

# **RUTGERS PREPARATORY SCHOOL**

## **Middle School In A Nutshell**

**2017-2018**

**P**ERSONAL INTEGRITY: A high regard for truth, sincerity in action, genuine concern for honor and adherence to a code of moral and ethical values

**R**ESPECT: Appreciation of and esteem for oneself, for others, and for the diversity of opinions and backgrounds at RPS and in the larger community. We treat others the way we want to be treated.

**E**MPATHY: Through words, behavior and actions we demonstrate concern for others and in this way demonstrate our personal responsibility for the success of the community.

**P**ERSEVERANCE: Being able to harness inner strength helps us rebound from setbacks and challenges.



## Rutgers Preparatory School Mission Statement

Through excellence in education, we inspire students to discover and pursue their passions, embrace intellectual curiosity and creativity, and lead with confidence.

### **Statement of Purpose**

Rutgers Preparatory School Values Tradition, Diversity, and Excellence. We provide an education of the highest quality from Pre-Kindergarten through the final stages of college preparation. Develops Personal Integrity, Respect, Empathy, and Perseverance. We work together to identify and achieve international, community, and individual goals. Instills Intellectual Curiosity and Creativity, Academic Mastery, and Technological Fluency. We equip students to skillfully navigate and lead with conviction in our rapidly changing world.

## **THE GOLDEN RULE**

Research indicates that students from ages 9-13 are confronted with daily challenges to their sense of self-worth, self-image and place in community. Our college prep curriculum identifies opportunities for our students to locate positive experiences that assist students in their self-discovery while developing and practicing productive, effective habits for college and for life. In small classes with real world diversity, our students understand how to be confident leaders in their community.

## **MIDDLE SCHOOL PHILOSOPHY**

The Rutgers Preparatory Middle School community is one where individual abilities are recognized and where cooperation and mutual respect are promoted. All learners have opportunities to achieve competence and success in academic as well as physical and social pursuits. For the learners, the environment is one where they see their tasks as valuable and where they grow to understand they are responsible for their own actions.

A full support system provides the nurturing foundation and structure necessary for learners to grow in a positive way. Faculty members foster trust and integrity through caring and honest relationships. As role models, they offer guidance, encouragement, and the sensitivity necessary for learners to feel comfortable and secure enough to take risks necessary for growth. Teachers, by modeling their own processes as learners, share their enthusiasm for learning and their personal knowledge of their fields with the students. Parents as well as teachers are regarded as valuable collaborators in the learning process and play an integral role in the Middle School community.

Ultimately, the Middle School provides opportunities for students to develop control of their own learning. Within a strong academic climate, these individuals expand their knowledge through critical thinking and self-expression. By integrating their knowledge with a positive sense of self, students are prepared for future learning experiences.

## MIDDLE SCHOOL ADMINISTRATION

Mr. Marotto            Principal  
[marotto@rutgersprep.org](mailto:marotto@rutgersprep.org)  
extension 274

Ms. McMillen            Assistant Principal  
[mcmillen@rutgersprep.org](mailto:mcmillen@rutgersprep.org)  
extension 204

## MIDDLE SCHOOL COUNSELING

Mr. Gill                Director of Counseling Services  
[gill@rutgersprep.org](mailto:gill@rutgersprep.org)  
extension 239

Ms. Young            School Counselor  
[young@rutgersprep.org](mailto:young@rutgersprep.org)  
extension 318

## MIDDLE SCHOOL DEPARTMENT HEADS

Mr. Mento – English, History  
[mento@rutgersprep.org](mailto:mento@rutgersprep.org)  
extension 390

Mrs. Zboray – Science,  
[zboray@rutgersprep.org](mailto:zboray@rutgersprep.org)  
extension 220

Mr. Scott Neal – Mathematics  
[neal@rutgersprep.org](mailto:neal@rutgersprep.org)  
extension 562

## Absences and Incomplete Grades

**Middle Schoolers should call a classmate or check Schoology to get their assignments when they are absent.** Work missed due to an absence is expected to be submitted as soon as possible following the student's return to school. If students do not have the materials at home to do the homework, they will be given an extra day upon their return to complete that assignment. The student's parent should call Mrs. Outcalt in the Middle School office (extension 263) to report your absence by 9:00 AM.

