

ERIC S. SMITH SCHOOL



Smith Middle School **HANDBOOK**

2026-2027



ERIC S.

SMITH
MIDDLE SCHOOL

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MISSION STATEMENT

The mission of Ramsey Public School is to develop successful individuals who will possess the knowledge, skills, 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 intellectual stimulating environment.

PHILOSOPHY OF ERIC S. SMITH SCHOOL

Our Learning Community focuses on collaboratively cultivating a nurturing atmosphere where students, faculty, administrators, and families can walk our hallways and feel respected, cared about, and valued as integral members of the Ramsey Public Schools family. Structure, routine, clear and consistent expectations, and relationships based upon unconditional positive regard will be the cornerstones of our building. We strive for an innovative education that uses data to drive individualized and differentiated instruction and also encourages our educators to facilitate authentic opportunities for students to explore and make meaning out of their education. The basis of our experience will truly be a Middle Level education that embraces and supports the unique challenges of young adolescents. Most importantly, we will educate the whole child by connecting with each student, and creating a learning environment that is safe, welcoming, consistent, and amicable. Bottom line, we develop students who do the right thing, overcome obstacles, and learn from feedback.

PROFILE OF A RAMSEY GRADUATE



Smith School recognizes that our students will face a variety of new challenges and opportunities in the years ahead as a result of a changing technological and global economy. The Ramsey School District has developed A Profile of a Ramsey Graduate, a district-wide initiative to prepare students for the unique demands of the 21st Century.

The following skills and competencies will be essential for success and will be emphasized throughout the K-12 curriculum:

- Essential knowledge (content mastery)
- Key skills (4C's - Critical thinking, Collaboration, Communication and Creativity)
- Personal competencies (responsibility, academic mindset, self-direction)
- Interpersonal attributes (empathy, adaptability)
- Habits of mind (reflection)

Special Education Services

The Ramsey School District is committed to providing a free, appropriate public education (FAPE) to students with disabilities in the least restrictive environment (LRE), in accordance with the Individuals with Disabilities Education Act (IDEA) and New Jersey Administrative Code (N.J.A.C. 6A:14). Special education services are designed to meet the unique needs of students who qualify under one or more of the 14 classifications recognized by the state. These services may include specialized instruction, related services (e.g., speech-language therapy, occupational therapy, physical therapy), accommodations, and modifications as outlined in each student's Individualized Education Program (IEP).

Special education supports are available for eligible students ages 3 through 21 and are determined through a collaborative process involving the child study team, educators, and families. The district emphasizes inclusive practices that allow students with disabilities to participate alongside their peers to the maximum extent possible.

If you suspect your child may have a disability that impacts their educational performance, we encourage you to reach out to your child's teacher, school principal, or the Office of Special Services for further discussion and guidance.

Child Find and Requesting an Evaluation

In accordance with federal and state regulations, the Ramsey School District actively engages in Child Find activities to identify, locate, and evaluate students who may have educational disabilities and be in need of special education and related services.

If you are a parent or guardian and would like to request an initial evaluation to determine your child's eligibility for special education services, your written request must include:

- Your child's full name and date of birth
- A brief explanation of the reason you are requesting an evaluation
- Copies of any prior evaluations or reports (if applicable)
- Your contact information (address, phone number, and email)
- ***Your original signature***

Please note: **Email requests will not be accepted** as formal referrals.

A meeting of the child study team will be scheduled within **20 calendar days** of receipt of your written request.

Submit your written request to:

Dr. Donna Volpe, Director of Special Services
Dater School
35 School Street
Ramsey, NJ 07446

For any questions, you may contact the Office of Special Services at **201-785-2321**.

Smith Middle School Bell Schedules - [Click here](#)

Ramsey School District Calendar - [Click here](#)

HELPFUL HINTS FOR STUDENTS

MAKE A COMMITMENT TO LEARNING

The primary responsibility at school is to learn. Students should make a conscious effort to listen carefully in class, participate in classroom activities, complete all homework assignments, and prepare for quizzes and tests. Students should ask questions in class and see their teacher for extra help if they are unsure about material being taught. Students should set goals for themselves: try to improve one or two grades each marking period, make a strong effort to achieve the honor roll, and make a commitment to learning!

CARE FOR OUR SCHOOL FACILITIES

We pride ourselves on a school building that is clean and in good condition. The custodians work very hard each day to maintain a clean and safe environment. Students can help by keeping the hallways free of paper; not writing on lockers, desks, or restroom walls; and caring for all facilities and equipment.

PARTICIPATE IN SCHOOL ACTIVITIES

Students should get involved! Participate in school activities and events. Become a member of the chorus or band. Discover a new interest in our club program. Run for Student Council representative or officer. Audition for the annual Variety Show. Visit the library, participate in morning intramurals, or become a member of the Community Service Club. Middle school is a time to explore new interests, to discover one's strengths and weaknesses, and to figure out what to do in the future. So don't sit back, get involved in a lot of different activities.

STUDENT ID CARDS

All students are required to carry their photo identification cards (ID) at all times. It is vital that you recognize the importance of your ID card and take all necessary steps to safeguard it. In addition to being used for identification and safety, your ID is also required to purchase food in the cafeteria. Regulations for ID cards are as follows:

1. Each student will be given an ID card at the beginning of the year. This card must be kept for the student's entire career at Smith Middle School. Students are individually responsible for their ID cards.
2. A student who has lost his or her card must report to the Main Office and apply for a replacement I.D. card at a fee of \$5. Payable by cash only. The ID card will not be the plastic card received in Homeroom, it will be a paper replacement card issued by the office.
3. Discipline will result in the following instances;
 - a. if any student refuses to carry their I.D. card
 - b. is found possessing an I.D. card not belonging to them
 - c. is found to have loaned their I.D. card to another student,
 - d. or falsifies or tampers with an I.D. card.

