

River Vale School District

Holdrum Middle School Parent/ Student Handbook 2018-2019



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HOLDRUM MIDDLE SCHOOL

DISTRICT MISSION

River Vale is currently *one of the only districts* in New Jersey to join forces with Ed Leader 21, a national consortium focused on integrating vital 21st Century Skills into the classroom. During the 2015-2016 school-year, the district underwent a “values setting” process, which included input from staff, students, and parents. In the end, we collectively agreed on what we valued most for our students, which was helping to develop independent learners capable of personal and professional success, and helping children find and develop their passions. In the 2016-2017 school-year, we worked to take those values and turn them into something identifiable – a Portrait of a Graduate. Our Portrait of a Graduate emphasizes the skills necessary to succeed in a rapidly changing, interconnected world. It is the goal of River Vale Schools to promote necessary change to support our students and to ensure that they are college and career ready members of society. In the future, our graduates will need to be adaptable, as they will be applying for jobs that have not yet been created, using technology that has not yet been invented, and solving problems that have not yet emerged. Building off of the Portrait of a Graduate, our students will:

- Graduate from Holdrum able to utilize technological skills and contemporary digital tools
- Publicly speak in a manner designed to inform, motivate, entertain, persuade, and/or exchange ideas with listeners
- Respect the thinking of others, examine all viewpoints, and use those ideas to engage in meaningful discussions
- Think critically and creatively when problem-solving
- Demonstrate compassion for others
- Engage in inquiry driven tasks - tasks designed to promote asking questions, searching for answers, using evidence to support conclusions, and using those conclusions to create new questions
- Take risks
- View constructive criticism as an opportunity to grow
- Develop a “growth mindset” and believe that failure is a learning opportunity

Telephone Directory for Holdrum Middle School

Main Number District:	(201) 358-4000
Main Number Holdrum Middle School:	(201) 358-4016
Office:	EXT. 1002
Nurse:	EXT. 1020
Administration:	EXT. 1001
Guidance Sixth Grade	EXT. 1120
Guidance Seventh/ Eighth Grade	EXT. 1121

DISTRICT CALENDAR 2018-2019

River Vale Public Schools
2018 - 2019 School Calendar

<p>August 2018</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>September 2018</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p>October 2018</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>November 2018</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
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<p>Please note this calendar does not reflect any emergency closing days.</p> <p>If schools are closed for inclement weather or other emergencies, the days will be made up in the following manner, June 21, 24, 25, 26. If make-up days are required beyond June 26, a portion of the Spring Recess may be utilized, or school may be held on June 27.</p> <p>Plans that cannot be changed should not be made without taking this calendar into prior consideration.</p>																																																																																																																																																																																									
<p>2018</p> <p>Sept. 3 Sept. 4-5 Sept. 6 Sept. 10-11 September 19 October 8 Nov. 5-6-7 Nov. 8-9 Nov. 21 Nov. 22-23 Dec. 21 Dec. 24 - Jan. 1</p>	<p>2018</p> <p>Labor Day – District Closed Orientation: All Staff Schools Open for all students Religious Holidays – Schools Closed Religious Holidays – Schools Closed Professional Development Day: Schools Closed for Students One Session Day: Parent Conferences NJEA Convention – Schools Closed One Session Day Thanksgiving Recess – Schools Closed One Session Day Winter Recess - Schools Closed</p>	<p>2019</p> <p>Jan. 2 Jan 21 Feb 18-19 March 19-20-21 April 19 April 22 - 26 May 27 June 20</p>	<p>2019</p> <p>Schools Re-Open Professional Development Day: Schools Closed for Students Mid-Winter Recess – Schools Closed One Session Day: Parent Conferences Religious Holiday – Schools Closed Spring Recess – Schools Closed Memorial Day – Schools Closed Last Day of School/One Session Day <i>(If no emergency days are used)</i></p>																																																																																																																																																																																						

ACADEMIC LOAD The minimum load in middle school shall consist of eight (8) classes including lunch per day. Exceptions may only be made by the principal.

ACADEMIC GRADING SYSTEM

A+ = 98 - 100	C+ = 78 - 79
A = 93 - 97	C = 73 - 77
A- = 90 - 92	C- = 70 - 72
B+ = 88 - 89	D+ = 68 - 69
B = 83 - 87	D = 65 - 67
B- = 80 - 82	F = Below 65

ACADEMIC RECOGNITION

High Achievement Status

Students earning straight A's or above in a given trimester (core classes), as well as no more than one B in an elective class, will receive acknowledgement in the form of High Achievement status identified on their report card.

Achievement Status

Students earning all A's and no more than one (1) B (core classes), as well as no grades below a B in elective classes, will receive acknowledgement in the form of Achievement status identified on their report card.

National Junior Honor Society

Students' cumulative averages will be evaluated at the conclusion of 6th and 7th grade to determine eligibility to apply for membership in the National Junior Honor Society. Student candidates must submit a student information form for review by the faculty committee. Candidates are evaluated and selected for demonstrated character, citizenship, leadership, service and scholarship.

National Mathematics Junior Honor Society

Students' cumulative averages will be evaluated at the conclusion of 6th and 7th grade to determine eligibility to apply for membership in the National Mathematics Junior Honor Society.