A student may receive a grade of "Incomplete" if absences have prevented completion of the work for the trimester or quarter. Once the missing work has been made up, the teacher will submit a grade and a corrected report card will be sent home.

## Academic Guidelines

The school year is divided into three academic trimesters. Report cards, which contain grades and teachers' comments, are sent home at the end of each trimester; in December, April, and June. Progress Reports may also be sent home at any point to keep students and the students' parents up-to-date on their academic progress.

Honors are determined at the end of each trimester; in order to be eligible, a Middle Schooler must have no grade below a "B" for the trimester in any full year course.

## Advisory

The advisory program establishes and maintains positive relationships between teachers and students in teams and one-on-one that foster each child's personal growth and academic success. Designed as an orientation to Rutgers Prep School as well as a support group, advisory provides students with the opportunity to get to know one another and discuss important social and school issues. Every Middle School student has an advisor who is available to help them. Advisors also keep in touch with all teachers and coaches to know how their advisees are doing both in activities and in classes, and are often the link between parents and teachers.

## After School Program

Middle Schoolers are not permitted to remain on campus unsupervised after **3:30 pm**. Students remaining on campus for extra help with a teacher or for participation in a performing arts rehearsal *must* register for the ASP if their ride is not waiting for them at the end of their activity.

The ASP, directed by Mrs. Stevenson, provides Middle Schoolers with supervised homework time and recreational opportunities. Fees are figured on an hourly basis, with parents billed at the end of each month for total hours of participation. **There is an additional fee of \$1.00 per minute to be paid to the teacher in charge at time of pick up for students who are picked up after 6:00 pm.**

Middle School students who remain on campus and are not signed into ASP need to be under the direct supervision of a parent. Direct supervision means that the parent is able to keep the student safe and, therefore, must be with the student at all times.

All MS ASP participants should remember:

- to be completely packed up and signed in by **3:30**.
- not to bring *any* sports equipment into the ASP rooms.
- that all regular MS rules and consequences apply with the exception of the dress code; ASP dress code is relaxed and includes gym clothes as long as they are appropriate.
- that cell phones may not be used except with the permission of an ASP staff member.
- that when afternoon activities are cancelled by the Headmaster due to a weather or other emergency, ASP will still run and students will be required to call their parents/guardians for pick up ASAP.

## Arrival and Morning Break

School begins at 8:10 am. Students may go to their lockers to get materials for their first classes, then go directly to Homeroom.

Students may go to the Dining Commons, Library or Music Building with the permission of a teacher before 8:00 AM.

If students arrive after their first class has begun, they will need to see Mrs. Outcalt in the Middle School Office to get a late pass for their teacher.

During Morning Break all Middle School students and their teachers gather in Baldwin Hall, where announcements are made and important information is shared. When Mr. Mitchell or another teacher is on the stage, that is the signal that Morning Break is beginning, and students should be ready to listen. Students should be giving their undivided attention to the speaker so as not to miss important announcements and instructions. If a student wishes to make an announcement, he/she should see Mr. Marotto, Ms. McMillen or Mr. Mitchell prior to the start of Morning Break.

**At any point in the day, students must ask permission to go anywhere other than assigned classes and morning meeting, lunch, or break (for example, to the cafeteria or computer lab before morning meeting, to go for extra help during lunch, etc.).**

## Core Values & Citizenship

**P**ERSONAL INTEGRITY: A high regard for truth, sincerity in action, genuine concern for honor and adherence to a code of moral and ethical values

**R**ESPECT: Appreciation of and esteem for oneself, for others, and for the diversity of opinions and backgrounds at RPS and in the larger community. We treat others the way we want to be treated.

**E**MPATHY: Through words, behavior and actions we demonstrate concern for others and in this way demonstrate our personal responsibility for the success of the community.

**P**ERSEVERANCE: Being able to harness inner strength helps us rebound from setbacks and challenges.

In the Middle School, we believe that "every student is every teacher's student, and every teacher is every student's teacher."

It is important to understand that this "contract" binds each member of the Middle School community together, and all are expected to act accordingly by following these shared basic guidelines:

- *Respect* for each other's feelings, safety, and property.

Students are to treat everyone in the Middle School (teachers, coaches, staff, substitute teachers, visitors, and all other students) with courtesy and appreciation at all times. Kindness and consideration for the rights of others should govern all of our relationships.