EXTRA-CURRICULAR ACTIVITIES

Smith School has a variety of extracurricular activities. In addition to the club program, the following activities are scheduled before or after school. In addition, each year, students are offered the opportunity to vote on clubs that they are interested in, which would run after school between October and May, approximately two times a month.

Club/Activity	Music/Theatre
Robotics Club	Advanced Gold Band
Basketball Club	Bergen County & Regional Chorus
Cookie Club	Bergen County & Regional Band
Dungeons and Dragons	Region Band 6th Grade
Pokemon Club	Jazz Band & Wind Ensemble
Drama Club	Select Chorus
Soccer Club	Variety Show
Volleyball Club	
Young Entrepreneurs	
Community Service	
Environmental Club	
Gizmos and Gadgets	
Mathcounts	
Rambassadors	
Student Council	

PARENT CONCERN PROCEDURES

Parents are encouraged to contact the school with any concerns they may have. If the concern relates to a classroom situation, be it of an academic, including placement, or behavioral nature, parents should contact the teacher directly to discuss the matter. In every case, teachers return calls as soon as possible. If a parent-teacher discussion does not resolve the matter, the parent should contact the office to speak to a building administrator. For any concerns relating to school procedures and policies, parents should contact the principal. All parent calls will be returned at the earliest opportunity.

PARENT – STUDENT PHONE MESSAGES AND DROPPED OFF ITEMS

In an effort to reduce classroom interruptions the main office accepts only emergency phone messages for students. Students will be called to the office at the END OF THE DAY (3:15 P.M.) to retrieve messages. We strongly discourage parents from dropping off forgotten items. Our goal is to help students learn to be responsible by being prepared for class each day. Students should plan in advance to bring what they will need in school each day (gym clothes, fully charged Chromebooks, bake sale money, musical instruments, homework assignments, lunch, etc.). If you must drop something off, a designated bookcase will be set up in the vestibule for forgotten items, including lunch. It is the responsibility of the student to check the bookcase between classes or at the end of the day. Students will not be called out of class for forgotten items or messages, except for emergencies that have been cleared through an administrator.

If a student needs to contact parents during the school day, they should report to the office during lunch or at the end of the day and make the call from there.

As per the [Ramsey School District Policy](#), cell phones must not be carried by students during the school day and must be turned off and in student lockers during the school day.

THE GUIDANCE DEPARTMENT

Students will get to know their guidance counselor very well. He or she will be the student's advisor throughout their three years at Smith School and a resource to help solve problems and navigate through the middle school years. Students who are experiencing difficulty with any part of school can make arrangements to meet with their counselor. If students have questions or concerns regarding an academic issue, they should speak to the teacher first.

HOW TO SEE A GUIDANCE COUNSELOR

- Students should stop in the Guidance Office to make an appointment at the appropriate time for which they will be given a pass (HR, Lunch)
- Students should then report back to guidance with the pass at the designated time AFTER informing the teacher.

WHEN TO SEE A GUIDANCE COUNSELOR

- Difficulty with friends
- Difficulty in classroom
- Report bullying, teasing, or harassment
- Private or personal problems

PLEASE NOTE: If the problem is an emergency, and the student must see a counselor immediately, they should tell their teacher, who will allow the student to report directly to the guidance department. When the student arrives at guidance, they should inform the secretary that they have an urgent problem and the appropriate counselor will be contacted immediately

CLASS CHANGES:

- Waiving to Algebra I must be completed by 10/1/26
- Trimester 1 Exploratory Gr 7 and Gr 8 classes must be changed before 9/18/26
- Trimester 2 Exploratory Gr 7 and Gr 8 classes must be changed before 12/22/26
- Trimester 3 Exploratory Gr 7 and Gr 8 classes must be changed before 3/29/27

Mid-Point Marking Period Report Cards + Personal Attributes Rubric

At the midpoint of each Marking Period, we share an update on how your child is doing in their classes and how they are progressing as a Middle School student. Please be sure to access the [Parent Portal](#) to check on your child's current grades and academic progress.

In order to communicate the whole-child Middle School experience, we have compiled a Personal Attributes Rubric (PAR).

- The PAR focuses on traits of responsibility, academic mindset, and self-direction.
- Your child's entire Team of Teachers spent time reflecting on your child's development so far this school year.

The ultimate goal is to provide parents/caregivers with as much information as possible about their child's growth. Educators at Smith Middle School are committed to creating opportunities for students to develop into well-rounded individuals. The traits in the PAR are foundational not only for academic achievement but also for personal and professional success. Lastly, the PAR is focused on conveying information to students and their parents/guardians.

REPORT CARDS

A report card will be issued four times during the school year, approximately one week following the close of the marking period. Please contact the classroom teacher about questions regarding the

student's progress. Students who achieve a grade of "B-" or better in all subjects (and no "U" in behavior) receive Honor Roll distinction.

GRADE SCALE

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	F 59 and below
A 93-96	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

**** Any student who fails 2 or more Core classes (ELA, Math, Science, and Social Studies) in a Marking Period club will be enrolled in Homework Club or Lunch Study until at least the mid-point of the following Marking Period, and all of the student's grades are above passing.**

**** Grade 8 students must note that the privilege of attending the Washington DC trip can be revoked if they fail 2 or more Core classes in Marking Period 1 and Marking Period 2.**

LOST AND FOUND

If students realize they have lost something, they should first check all the classrooms they were in that day. Often, the missing item will be found there. If it is not found in a classroom, there is a Lost & Found area outside the main office. Students who find items throughout the school should place them on the Lost & Found table so they can be claimed by their owner. Items not claimed within 60 days will be donated to charity.

