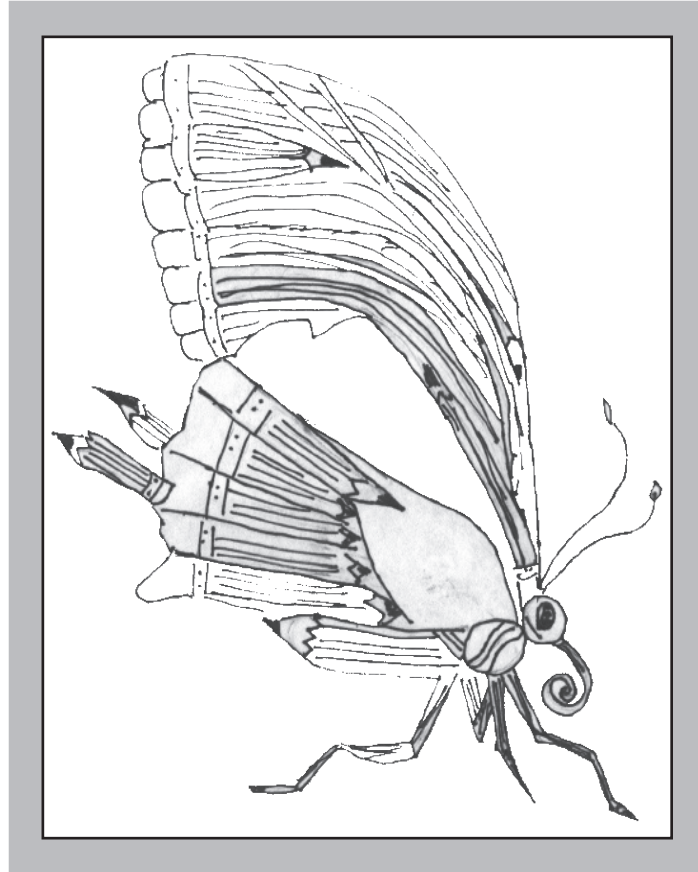


A Handbook for Elementary Schools



Bernadette Duran

Lincoln School

**2011 - 2012
BERGENFIELD PUBLIC SCHOOLS
BERGENFIELD, NEW JERSEY**

TABLE OF CONTENTS

DIRECTORY	3
SUPERINTENDENT'S MESSAGE	4
ELEMENTARY AND DISTRICT POLICIES.....	5
Affirmative Action	5
Registration of Children.....	5
Kindergarten Entry	5
First Grade Entry	6
Transfers into Grades 2-12.....	6
Attendance and Punctuality.....	6,7
Bell Schedule	7
Title 6 New Jersey Administrative Code on Pupil Records.....	7
Residency Requirements.....	7
Lunch Program	8
Telephone Monitoring System/School Telephone Numbers	8
SCHOOL CLOSING/DELAYED OPENING	8,9,10
Emergency Closings While School Is in Session.....	10,11
General Procedures.....	11
Elementary School Procedures	11
Bergenfield Emergency Response Team.....	11
SCHOOL SAFETY AND HEALTH	12
Safety Procedures.....	12
Safety Patrols/Autos	13
School Health Procedures	13
Screenings.....	13
Physical Examination Requirements	14
Immunization Monitoring	14
Injuries and Illnesses	15
Medications.....	15,16
Medical Staff Directory.....	16
School Nurses Staff Directory	16
Insurance.....	16
THE ELEMENTARY CURRICULUM	16,17
Special Education Services.....	16,17
Speech & Language Services	17,18
The Reading/Literacy Program.....	18
Basic Skills Improvement	19
Elementary Bilingual Program	19
Elementary ESL Program.....	19
Elementary World Language Program	19
Social Studies.....	20
Mathematics	20,21
Science.....	21
Music, Art, and Physical Education.....	21,22