ASSEMBLIES

Holdrum Middle School students must behave courteously at school assemblies. Students should give full attention to the performers on stage and show appreciation only through clapping hands. Whistling, shouting, and foot stomping is not appropriate. Visitors often form a lasting impression of our school and community by our behavior at assemblies—both good and bad.

ATHLETIC ACTIVITIES

Holdrum Middle School sponsors the following athletic activities:

1. FALL- Girls' Soccer, Boys' Soccer, Volleyball(Girls')
2. WINTER- Girls' Basketball, Boys' Basketball, Wrestling, Bowling(club)
3. SPRING- Baseball, Softball, Boys' & Girls' Track and Field, Golf(club)

More information on Holdrum Middle School Athletics can be found [here](#).

ATTENDANCE

ABSENCE

Students are expected to be in school and on time throughout the school year. Students should arrive at school between 7:50 a.m. and 8:00 a.m. If your child is **absent** from school, please provide a **written excuse upon his/her return**. In addition, the school nurse must be called at **(201) 358-4016 ext. 1020 prior to 8:00 a.m.** to report your child's absence or tardiness; please include the reason for the absence. Voicemail is available 24 hours per day to notify the nurse of your child's absence as well.

LATENESS

If your child arrives late (after 8:04 a.m.), he/she **MUST enter through the main office** and provide a **written excuse that day**. Tardies may be excused by administration for the following reasons: sickness/medical emergency, family emergency, religious holiday/instruction, or appearance in court. This is not an exhaustive list; administration will use their best judgment in determining good cause for a student's late arrival. A pupil must be in attendance for 165 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/courses to which he/she is assigned. Excessive tardiness will be addressed through the assistant principal and guidance department. (RVBOE Regulation #R5200 and Policy #5200,#5230,#5240)

EARLY DISMISSAL

If you are planning to pick up your child early from school, a written note from a parent or guardian stating the reason for your dismissal **MUST** be given to the Main Office upon arrival at school. A written pass will be issued to the students as well as entering the parent as an anticipated visitor for that time.

BATHROOMS

The bathrooms are open for student use during the entire school day. Students are responsible for keeping them neat and orderly. Bathrooms are not social gathering locations. Students who violate this practice will be subject to disciplinary action. All students should sign out in their class log and the pass designated for use of the bathroom

BUS RIDERS GUIDELINES AND EXPECTATIONS

1. Students are to remain in their seats and not distract the driver.
2. Students are required to show their bus passes after boarding the bus; passes should be attached to students' backpacks and remain visible at all times.
3. Seat belts are to be used for the entire trip. **IT'S THE LAW.**
4. Students will only be permitted to ride their assigned bus; students who are not eligible for busing or that specific route are not permitted to ride the bus.
5. Should be on time for your bus (5-7 minutes early is recommended).
6. Wait at the designated stop- stay out of the street and off the homeowner's property.
7. Approach the bus only when it has completely stopped.
8. Keep your head, arms and belongings inside the bus.
9. Eating and drinking are prohibited.
10. Keep the aisles completely clear.
11. Large items such as boxes/projects are not allowed on the bus due to space constraints as they pose a safety hazard.
12. Respect the bus property and equipment.
13. Be absolutely quiet at railroad crossing stops.

14. Be alert to emergency warnings and instructions from the driver.
15. If you must cross the road, do so at least 10 feet in front of the bus in a quickly and orderly fashion; cross only after checking traffic from both directions and while the red school bus lights are flashing.

Students may be returned to school and will be reported to the bus company and school if they do not comply with the bus regulations.

CARE OF SCHOOL PROPERTY

The citizens of Holdrum Middle School have been provided with some of the best equipment and facilities found anywhere. Students can best show their appreciation by taking care of the building, equipment, and grounds. That way all property may be passed on to future students in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. Except in unavoidable accidents, students are liable for all damage they may do to school property.

CHANGE IN STUDENT INFORMATION

It is imperative that parents update their personal information (address, phone numbers, email, emergency contact, etc.) as a change arises. These updates can be made through the Genesis Parent Portal. All are asked to make these changes as soon as the need arises.

CODE OF CONDUCT

(RVBOE Policy #5600 and Regulation #R5600)

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations. This policy is in effect on school grounds, including on a school bus or at school-sponsored functions and, as appropriate, for conduct away from school grounds. It is expected that parents and students review this policy and notify their acknowledgement of it by signing the verification form. Failure to do so may result in student disciplinary action.

Each staff member at HMS accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers. The staff requests parental support in helping maintain appropriate conduct in the school. Students' behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

The students, teachers, assistant principal, counselors, principal and parents share the responsibility for administering the HMS Discipline Plan and for working together on a daily basis to review and understand Holdrum's goals for responsibility and behavior. In order for every student to have the opportunity to reach his or her potential, each student at Holdrum Middle School shall:

- Attend school consistently, complete his or her assignments on time, and work to his or her full potential.
- Behave in a manner that does not disrupt classroom learning or the operation of the school.
- Obey teachers, the principal or assistant principal, and others in authority.
- Refrain from aggressive or threatening behavior towards fellow students, teachers, or other school staff.
- Demonstrate self-respect and respect for the rights of others, their property and school facilities.

Holdrum Middle School's Discipline Goals

- To help students develop self-respect.
- To help students develop respect for others and their property.

- To help students see the need for self-discipline.
- To guide students toward choices that lead to improved behavior.