WHAT TO DO IF . . .

You want to use the phone:

1. The office phone must be used only for official school business. For example, students can use the office phone to inform their parents that an activity was canceled, or that they need to stay after school to work with a teacher, etc.
2. **Students may only use the phone during their lunch period, or they must have a pass.**

You're late to school:

If it is before the end of homeroom, students should report to the check-in desk in the main lobby. Please note that lateness will not be excused except for the following reasons: Doctor's note, attendance at a religious service, attendance at a funeral, a family emergency, the bus was late, or a medical/dental appointment. Notes from parents explaining these situations should be given to Dr. Esdale within one school day. Students reporting to school after 8:30 am must report to the Main Office to scan in.

- Any student who does not report to the Main Office to scan in will be subject to disciplinary action.
- All students are allowed three, non-cumulative tardy per month during the course of the school year. The fourth, fifth, and sixth tardy will result in a lunch detention.
- The seventh tardy and beyond may result in other disciplinary action, including an after-school administrative detention.

If you're sick at school:

1. Get permission and a pass from the teacher to report to the nurse's office.
2. Students who feel sick while changing classes should report to their next class and get a pass from their teacher to report to the nurse.

UNDER NO CIRCUMSTANCES SHOULD A STUDENT MAKE THE DECISION TO STAY OUT OF CLASS OR GO HOME BECAUSE OF ILLNESS WITHOUT PERMISSION FROM THE NURSE, PRINCIPAL OR ASSISTANT PRINCIPAL.

Calls to parent/guardian to pick up students will be made by the nurse or staff member only.

You need to be excused for part of the day:

Parents are discouraged from taking their children out of school during the school day except for a medical appointment that cannot be made after school hours or a family emergency. If it is necessary for a student to leave during school hours, they should bring a note from their parents to the main office during A.M. homeroom, stating the date, time and reason the student is to be excused. When a student is dismissed from class, they must stop at the Main Office and leave the note and be granted permission to leave the building by an administrative assistant in the Main Office. Parents picking up students during school hours must sign their child out in the Main Office.

- Extreme caution will be exercised in the release of children to anyone other than a parent or guardian. Therefore, it is imperative that parents send a detailed email to miorio@ramsey.k12.nj.us and jbutti@ramsey.k12.nj.us explaining the circumstances that necessitate a non-parent or guardian picking up their child.

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, and strongly discouraged.

- Students that will be absent for unauthorized vacation days should notify their teachers as soon as possible to request work ahead of time. It is the student's responsibility to complete all work assigned during their absence.

You are going to be absent from school:

Parents should call the school by 9:00 a.m. informing us of the reason for the absence. If a parent feels their child is 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.

Students will be given the opportunity to make up any work that is missed during the absence. However, it is the student's responsibility to meet with their teachers to discuss missed assignments and due dates. Homework is posted on Toddle for each class, which can be found [here](#).

Please note, specifically for students in the 8th grade, if they accumulate more than 18 absences a letter will be sent home to the student's parent/guardian indicating that any additional unexcused absences may result in removal from field trips (including Washington DC), school events, school-based athletics, school-based activities, or use of the bus for transportation to and from school.

PHYSICAL EDUCATION

During the year, students will be participating in various activities both indoors and outdoors. Appropriate dress consists of athletic shorts, tee shirt, **sneakers** and socks. All shorts must be fingertip length to adhere to the district dress code policy. Students should also have a sweatshirt and sweatpants for cold weather, PE classes stay outside until mid- November and start going out again in March.

Each student may be assigned a locker and lock. It is imperative that students lock personal possessions in their assigned locker. Losses only occur when items are not properly secured. **NO** student may be in the locker room unattended.

If a student does not feel well enough to participate in gym activities, they must have a parent note excusing them for the day. Students who have long-term injuries must have a doctor's note stating the dates they will be out of gym, and may not participate again until doctor's permission is given. All notes must be given to the school nurse.

PE classes run every day. Students who have a prescribed inhaler should have their medical condition registered with the school nurse and may keep their inhaler with them. If the student does not need their inhaler in order to be physically active, it is still **important that they use it before gym class!** Students who have severe spring allergies and cannot participate in outdoor gym on high pollen days must have a doctor's note alerting the school nurse to their condition. On those bad allergy days, students may participate in an indoor gym activity.

PHYSICAL EXAMINATIONS

All new students must have a current physical examination dated within one year of entry into school. A letter has been mailed to parents explaining the requirements for the physical examination. In order for a student to participate on an athletic team, (or even try out for one), they must have a current physical examination on file in the nurse's office

VISITORS

Occasionally, we allow students to bring a visiting relative or friend to school for a day and have them attend that day's classes together. If a student would like to request to bring a visitor, we ask that the visitor be of approximately the same grade level as the sponsor. Students will need a written request from the sponsor's parent prior to the visitation so that the visit may be approved. The note should include the parent's name, address, and phone number of the visitor. Administration reserves the right to deny the privilege of visitors to any student.

RULES/REGULATIONS & PROCEDURES

MORNING ARRIVAL PROCEDURES

Smith School officially opens to students at 8:05 a.m. Students are not permitted inside the building before school unless they have a teacher pass or permission to see a teacher for extra help. Students must report to the main office and sign in first.

BAD WEATHER MORNINGS

If it is rainy, very cold (under 32 degrees) or if conditions require it, students will be invited to wait inside the building.