Gifted and Talented Programs.....	23
TLC.....	23
Accelerated Learning Program	23
In-Class Support Services	23
Intervention and Referral Services.....	24
School Vision Teams.....	24
Staff Development Program	24
Community Service Projects.....	24,25
TESTING AND EVALUATIONS.....	25,26
New Jersey Assessment of Skills and Knowledge (NJASK).....	25
Core Curriculum Content Standards	26
REPORTING TO PARENTS/GUARDIANS	26
Appointments/Conferences	26
Grading System.....	26
Student Dress & Grooming Code.....	27
Code of Student Conduct	27,28,29
Lockers or Other Storage Facilities.....	29
Marking Periods.....	30
Parent Conferences and Open House Dates.....	30
CALENDARS FOR 2011-2012.....	31
Board of Education Meeting Dates.....	31
School Calendar	inside back cover
Specials Rotation Calendar	inside front cover

DIRECTORY
BOARD OF EDUCATION
 DR. JOSEPH AMARA, *President*
 MRS. EILEEN RYDER, *Vice-President*
 MR. MARK D'ESPOSITO
 MR. RALPH MESSINA
 MRS. CATHERINE WADA

DISTRICT ADMINISTRATION

Dr. Michael Kuchar *Superintendent of Schools*
 201-385-8202
 Mr. Hank Sinatra *Assistant Superintendent*
 201-385-6250
 Mr. Christopher Tully *School Business Administrator/
 Board Secretary*
 201-385-8801

School

Principals

FRANKLIN *Mr. Seamus Regan*
 2 No. Franklin Ave. 201-385-8581
 HOOVER *Ms. Jacqueline Frangis*
 273 Murray Hill Terrace..... 201-385-8582
 JEFFERSON *Dr. Dennis McDonald*
 200 Hickory Ave. 201-385-8804
 LINCOLN *Mr. James Mitchel*
 115 Highview Ave. 201-385-8759
 WASHINGTON *Mr. Thomas Lawrence*
 49 S. Summit Ave. 201-385-8771

A MESSAGE FROM THE SUPERINTENDENT

We are pleased to provide you with the 2011-2012 edition of the Elementary School Handbook. Recently, we've asked more of all stakeholders, including students, at every level because we are striving to create school of excellence. The tri-state area is arguably the most competitive job market in the nation and "minimum proficiency" simply will not cut it as our district's goal to prepare students. It's our vision that our graduates will leave Bergenfield schools with the academic knowledge and technical and critical thinking skills for life and work in the 21st Century.

This document contains the school's policies and guidelines that are utilized to maintain an atmosphere of mutual respect based on high expectations for every child. These guiding principles create a culture of appreciation and mutual help that honors the individual differences of all students. They ensure that our learning programs are collaborative, coordinated, and focused on clear learning goals, whether the objectives are for students or staff members. We expect leadership to emerge as we build our capacity to create and sustain a vision, environment, and instructional program that facilitates success for every child.

Please review the enclosed information carefully so that you can serve as an active and engaged partner in the education of children in our community. Successful schools, like ours, view children's learning as a shared responsibility among parents, administrators, teachers, and community leaders. Each of us plays an important role in supporting education as we take a team approach to address the needs of every child.

The Bergenfield Public School District has invested heavily in professional development that supports family involvement, creates time for staff to work with parents, supplies necessary resources, designs innovative strategies to meet the needs of diverse families, and provides useful information to families on how they can contribute to their children's learning. Communication with you and accountability to you has improved through our outstanding district web site, regular newsletters, budget presentations and school events. As a result, year after year, we have collaborated successfully to approve school budgets that represent the will of the community.

It was no coincidence that Bergenfield High School was named "New Jersey's Most Improved School" on the New Jersey Monthly Magazine's list of the 2010 Top Ten Most Improved High Schools. Our Board of Education, administrators, staff, parents and students have worked tirelessly to attain our stated vision. This handbook is a concrete reminder that we will maintain high expectations for all students-- regardless of where they currently stand on the continuum of knowledge, skills and behavior.