Shared Responsibility

Students: Throughout the year, you will be expected to assume the following responsibilities:

- Be present and on time for school and classes each day.
- Treat all school personnel and fellow students with dignity and respect.
- Demonstrate respect for the school by taking care of facilities, property and equipment, as well as the property of others.
- Be a positive representative of your school at all times. Comply fully with all school and classroom policies and procedures.

Students who are placed in ISS or suspended from school will not be permitted to attend school functions, including but not limited to class trips, extracurricular activities and athletic events.

Teachers: A preventative approach to discipline communicates to students that the focus of the school discipline is to promote success and not to impose punishment. Infractions conducive to intervention include, but are not limited to, behaviors observed in the classroom such as talking, extraneous noises, inappropriate comments, name calling, not following teacher directions, and breaking classroom rules.

Principal, Assistant Principal, Guidance Counselors: The principal, assistant principal and guidance counselors share responsibility for contributing to the maintenance of an educational environment conducive to teaching and learning. This orderly learning environment with high expectations provide for the total growth, development, and maturation of all students physically, mentally, emotionally, and socially.

A safe and secure school environment for all students and staff is the highest priority. Student choices provide learning opportunities, and open communication between administration, staff, students and families promotes positive collaboration on future strategies for student development. Certain behaviors are strictly prohibited and may result in consequences from school administrators.

Parents: Administrators, faculty, staff members and parents have a shared responsibility for assisting in the total growth, development and maturation of all students. Parents are expected to be involved in the educational and social experiences of their children. Parents who are informed of school goals and are knowledgeable about school policies and procedures can assist their students in making good decisions. This partnership enhances the quality of a child's learning experiences. The parent must assume responsibility for the student's regular attendance in school. Regular, consistent school attendance is vital to a student's academic program. Students must attend school regularly and be on time to classes in order to maximize instructional benefits. The principal, assistant principal, and guidance counselors are available as their daily schedules permit. Parents should take advantage of these opportunities to strengthen the parent/ teacher relationship so that our students can be successful.

Consequences of violating school policy may include, but are not limited to, the following:

1. Admonishment
2. Warning
3. Temporary removal from the classroom
4. Classroom or administrative detention
5. In-school suspension
6. Out-of-school suspension
7. Reports to law enforcement and/or
8. Expulsion

Remedial measures/interventions may include, but are not limited to, the following:

1. Parent conferences
2. Pupil counseling (all pupils involved in the act or incident)
3. Peer support group

4. Corrective instruction or other relevant learning or service experiences
5. Supportive pupil intervention (Intervention and Referral Services - I&RS)
6. Behavioral management plan and/or
7. Alternative placements

Students begin each day with a clean slate in every classroom.

When a student doesn't cooperate, interrupts the learning in the classroom or jeopardizes the safety of others, the following steps are recommended:

- First time a student breaks a class rule - **Warning**
- Second time a student breaks a class rule - **Parent contact and assigned teacher detention may be scheduled**
- Third time a student breaks a class rule - **Referral to the school administration**

HOLDRUM MIDDLE SCHOOL CODE OF CONDUCT 2018-2019:

<i>Infraction</i>	<i>First offense</i>	<i>Second offense</i>	<i>Third offense</i>
MINOR INFRACTIONS			
Inappropriate attire	Warning	1 Detention	3 Detentions
Walking in Hallway without a pass	Warning	1 Detention	3 Detentions
Littering	1 Detention	3 Detentions	5 Detentions
Gum chewing	1 Detention	2 Detentions	3 Detention
Cell phone use	1 Detention	3 Detentions	5 Detentions
Improper Computer Storage	1 Detention	3 Detentions	5 Detentions
Failure to secure lock	1 Detention	3 Detentions	5 Detentions
Cheating/plagiarizing	2 Detentions	4 Detentions	6 Detentions
Lying	2 Detentions	4 Detentions	6 Detentions
Noncooperation	2 Detentions	4 Detentions	6 Detentions
Insubordination	2 Detentions	4 Detentions	ISS
Disruption in class/lunch	2 Detentions	4 Detentions	ISS
Disruption during a security drill	2 Detentions	4 Detentions	ISS
Social Gathering in the Bathrooms	2 Detentions	4 Detentions	6 Detentions

Falsifications/forgery	2 Detentions	4 Detentions	6 Detentions
Cutting detention	2 more Detentions	4 more Detentions	ISS
Disobedience	2 Detentions	4 Detentions	ISS
Failure to wear seatbelt/ Misbehavior on school bus	2 Detentions	4 Detentions	6 Detentions
MODERATE INFRACTIONS			
Language misuse	3 Detentions	5 Detentions	ISS
Disrespectful comments toward another student.	3 Detentions	5 Detentions	ISS
Recklessness/pushing/shoving	3 Detentions	5 Detentions	ISS
Inappropriate Internet Searches/Unauthorized Gameplay on School Computers	3 Detentions	5 Detentions	ISS
Gambling	3 Detentions	5 Detentions	ISS
Taking pictures with cell phone	5 Detentions	ISS	OSS
Direct/willful disrespect to teacher	5 Detentions	ISS	OSS
Inappropriate actions/ conduct that demeans or violates another students' private/personal space.	5 Detentions	ISS	OSS
MAJOR INFRACTIONS			
Harassing Behavior	6 Detentions/ISS	ISS/OSS	OSS
Obscene/Provocative gestures or actions	6 Detentions	ISS	OSS
Use of force/threatening to others	ISS	OSS	OSS
Theft, damage/vandalism	ISS	OSS	OSS
Extortion	ISS	OSS	OSS
Truancy	ISS	OSS	OSS

