

# Martin J. Ryerson Middle School



## STUDENT HANDBOOK 2011-2012

### WELCOME TO MARTIN J. RYERSON MIDDLE SCHOOL

The staff and administration here at the Martin J. Ryerson Middle School are here to help students make the transition from elementary to secondary education. We support students as they face new academic and social challenges and work to make it easier for students to grow in these areas. Listening, asking questions and planning are important factors in being successful at Ryerson. Think of this planner as a map to guide you along the road of success. Review the contents of the planner carefully and use it as a tool to help you achieve your personal goals.

If you have any questions, concerns or suggestions do not hesitate to confer with your teachers, guidance counselor, vice principal or principal. Best Wishes for a Happy and Successful School Year!

Paul N. Scutti  
Principal

Meredith Nicholls  
Vice Principal

The staff and administration of the Ringwood Public School System are here to help students make the transition from elementary through secondary education a positive and productive experience. We support students as they face new academic and social challenges at all grade levels and work to make it easier for students to grow and be successful in these areas. The Ringwood Public School Code of Student Conduct describes student responsibilities that include expectations for academic achievement, behavior and attendance in accordance with N.J.A.C. 6A:32-8 and 13.1. The Code of Student Conduct provides for equitable application of the code 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.

#### Code of Conduct

- I will do my best work.**
- I will care for school property.**
- I will respect others.**
- I will treat others fairly.**
- I will not hurt anyone on  
the inside or outside.**

#### School Phone Directory

Ryerson Main Office	973-962-7063
Ryerson Fax	973-962-6905
Nurse	973-962-4099
Attendance Line	973-962-9539
Cafeteria	973-962-6033
Guidance Dept.	973-962-7540

#### District Phone Directory

Special Services	973-962-7027
Superintendent	973-962-7028
BOE Business Office	973-962-7029
Buildings and Grounds	973-962-9146
Transportation	973-962-7500
Emergency Closings	973-962-0331

## Time and Bell Schedules 2011-2012

### Regular Schedule

Homeroom	7:50 – 8:01
Period 1	8:03 – 8:43
Period 2	8:45 – 9:25
Period 3	9:27 – 10:07
Period 4	10:12 – 10:52
Period 5 (Gr. 6 Lunch)	10:54 – 11:34
Period 6 (Gr. 7 Lunch)	11:36 – 12:16
Period 7 (Gr. 8 Lunch)	12:18 – 12:58
Period 8	1:00 – 1:40
Period 9	1:42 – 2:22

### Delayed Opening Schedule

Homeroom	9:25 – 9:32
Period 1	9:34 – 10:02
Period 2	10:04 – 10:32
Period 3	10:34 – 11:02
Period 4	11:07 – 11:35
Period 5 (Gr. 6 Lunch)	11:37 – 12:10
Period 6 (Gr. 7 Lunch)	12:12 – 12:45
Period 7 (Gr. 8 Lunch)	12:47 – 1:20
Period 8	1:22 – 1:51
Period 9	1:53 – 2:22

### Early Dismissal Schedule

Homeroom	7:50 – 8:03
Period 1	8:05 – 8:42
Period 2	8:44 – 9:21
Period 3	9:23 – 10:00
Period 4	10:05 – 10:42
<b>NO LUNCH SERVED</b>	
Period 8	10:44 – 11:21
Period 9	11:23 – 12:00

## **IMPORTANT NOTICE**

**STUDENTS MAY NOT ENTER THE SCHOOL BUILDING  
BEFORE 7:45AM**

### School Closing / Delayed Opening / Early Dismissal

Alert Now System is activated by the Superintendent of Schools

The following additional sources can be utilized to find out school schedule changes:

Weather/Emergency Hot Line: 973-962-0331  
School District Website: [www.ringwoodschools.org](http://www.ringwoodschools.org)  
TV: Channel 77

A siren will sound at 6:30 AM indicating a 90-minute delayed opening is in progress. If conditions do not improve, a second siren will sound at 8:00 AM indicating a school closing.