DR. MICHAEL KUCHAR
Superintendent of Schools

ELEMENTARY & DISTRICT POLICIES:

AFFIRMATIVE ACTION

In the spirit of Title 6, Title 9, and Section 504 of the statutes of the state of New Jersey, the Bergenfield School System is striving to ensure equal educational and employment opportunity regardless of race, sex, creed, color, religion, disability, national origin or social or economic status. It has instituted open and equal access in employment and school sponsored courses and activities offered during, before or after school hours.

The Bergenfield School District's Title 6, Title 9 and Section 504 officer is the Assistant Superintendent for Personnel. In addition, each elementary school has an affirmative action school monitor. Should you have any questions, please call Mr. Hank Sinatra at (201) 385-6250.

REGISTRATION OF CHILDREN

Initial registration of kindergarten children is conducted in the spring. Requirements for registration are as follows:

- 1 - The child must be five years of age on or before October 1.
- 2- The entrant's presence is required at the time of registration.
- 3 - A copy of the birth certificate must be presented.
- 4 - Proof of residency and an affidavit.
- 5 - Names, addresses and telephone numbers of the following:
 - a) Family physician
 - b) Local hospital of your choice
 - c) Two local persons to be contacted for emergencies.
- 6 - Physical Examination

At the time of registration, the school nurse will give parents the physical examination form which must be completed by the family physician. Required immunizations should also be recorded by the doctor.

All of the above items must be received in order for a child to be admitted.

- 7- Photo I.D. of Parent/Guardian for registration.

KINDERGARTEN ENTRY

Any child residing in the district shall be admitted to kindergarten provided:

- A. The child will have attained the age of five years on or before October 1 of that school year.
- B. At that time of enrollment proof shall be presented of immunization against communicable diseases, or proof that such immunizations are in process and that the student has an appointment to receive the remaining antigens.

If the school is unable to translate a foreign immunization record it will be the responsibility of the parent or guardian to secure an English translation of the medical records so that the compliance with the NJ immunization regulations can be determined by school officials.
- C. The child shall have been examined by a private physician, and the results shall be furnished to the school on the form provided.
- D. Registrant must provide proper documentation of residency in Bergenfield.

FIRST GRADE ENTRY

Any child residing in the district shall be admitted to grade one provided:

- A. The child will have attained the age of six years on or before October 1 of that school year.
- B. A parent/guardian who seeks to enroll a child in grade one subsequent to the commencement of the school year must demonstrate that (1) the child will be six years of age by October 1 of the current school year; (2) the parent/guardian and the child moved into the Bergenfield School District during the current school year; and (3) the child has attended grade one in a public school or a state approved non-public school in another school district. The child shall be admitted to grade one providing the child's transfer card indicates an initial placement set forth above has been satisfied, except that adjustment in the placement may be made at the discretion of the School District administration upon the completion of multiple assessments.
- C. Proof has been furnished of immunization against communicable diseases. A child whose birth date is beyond October 1, and attended a kindergarten program, will be placed in Kindergarten.

TRANSFER INTO GRADES TWO THROUGH TWELVE

Pupils transferring into the district are expected to present copies of records from the previous attended school (or district) to aid in placement. Also required are proof of immunization and proof of identity such as birth certificate, social security card, etc.

Within the time prescribed by law, the school administrator shall request in writing from the school or district of previous attendance, the pupils records.

Initial placement shall be made on the basis of the records, but adjustment may be made at the discretion of the administration when the state-mandated assessment indicates that such adjustments would be beneficial to the child. Parents/guardians shall be informed of this policy on registration.

ATTENDANCE AND PUNCTUALITY

Regular attendance is a basic requirement of any organization involved in training. Poor habits of attendance and punctuality lead to less successful achievement, discouragement and, all too often, actual failure. It is the responsibility of the parent to see that the youngsters develop and maintain good standards of attendance as a part of their overall training for life.

Elementary Attendance Policy

- 1 - Absences of 27-44 days will result in consideration of a child being retained in the grade. That consideration will be made based upon teacher evaluation, standardized test scores and pertinent medical information.
- 2 - Absences of 45 or more days will result in automatic retention in the grade.