Smoking	ISS	OSS	OSS
Fighting/contact to cause harm	ISS	OSS	OSS/Expulsion
Misuse of computer networks/computers	ISS	OSS	OSS
Arson/Exploding devices	OSS	OSS	Expulsion
Falsifying alarm	OSS	OSS	Expulsion
Substance abuse	OSS	OSS	Expulsion
Weapon possession	OSS	OSS	Expulsion
Wrongful entry	OSS	OSS	Expulsion

The administration reserves the right to assign and alter consequences at Holdrum Middle School whenever necessary.

Multiple or egregious violations of the code of conduct may result in loss of privileges, including but not limited to class trips, extracurricular activities, including athletics, band, musical, etc, and 8th grade promotion ceremony and activities.

EARLY MORNING ARRIVALS

Many HMS students benefit by receiving extra help from our faculty members in the morning before school. Students must have passes from their teachers if they have arranged to have extra help sessions prior to 8:00 a.m. The Holdrum Study Zone (see section below for further information) is a quiet place in our cafeteria where students read, study, or complete homework. It opens to students at 7:30 a.m. Should we experience a delayed school opening, the Holdrum Study Zone will open at 9:00 a.m. If the delay is due to inclement weather, however, extra help will not be available.

Early Morning Entry Point and School Security

Students wishing to enter HMS for student activities and extra help prior to 8:00 a.m. must do so via the cafeteria side entrance only. Students must have passes if they wish to enter the building prior to 8:00 a.m. They will not be allowed past the cafeteria if they do not have a pass. Students who enter HMS prior to the start of school must first check in at the cafeteria, show their passes, and then proceed directly to their extra help or student activity location. We require students to remain with their teachers once they enter the building. Hallway exterior doors are not to be propped open at any time.

Morning Supervision and Assembly Areas

Supervision of students begins at 7:50 a.m. at Holdrum Middle School. We ask that parents coordinate their children's drop-off time with this time schedule. Please pursue carpooling arrangements if your work schedule causes you to drop off students much earlier than 7:50 a.m. Also, please be mindful that students should arrive in the morning with proper outerwear. Please check the weather flag outside the Main Office upon arrival to determine if student assembly is outdoors or indoors.

ELECTRONIC SURVEILLANCE AND RECORDING POLICY

According to River Vale Board of Education Policy 7441: *Electronic Surveillance in the School Buildings and on School Grounds*, "The Board of Education authorizes the use of electronic surveillance in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds. The content produced by the surveillance system under certain circumstances may be considered a student record and if so it will be subject to the Board of Education policy and regulations regarding confidential student records." *So you are aware, for privacy reasons electronic surveillance equipment is not placed in certain areas of the school. If you have any questions about the district's use of electronic surveillance equipment, please feel free to reach out directly to our child/children's building principal.

EMERGENCY AND FIRE DRILLS

Fire and emergency drills, as required by law, will be held at regular intervals monthly. Such practice is important and should be approached seriously. Specific instructions for evacuation of the building or emergency drill procedures will be given on the first days of school.

EMERGENCY SCHOOL CLOSING

Except in cases of emergency or action by the Board of Education, school will be kept open according to the school calendar. The emergency closing of school is usually due to extremely hazardous weather conditions. Parents will be notified by:

- A. The local fire whistle, which will blow one blast at 7:00 a.m.
- B. The district web page will contain a notice of school closings – www.rivervaleschools.com
- C. The Honeywell System will notify all members by phone.

Information concerning emergency school closings may also be obtained by calling the main district at (201) 358-4000

GUIDANCE

Each Holdrum Middle School student is assigned a guidance counselor (Mrs. Chinnici - Grade 6, Mrs. Monaghan - Grade 7 and 8) whose role is to aid in making important decisions regarding his/her education. Counselors also serve as student advocates, assisting students with social, emotional, or academic problems they may encounter.

Students may request an appointment with their counselor by emailing, stopping by the guidance office, or dropping a note in their mailbox. If at any time a student feels his/her rights have been denied, the student should speak to a counselor or teacher.

These professionals will be glad to discuss the concerns.

Parents are encouraged to communicate freely with the guidance counselors on a regular basis. If a parent wishes to speak with a grade level or teaching staff member, please call the guidance counselor to arrange an appointment. Guidance counselors will be happy to address any curriculum concerns. In the unlikely event a problem arises between your child and any staff member, please know that the procedure is:

- Speak with staff member first
- If you feel it is necessary to discuss it further, please call guidance

HARASSMENT (INCLUDING INCIDENTS OF SEXUAL HARASSMENT) REPORTING

Any student or staff member who alleges harassment by a student, a staff member or an outside vendor working for the school district may complain directly to any district staff member. That staff member will be responsible for bringing the complaint to the attention of the building principal, district Affirmative Action officers, or the Superintendent within the day the report is made or as soon as practically possible. Harassment Report Forms are available in all district offices (RVBOE Policy #5512 and Regulation #R5512).