- 6th graders will wait in the 6th Grade Hallway
- 7th graders will wait in the 7th Grade Hallway
- 8th graders will wait in the Main Lobby

REPORTING TO FIRST PERIOD/LATE TO FIRST PERIOD

School begins at 8:15 am. Students will be allowed only 3 unexcused tardies per month during the school year. All students are allowed three, non-cumulative tardy per month during the course of the school year. The fourth, fifth, and sixth tardy will result in a lunch detention. The seventh tardy and beyond may result in other disciplinary action, including an after-school administrative detention.

PERSONAL ENTERTAINMENT DEVICES

The use of personal entertainment devices is not permitted within the school facility. This includes such devices as Nintendo Switch, Smart Watch, etc. Students who do not fully cooperate with this policy will have their equipment confiscated for their parents to retrieve.

**If a student is misusing their Chromebook (viewing inappropriate videos, playing electronic games, taking inappropriate pictures, or recording videos, etc. without teacher permission), then that student will receive a disciplinary infraction.*

BICYCLES AND SKATEBOARDS ([Ramsey Board of Education Policy 5514 - STUDENT USE OF VEHICLES ON SCHOOL GROUNDS](#))

- Students who ride their bicycle to school **MUST WEAR A HELMET**
 - 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 cannot allow students, under the age of 16 without helmets, to operate their bicycles. If students are identified, their parent will be contacted and they will not be allowed to ride their bicycle home.
- Bicycles must be dismounted and walked upon reaching school property. Students who fail to follow this rule risk discipline consequences, including the possible loss of privileges regarding riding of their bicycle to school.
- Skateboards or scooters should not be used on school property. Motorized devices, such as motor scooters, mopeds, etc. may not be used on school property.

BATHROOM PROCEDURE FOR STUDENTS AND/OR STUDENTS ENTERING AND EXITING THE CLASSROOM

1. Students must ask their classroom teacher for permission before leaving for the bathroom.
2. After receiving permission, students must scan out of their classroom using SmartPass.
3. Students must carry a physical pass with them while traveling to and from the bathroom.
4. Students must return directly to their assigned classroom and scan back in using SmartPass.
5. Administration will periodically check bathrooms during class periods to ensure student safety and proper use.

**If a student needs to exit the classroom while another student is using the lanyard, please be sure to use the pink pass as an acceptable hallway pass.*

HALL BEHAVIOR

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass issued by their classroom teacher. While in the hallway, students must carry their pass at all times and use it only for the specific location granted by the teacher. Students should walk, never run, keep hands to themselves, and stay to the right. They are expected to go directly to their destination, avoid disrupting instruction in other classrooms, and return promptly to their assigned class.

CELL PHONES ([Ramsey Board of Education Policy 5516.02 - CELL PHONES AND PERSONAL ELECTRONIC DEVICES](#))

As outlined by the [Ramsey Board of Education Policy 5516.02](#) the use of cell phones, Smart watches, or paging devices by students is not permitted on school grounds. Cell phones and Smart watches must be locked in lockers at the beginning of the school day and may be retrieved when leaving school grounds after school. If a student is caught with a cell phone, it will be confiscated and taken to the office. Administration may review the content of a cell phone if inappropriate information is suspected.

- **First offense:** The student shall turn in their internet-enabled device to the Principal or designee's office for the remainder of the school day. The parent will be permitted to pick up the internet-enabled device in the Principal or designee's office at the end of the school day. The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a first offense in a school year for their child.
- **Second:** The student shall turn in their internet-enabled device to the Principal or designee's office for the remainder of the school day. The parent will be permitted to pick up the internet-enabled device in the Principal or designee's office at the end of the school day. The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a second offense in a school year for their child. The following discipline will be imposed on a student for a second offense in a school year in violation of the provisions in this Regulation and Policy 5516: 1 lunch detention.
- **Third** – The student shall turn in their internet-enabled device to the Principal or designee's office for the remainder of the school day. The parent will be permitted to pick up the internet-enabled device in the Principal or designee's office at the end of the school day. The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a third offense in a school year for their child. The following discipline will be imposed on a student for a second offense in a school year in violation of the provisions in this Regulation and Policy 5516: 3 lunch detentions.
- **Fourth and Subsequent Offense:** The student shall turn in their internet-enabled device to the Principal or designee's office for the remainder of the school day. The parent will be permitted to pick up the internet-enabled device in the Principal or designee's office at the end of the school day. The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a fourth offense in a school year for their child. The following discipline will be imposed on a student for a second offense in a school year in violation of the provisions in this Regulation and Policy 5516: The electronic device will be dropped off at the main office before homeroom each morning and picked up after dismissal each day by the student for one month. There will be a mandatory parent conference with the Principal or designee. Repeated infractions may result in further disciplinary action.

BOOKS

Textbooks and other classroom books are the property of the Ramsey 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 must be paid for by the student. Report cards will not be issued to students until lost or damaged books are paid for or replaced.

CAFETERIA

Smith 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. Appropriate conduct is expected at all times in the cafeteria. Students are responsible for the proper cleanup of their area in the lunchroom. Throwing food or any items in the cafeteria is prohibited. Students who do not meet the expectations of supervising lunchroom staff face discipline consequences including the possible loss of cafeteria privileges.