Satisfactory reasons for absences include:

- 1 - Personal illness of the pupil
- 2 - Serious illness in the immediate family
- 3 - Death in the immediate family
- 4 - Official quarantine
- 5 - Religious holidays

All absences for other reasons are unsatisfactory. In such cases, students are not permitted to make up lessons for credit. In case of truancy, the pupil may be suspended and referred to the Division of Youth and Family Services and other state agencies deemed necessary.

Pupils shall be detained from fifteen minutes up to an hour for being tardy without acceptable reason, depending on the age, grade level and the number of times tardy.

BELL SCHEDULE:

	<u>First Bell</u>	<u>Late Bell</u>	<u>Dismissal</u>
Grades One thru Five	8:30 A.M.	8:35 A.M.	3:10 P.M.
Lunch Grades K thru Five	11:50 A.M.	12:48 P.M.	

TITLE 6 OF THE NEW JERSEY ADMINISTRATIVE CODE ON PUPIL RECORDS

You have the right to inspect school records that pertain to your child under the law "Request to Review School Records." To review these records, an Access Request Form must be completed and an appointment made. These forms are available at the administrative office of the school which your child attends. An authorized professional staff member must be present when the records of your child are inspected.

Adult students, 18 years of age or older, within the school district also have the right to inspect their own records. The parents of an adult student have the same right where the adult student is dependent upon them for support.

These records are made available to you in accordance with the provisions of Title 6 of the New Jersey Administrative Code. Copies of these provisions are available for review in all general offices within the school system.

RESIDENCY REQUIREMENTS:

The following rules have been adopted by the Board of Education regarding residence:

- 1- Elementary Transfers within Bergenfield

Elementary school pupils whose residence changes after the end of the third marking period to another elementary school in Bergenfield may be permitted to complete the school year in the original school upon written request by the parent, recommendation of the Principal and approval of the Superintendent of Schools.

- 2- Transfers from District

All students, except members of the senior class, whose legal residence is transferred outside of Bergenfield cannot be permitted to remain in Bergenfield Schools.

- 3- All requests must be submitted in writing to the Superintendent of Schools at least 30 days prior to moving.

LUNCH PROGRAM

The Lunch Program will be continued this year for those children who wish to purchase lunch in school. Menus will be sent home in advance on a monthly basis.

Details about the lunch program will be provided by each school.

As in the past, children may bring lunch from home and remain at school during the noon hour providing a written request is sent to the Principal. Please note that the school has no facility for cooking or reheating food sent from home.

Note: Students may be excluded from the lunch program if they do not adhere to school behavior policies.

TELEPHONE MONITORING SYSTEM

If your child is going to be absent, parents are asked to call the school before 9:00 A.M. If the child is going to be absent only in the afternoon, calls should be made prior to 12:30 P.M.

However, if a child is absent and no call or absent note is received from the home, the school will call each parent to verify the child's absence. *A written excuse, signed by one parent or guardian, is required when the student returns to school.* Parents are asked to call their child's school if they have any other questions.

SCHOOL TELEPHONE MONITORING NUMBERS:

Franklin	201-385-9708
Jefferson.....	201-385-9187
Hoover.....	201-387-3867
Lincoln.....	201-385-9838
Washington.....	201-385-0923

SCHOOL CLOSING/DELAYED OPENING

Who is watching the weather? The superintendent and administrative staff carefully watch the weather conditions during seasons of possible inclement weather.

Where do they get their information? Our school district monitors national weather service via broadcast and Internet. We also contact the local law enforcement about road conditions. The Bergenfield Police Department provides us with a report on the road conditions from officers who are out on patrol. This report is typically secured between 4:30am and 5:30am. In making our decision, we must give careful consideration to the condition of local streets as well as the sidewalks and crossings around the community.

What factors are considered when making the decision to close school? The safety of all Bergenfield's children is our primary concern in making our decision. In deciding whether children will be safe, we look at the following factors:

- Information on road conditions from the director of building and grounds and from law enforcement, including whether roads are icy;
- Time snow or ice starts and the amount;
- Weather predications;
- Building conditions (e.g., whether schools have power and heat);
- Parking lot conditions;
- Temperature and wind-chill.