Students are to refrain from physical contact and verbal behavior which could be interpreted as, or result in, fighting. Name-calling, taunting, and cursing are not tolerated; the use of inappropriate or disrespectful language directed towards anyone is not permitted, and will be dealt with swiftly by the Middle School faculty and administration.



Students are to leave the belongings of others alone, whether in classrooms, in hallways, at lunch, or in locker areas. The organization of one's materials is important for each student, and everyone is entitled to the support of others in "keeping track" of books, clothing, and other personal property.

- *Responsibility* for one's own actions and for the school community.

Students are to be on time and prepared for classes and activities. Students are to participate actively in keeping the school clean, and maintaining their classrooms and lockers in an orderly way.

Students are to demonstrate by their actions an awareness of what constitutes acceptable conduct in school, at school activities, on school trips, at athletic events, and on the bus to and from school. Students in the Middle School are not permitted to engage in public displays of affection which includes handholding, kissing, hugging, etc. **Gum chewing is not permitted in school.**

- *Honesty* in all interactions with others, which encourages trust.

Students are to speak openly and truthfully to each other and to their teachers. Conflicts, when they occur, are best resolved in an atmosphere of sharing, trust, and support.

Students are to be aware that lying, which includes hiding the truth, and cheating, which includes plagiarism, are considered very serious breaches of our community standard of honesty. **Academic dishonesty includes the giving or receiving of unauthorized assistance on any test, quiz, written assignment or other class exercise.**

These expectations and standards exist for everyone's benefit, to make our Middle School a safe, friendly, positive environment in which we can all live, learn, and grow together.

### Detention

Detention is assigned to students who are in violation of our community standards. Any teacher may recommend to the Middle School Principal that a detention be assigned for inappropriate behavior or lack of cooperation by a student. The Principal/ Assistant Principal will decide

whether a detention is to be served, and will call the parents to inform them of the reason and the date the detention is to be served.

Detention is served from 3:15 to 4:00 pm. A student assigned detention will be informed of the date and location and should arrive in dress code. A student serving detention may not participate in any school or team activities that afternoon.

A multiple number of detentions throughout the year may result in additional disciplinary action which can include suspension.

### Dress Code

The purpose of the school dress code is two-fold. Most importantly, the dress code sets a community standard that allows students to focus on their educational and extra-curricular endeavors, while minimizing distractions. Secondly, the dress code indicates to those visiting our community that we believe it is important to dress for school in an intentional fashion.

Students should dress for school so that they look appropriately attired, feel comfortable, and allow for those around them to feel comfortable. All clothing should fit appropriately, neither being too tight nor too loose, and should be conservative in style. In particular, clothing should not be revealing and should be in good repair.

#### **Girls may wear:**

- a **dress**. Dresses must have sleeves that cover the shoulders, must not have a revealing neckline, must not be see-through, and must be at least knee-length.
- a **skirt with dress shirt or top**. A skirt must be worn at the waist, must be at least knee-length, and must not be see through. A dress shirt or top must have sleeves that cover the shoulders, must not have a revealing neckline or expose the midriff, and must not be see-through.
- **slacks, khakis, or capri pants with shirt or top**. All pants must be worn at the waist. Capri pants must fall below the knee, even when sitting, or else they will be considered shorts.

- **Tights, leggings, stockings, yoga pants,** and other styles of skin-tight pants are only permitted if worn with a dress or skirt that is at least knee length. These types of pants are inappropriate to be worn as pants alone.

**Boys may wear:**

- **slacks or khakis.** Pants must be worn at the waist.
- **a collared shirt**
- **a collared shirt** must be tucked in at all times
- a regulation **Rutgers Prep collared shirt** (does not need to be tucked in)

**RPS sweatshirts and fleeces** may be worn over a shirt that is within dress code from November 1 to Spring Break.

**Footwear**

- Students may choose footwear using the following guidelines:
- Sneakers in good repair are permitted.
- Shoes which require laces must be properly tied at all times.
- Shoes must be suitable for walking.
- **Flip flops are not permitted.**

**Never allowed:**

- T-shirts (including RPS t-shirts)

- Non-RPS sweatshirts and fleeces
- Jeans of any color, overalls, and “work clothes”
- Camouflage clothing

#### Dress Code Plus

On some occasions, such as school trips and Middle School Closing, we may instruct students to dress in Dress Code Plus. For boys, that means khaki pants (no shorts) and a polo shirt or button down shirt. Girls are able to follow the same as the boys or they may wear a dress or skirt of an appropriate length.