## Rverson Middle School Staff

### Grade 6

Mrs. Davidson	Mrs. Nebel
Mrs. deWaal	Ms. Pape
Mr. Jablonski	Ms. Giordano
Mrs. Cuneo	

### Grade 7

Mrs. Crum	Ms. Mutz
Mrs. Cuneo	Ms. Odgers
Mrs. Devlin	Mr. Seyfried
Ms. Giordano	Mrs. Leslie

### Grade 8

Mrs. Cording  
Ms. DeJager  
Ms. Grant  
Mrs. Leslie  
Ms. Merclean  
Ms. Zaccardi

### Special Education

Mrs. Buchwalter	Mrs. Parrill
Mr. Carroll	Mrs. Salamone
Mrs. Doherty	Ms. Traylor
Mrs. Parmigiano	Mrs. Valentine

### Related Arts

Art	Mrs. Turner	Media Spec.	Mrs. Bariso
Basic Skills	TBA	Phys. Ed.	Mrs. Rothlauf
Computers	Mrs. Bariso	Phys. Ed.	Mr. Smith
G & T	TBA	Spanish	Mrs. Devlin
Health	Mrs. Keyes	Speech	Mrs. Radino
Instrum. Music	Mr. Van Teyens (7 <sup>th</sup> /8 <sup>th</sup> Grade)	Vocal Music	Ms. Nichols
	Ms. Susin (6 <sup>th</sup> Grade)		

### Teen REALM

Mrs. Carafello

### Guidance Counselor

Ms. Nicholls 973-962-7540

### Office Staff

Mrs. Bisbe  
Mrs. Harthman

### School Nurse

Mrs. DeVries 973-962-4099

## M.J. Ryerson Middle School Calendar 2011-2012

Monday, September 5	<b>School Closed</b> - Labor Day
Tuesday, September 6	First Day of School for Students
Monday, September 12	Back to School Night, 7-8:30 PM
Tuesday, September 27	MJR School Picture Day
Thursday, September 29	<b>School Closed</b> – Rosh Hashanah
Thursday, October 6	Interim Reports - First Marking Period
Monday, October 10	<b>School Closed for Students</b> – Columbus Day
Wednesday, November 9	Last Day of First Marking Period
Thursday & Friday, November 10 & 11	<b>School Closed</b> - NJEA Convention
Monday, November 14	Parent Visitation Day
Tuesday, November 15	Picture Make-up Day
Thursday, November 17	MJR Parent/Teacher <i>Evening</i> Conferences, 7-8:30 PM
Friday, November 18	Report Cards - First Marking Period
Monday & Tuesday, November 21 & 22	<b>Early Dismissal</b> , 12 PM-Parent/Teacher Conferences 1-2:45 PM
Wednesday, November 23	<b>Early Dismissal</b> , 12 PM
Thursday & Friday, November 24 & 25	<b>School Closed</b> – Thanksgiving Recess
Thursday, December 15	Interim Reports for Second Marking Period
Friday, December 23	<b>Early Dismissal</b> , 12 PM
Monday, Dec. 26 – Fri., Dec. 30	<b>School Closed</b> – Winter Recess
Monday, January 2	School Reopens
Monday, January 16	<b>School Closed</b> – Martin Luther King, Jr. Birthday
Friday, January 27	Last Day of Second Marking Period
Friday, February 3	Report Cards - Second Marking Period
Monday & Tuesday, February 20 & 21	<b>School Closed</b> – Presidents’ Day Holiday Recess
Wednesday, February 29	Interim Reports for Third Marking Period
Wednesday, March 7	Exhibit Night, 7-8:30 PM
Friday, March 30	Last Day of Third Marking Period
Monday - Friday, April 2 - 6	<b>School Closed</b> – Spring Recess
Friday, April 13	Report Cards – Third Marking Period
Tuesday, April 17	<b>2 PM Dismissal for MJR</b> – School Election Day
Tuesday, May 8	Interim Reports for Fourth Marking Period
Monday, May 28	<b>School Closed</b> – Memorial Day
Tues & Wed., May 29 & 30	8 <sup>th</sup> Grade Class Trip
Friday, June 1	8 <sup>th</sup> Grade Dance, 7:30 – 10:30 PM
Tuesday, June 12	Last Day of Fourth Marking Period
Tuesday, June 19	<b>Early Dismissal for Students</b> , 12 PM
Wednesday, June 20	<b>Tentative Date</b> (if all snow/emergency days are used)
	Last Day of School / Report Cards
	Early Dismissal, 12 PM
	6 <sup>th</sup> & 7 <sup>th</sup> Grade Band Performance at Promotion, 6:30 PM
	PROMOTION Ceremony for Eighth Grade, 7 PM