Who makes the decision? The superintendent of schools is responsible for the final decision, based on the above factors and recommendations from the district staff.

If School is Going to be Closed or Delayed Opening

Check our web site at www.bergenfield.org - A "No School" announcements will be posted.

If school is going to be closed because of the weather, official "No School" announcements will be made on local radio stations: WINS (1010 AM) and WCBS (880). You may also check the following radio web sites: www.wcbs880.com and www.1010wins.com. Cablevision will broadcast closings on: Channel 12, News 12 New Jersey, and Fox 5.

School closings are also relayed via a parent telephone chain in the Elementary Schools.

We request that you do not call the police department for school closing information. During bad weather it is imperative not to tie up their switchboard.

10 A.M. DELAYED OPENING OF SCHOOLS

The purposes of a delayed (10 a.m.) opening of schools are:

- to allow time for a change in weather conditions which have been forecast by the National Weather Service (NWS);
- to allow DPW crews to clear more streets and roads;
- to allow our staff to clear parking lots and walkways;
- to allow staff, some of whom travel long distances from rural areas, to travel on cleared roads;

Should it become necessary and appropriate to delay the opening times of our schools, the following plan will provide guidelines for the operation of a "delayed opening day":

DECISION: Will be made by 5:30 A.M. by the Superintendent on the basis of information received from:

US Weather Service
Bergenfield P.D. and/or DPW
Supervisor of Buildings and Grounds
Superintendents of area school systems.

The Superintendent will inform Bergenfield P.D. and will start the staff notification, which will be posted on the district web site.

CAUTION: DELAY COULD CHANGE TO A CLOSING!!

The most common reason for a "delayed (10 a.m.) opening" of school is that the inclement weather which exists between 4 a.m. and 7 a.m. is likely to improve and clear by midmorning. Therefore, IF THE WEATHER DOES NOT IMPROVE and/or IF, BY 7:15 A.M., THE ROADS ARE NOT CLEARED ENOUGH to be able to provide staff with a SAFE trip to school and students with a SAFE walk to school, the Superintendent will change the decision from "10 a.m. DELAY" to "CLOSED FOR THE DAY." That decision would be made by the Superintendent on the basis of information received from: U.S. Weather Service, Bergenfield P.D. and/or DPW, Supervisor of Bldgs. and Grounds, Area School Superintendents.

NEW OPENING TIME: When the Superintendent opts for a Delayed Opening, he will indicate to all staff, the media, and the community that "all Bergenfield Public Schools will open at 10 A.M." That is to be regarded as "the time at which students are to report"; staff will be asked to report at 9:45 A.M. ALL BEFORE-SCHOOL PROGRAMS WILL BE CANCELLED.

NOTIFYING COMMUNITY: The community will be notified:

By announcement on the same radio and TV stations which announce school closings for us (WINS 1010, WCBS 880, Fox TV Channel 5, WVNJ, News 12 NJ) and by single siren blast at 6:15 a.m., at 6:45 a.m.; and 7:15 a.m. for a delayed opening.

LUNCH SERVICE: It may be necessary to change the food offering on "delayed opening" days because cafeteria staff may experience difficulty in arriving at school early enough to prepare the entire menu that was scheduled for the day. Elementary lunch period will be 60 minutes, 12:00 - 1:00 P.M. Elementary lunch will be closed; all students will remain in the building. Students, who normally leave the building, should bring their lunch and plan to remain in.

DISMISSAL TIMES: Unless a heat/health emergency develops in an individual school, dismissal will be at regular times.

EMERGENCY CLOSINGS WHILE SCHOOL IS IN SESSION

Schools will be dismissed in the event of an impending emergency. Impending emergencies would include severe storms, fire or other major catastrophes.

Dismissal of school will be at the direction of the Superintendent of Schools.