#### Warm Weather Dress Code

To allow for warm weather, a modified dress code will be in effect for September, May and June: during these months only, students may wear solid color, dress or walking shorts with a Rutgers Prep collared shirt only.

***Students may wear solid color, dress or walking shorts with a Rutgers Prep COLLARED shirt ONLY.***

#### Dress Down Days

On certain days, Middle Schoolers are allowed to dress in a revised “dress down” dress code. If these days are used as “fund raisers” for student groups or special activities, students may be asked to contribute one dollar in order to “dress down.” Students who have been in violation of the dress code may not be permitted to dress down.

Recognizing there is a large gray area concerning dress, the School will make the final determination of whether particular attire is appropriate. All students are expected to be in dress code when they are in the academic buildings. Students arriving out of dress code may be required to purchase appropriate clothing from the School Store. Those who repeatedly are outside the dress code will be disciplined.

## Drill Procedures

### ***Fire Drills***

During the school year, there are regularly scheduled fire drills. When the alarm sounds, be silent, listen to your teacher, and, without talking, follow the proper exit route. If you are near any windows, shut them.

If you are in a hallway, bathroom, office, or any place other than your classroom when the fire alarm sounds, go to the nearest exit (do not go back to your classroom). When you get outside, find your class and check in with the teacher right away.

Once you are outside, you will proceed to a specific area for your grade. Teachers will take attendance, so wait quietly until you are given permission to return to the building.

### ***Shelter-In-Place Drills***

There are times when the school will run a drill of its Emergency Notification System or Lockdown System. In the event that you hear that alarm, please use the following guidelines during the drill:

If you are in a classroom

- remain in the classroom away from windows and doors
- remain quiet and close to the floor
- stay out of sight
- lock the door
- leave lights on
- in the event that a cell phone is needed, only a teacher will use it
- if you are in the hallway make your way quickly to the nearest classroom and follow the above procedures

These guidelines should be followed during the drill until an all-clear signal is heard.

## Guests

If a student wishes to bring a visitor from another school to attend classes with him/her, have Mr. Marotto approve the arrangements in advance. The guest may visit from 8:00 AM to 12:00 Noon and must be in Rutgers Prep dress code and abide by our school rules. Should the guest need to ride on the bus with you, the Business Office requires a note of

permission signed by the guest's parent, which you must submit on *the day before* the planned visit.

### Guidance

Our counselors work with students and teachers to help discuss and solve problems that may come up. Students can make a confidential appointment by speaking to the counselors or by leaving a note in their mailboxes.

Middle Schoolers are assigned an Advisor, who provides guidance in academic and personal matters. There is time in the schedule for students and Advisors to meet.

### Homework

Being responsible is a big part of growing up. It means doing things yourself that perhaps a few years ago someone else helped you do - like choosing your clothes or making your lunch for school. Being responsible about your schoolwork is important, too. Here are some reminders about what that means:

1. Do your homework on your own. If you become confused about it, do ask a teacher or other adult to explain or clarify directions for you. Don't ask a friend or adult to do the work for you. Be independent and proud of what you can get done. Don't lend your homework to someone else or borrow his.
2. Take your own notes. Don't ask to borrow someone's unless you missed class due to an absence.
3. Always do your own writing assignments independently. Don't ask a friend or an adult to sit and help you write an assignment. You may read it aloud and ask for general criticism, but don't hand it to someone to have him/her correct or edit the mistakes.
4. Be responsible for your own work. Plagiarism (copying the written work of another and claiming it as your own) is not tolerated in schools and colleges and is considered a serious offense. Remember, it is better to write a paper that is your own, even if you think it sounds unsophisticated, than to copy someone else's words and pretend they're yours. Be yourself. It is better to make an honest attempt at a new challenge and fail than to be dishonest with yourself and others in the name of success.
5. Being responsible for your homework means planning for when you might be out of school. Call a classmate or check Schoology for assignments when you are absent. If you do not have the right book

at home to complete the work (Mrs. Outcalt will not open your locker for anyone except you or your parents), you will be given an extra day upon your return to complete that assignment.

In the Middle School teachers are available for extra help. If you need extra help, you should contact the teacher or your Advisor.

