

**ROSELLE PARK PUBLIC SCHOOLS
ROSELLE PARK MIDDLE SCHOOL**

57 West Grant Avenue
Roselle Park, New Jersey 07204
(908) 245-1634 FAX (908) 245-7491
"A High Performing District"

Kathleen Carlin
Principal

James Shriner
Assistant Principal

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Dear Parents/Guardians:

Please be advised that the opening day of school for your child at the Middle School will be **Thursday, September 7, 2017**. A 7:55 a.m. bell will indicate that doors are open and students normally proceed to homerooms at this time. There is a warning bell at 8:03 a.m. and a tardy bell at 8:06 a.m. At the Middle School we emphasize the importance of attendance and punctuality. Should students arrive late, they will be assigned school detention after school. Please cooperate to see that your child arrives at school on time. However, on any school day, students should not be in the area of the Middle School prior to 7:50 a.m. Please note Period 0 (for select students who chose an elective) which begins at 7:15. These classes will begin on September 8th; due to the early dismissal students with Period 0 should report to school at 7:30. Students with Period 0 should report at the regular time on September 7th.

The first 2 days are half days – September 7th and 8th (see schedule below). On the first day of school, students should report to the main entrance between 7:55 and 8:03 a.m. At the bell, they will proceed to the auditorium where they will receive their homeroom assignments. **Roselle Park Middle School will have a Breakfast Program, for Middle School students only, beginning September 11, 2017. Lunch service will also begin on September 11, 2017.** Please note that breakfast is \$1.50 and lunch is \$2.95.

Your cooperation will be greatly appreciated to insure that your child is in school, on time, on a daily basis, although the ultimate responsibility rests with the student. The following is the bell schedule for the 2017-2018 school year:

Full Day Bell Schedule:

7:15	Period 0
7:55	Doors Open
8:03	Warning Bell
8:06	Tardy
8:06 – 8:55	Homeroom/Per 1
8:58 – 9:38	Period 2
9:41 – 10:21	Period 3
10:24 – 11:04	Period 4
11:07 – 11:47	Period 5 (6 th Grade Lunch)
11:50 – 12:30	Period 6 (8 th Grade Lunch)
12:33 – 1:13	Period 7 (7 th Grade Lunch)
1:16 – 1:56	Period 8
1:59 – 2:40	Period 9

Early Dismissal Bell Schedule:

7:30	Period 0
7:55	Doors Open
8:03	Warning Bell
8:06	Tardy
8:06 – 8:39	Homeroom/Per 1
8:42 – 9:06	Period 2
9:09 – 9:33	Period 3
9:36 – 10:00	Period 4
10:03 – 10:27	Period 5 (*No Lunches served on half days)
10:30 – 10:54	Period 6
10:57 – 11:21	Period 7
11:24 – 11:48	Period 8
11:51 – 12:20	Period 9

Sincerely,

Kathleen Carlin, Principal

Student Laptop Information

1. Laptop Distribution

All middle school students will receive a laptop. The dates for distribution are:

Sept. 6th from 5-7 pm

Sept. 8th from 1-4 pm

Sept. 12th from 5-7 pm

Distribution will take place in the middle school auditorium. All students must be accompanied by a parent and the parent must show ID.

2. Laptop Insurance

The district will be offering families Protection Coverage to protect against damage. The cost for coverage is \$50 per device per school year. While coverage is not mandated, it is strongly suggested. You can pay by cash, check or money order (made out to RPBOE) at time of distribution.

3. Mandatory Requirements

The following requirements are mandatory to participate in the program:

- The Code of Conduct, Acceptable Use Policy and Contact Verification MUST be completed within two weeks of the start of school. These must be signed digitally on the Genesis Parent Portal under "Document" section (see reverse for instructions).
- The Parent/Guardian and student MUST sign and return the hard copy of the Device Usage Policy within two weeks of the start of school (The Device Usage Policy is the last page in the student handbook).

Introduction to Genesis:

The Genesis Parent/Student Portal tool is a safe, secure way to view your child's school record for the current school year. You have access to the following information: your child's contact information (email, phone numbers, and emergency contacts), marking period and final grades, report cards, daily attendance records, assignments and assignment grades, and your child or children's schedule for the current school year.

Logging In:

Your email address must be linked to your child's Genesis records. If your email address has changed, please contact the office to be connected. An email containing your password will then be sent welcoming you to the Parent Portal. If your email is the same you can use the same username and password.

Logging into Genesis is very simple:

1. Please copy and paste the following address into your web browser to access the Parent Portal <http://parents.rpsd.org>
2. Enter your Email Address in the 'Username' field
3. Enter your password in the 'Password' field.
4. Click the 'Login' button

Logging In for the First Time:

The very first time you login you will be required to change your password.

What if I forget my password?

Right next to the Login button, you can find a "Forgot My Password" link.

***At the start of each school year you will be asked to complete all electronic forms and documents before you can gain full access to the parent portal. Once you log in you will be in the "Forms Library" under "Forms" tab. Complete both the Medical Information Verification and Military Connection forms. Next click on "Documents" tab at top of page. Complete all three documents: Acceptable Use Policy, Code of Conduct and Contact Verification.**

***Switching from English to Spanish There is a button [Cambiar el idioma a español](#) at the lower left corner of every screen. To switch to Spanish, click this button. It then changes the language of the Parent module to Spanish. The button itself changes to [Change Language to English](#). Click this to return to English.