Activities Calendar available at [www.ringwoodschools.org](http://www.ringwoodschools.org) under Ryerson School.  
Additional information can be found under the RESOURCES link.

### **Bus Transportation**

Students are under the authority of the Ringwood Board of Education when riding on a school bus. It is the policy of the Board of Education to provide for the safety and welfare of pupils at all times. ***School bus transportation is a privilege.*** The bus driver is completely in charge of the bus and its riders at all times. ***Students must comply with all the rules and directions of the driver.*** Should a violation of the rules take place, a bus conduct report will be submitted to the Vice Principal. Severe and repeated Bus infractions will result in disciplinary action and/or suspension of riding privileges. ***The school bus and bus stop are extensions of the school day.***

All students are assigned to a bus route and bus stop in the beginning of the year. Once assigned, ***changing these routes and stops is not permitted.*** Only students officially assigned to a bus may enter or ride that bus. Late buses are provided Tuesday and Thursday for activities that meet until 4:00 p.m. Students attending activities that end later must make their own transportation arrangements. Any questions or concerns regarding transportation should be directed to the transportation department at 973-962-7500.

**If you need to pick your child up from school, please send in a note stating so and sign them out in the main office. Bus students wishing to walk must provide the office with a signed note with the specific date they will be walking.**

### **Attendance – Absence / Tardiness**

*NJS Title 18A:38-25* and Ringwood Board of Education Policy #5113:

It is the parents'/guardians' responsibility to monitor their child's attendance at school.

If a student is going to be absent or late, parents should notify the school by calling the **attendance phone number 973-962-9539**. If the school is not notified about an absence, the school staff will contact a parent to verify the absence. Should this be unsuccessful, the Ringwood Police Department may be contacted. The student will be required to present a note upon returning to school from the parent/guardian indicating the reason for the absence.

We do not excuse tardiness except in the cases of illness, extreme emergencies or a late bus arrival. In case of illness or emergencies, students must present a parental note explaining the reasons when they arrive at school. Additionally, students coming to school late, or leaving school early, for medical appointments must return to school with a doctor's note stating so. Any student accumulating 5 tardies, leaving school early 5 times, or a combination of the two totaling 5 times shall have a full day's absence added to their total of accumulated absences. Additional consequences may result due to excessive tardiness/absenteeism. This may include a possible Ringwood Municipal Court appearance.

Upon receipt of the fifth unexcused tardy and/or early departure, the student will receive an administrative notification that the maximum number of absences has been accumulated. The next unexcused tardy and all ***subsequent tardies will result in administrative detentions.*** Students are considered late to school if they arrive at their homerooms after attendance is taken.

### **Health Services**

Students who require medication during school hours must bring the original labeled container to the nurse. ***A doctor's note is required, together with written permission from the parent/guardian for the nurse to administer any medication.*** The doctor's note should identify the drug, dosage, time schedule and purpose of the medication. Students can not carry or administer any medication without proper documentation on file. Any medication to be administered during school hours must be kept in the nurse's office. If you become ill in school, you must report to the nurse who will decide what action to take. Students may not leave the building because of illness without authorization from the health office. ***As per the school district's physician, students who have been diagnosed with strep throat should be on antibiotics for at least 24 hours before returning to school.*** When a student becomes ill at home with a communicable disease or physical injury, the school nurse must be notified immediately and the parent/guardian will be familiarized with school rules concerning the illness or injury. Any student returning to school with a cast, crutches or injury must report to the nurse before homeroom. Parents/Guardians should advise the nurse at the beginning of the school year of any physical disabilities or health concerns that might affect school activities.