HEALTH OFFICE

Holdrum Middle School is staffed by a full-time nurse. Questions concerning school physicals, required medical paperwork, or other health concerns should be addressed with our nurse. Our Health Office should be notified of any student injuries or illnesses that require special assistance or provisions during the school day. Some basic Health Office Policies:

ILLNESS

Students who become ill during the day and feel the need to go home MUST report to the nurse. Temperature and other basic health vitals will be taken by the nurse to gather data. If a fever is present or symptoms persist a parent/guardian will be contacted to make arrangements to be picked up at school

INJURY

All injuries that occur while at school should be reported to the nurse. First aid for minor injuries will be given at school. If it is apparent that a child needs medical care, a parent will be called. It is important that every child's emergency information is updated regularly so they can receive prompt care. In the event of serious injury and the parent is unavailable, a staff member will accompany the student to an emergency facility for treatment.

MEDICATION

Holdrum Middle School staff are prohibited from providing or administering any medication, including aspirin, to any student.

Students needing occasional medication, such as penicillin, etc., for colds, earaches, and sore throats, are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication MUST be given at school, it must be personally delivered to the school nurse in its original container and accompanied by the district medication authorization form, which requires the prescribing doctor to sign and list instructions for administering the medication (time and dosage), as well as the signature of the parent/guardian. This procedure must be followed for both prescription and over-the-counter medications. Students must report to the school nurse to take any medication.

If your child is taking medication on a long-term basis, we request that you notify the school nurse even if that medication is not taken in school. This information may be vitally important to a doctor or hospital if you cannot be reached in the event of an emergency.

HEALTH REQUIREMENTS

All students entering for the first time are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, and rubella. This requirement is in direct alignment with the State of New Jersey Department of Health Services and is for all children's health and well-being. Please review RVBOE Policy #5320 and Regulation #5320 for further

explanation.

HOLDRUM STUDY ZONE

The Holdrum Study Zone is a multi-dimensional program offered at Holdrum Middle School:

- It serves as an entry point for our early morning clubs and teams, where students will sign in for entry to the school.
- It serves as an entry point for early morning extra help appointments with teachers. In order to enter the building, students attending these appointments must have timed entry passes from the teachers they are seeing. Most of these appointments begin at 7:45 a.m.
- It serves as a quiet location in which students can read, study, review for a test, or complete assignments. Students must sit at tables in the cafeteria to work on assignments and study.
- On inclement weather days, this location will serve as an entry point for all students; therefore, the study portion of this program is waived.

The Holdrum Study Zone is not a social gathering location or a place for friends to catch up. In addition, all students who enter the Holdrum Study Zone must adhere to these general rules. Any students who do not adhere to these requirements will be asked to leave the study zone. Continual disregard of behavior expectations will be referred to the assistant principal for disciplinary action.

HOMEWORK REQUESTS

Please review teacher canvas page for assignments or contact teachers directly via email.

HOW TO EFFECTIVELY COMMUNICATE WITH SCHOOL OFFICIALS

We continue to evaluate our procedures and practices at Holdrum Middle School. Many parental questions can be easily answered by communicating directly with the educator in charge of the class or program. We ask that when a situation arises, it should first be addressed to the teacher/advisor/coach in charge. Being proactive at the initial stages, along with following the chain of command, is instrumental in resolving or addressing any questions or concerns. This practice is conducive to our common goal of an appropriate resolution.

1. On Matters Involving Instruction:

1. Classroom Teacher
2. Case Manager (CST), if applicable
3. Guidance Counselor
4. Director of Special Services, if applicable
5. Assistant Principal
6. Principal

2. On Matters Involving Athletics or Extra-curricular Activity:

1. Club Advisor or Coach
2. Athletic Coordinator
3. Assistant Principal
4. Principal

3. On Matters Involving Student Discipline:

1. Classroom Teacher
2. Assistant Principal
3. Principal

4. On Matters Involving Facilities or Buildings and Grounds (building maintenance /custodial / grounds maintenance)

1. Head Custodian
2. Principal

5. On Matters Involving Transportation:

1. Assistant Principal
2. Principal

6. On Matters Involving Building Level Harassment, Intimidation & Bullying (HIB):

1. Building HIB Coordinator
2. Assistant Principal
3. Principal

Here at Holdrum Middle School, it is important to be transparent in our expectations. It is our continual intention to develop a mindset of consistency and follow through with procedures for our parents.

TRIMESTER SCHEDULE 2018-2019

Holdrum Middle School is on a Trimester schedule.

Trimester 1	9/6/18 – 12/7/18
Trimester 2	12/8/18 – 3/14/19
Trimester 3	3/15/19 – Last day of school*

*Date subject to change dependent on emergency closure days used.

LOST AND FOUND

Misplaced items are placed in the school's Lost and Found. Students are encouraged to look through the Lost and Found periodically to locate lost items. Multiple times throughout the year items in the Lost and Found are displayed in the cafeteria for students to claim. After an extended period of time, if items are not claimed they will be donated to charity. Including your child's name, or initials, on clothes and items brought to school can assist in returning lost items.