#### Laptops/iPads

Students in the Middle School have regular access to RPS laptops and iPads. Therefore, students should not bring their personal laptops/iPads to school unless authorized by a teacher or school administrator.

#### Leaving Early

If a student must leave for any reason before the end of the school day, the parent or other authorized adult must come to the Middle School Office and sign the student out. Parents are asked to avoid scheduling outside appointments for Middle Schoolers during the school day. If a student will be picked up by someone other than his or her parent, written permission of the parent is required.

#### Lockers

Middle School students have two lockers - one in the Middle School and one in the gym locker room. Both require RPS combination locks. Please purchase these locks at the School Store. This is because there may be a time when a student's locker needs to be opened with the master key (if a student forgets his/her combination). Mrs. Outcalt will not open a student's locker for anyone except the student or the student's parents. For security reasons, locker combinations should not be shared with anyone else. Students are not to open or go through other people's lockers at any time.

Students will most likely go to their lockers a few times each day (early morning, before and after lunch, and at the end of classes). It is very important that students try to keep their lockers as neat and well organized as possible. **Students are reminded that permanent stickers are not permitted in/on lockers. Appropriate Magnetic stickers are acceptable.**

## Lunch

Every Middle Schooler has lunch each day in the Dining Commons.

There will be two Middle School teachers at lunch each day to supervise and assist students. All Middle Schoolers should remember:

- not to make a mess or be disruptive in any way.
- to clean up your own place and assist in cleaning your table.
- to get permission from one of the teachers if you need to leave the Dining Commons for any reason.
- to get permission if you need to leave lunch for extra help.
- to wait until your table has been dismissed.

## Maroon and White Teams

Every Middle Schooler is a member of either the Maroon Team or the White Team. These groups contribute to RPS school spirit in friendly athletic competitions on our Field Day, and from time to time at other special events throughout the year.

## Messages

If an adult from home calls with an important message (calls should be placed before 2:00 PM, as all students are out of the building during the last period of the day and teachers are not available to answer the phone while teaching), there are several ways in which Mrs. Outcalt can get a message to you. She may leave a note on your locker, have another student deliver it to you, or ask a teacher to send you to the Middle School Office for it. If something you have forgotten at home is to be dropped off for you later in the day, it may be left with Mrs. Outcalt.

Student cell phones must be turned off and kept in the student's locker during the school day. Their use is prohibited prior to 3:05 PM. Students who need to make a call during the school day may do so with permission from Mrs. Outcalt using the Middle School Office telephone.

## School Closing

For information about school closing, check the RPS website – [www.rutgersprep.org](http://www.rutgersprep.org), call (732)-545-5600.



**Info Exchange, an automated messaging system: to enroll contact Mr. Neiditch at [neiditch@rutgersprep.org](mailto:neiditch@rutgersprep.org).**

### School Trips

There are different opportunities for trips each year. Some may last for a day or part of a day and others (like the annual 8th grade trip and the 6th grade Farm Trip) may last longer. Participation on any school trip depends on your Citizenship record.

### Social Events

During the year, a number of special social events are held (dances, trips, picnic, parties, etc.). There will be adult supervision at all Middle School social events. Parents may also volunteer to be chaperones. Middle School activities cannot end later than 10:00 pm, with the exception of special overnight trips. The sponsoring group is in charge of cleaning up whatever school facilities are used for an event.

### Suspensions

Suspensions may be assigned by Mr. Marotto when, in his judgment, a student needs to be separated from the community for a period of time.

In-school suspension means that a student will be on campus, under adult supervision, but not permitted to attend classes, go to the Dining Commons, or go to any athletic practices or school events. Academic work must be made up according to the schedule arranged by the faculty.

Out-of-school suspension means that a student may not be on campus or participate in any school function for the entire period of suspension. There must be a follow-up conference involving the student, parents, advisor, and principal before the student is permitted to return to school.

A student who has faced serious disciplinary action (such as suspension) may be denied privileges such as participation on athletic teams, class trips, or other Middle School activities and events. In addition, failure to make an appropriate change in behavior may result in the student not being permitted to return to Rutgers Prep for the following year, subject to the discretion of the Principal and the Headmaster.

## Time Management

If you are involved in an outside activity that requires a great deal of your time (travel, religious, scouting, athletics) it is important for you to plan ahead as you will not be excused from your academic responsibilities. Careful time management will allow you to meet a variety of commitments.