## Lockers

Students are assigned a locker at the beginning of the school year in which to keep books, wearing apparel and lunches. All lockers have built in locks and automatically lock when the door is closed. Students should keep these lockers closed and clean at all times. Students are not to give their combinations to friends or share their lockers with another person. Students are responsible for the contents and conditions of their lockers. For each student's protection, money or other valuables should not be kept in lockers.

School lockers remain the property of the Ringwood Board of Education even when in use by students. Therefore, lockers are subject to inspection by the building administration in the interest of safety, sanitation, order and discipline.

## Backpacks

Student backpacks must be kept in their lockers during the school day.

For safety reasons, no wheeled backpacks are allowed on school buses or in the school building.

## Being Prompt / Punctual to Class

Ryerson students have the responsibility of getting to each of their classes on time. Students have ample time to pass through the hallways and stop at their locker (if during a designated time). *Therefore, arriving late to class is not acceptable.* Classroom teachers will monitor students who are repeatedly tardy to class and may take disciplinary action, if necessary. Each student is issued a hall pass that is utilized for leaving the classroom setting for various reasons. *It is the student's responsibility to have this pass available on a daily basis.*

## Homework / Make-Up Work

Homework is an essential part of every child's education. Parental supervision and support with homework is necessary for students to attain desired results from instruction. All homework assignments will be relevant to the subject matter being taught and all teachers will check completed homework. Students should be prepared to spend up to ninety minutes a night on assignments.

Students are responsible for all work missed due to absence or class time missed for school activities. Work can be obtained through the school office when a student is absent for two or more days.

**Requests for homework must be made at the same time the absence call is made to 973-962-9539.** Work will be ready after 3:00 p.m. on the day requested.

## Grading Procedures

Report cards are issued four times a year using the following grading scale:

A+	98-100	C+	78-79	P	Pass
A	93-97	C	73-77	I	Incomplete
A-	90-92	C-	70-72		
B+	88-89	D	65-69		
B	83-87	F	64 and below		
B-	80-82				

The Administrative team, guidance department and teachers monitor student progress throughout the school year. Students who demonstrate stable or improved academic progress will have the opportunity to participate in special school functions such as dances, assemblies and special activities. Students who do not display a positive attitude toward their academic responsibilities may be restricted from attending these special school functions. Additionally, students who fail one or more subjects for the school year may be required to attend a certified summer school program to be promoted to the next grade level.

## **Honor Roll**

Students are eligible for Honor Roll if they earn at least all B's and P's with no negative comments for any given marking period. If a student receives any of the following comments, he/she will be ineligible for the Honor Roll: "Responsible and cooperative attitude should be developed" (#20); "Ongoing disregard for the school's homework policy" (#21); "Is a distraction in class and interferes with the learning of others" (#22); "Behavior needs improvement" (#23).

## **Interim Reports**

Interim reports will be issued to all students at the midpoint of the first and second marking periods. For the remainder of the school year, interim reports will be issued at the teacher's discretion. However, if there is a marked change in a student's academic performance (i.e., a two letter grade drop of a B to a D) a report will be sent at any time during the marking period.

Parents/Guardians are to sign the report and promptly return it to school with the student. We strongly recommend that parents arrange a conference in any subject in which a student is receiving an unsatisfactory grade. Appointments may be arranged by calling the teacher.

## **Guidance Services**

The guidance department is available to help students and parents with any questions or problems they may have. Students may see the guidance counselor before school, after school or during the school day *with teacher permission*. The guidance counselor provides services that include, but are not limited to promoting congenial relationships among students, providing assistance with student academic, social and scheduling problems, coordinating the guidance curriculum within the school, coordinating student testing and offering suggestions and assistance to teachers and parents concerning academics, discipline and socialization. Parents may schedule appointments or speak to the guidance counselor by calling 973-962-7540.