THE DELIVERY OF FOOD TO STUDENTS FROM RESTAURANTS, FAST FOOD CHAINS, OR FOOD DELIVERY SERVICES SUCH AS DOORDASH, ETC IS NOT PERMITTED AND WILL NOT BE ACCEPTED AT SMITH SCHOOL

LOCKERS

Students must keep their lockers locked at all times using the school-issued lock only. Personal locks from home are not permitted. Locking the locker is the only way to protect belongings, prevent theft, and maintain a neat, orderly, and safe hallway. **Lockers left unlocked may be subject to disciplinary action.**

Students may not enter any locker other than their own, and no student may use more than one locker. Students are responsible for all items stored in their locker and must replace any lost schoolbooks, which are the **property of the Board of Education**. Only necessary school materials should be stored in lockers. The school cannot accept responsibility for items left in student or gym lockers.

- Students who tamper with another student's lock or belongings will face disciplinary action.
- Do not share your locker combination with anyone.

Lockers are school property and may not be decorated, marked, or defaced in any way. A \$10.00 fee will be charged for a lost lock. Periodic locker inspections will be conducted by the middle school administration. School locks will be collected on the last day of classes, and all books, notebooks, and valuables must be removed at that time.

Backpacks must be stored in student lockers during the school day.

CHEATING/ PLAGIARISM ([Ramsey Board of Education Policy 5701 - PLAGIARISM](#))

All students must submit original, individually prepared assignments, reports, and projects. Students are sometimes directed to work collaboratively or in groups. In those instances, students are expected to verbally discuss the question(s), their conclusion and the process in which they arrived at that conclusion. Identical written responses will be considered copying/cheating. Determination of cheating will result in NO CREDIT for the assignment for all students involved, and possible disciplinary action. (As per [Ramsey Board of Education Policy 5701 - PLAGIARISM](#))

COMPUTER AND INTERNET USAGE ([Ramsey Board of Education Policy 2361 ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES](#))

Usage of the computers and e-mail system is a privilege extended to responsible students at Smith School. **All usage must be exclusively for official schoolwork.** Any inappropriate usage of the e-mail system at school will result in discipline consequences, including loss of computer privileges. Any inappropriate use of the Internet at School will result in similar consequences. Students and parents agree to these provisions through the signing of the Network User Contract. Students have a limited expectation of privacy in the contents of their personal files, communication files, and record of Web research activities on the district's Internet system. Routine maintenance and monitoring, using both technical monitoring systems and staff monitoring, may lead to discovery that a student has violated district policy or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated district policy or the law.

FIRE DRILLS & EMERGENCY PROCEDURES

Fire drills and emergency procedures are required by law and are an important safety precaution. It is essential that when the fire signal is given everyone promptly exits 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 fire drills very seriously at Smith School! Students who talk during any emergency drill (fire, lockdown, evacuation, etc.) will be assigned an **ADMINISTRATIVE DETENTION**. 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.

BUS CONDUCT

According to New Jersey State Law, 18A:25-2 "The driver shall be in full charge of the school bus at all times and shall be responsible for order. A pupil may be excluded from the bus for disciplinary reasons by the school and his parents shall provide for his transportation to and from school during the period of the suspension."

The most important concern on the bus is safety. Full cooperation with the bus driver is required.

COURTESY FOR OTHERS AND RESPECT FOR THE LAW AND PROPERTY ARE EXPECTED. Remember that the driver has a tremendous responsibility for passenger safety. To ensure the safety of all riders, please help the driver by refraining from doing anything that may be distracting. **Riding the school bus is a privilege, not a right.** Proper behavior and actions will maintain this privilege. Conversely, misbehavior on buses or at bus stops will result in suspension of bus privileges.

Students are to ride only their regular buses. Seat belts must be worn at all times. The following unacceptable behaviors may result in suspension from the bus and/or disciplinary action:

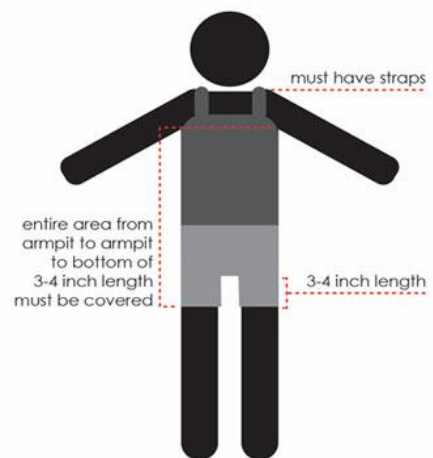
- Profanity
- Fighting
- Littering
- Standing/changing seats while in motion
- Throwing things (in or out of the bus)
- Loud talking/yelling
- Eating
- Inappropriate play
- Use of external speakers

If a student's behavior on the bus is inappropriate, the bus driver will write a behavior referral and the bus company will submit it to the Dean of Students. The administration reserves the right to determine the length of bus suspension.

DRESS CODE (Ramsey Board of Education Policy 5511 - DRESS AND GROOMING)

The Ramsey Board of Education believes that parents play a key role in preparing their children to attend school while adhering to reasonable standards of personal cleanliness and the appropriate dress. The Board further recognizes that personal cleanliness and appropriate dress by students are integral to creating and maintaining a safe, orderly and distraction free educational program and environment in which teaching and learning can take place. Therefore, it is expected that students shall meet reasonable standards of cleanliness, neatness, health and appropriate dress while in the Ramsey Public Schools.

Students who take pride in the way they look and dress usually feel good about themselves. They must come to understand that the manner and style in which they dress is very much dependent on the setting. Some clothing worn in other settings is not appropriate for school. Our students are expected to be neat and clean in appearance and to dress in good taste. It is expected that students in the Ramsey Public Schools, in conjunction with



parental guidance, shall exercise reasonable judgment and appropriateness when determining what clothing to wear to school.