PROCEDURES FOR STUDENT ENROLLMENT Basic requirement for student enrollment:

1. Copy of birth certificate
2. Original health card
3. Copy of records request for transfer students (with enrollment date and parent/guardian signature if possible)
4. Proof of residency as required by district

A registration packet for a student enrolling will contain:

1. Personal data sheet (cumulative card)
2. Copy of Student/Parent Handbook
3. Copy of bus regulations
4. Student insurance information
5. Lunch application form
6. Permission for emergency treatment form

A student folder will be established and maintained on every student.

SCHOOL GUIDELINES AND EXPECTATIONS

1. Caring, respect and responsibility are everyone's task. Students are not permitted to wear hats or chew gum while in school.
2. Electronic entertainment devices, laser pointers, or other similar devices are not permitted in school and should not be brought to school. They will be confiscated if found, and parents will be required to pick them up from the main office.
3. Cell/camera phone, and non-school issued devices that can access the internet or web-based applications, including

iWatches, use in school is not permitted. Students whose parents permit them to carry a cell phone may do so. However, it must be stored and turned off throughout the duration of the school day with no exceptions. Students who violate this policy will be subject to disciplinary action. Violations such as receiving calls, placing calls/and or text messaging, and camera/video phone use will be subject to disciplinary action.

4. Skateboards should not be brought to school. Roller blades and scooters are not to be used on school property. Bikes must be walked while on school property. Sports equipment that is not used for an after school HMS activity should not be brought to school.
5. During periods of extreme heat, the principal, with input from the school nurse and district medical doctor, will notify the students that they may bring bottles of water. Only clear, plastic unopened bottles are permitted. Glass or opaque bottles, bottles with fans, or any type of squirting or spraying containers are not permitted. Outside of extreme heat and during lunch periods in the cafeteria, water bottles are not permitted to be accessible or used.
6. Hallways – No students will be permitted in the hallways without a pass. Appropriate behavior is required at all times.
7. Backpacks are not to be carried during the school day. A small, drawstring bag can be used to carry items from class to class. Backpacks on wheels are not allowed in school.
8. Classroom Behavior – Students are expected to be attentive and respectful to their classmates and teachers. All students should respect the rights of others.
9. After School – No student may remain in the building beyond 3:00 p.m. without a purpose and proper supervision.
10. Buses – Students are to remain in their seats and not distract the driver. Seat belts are to be used for the entire trip. Students may be returned to school if they do not comply with the bus regulations. Students will only be permitted to ride their assigned bus.
11. School Lockers – School lockers remain the property of the school district even when used by pupils. Lockers are subject to administrative search in the interest of school safety, sanitation, discipline, and enforcement of school regulations. Locks must be used on all lockers at all times. More information on Locker and Lock procedures and rules can be found [here](#).
12. Field Trips – Field trip permission slips must be handed in by the specified due date or at least four days prior to the trip, whichever occurs first. No permission slips will be accepted late.
13. Lunchroom – Cafeteria Procedures

The lunch period is a time for students to relax, to enjoy their food, and to talk with friends. Students should plan to eat a balanced lunch every day. Consideration for others, common courtesy, good manners, and respect for cafeteria procedures are expected of all students at all times.

To ensure a safe and secure environment in the lunchroom the following guidelines are expected:

- A. Students must remain seated while eating.
- B. Students are expected to be courteous to the lunchroom staff, aides, and to each other.
- C. Students should dispose of remaining food and paper materials in the garbage cans provided. They should also recycle items in the appropriate containers.
- D. Students are expected to take pride in leaving the table and floor in a clean condition for others.
- E. Students may not take food out of the cafeteria.
- F. There is no gambling permitted in school.
- G. Students are not permitted to pay a vendor for the delivery of a lunch. That must be done outside of school.
- H. A pass from a teacher is required to be dismissed from the cafeteria early. The pass must be obtained prior to the lunch period.
- I. All students must sign out when leaving the cafeteria.
- J. Backpacks are not allowed in the cafeteria.
- K. Students may not return to their lockers to get coats, replace books, etc. during lunch. The following inappropriate behavior is not allowed:
 - Screaming
 - Rude talk or behavior
 - Pushing, fighting, and other inappropriate forms of physical contact
 - Horseplay and fooling around
 - Throwing food or other items

- Standing or sitting on the tables or standing on the benches
- Climbing over tables
- Running
- Any conduct that is considered to be dangerous or inappropriate in nature towards students or staff.

14. Dress Code: Students should use good judgment when selecting clothes for school. The responsibility for the dress and grooming rests primarily with the student and his or her parents or guardians. The school administration and teachers will continue to encourage all students to dress appropriately, in a manner conducive to a school atmosphere. Students will be restricted from attending school or asked to change their clothing if their attire includes the following:

- Underwear should not be visible through or out of outer clothing.
- Bare midriffs are not permitted.
- Thin-strapped tee shirts, tank tops, halter tops, "muscle shirts," or short midriff shirts for girls or boys that expose parts of the midriff, shoulders or chest are not permitted.
- Extremely short skirts or shorts are not permitted. If in doubt, students should choose something else to wear. For further guidelines please review the district policy (RVBOE Policy #5511 and Regulation #R5511).
- Students should not wear clothing or articles that are excessively soiled, torn, or ragged.
- Students should not wear clothing that displays vulgar writing or symbols clothing that displays sexual references.
- Students should not wear clothing with alcohol, tobacco or drug advertisements or references.
- Hats, caps, or sunglasses will not be worn during the school day.
- The administration reserves the right to restrict any other apparel deemed inappropriate in light of community and educational standards.