## **Extracurricular Activities**

The academic program is supplemented by activities that give students an opportunity to expand areas of interest. A balance of academics and extracurricular experiences is essential to student development and provides rewarding experiences. The following programs are offered to provide an environment of social growth and promote positive attitudes:

Across Ages, Audio Visual Club, Band, Interscholastic Basketball (Boys & Girls), Chorus, Drama, Homework Club, Literary Magazine, Student Council, Student Newspaper, Yearbook.

Students who participate in these activities must maintain a 90% attendance rate, earn no grade below a C, and receive no comments of 20, 21, 22 or 23 on their report cards. In the event a student does not meet these requirements, he/she will have a determined probationary period set up to bring the grades and comments to an acceptable level or lose activity privileges.

## **Care of School Property and Textbooks**

The Board of Education supplies textbooks and a reasonable quantity of supplies to each student. You are expected to exercise care in handling textbooks and other school materials. Defacing, graffiti or destroying school property is not only inexcusable, but also subject to disciplinary consequences. Textbooks are to be covered at all times. Write your name and your teacher's name inside the front cover. You are responsible for the care and protection of your books. Students will be required to reimburse the school for any damage or excessive wear and tear. A student who loses a book will be required to purchase another book. If the original book is found, a refund will be given.

### **Guidelines for Lost or Damaged Books**

At the beginning of the school year, classroom teachers will assess the condition of each student's textbook. At the conclusion of the school year, textbook condition will be reassessed to determine possible book fine amounts.

**Lost Book Fine:** All prices are determined upon the current cost of purchasing a new or used version of the textbook that was lost.

#### **Damaged Book Fine:**

1. If the book is judged to be unusable, fines will be levied as if it were a "lost book".
2. Severe damage could result in a fine as high as half the value of the book. Fines range down to \$1.00 for minor damage.
3. Any attempt to repair damaged books will lessen the fine if the attempt is successful. Checks should be made payable to **Ringwood Board of Education**.

### **Lost and Found**

The lost and found articles are located in the cafeteria. Articles found on school property are kept for a reasonable amount of time. You can avoid loss by putting your name in all textbooks, notebooks and on other belongings. Many pieces of property are lost due to carelessness or failure to properly secure lockers. If you lose something, check the lost and found in the cafeteria during your lunch period or immediately after school. Valuable items will be kept in the office upon being turned in.

### **Walkers STUDENTS MAY NOT ENTER THE SCHOOL BUILDING BEFORE 7:45AM**

Students who are not assigned bus transportation due to their close proximity to school are designated as permanent walkers to and from school. The school is responsible for their safety and behavior from the time they leave home in the morning until they arrive home after dismissal.

The following rules apply to walkers both before and after school:

1. All walkers must use the sidewalk at the school driveway.  
Do not walk or climb on the guardrails.
2. Walk to the left, facing traffic, where sidewalks do not exist.  
Keep as close as possible to the side of the road.
3. Always be alert to traffic and walk no more than two persons side by side to avoid blocking the roadway.
4. Do not walk through the woods or on private property.
5. Walkers are not allowed to accept a ride home in cars without prior written permission.
6. Students riding bicycles to school must walk them up or down the driveway and follow all bicycle safety rules.
7. Only students who are considered permanent walkers may ride bikes to school.  
A signed parent permission slip (available in the office) is required and will be kept on file.

### **Behavioral Expectations**

Proper behavior is essential to maintain a safe environment conducive to learning. The safety of each student in our school, and the ability to maintain an appropriate environment for learning to take place, are of utmost importance. The following policies and expectations are designed to make all members of the school community aware of rules, responsibilities and consequences. To accomplish this goal, it is imperative that students, parents, teachers, counselors and administrators work together.