## Time Schedule

*School officially begins at 8:10 AM and ends at 3:05 PM.* We do not ring bells in the Middle School, so it is up to students to get to their classes on time. If students are late to a class, they will need a note from the teacher they were with during the previous period to explain their delay.

## Valuables

Students are responsible for their belongings. Wallets and purses should always contain some identification. Large sums of money should NOT be brought to school, and valuable jewelry should not be worn. Students should refrain from bringing collections to school (sports cards and other collectibles). Trading or selling these items at school or on the bus is not permitted. Cell phone, MP3 Player, iPod, or electronic game must be *turned off and* stored in a student's locker from arrival until dismissal.

## PHYSICAL EDUCATION/ATHLETICS

All students participate in physical education or athletics. Students with medical excuses are required to report to the gym, where the instructor or coach will decide what they should do that day. With the permission of the principal, a student with a medical excuse may spend the period in a specified location in the Middle School to do homework.

Students must wear T-shirts, shorts, white socks and sneakers for Physical Education class. Sweat suits are appropriate for cooler weather. Middle Schoolers who arrive unprepared may be required to participate that day in their regular school clothes.

### SIXTH, SEVENTH AND EIGHTH GRADE:

#### GENERAL GYM

General gym is an opportunity for a student that might not want to participate on a team in a given season. General Gym is offered all three trimesters and consists of a variety of activities including weight lifting, cardiovascular workouts, pilates and core training.

#### TEAM SPORTS

The Middle School is pleased to offer an interscholastic athletic program to sixth, seventh and eighth grade students. Participation on teams is considered a privilege and is contingent upon good citizenship and sportsmanship. Among the goals of this program are the following:

*Teamwork* - to build in students an understanding of the importance of working together on an athletic team.

*Competition* - to offer students an opportunity to experience competition on the athletic field. For many of our students this is their first chance to experience the range of emotions associated with competitive play on an interscholastic team.

*Improved Skills* - to offer all students on an athletic team an opportunity to improve their skill level throughout the season.

To achieve the goals of the program, the Middle School invites all Middle School students to join athletic teams on a "no-cut" basis. Not only are all students welcome to join teams; all team members will have playing time in interscholastic games during the season.

Additionally, the Middle School employs a *core team* approach when needed in its seventh and eighth grade athletic program. This approach enables coaches to maintain a core group of skilled players on the field or court to keep a game safe and competitive for all participants.

Team Sports are divided into three seasons. Teams practice during the school day, from 2:10 to 3:05. Games are played after school. The number of games varies based on weather conditions and the availability of opponents. A list of the games can be found on the Rutgers Prep Athletics website. Transportation is provided to and from games. Students must arrange to be picked up immediately after the game has ended or they have arrived back to school.

### Uniforms

Uniforms are generally provided by the school and must be worn to all games and team sports. During practices, proper athletic clothing and shoes must be worn. School-owned uniforms must be returned, clean and in good condition, at the end of each season.

### Equipment

Seventh and eighth grade team members are required to bring equipment for certain sports. All equipment must be stored in the equipment alcove in the Heinlein 100 wing or in the designated areas in or around Baldwin Hall.

## TOP TEN FAQs

### WHAT TO DO WHEN

***You are absent*** - Your parent should notify the Middle School office before 9:00 AM on the day(s) you are absent. If you are absent call a classmate or check Schoology for assignments. If you do not have the right book at home to do the work (Mrs. Outcalt cannot open your locker for anyone except you or your parents), you will be given an extra day upon your return to complete that assignment.

***You need to leave campus during the school day*** - There may be times you have to leave campus for an appointment. Whenever you leave between the hours of 8:20 and 3:05, you must bring a note from home or have a parent call Mrs. Outcalt. An adult must sign you out in the office before you leave.

***You need to use the Library*** - The Library is open before, during, and after school. If you wish to use the Library before or during school, you will need a note from the teacher who assigned you work in the Library.

***You need to use a telephone*** - In an emergency, you may use the phone in the Middle School office with the permission of an adult.

***You do not feel well or suffer an injury***- Let a teacher know right away, and get permission to go to the Nurse's Office.

***Your locker is stuck*** - Don't kick it! Go to the office and let Mrs. Outcalt know there is a problem. Give her your locker number. She will try to get it open or will call the Maintenance Department for help.