Students dressed inappropriately will be instructed to call home and request their parents bring a change of clothing (RVBOE Policy #5511 and Regulation #R5511).

SCHOOL HOURS

School hours are from 8:00 a.m. until 2:50 p.m. each day. Students should NOT arrive earlier than 7:50 a.m. or remain on the campus later than 3:15 p.m. unless they are participating in a supervised school activity. **SCHOOL DOORS WILL NOT OPEN UNTIL 8:00 a.m. EACH SCHOOL DAY.** Supervision **WILL NOT** be provided for students who arrive before 7:50 a.m. or remain later than 3:10 p.m. These procedures are designed for the safety and well-being of all students.

SCHOOL SECURITY/VISITOR CHECK-IN

All exterior doors are locked throughout the school day (starting at 8:04 a.m.). Students are not to open doors for anyone. If asked to open a door by anyone, the student should inform the nearest staff member.

For the safety and security of our students and staff, visitors should have a scheduled appointment or required presence. All visitors must report to the Main Office.

- Visitors are asked to utilize the buzzer outside of the main entry to the school and show acceptable form of identification through camera.
- They will be asked via speaker what their purpose is for visiting HMS.
- If reason is sufficient, they will then be buzzed into the school.
- Visitors will be asked to sign in, present their identification and will then be issued a visitor lanyard.
- All visitors will be asked to return their lanyard, pick up their identification and sign out prior to leaving the building.
- All visitors must exit through the main office.

LUNCH DROP OFF

It is highly recommended that your children come to school in the morning with their lunches. In our effort to limit the amount of parent traffic in the main office vestibule and cultivate responsibility in students, we understand occasionally it may be necessary for a parent to drop off a child's lunch. Please adhere to the following guidelines that are expected to be followed:

- Put your child's name and grade on the lunch bag prior to arriving at school.
- Visitors are asked to utilize the buzzer outside of the main entry to the school and show acceptable form of identification through camera. They will be asked via speaker what their purpose is for visiting HMS. The parent will then be buzzed in where they can sign in and drop off the lunch in the basket that is located in the vestibule. Parents will not need to enter the Main Office.
- All lunches are picked up and taken to the cafeteria at the beginning of each lunch period as well as throughout the lunch period.
- Student lunch times can be found [here](#).

NON-LUNCH ESSENTIAL ITEMS

It is highly recommended that your children come to school in the morning with what they need for the day. In our effort to limit the amount of parent traffic in the main office vestibule and cultivate responsibility in students, we understand occasionally it may be necessary for a parent to drop off a forgotten item for a student such as gym clothes, sneakers, etc. Please adhere to the following guidelines that are expected to be followed:

- Visitors are asked to utilize the buzzer outside of the main entry to the school and show acceptable form of identification through camera. They will be asked via speaker what their purpose is for visiting HMS. The parent will then be buzzed in where they can sign it and drop off the item in the basket that is located in the vestibule. Parents will not need to enter the Main Office.
- All items are picked up by office staff and brought into the Main Office. It is the student's responsibility to check in the Main Office throughout the day to see if the item has been dropped off. The Main Office will not be contacting students for ancillary items, only in the case of urgent need (i.e. prescription glasses).

STANDARDS FOR PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

Mission Statement

Participation in activities and sports programs is a privilege for those students who have shown an interest and maintain the proper attitude, behavior and academic standards during the regular school day. We would like all our students to participate in one or more extracurricular activity (e.g. basketball, yearbook committee, school musical, band, etc.). The following are important points regarding eligibility for participation:

1. Students are expected to do satisfactory work in their classes. Those who do not take school work seriously and don't attempt to do their best during the school day are jeopardizing their participation in after-school activities. Students must maintain an overall "C-" average (70) in all subjects to be eligible for participation.

When a student's average in any subject drops below a "C-" average (70) as determined by report cards, progress reports, or teacher's concern, the student will be placed on academic probation for one- week increments. A student may not continue the activity during the probation period. The advisor/ coach will be responsible for communicating with the parents about the probation.

Every week, until the C- average is attained, the teacher and advisor/coach will communicate to assess the student's progress. If improvement has been noted by the teacher, the student may return to participate in the activity. If no improvement is noted after two weeks, a team meeting must be held to determine the student's academic eligibility. Improvement will not necessarily take the form of a test or a quiz. Homework, extra help, class participation and other

assessments of effort are also signs of improvement.