Our students need to know what behaviors are acceptable and unacceptable. Following are guidelines that have been developed by the administration, with input from teaching staff and the site based management team.

The most effective behavior management occurs when the teacher and student interact together. Most problems can be solved within the classroom. Parents/guardians are partners with the school and will be made aware of the issues in need of resolution. Parents may arrange conferences with teachers to discuss concerns by calling the school office. Parents are encouraged to share situations that may affect the child's behavior or general academic performance.

Each teacher will develop and accurately follow a classroom management plan that includes rewards, consequences, and parent contact. Should an incident occur within the classroom that violates that management plan, the teacher will discuss the problem with the student and review proper classroom procedures. Prior to any student being sent to the vice-principal for disciplinary action, it is recommended that the teacher make contact with the student's parent(s), and if appropriate, assign a consequence. However, this does not preclude the fact that, in some instances, referral to a building administrator is necessary without first making contact with the parent.

After an administrator sees a student, the parent, teacher, guidance counselor and/or case manager will be informed about the infraction and the consequence. Repeated referrals to an administrator, or an infraction requiring suspension, will require a guidance conference with the student. The counselor will assist the student in working to improve these behaviors.

All students are subject to the following discipline procedures whether these behaviors occur with a Ryerson staff member or a substitute teacher. **The administration reserves the right to assign penalties for offenses not listed or to adjust a particular penalty when the severity of the offense warrants.** This may include, but is not limited to, the following: Disrespect for Authority; Consistent Disregard of School Rules; Destruction of School or Personal Property; Dress Code; Behavior on the Buses, Playground, and in the Hallways; Internet Policy; Substance Abuse Policy. An Out-of-School Suspension may require a re-entry parent/student/administrator conference. Disregard of school rules may result in loss of privileges or participation in school functions, such as dances, assemblies or special activities.

In all cases, the Administration reserves the right to make the final decision on all disciplinary consequences. Extended periods of proper school behavior will be taken into consideration.

### **Cafeteria**

The following procedures exist in the cafeteria to ensure a safe, orderly and enjoyable atmosphere for all students and staff.

1. All students must sit at their assigned table.
2. Students assigned to tables with first half playground time should enter the cafeteria, leave their lunches at their tables and proceed outside.
3. Students enter the food line when their table is called and may buy lunch and snack at this time.
4. Students need to be respectful to all cafeteria staff.
5. Students may purchase no more than three cookies.
6. No food or drinks are permitted out of the cafeteria.
7. If a student needs to see a teacher during lunch, that teacher must have already provided a signed pass, in advance, to the student.
8. Students are dismissed by the teachers after verifying that the tables have been cleaned.  
The bell does not dismiss students from lunch.

If any of these procedures are not followed, or a teacher observes any other inappropriate cafeteria behaviors, students will receive the following consequences:

1. Warning.
2. Be seated at a separate table during their eating and/or playground times.
3. Referral to office.

## **Playground**

The playground period is an opportunity to relax and enjoy a break from the academic school day. The following guidelines have been established to maintain safety and foster a pleasant experience for all students on the playground. Violation of any of these rules will result in disciplinary consequences.

1. There is no pushing and shoving of other students. **Fighting or physical contact of any kind is not permissible.**
2. Throwing stones, rocks, snow, mud or any other inappropriate items is not permitted.
3. Food and drinks are not permitted on the playground.

## **Disciplinary Consequences**

### **Cafeteria -Throwing Food or Objects:**

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | 3 days administrative detention and parent/guardian notification |
| 2 <sup>nd</sup> Offense | 4 days administrative detention and parent/guardian conference   |
| 3 <sup>rd</sup> Offense | Out of School Suspension and parent/guardian conference          |

### **Failure to Follow Posted Cafeteria/Playground Procedures:**

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | 2 days lunch detention                                  |
| 2 <sup>nd</sup> Offense | 3 days lunch detention and parent/guardian notification |
| 3 <sup>rd</sup> Offense | 5 days lunch detention and parent/guardian conferences  |

