey the laws and school rules concerning firearms/weapons, explosive devices, tobacco, alcohol, drugs, controlled substances, inhalants, and hallucinogens.
- Leave the following items at home: **cell phones**; cameras and recording devices of any type; Play Station/Game Boy and other hand-held games systems; any other electronic equipment; laser pens. If these items are seen in school, they may be confiscated and a parent or guardian will be asked to pick the item up.
- Refrain from gum chewing during the school day.
- Leave hats, outer apparel, and backpacks in their lockers during the school day.

Classroom Conduct — Students are expected to follow the rules and expectations established by the individual classroom teachers. Students who do not follow the classroom rules may be subject to one or more of the following interventions:

1. Change of seat.
2. Conference with the teacher between classes, before or after school, or during tutorial.
3. Staff contact with parents/guardians to discuss situation.
4. Consultation with team members and/or grade level guidance counselor and/or special services.
5. Involvement of administrators.

Hallway Conduct — All students have the right to learn without interruptions caused by other students. Therefore, there is a responsibility while in the hallway to refrain from:

- Disturbing any class while in session.
- Running and pushing.
- Yelling, screaming, or whistling.
- Blocking hallways or stairs.
- Public displays of affection or inappropriate contact.
- Eating or drinking except in the cafeteria.

When in the hallways, students will also be expected to:

- Have a pass when in the hallway during class time.
- Follow the requests of staff.
- Walk to the right side of the hallway and stairs.
- Keep the hallways clean.
- Follow all drill procedures.

Cafeteria Conduct — Every student has the right to eat in a relaxed and comfortable atmosphere; therefore, while at lunch, students are expected to:

- Follow directions of teachers, cafeteria staff, and those in charge.
- Use good table manners and never throw food.
- Line up in an orderly fashion as directed and have money ready.
- Follow line procedures—no skipping or saving places for other students.
- Leave tables and eating areas clean before being dismissed.
- Move to and from lunch without running.
- Leave food, drinks, straws, and eating utensils in the cafeteria.
- Refrain from bringing carbonated and/or glass container beverages into the cafeteria.
- Refrain from any yelling, screaming, or shouting.
- Refrain from having food from outside restaurants delivered or brought to the school (students are encouraged to bring their lunch from home or purchase one in the cafeteria).

Lockout/Fire//Evacuation/Lock Down Drill Conduct — During emergency drills, students are expected to:

- Follow all drill procedures as directed by staff.
- Remain quiet.
- Follow directions from teachers and staff members.

Bus Conduct — Bus transportation is a privilege. Bus violations may result in a loss of this privilege. For the safety of all passengers, the bus driver has authority over students on the bus. Infractions will be reported to the office. While using district transportation, students are expected to:

- Ride only the bus to which they are assigned - students shall board and leave the bus only at their assigned stop.
- Occupy the seat assigned by the bus driver and remain seated until the bus arrives at its destination.
- Keep seatbelts fastened at all times if the bus is so equipped.
- Be courteous to the bus driver and fellow passengers.
- Keep all parts of their bodies inside the bus at all times.
- Refrain from loud talking and other behaviors that may distract the driver.
- Use appropriate language; profanity, verbal abuse, and/or racial slurs will not be tolerated.
- Not deface the bus in any way and should promptly report to the bus driver any damage to the bus.
- Not smoke, light matches, use lighters, or lasers – these items are not permitted on the bus.
- Not consume any food or drinks of any kind on the bus.
- Keep the bus clean.
- **Not use cell phones**

Assembly Program Conduct — During an assembly program, students are expected to demonstrate:

- Good listening behaviors.
- Appropriate audience participation.

After-School Activity Conduct — These activities include, but are not limited to, activity nights, music and drama presentations, and spectator sports. All persons attending an activity must remain in the immediate area of the activity. All other areas of the school property remain off-limits.

Field Trip Conduct — Field trips are a privilege that may be denied for consistent poor decision-making and failure to demonstrate appropriate self-control. When participating in a school-sponsored event, **all school rules apply**.

Dismissal Conduct — At the end of the school day, students are expected to:

- Follow bus run schedule.
- Board bus promptly.
- Not loiter on school premises.
- Students are not permitted in the school after 3:00 pm unless involved in a supervised after-school activity and have submitted a parent note giving permission. In addition, all classrooms are locked at the conclusion of the school day. For security reasons, office staff and custodians are not permitted to unlock classrooms for students to retrieve forgotten homework or other items. We appreciate your cooperation in this matter.

READING - FLEMING INTERMEDIATE SCHOOL

LEARNING LAB

The Learning lab provides a quiet environment that enables students to access library resources and teaching staff to assist with school work, projects, research, review and study.

Important facts to know:

- Students are accepted into learning lab only with a signed permission slip from a parent.
- Students may enroll at any time and drop out at any time during the year with written permission from a parent or guardian. Students may attend more than one session of Learning Lab per week.
- Students must bring materials and schoolwork with them to Learning Lab.
- Students may use library computers as a resource for their academic success.
- **Learning Lab is offered 3 afternoons per week and 2 mornings per week on a continuous basis throughout the school year, on the following schedule, with the exception of winter & spring breaks, holidays & early dismissal days. Please Note: Learning Lab is not scheduled on snow contingency days.**
 - ✓ Session 1 - September 23, 2019 – December 19, 2019
 - ✓ Session 2 – January 6, 2020 – March 12, 2020
 - ✓ Session 3 – March 23, 2020 – June 4, 2020
- If the student does not conduct himself/herself in a respectful manner with proper behavior, the parent will be contacted. Disciplinary action will include the student being denied permission to attend the Learning Lab.
- Parent or Guardian will be responsible for the drop off and pick-up located in front of RFIS. Learning Lab ends at 4 p.m., and students must be picked up promptly at 4 p.m. Parents who are late picking up will be given one warning. Continued lateness will be cause for the student to be dismissed from the program.
- If the child attends the YMCA before or after care programs, parents are responsible for notifying the YMCA of the days and times the child will be attending learning lab.

Morning Session (7:00 – 8:00 a.m.)		Afternoon Session (3:15 – 4:00 p.m.)	
<i>No Monday a.m. Session</i>		Monday	
Tuesday		Wednesday	
Wednesday		Thursday	
Please check the appropriate box for day and time your child will attend.			

Student's Name – Please print: _____ **Homeroom Teacher:** _____

Parent/Guardian Signature: _____ **Date:** _____

Parent contact phone number(s) during Learning Lab session time: _____

Parent e-mail address: _____

Emergency contact during Learning Lab session time:

Name (Please print): _____ **Relation** _____ **Phone No.** _____