The Ramsey Public Schools Dress and Grooming Policy strictly prohibits clothing and grooming which:

- Presents a hazard to the health or safety of the students or others in the building.
- Interferes with schoolwork, creates disorder and/or disrupts the educational program.
- Causes excessive wear or damage to school property.
- Prevents a student from achieving his/her own education objectives because of blocked vision or restrictive movement.
- In order to maintain an environment conducive to education at the 6-12 level, the following are examples of the expectations. These examples include, but are not limited to:
 - Shorts and skirts must be long and loose enough to allow freedom of movement and should extend down past the student's fingertips when extended.
 - Clothing (skirts, tops, jeans, pants) that are extremely low-cut or revealing, backless, strapless, transparent, halter, pajamas or that expose the bare mid-section or upper/lower torso during any normal actions, including standing, sitting or leaning over, may not be worn.
 - Clothing such as leggings/sweatpants/spandex pants are acceptable and may also be worn under a skirt or shorts.
 - Clothing bearing print or pictures relating to the use, possession or advertising of drugs, alcohol, tobacco, or weapons, the use of violence, the negative depiction of a race, ethnic, religious or sexual group, or language that is profane or obscene or that states or implies sexual behavior may not be worn.
 - No undergarments should be visible.
 - Pajama pants, pajama shirts, or bedroom slippers are not permitted.
 - All shoes should have a secured heel. Slippers, sandals, or slides are not permitted.
 - Beachwear is not permitted.
 - Attire including buttons and patches with inappropriate, derogatory, gang related or offensive sayings or graphics are not permitted in school.
 - Any clothing, bandanas, hats or symbols that are indicative of gang colors or membership are prohibited.
- For safety reasons, students are not permitted to wear on their head the hoods of hooded sweatshirts.
- Head coverings worn for religious reasons are allowed with verification provided to the school by a parent/guardian.
- For their own health and safety, students must wear footwear at all times. Bare feet, shoes with cleats or roller wheels and bedroom slippers are not permitted in school.
- Sunglasses and tinted non-prescription glasses are not permitted except as prescribed by a student's physician.
- For health/safety reasons heavy chains, studded collars, bracelets and choke collars are not permitted.

Students who violate the dress code will be asked to change or cover-up, may be asked to have a parent deliver appropriate clothing to school, or may be asked to return home to make necessary changes. Repeat offenders will be disciplined. No restrictions on student freedom of dress which are contrary to law and which might violate the rights of an individual will be imposed.

Dress Code Discipline Procedures

Students will receive a warning and may be required to change attire on the first dress code violation. A second violation will result in parent contact, a required change of attire, and potential detention of up to 5 days. A third violation will result in parent contact, a required change of attire, and potential detention of up to 1 week.

Specialized Curricular Areas of the School

Students shall wear appropriate clothing and footwear for physical education, shop and laboratory classes. Students should keep in mind that the dress code policy is also applicable to specialized curricular areas where clothing appropriate to the curriculum and activities must be worn to help insure student safety. Administrators, Supervisors and departmental staff reserve the right to modify and mandate specialized clothing/footwear/jewelry expectations based upon reasonable concerns of student safety.

Organized School Related Activities

Students who attend awards and recognition events, (Scholastic R, All School Recognition Night, etc.) or represent the school at special functions, should dress appropriately. (Jeans, shorts, hats, sneakers, t-shirts, etc. are not appropriate for such an event.)

STUDENT CODE OF CONDUCT AND EXPECTATIONS - Be Safe, Respectful, Responsible and Ready to Learn

GENERAL SCHOOL CODE OF CONDUCT

- **The responsibility of a Smith Middle School student is to ADD to someone else's experience. The standard of behavior for all students is to be diligent in standing up for one another, doing the right thing, and treating everyone and everything with respect.**
- Conduct self in a manner that does not interfere or disrupt the rights of other students. We do not hurt other people here.
- Make constructive choices regarding behavior to maximize personal, social, and academic success
- Show self-discipline by behaving in ways that are mutually beneficial to self and others without supervision
- Accept responsibility for one's own actions

OUTSIDE AREA RULES

- Students will show respect to other students and staff
- No bullying, harassment, teasing, name calling or put downs
- Tackle football, wrestling or any contact sports are not allowed
- No fighting or play fighting is permitted
- Share equipment cooperatively with others
- Enter building only after receiving permission from a recess supervisor
- Students must wear proper apparel for weather conditions
- Leave snow alone

GYM RECESS RULES

- During inclement weather grade 6, 7, and 8 recess will be held in the gym
- No behavior that is unsafe (no physical play, no running through games etc.)
- Do not leave gym without a pass
- No standing around. Students must be involved in an activity or will return to the cafeteria
- No **Chromebooks** or personal equipment allowed in gym

CAFETERIA RULES

- Talk quietly with neighbors
- Students must clean up their eating area before they leave.
- No tossing or throwing food
- Place garbage in trash container
- Use good table manners
- No food or drinks are to be taken out of the cafeteria

ASSEMBLY RULES/GAME CONDUCT

- Students are not permitted to talk during assemblies and performances. Do not disturb others.
- “Booing” and other negative comments are not permitted
- During athletic games, inappropriate comments to the players or officials will not be tolerated.
- Applaud when appropriate
- Students who violate these rules will be asked to leave the event and may be subject to further disciplinary action

RESTROOM

- Students are expected to treat the school property with respect and help keep it clean. No loitering, writing on walls, pushing, shoving, teasing, or name-calling is allowed in the bathroom.