### **Abusive Language (profanity), Harassment, Blatant Disregard Toward Staff:**

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | 2 days Out of School Suspension, parent/guardian notification    |
| 2 <sup>nd</sup> Offense | 3 days Out of School Suspension, parent/guardian notification    |
| 3 <sup>rd</sup> Offense | 4 days Out of School Suspension, meeting with the Superintendent |

### **Harassment/Bullying – Sexual, Racial, Religious, Verbal, Physical, Spitting or Internet-based threats or harassment, which affects a student’s learning process, and/or endangers the Health, Safety and Welfare of others: Ringwood Board of Education Policy #5131**

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | 1 day In School Suspension, Counseling Component, parent/guardian notification and possible written report |
| 2 <sup>nd</sup> Offense | 2 days In School Suspension, Counseling Component, parent/guardian conference and possible written report. |
| 3 <sup>rd</sup> Offense | 2 days Out of School Suspension, Counseling Component and possible Ringwood Police notification            |

**Blatant religious, racial or sexual harassment** will result in a 1 day Out of School Suspension, Counseling Component, written report and parent/guardian notification.

### **Improper use of the Internet:**

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | 1 Administrative Detention and parent/guardian notification  |
| 2 <sup>nd</sup> Offense | 2 Administrative Detentions and parent/guardian notification |
| 3 <sup>rd</sup> Offense | Complete loss of Internet use                                |

### **Cutting Class/Truancy/Cutting School:**

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | 3 days Administrative Detention and parent/guardian notification          |
| 2 <sup>nd</sup> Offense | 2 days In School Suspension/parent conference/possible court notification |
| 3 <sup>rd</sup> Offense | 4 days In School Suspension/possible court notification                   |

### **Academic Cheating, Forgery and or Plagiarism:**

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | The student will receive a zero grade for the academic assignment, one Administrative Detention and parent/guardian notification by the classroom teacher.  |
| 2 <sup>nd</sup> Offense | The student will receive a zero grade for the academic assignment, two Administrative Detentions and parent/guardian notification by the classroom teacher. |

**Leaving School Property without authorization:**

1 <sup>st</sup> Offense	3 days Administrative Detention and parent/guardian notification
2 <sup>nd</sup> Offense	2 days In School Suspension and parent/guardian conference
3 <sup>rd</sup> Offense	3 days Out of School Suspension

**Failure to report to Teacher's Detention:**

1 <sup>st</sup> Offense	Teacher assigns consequence per Teacher Assertive Discipline Plan
2 <sup>nd</sup> Offense	1 day Administrative Detention and parent/guardian notification plus make-up teacher detention
3 <sup>rd</sup> Offense	2 days Administrative Detention and parent/guardian notification
4 <sup>th</sup> Offense	1 day In School Suspension and parent/guardian notification

**Failure to report to Administrative Detention:**

1 <sup>st</sup> Offense	2 days Administrative Detention and parent/guardian notification
2 <sup>nd</sup> Offense	3 days Administrative Detention and parent/guardian notification
3 <sup>rd</sup> Offense	In School Suspension and parent/guardian notification

**Fighting - Physical Attack/Assault or Severe Verbal Physical Threat:**

1 <sup>st</sup> Offense	1 day Out of School Suspension, Counseling Component and parent conference
2 <sup>nd</sup> Offense	2 days Out of School Suspension, Counseling Component and parent conference
3 <sup>rd</sup> Offense	3 days Out of School Suspension, Counseling Component and meeting with Superintendent. Possible police notification.

**Pulling a Fire Alarm:**

Immediate Out of School Suspension and referral to the Ringwood Police Department.