2. A good attitude and favorable conduct is essential. Students who receive three or more administrative- assigned detentions will be placed on probation for two weeks. If there is no improvement, the student will be removed from the activity until a positive change in behavior is identified and consistent.
3. All students participating in sports programs are required by state law to have a physical and all completed medical paperwork approved by the district physician prior to participation in any sports activity.
4. Written permission from parents is required for participation in any after-school activity.
5. A student may not participate in after-school activities on any day he/she has been absent. This includes sports and extra-curricular activities such as the school play. The definition of absent is a student not entering school by 11:50 a.m. Students who do not enter school by 11:50 a.m. will be considered absent.
6. A student who has been placed on in- or out-of-school suspension may not participate in any extra-curricular or interscholastic activity for the duration of the suspension.
7. A student is required to present written permission from a parent if he/she is using transportation other than the team bus for an away game. Presenting a parent note does not automatically allow the student to take other transportation. Principal approval is still needed.
8. A student involved in an after-school sports program must attend practice sessions if he/she would like to participate in interscholastic events.
9. Transportation must be provided by parents for participants after practice sessions and games.
10. All participants are expected to be on their best, most courteous behavior while traveling on the bus to away games. Students are representing themselves, their families and Holdrum Middle School at all times.
11. Disrespectful actions or verbal comments to the coach, officials, or opposing team may result in consequences to be determined by the coach (e.g., benched for subsequent games/practices, removal of leadership position and/or school discipline).
12. Any student excused from Physical Education class by a parent or doctor for physical reasons will be reviewed by a committee for inclusion in an activity.
13. If an athlete is benched or removed from a game by an official the athlete will be suspended from playing in the next game. This includes, but is not limited to, "red card," technical foul, etc. Team captains receiving this penalty will be removed as team captain for the duration determined by the coach (pending principal approval).
14. The advisor or coach reserves the right to stipulate additional requirements for the activity in question (pending principal approval).

TRANSPORTATION

Under State Law, all children who reside more than two miles from school are provided free transportation by the Board of Education which is supplied by Scholastic Bus Company. The company can be contacted at (201)300-4100.

Course Offerings for Holdrum Middle School for 2018-2019 School Year

Sixth Grade:

Mathematics 6	Readers' Workshop	Writers' Workshop
Science 6	Social Studies 6	Physical Education/ Health 6
SAGE 6	Instrumental Music 6	Lunch 6

Electives include: Art, Music, 21st Century Skills, Chinese, Italian, Spanish and Holdrum Seminar

Seventh Grade:

Mathematics 7	Language Arts 7	Chinese, Italian, or Spanish 7
Science 7	Social Studies 7	Physical Education/ Health 7
SAGE 7	Instrumental Music 7	Lunch 7

Electives include: Art, Music, Career Exploration and Writing and Reading Appreciation

Eighth Grade:

Mathematics 8	Language Arts 8	Chinese, Italian, or Spanish 8
Science 8	Social Studies 8	Physical Education/ Health 8
SAGE 8	Instrumental Music 8	Lunch 8

Various Electives selected in areas of Science, Technology, Engineering, Visual and Fine Arts, Media and Writing and Reading Appreciation

HMS Faculty Directory

For a full staff directory [click here](#).

Name	Email	Voice Mail Extension
Kaitlin Arcidiacono	karcidiacono@rivervaleschools.com	1830
Michelle Bianco	mbianco@rivervaleschools.co	1864
Joseph Blundo	jblundo@rivervaleschools.com	1803
Andrew Brown	abrown@rivervaleschools.com	1835
Tracey Carroll	tcarroll@rivervaleschools.com	1802
Deborah Chinnici	dchinnici@rivervaleschools.com	1807
Allison D'Amico	adamico@rivervaleschools.com	1856
Michael Davenport	mdavenport@rivervaleschools.com	1804
Andrew Eisler	aeisler@rivervaleschools.com	1855
Rita Fasano	rfasano@rivervaleschools.com	1815
Robert Fencik	rfencik@rivervaleschools.com	1817
Julia Franz	jfranz@rivervaleschools.com	1869
James Gallucci	jgallucci@rivervaleschools.com	1823
John Garretson	jgarretson@rivervaleschools.com	1813
Maria Giannantonio	mgiannantonio@rivervaleschools.com	1825
Amy Gnida	agnida@rivervaleschools.com	1877
Dianne Groff	dgroff@rivervaleschools.com	1801
Matthew Heffernan	mheffernan@rivervaleschools.com	1831
Monica Ivankovic	mivankovic@rivervaleschools.com	1868
Tracy Kennedy	tkennedy@rivervaleschools.com	2871
Nathalie Koren	nkoren@rivervaleschools.com	2829
Patti Lee	plee@rivervaleschools.com	1810
Anne Makendra	amakendra@rivervaleschools.com	1873
Jeanine Matone	jmatone@rivervaleschools.com	1841
Maureen Monaghan	mmonaghan@rivervaleschools.com	1121
Juan Nieves	jnieves@rivervaleschools.com	1836
John Noone	jnoone@rivervaleschools.com	1845
MaryCatherine O'Loughlin	moloughlin@rivervaleschools.com	1809
Richard Orgera	rorgera@rivervaleschools.com	1847
Lidia Ortelio	lortelio@rivervaleschools.com	1832
Phyllis Kollar	pkollar@rivervaleschools.com	1020
Sara Pickett	spickett@rivervaleschools.com	1876
Krista Rasmussen	krasmussen@rivervaleschools.com	1871
Megan Rizer	mrizer@rivervaleschools.com	1862
Kevin Sarnoski	ksarnoski@rivervaleschools.com	1859
Patty Sayre	psayre@rivervaleschools.com	1861
Tira Smid	tsmid@rivervaleschools.com	1863
Julie Teitsma	jteitsma@rivervaleschools.com	1827

Jaime Trachtenberg	jtrachtenberg@rivervaleschools.com	1874
Christine Wenckus	cwenckus@rivervaleschools.com	1858
Carol Wypler	cwypler@rivervaleschools.com	1829
Craig Yaremko	cyaremko@rivervaleschools.com	1865
Qixian Jia-Zhang	qzhang@rivervaleschools.com	1860