HALLWAY RULES

- Keep to the right half of the hallway
- Walk, no running, pushing, shoving or jumping
- Keep your hands and feet to yourself
- Talk in quiet tone with no name calling, teasing or put downs

GENERAL DESCRIPTION OF UNACCEPTABLE BEHAVIORS

While the Ramsey Board of Education believes that positive approaches to acceptable behavior are usually 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 teach the consequences of disruptive behavior. The Principal or designee shall determine the level of such consequences.

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; and in transit to or from school or any school related function. Disruptive behavior shall include, but not be limited to:

- Continued and willful disobedience.
- Open defiance of the authority of any teacher or person having authority over a student
- Lying and cheating
 - CHEATING AND FORGERY: Academic dishonesty, plagiarism, cheating, and forgery are unacceptable. A student who engages in academic dishonesty will receive a reduced or failing grade for the disqualified work. Additionally, a first offense for cheating will result in a warning, parent contact, and potential detention of up to 3 days. A first offense for forgery will result in parent contact and potential detention of up to 5 days.
- Actions that constitute a continuing danger to the physical well-being of other pupils
- 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
- Hazing or harassment of a student in a sexual, verbal, or physical manner
- Use of profanity, abusive language or threatening and provocative language
- Unsolicited or unwanted touching, intimate contact or indecent exposure
- Throwing of food, paper, pens or other objects
- 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
- Tampering with, damaging, defacing, or destroying school or personal property
- Turning in a false fire alarm or emergency call
- Taking part in any unauthorized occupancy of a district facility, refusing to leave promptly when directed to do so, or inciting others to take part in an unauthorized occupancy. Trespassing or unauthorized presence in areas restricted from student use

- Absence and lateness
- Truancy and class cutting; leaving school property without permission
- Inciting other students to truancy
- Possession of unauthorized electronic devices
- Participating in activities relating to the sale, purchase, or distribution of gambling paraphernalia or lottery related materials
- Use, possession, or sale of alcohol, tobacco, drugs, or drug paraphernalia
 - **Possession or Use of E-Cigarettes/Vaping Devices on School Grounds:** In accordance with Board Policy, a first offense for students in grades 6-8 will result in parent contact, a 3-day In-School Suspension, and a mandatory re-entry meeting with the student, parent/guardian, and an appropriate school district designee to consider further supports. Subsequent offenses will result in an out-of-school suspension of 3 to 5 days.
- Sale, use, possession of, or distribution of explosives, firecrackers, smoke bombs or similar materials
- Arson
- Forgery of signature and/or tampering with documents of parents, guardians, teachers or persons in lieu of parents
- Inappropriate usage of software, hardware or computer networks

The following behaviors will not be tolerated:

- Physical aggression or excessive contact to a pupil
- Teasing or name-calling
- Insulting or demeaning comments
- Threatening comments, gestures or physical acts
- Intimidating conduct toward another pupil
- Spreading harmful rumors or gossip about a pupil
- Getting another person to harm a pupil
- Harassment, intimidation or bullying through electronic communications
- Destruction of property
- Stalking another pupil
- Publicly humiliating a pupil
- Stealing or theft
- Defacing/destroying property
- Excluding or rejecting a pupil
- Extorting or exploiting a pupil

STUDENT DETENTIONS/SUSPENSIONS

BEHAVIOR REFERRALS

The purpose of the student behavior referral is to document incidents of inappropriate behavior. If an inappropriate behavior occurs in a classroom, it is addressed by the teacher through a verbal correction. A behavior referral may be used to record that process, at the teacher's discretion. If an inappropriate behavior occurs following a verbal correction, a teacher detention and parent contact will follow. If inappropriate behavior occurs following a teacher detention and parent contact by the teacher, a behavior referral is submitted to the Dean of Students. Students will be called to meet with the Dean of Students, and the appropriate consequence will occur. A student may be excluded from participating in activities, trips, and/or graduation exercises if an offense warrants it.

LEVELS OF DISCIPLINARY ACTION:

- Lunch Detention
- Teacher Detention

- Administrative Detention
- Saturday Detention
- In-School Suspension
- Out-of-School Suspension

LUNCH DETENTION

Lunch detention is held every day during the entire lunch period. Students should either bring their lunch to the assigned detention room or immediately report to the assigned room after purchasing their lunch in the cafeteria. Lunch detentions are usually assigned by the teachers in the lunchroom for misbehaving during lunch or recess.

TEACHER DETENTION

Students may be assigned detention by their classroom teachers. Teacher detentions are held on the teachers' or teams' designated day from 3:15 p.m. - 3:35 p.m.

- If a student fails to attend a teacher detention, it will be rescheduled after contacting his/her parent.
- If a student fails to attend a rescheduled detention, an administrative detention will be assigned by the assistant principal (and count as two teacher detentions).
- Students who receive four (4) or more teacher detentions in one marking period may receive an in-school suspension.

ADMINISTRATIVE DETENTION

Administrative detentions are held on Wednesdays from 3:20 p.m. - 4:00 p.m. , and will be assigned by the Dean of Students. If a student cannot serve at the assigned day and time, they need to bring a note from their parents to the office explaining the reason, and the detention may be rescheduled. Students who fail to report to detention without being excused may be assigned an additional detention.

Procedures and Rules:

- Report on time on the day(s) assigned.
- Sit where assigned by the detention supervisor.
- Educational work may be done during the detention.
- Stay awake; do not rest head on desk.
- Remain quiet for the entire time.
- No food or drinks may be brought to detention.
- Students may not listen to iPods or use cell phones.
- Watches connected to the internet or cell phones are not allowed.
- If student behavior during detention is not appropriate, the detention teacher will mark a "U" (for unsatisfactory) in the detention book and the student will serve the detention again.