***You need to take medicine during the school day*** - Have your medication given, in its original container, to Mrs. Krauszer, the School Nurse, whose office is in the Heinlein Building. Students must go to the Nurse's Office to take medication, since teachers are not permitted to administer it. Please see the parent handbook for more details.

***You have lost something*** - First check the Lost and Found in Baldwin Hall (there is also a basket of small lost items on Mrs. Outcalt's desk); then check all of your classrooms and other areas of campus where you have been.

***You need to see the MS Counselor*** – If you have a problem which you would like to discuss with our Counselors, you may make a confidential appointment by speaking with them or by leaving a note in their mailboxes.

*You need a textbook or supplies* - Go to the School Store. Students may purchase books, school supplies and RPS-labeled items from the School Store. Students should not put their names in any book until they are sure it is the correct book. Students may return books for full refund or exchange within the first two weeks of classes, if they are unmarked and if the student has a School Store receipt.

The following is a copy of a document you have received in the summer mailing. Parents are asked to read the document with their child and explain it to him/her. The document you received in the summer mailing must be signed by both the parent and the student before the student will be permitted to use any technology at Rutgers Prep.

**MIDDLE SCHOOL ACCEPTABLE USE POLICY**  
**Rutgers Preparatory School**

1. Students are responsible for good behavior on the Rutgers Preparatory School's computers and computer network, just as they are in a classroom.
2. The network is provided for students to conduct research and to communicate with others. Access is a privilege -- not a right. Access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The Director of Technical Services, Peter Richardson, will deem what is inappropriate use, and his decision is final. Also the Director of Technical Services may close an account at any time, as required. The administration, faculty, and staff may request the Director of Technical Services to deny, revoke, or suspend specific user access.
3. Users are expected to abide by the generally accepted rules of network etiquette, and to conduct themselves in a responsible, ethical, and polite manner while online. These include, but are not limited to, the following:
  - a. Be polite. Do not send abusive messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
  - c. Illegal activities are strictly forbidden.
  - d. Do not reveal your personal information (including address and phone number), or network password or those of anyone else.
  - e. Do not use the network in such a way that you would disrupt the use of the network by others.
  - f. All communications and information accessible via the network should be assumed to be private property.
  - g. Do not misrepresent yourself or sign in as another.
4. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
5. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.

6. Physical or electronic tampering with computer resources is not permitted. Intentionally damaging computers, computer systems, or computer networks may result in cancellation of privileges, detention, or potentially separation from the Community.
7. Users must respect all copyright laws that protect software owners, artists, and writers. Rutgers Preparatory School does not tolerate plagiarism in any form.
8. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify the Director of Technical Services. Do not demonstrate the problem to others. Trespassing in another's folders, work, or files without their permission is prohibited. Sharing of passwords is also prohibited.
9. Rutgers Preparatory School makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any phone charges, line costs, or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by accident or your errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.
10. All communication and information accessible via the computer resources shall be regarded as private property. However, people who supervise and manage the computer network may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.
11. Personal laptops are subject to the same rules and regulations as school laptops.



# Statement of Ethics and Values

## Rutgers Preparatory School

Rutgers Preparatory School values intellectual curiosity and personal integrity, seeking to stimulate their development at every level. We believe that our students grow and learn best in an environment of trust, cooperation, and open communication. While recent technological advances offer an academic community vast resources for research and communication, we acknowledge that the RPS network is exclusively for the advancement of the work of our students and faculty. We further believe the educational experience of each individual student is most successful when students, parents, faculty, and administration together support the School's aims and values.

To paraphrase the immortal words of Thomas Jefferson, we the members of the RPS Community hold these truths to be self-evident.

- We treat our friends, teachers, and all members of the community with the respect and consideration that we would like to receive from them in every form of communication.
- Whether or not someone is with us, we talk about people in the same way.
- We recognize that the World Wide Web is a vast network, accessible by anyone. Websites which are targeted solely for close friends and peers can be infiltrated by any unknown outside source. Once posted on the Internet, we lose control over the privacy of our information. As a result, we should carefully consider what we put on the internet as statements and information.
- We value the work of others and will give credit when it is used.

Therefore, our actions will reflect consideration, compassion, and respect and will be taken only after thoughtful, careful deliberation of their potential consequences for the broader Rutgers Preparatory School Community, its members, and for ourselves.