**Smoking and or Possession of Cigarettes/Tobacco - Ringwood BOE Policy #5114:**

1 <sup>st</sup> Offense	1 day Out of School Suspension, Parent notification
2 <sup>nd</sup> Offense	3 days Out of School Suspension, Parent notification
3 <sup>rd</sup> Offense	3 days Out of School Suspension, Parent conference with Superintendent of Schools

**Drugs and/or Alcohol Abuse/Possession:** Discipline to be determined by **Ringwood BOE Policy #5131.6**

**Theft or Possession of Stolen Property:**

1 <sup>st</sup> Offense	1 day Out of School Suspension; includes restitution and possible referral to juvenile authorities and parent/guardian notification
2 <sup>nd</sup> Offense	2 days Out of School Suspension/possible referral to juvenile authorities

**Vandalism:** To be determined by degree - includes restitution/possible referral to juvenile authorities  
**Graffiti** and possible In or Out of School Suspension.

**CELL PHONES ARE NOT PERMITTED IN SCHOOL. Cell phones will ONLY be returned to a parent or guardian. Any use of a cell phone during the school day or on a school bus will result in an automatic administrative detention.**

**Laser Pointers are not permitted in school and *will not be returned.***

**CD Player, Walkman, I-Pod, Video Game, Electronic Devices, Cameras, Candy and Gum:**

1 <sup>st</sup> Offense	Confiscation of item - may be picked up at the end of the day
2 <sup>nd</sup> Offense	Confiscation of item - must be picked up by parent/guardian
3 <sup>rd</sup> Offense	Confiscation of item and 2 days Administrative Detention - must be picked up by parent/guardian

**Possession of a Dangerous Weapon/Terroristic Threat - Ringwood BOE Policy #5131.7:**

Any Offense will result in an Out of School Suspension with referral to the Ringwood Police Department and parent/guardian notification

Martin J. Ryerson Middle School  
Ringwood, New Jersey  
Regulation

**DRESS AND GROOMING**

It is recognized that the basic responsibility for the proper dress of students lies with the student and their parent or guardian. However, students are expected to wear clothing which is neat and clean, is consistent with standards of health and safety and does not disrupt learning in the classroom. The administration recognizes that certain clothing practices of students of this district threaten the ability of the school administrators and teachers to efficiently assure an atmosphere of order, discipline and safety prerequisite to providing education.

The administration reserves the right to make the final decision regarding appropriate dress in school as well as at school-sponsored functions.

1. In order to create a positive school atmosphere, attire and grooming should be reasonably modest and neat. Derogatory slogans are unacceptable, as well as shredded, ripped, cut-off, bare midriff, see-through clothing which exposes the torso, underwear as outerwear, beachwear, abbreviated leisure or athletic wear as tops or bottoms. Sleeveless tops with straps less than 2" wide, cut-out shirts, sleeveless athletic jerseys and bra straps that can be seen are unacceptable.
2. Bermuda, cargo and walking shorts are acceptable school attire; however, short shorts, cut-offs, athletic shorts, gym and exercise shorts, swim suits, skorts and mini-skirts are examples of undesirable school attire that are prohibited. Backless shoes, sandals and flip-flops are not to be worn at school, due to safety concerns. Sneakers must be worn in a way that will not cause a safety hazard.
3. In specialized areas of instruction such as shops, labs or physical education, where unique health and safety concerns exist, students will be expected to follow guidelines established by each department.
4. No coats, jackets or outerwear of any kind are permitted in halls or classrooms during the school day. These items must be kept in the student's locker.
5. Head wear of any kind is prohibited anywhere inside the school building. This includes, but is not limited to, any type of hats, visors, headbands, bandanas, curlers, picks and sunglasses.
6. Pants, slacks or shorts must be waist fitted and worn at hip level to prevent exposing bare skin and/or underwear. Pants or shorts must be worn so the entire waistband is at or above the top of the hip. The legs of pants shall extend to the top of the shoe and cannot be worn rolled up exposing the student's leg. **Pajama attire is not permitted in school.**
7. No link chains, bicycle chains, spike collars or spike bracelets may be worn in the building.
8. Any clothing that has writing or pictures suggesting violence, profanity, sexual connotations, tobacco, alcohol or drug use is not permitted.
9. Students who are unsuitably attired for school will be detained until appropriate clothing can be secured.