SATURDAY DETENTION

Student Responsibilities for Saturday Detention

- A. The student is responsible for bringing all materials (books, pens, pencils, paper, etc.) necessary to complete assignments.
- B. The student is expected to report to the Main Office no later than 8:30 a.m. and is expected to work, in silence, for the length of the Saturday School day (8:30 am -11:30 am).
- C. Students who (1) fail to appear on the assigned date; or (2) appear late on Saturday; or (3) are disruptive or refuse to do school work, etc., will be assigned two Saturday detentions. Should there be a second occurrence; the student will be out of school suspended from school for two days. A parent/guardian must accompany the student to school to meet with the Principal or designee.
- D. Students are expected to bring appropriate materials with which to work. There will be no cell phones, headphones or earbuds, video games, apple watches, radios, food, beverage, candy, comic books, pillows, etc. allowed in the Saturday Detention room.

- E. No student is permitted to sleep during Saturday Detention.
- F. Any student acting disruptively will be removed from Saturday Detention and be referred to the building administrator for further disciplinary action.
- G. Students must adhere to all District Policies while attending Saturday Detention. This includes no text messaging/cell phone calls and no smoking or vaping on school property.
- H. Students are permitted the use of a Chromebook or an electronic device solely for the purpose of completing school assignments or tasks. Students are prohibited to use an iPad or an electronic device for any other purpose.
- I. Bathroom breaks are permissible for up to 10 minutes

School Responsibilities for Saturday Detention

- A. The school will provide a supervised quiet area in which the students shall engage in educational efforts.
- B. The school will provide a staff member to supervise and assist the students attending the session.
- C. The school shall provide learning materials for student use, when necessary.

SUSPENSIONS

A student will be suspended when the student's behavior is unacceptable to the school setting. There are two types of suspension used at Smith School: in-school and out-of-school.

- 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. In-school suspension places a student in one room for the entire day. Students are expected to complete all assignments provided by their teachers. Because a student's grade may not be lowered as a direct penalty for misconduct, students will be given an appropriate and standard timeframe to complete missing work from an in-school suspension before a failing grade is assigned.
- Out-of-school suspensions may require a parent to attend a re-admittance conference with the assistant principal, and/or principal, along with their guidance counselor. This conference should occur upon the student's reentry to school, or at the earliest possible time thereafter.
- **After a student receives an in-school suspension, an out-of school suspension, or more than 7 discipline infractions; a letter will be sent home to the student's parent/guardian indicating that any additional discipline infractions may result in removal from field trips (including Washington DC), school events, school-based athletics, school-based activities, school-based clubs, RAMbassadors, or use of the bus for transportation to and from school.**

SUPPORTIVE INTERVENTIONS: While disciplinary consequences may be necessary, Smith School is committed to comprehensive behavioral supports. Depending on the nature of the behavior and the student's history, repeat offenses may result in a referral to the school counselor, Child Study Team, or the Intervention and Referral Services (I&RS) team to provide necessary interventions, counseling, and remediation.

FIGHTING / PEER-TO-PEER ASSAULT: Confrontations involving physical contact, pushing, shoving, or physical assault upon another student will not be tolerated. A first offense will result in parent contact, a potential re-entry meeting, and consequences ranging from up to 3 days of detention to up to 5 days of out-of-school suspension, along with a possible I&RS referral.

SIMPLE ASSAULT: 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 a 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.

VIOLENCE/VANDALISM/THREATS If any student is part of a physical altercation, brings or threatens to bring a weapon to school, threatens the physical wellbeing of any other person, or damages or threatens to damage school property, a set of protocols will be enforced that may include:

- Parent contact
- Police notification
- Discipline
- Risk assessment

HARASSMENT, INTIMIDATION, AND BULLYING

The Ramsey Board of Education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any 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 that:

1. Is reasonably perceived as being motivated by either 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
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interfere with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

Students who harass, intimidate, or bully will receive serious consequences. Students and parents are encouraged to review expectations, procedures, and resources related to bullying, which are outlined on the Character Education web link on the Smith School website. If you do not have computer access, contact the administration, and a copy of the relevant information will be provided to you.

School Climate/Safety Team

The Ramsey School District has established Climate/Safety Teams in every school whose mission is to address reports of harassment, intimidation, and bullying, as well as to educate the community so as to create a safe learning environment for all. The Climate/Safety Team is composed of various school personnel who will be responsible for reviewing and strengthening school policies regarding harassment, intimidation, and bullying along with identifying and addressing any patterns of bullying that are present.

Reporting and Procedures

Disruptive behavior or acts of harassment, intimidation and bullying that occurs 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; and in transit to or from school or any school related function should be reported to the Building Climate Specialist, Assistant Principal, Principal, Dean of Students, or Guidance Counselor on the same day when an individual witnessed or received reliable information regarding any such event.

Once an incident has been reported, an investigation into the situation will be initiated within one school day of the report. A report of the incident will be completed within two days of the notification, and at the conclusion of the investigation, results will be provided to the district superintendent. Parents of the alleged bully and target will be notified about the investigation and findings within five school days after investigation results. For further information on any harassment, intimidation, or bullying please visit the school website. If you do not have computer access, contact the administration, and a copy of the relevant information will be provided to you.

Anti-Bullying Programs and Character Education

A comprehensive anti-bullying and character education program are an integral part of the middle school curriculum. Throughout the school year various programs and assemblies are conducted to inform students of behavioral expectations, to establish a culture of respect and tolerance. The six pillars of character are reinforced not only in educational programs, but also in clubs to help foster relationships between students and faculty. Visit the Smith School website for information about programs available throughout the school year.