In the event an emergency requires investigation to determine the seriousness of the condition, pupils will be evacuated until the school building is declared safe by the person(s) responsible for correcting the condition. Procedures for dismissal or evacuation are planned by the principal of each school building to ensure utmost safety for students and staff.

If schools must be closed, children will be dismissed.

Parents should make arrangements with their children regarding such an emergency.

In the event that it should become necessary to close school during the day for weather or other emergencies, the following procedures will be in effect.

GENERAL PROCEDURES:

1. The decision to close school early will be made after consultation with the Bergenfield Police Department and the neighboring school districts. The decisions will be made, whenever possible, before 10:00 A.M.
2. Schools will be closed at the end of a four hour session (12:30 P.M.).
3. The Bergenfield Police Department will be notified so that crossing guards will be on duty when possible.
4. The Bergenfield After School Child Care Program will be notified. It will be their responsibility to cancel their program.

ELEMENTARY SCHOOL PROCEDURES:

1. Principals will immediately activate the emergency closing telephone chain, using class mothers.
2. A notice will be sent home with those children who normally go home for lunch indicating that the PM session has been canceled.
3. Students who do not go home for lunch will remain in school until a parent or authorized person takes custody of the child.

ADDITIONAL NOTICE TO PARENTS:

1. Posted on web site, if possible.
2. The P.A. of each elementary school has developed a “telephone tree” which will be activated when the principal notifies his/her P.A. contact person as listed on the “telephone tree.”
3. The P.A. will activate the “telephone tree” to notify parents of suspicious incidents.

BERGENFIELD SCHOOLS EMERGENCY RESPONSE TEAM

The Bergenfield Schools Emergency Response Team is comprised of a Board of Education Trustee, Business Administrator, administrators, teachers and parents. The main purpose of the committee is to provide safety precaution measures for the well being of all students. Please be advised that during the year the schools will conduct **fire drills, lock down and evacuation drills** so the students and staff will be prepared for emergency situations.

Safety continues to be the utmost concern throughout the district. Therefore these procedures will be strictly enforced. It is also extremely important that all parents/guardians continue to discuss safety issues with their child/ren at home.

SAFETY PROCEDURES

Our schools have regular safety instruction as part of the curriculum. Specifically, each school is aware of environmental dangers in its vicinity and alerts the student to these dangers.

Parents can help considerably by doing the following:

- 1- Examine your child’s route to the school and insist that he/she use the safest one, look for Helping Hand signs in windows, and discuss about dangerous strangers.
- 2- Insist that your child cross streets at corners and walk on sidewalks.
- 3- Instruct your child to cross intersections protected by policemen, traffic lights and crossing guards.
- 4- Students should not arrive at school before 8:30 A.M. unless they are participating in special programs, rehearsals, or scheduled extra help. Children who walk to and from school should be encouraged to travel with schoolmates whenever possible.
- 5- While parents and visitors are always welcome in the building it is extremely important that they enter through the front door. Parents and visitors should wait to be “buzzed in” to the building. Parents should immediately report to the office to “check in.” This is imperative in providing a safe, secure atmosphere for all. Please note that the above information holds true at all times of the day including student arrival in the morning, at lunch time, and at/after dismissal time.

LOCK DOWN & EVACUATION DRILLS

Bergenfield Public Schools Emergency Procedure Plan requires that teachers and students be trained in Lock Down and Evacuation procedures.

As part of our ongoing efforts to keep our children safe, we are going to be conducting both Lock Down and Evacuation drills during the school year.

The Bergenfield Public School Emergency Procedure Plan calls for lock downs under certain emergency situations. Therefore, we want the students to experience “lock down drill”. During the drill all students will remain in their classrooms. The classroom doors will be locked. The shades will be drawn. Attendance will be taken. The Police Department will be notified for all drills and emergencies.

In the event of an emergency situation that requires immediate site evacuation, your child will be relocated to a temporary secondary site.

In compliance with the Emergency Procedure Plan, a Fire Drill will be called, and your child will walk to the site, under the supervision of the classroom teacher, any specialist who might be in the building, and the Principal.

SAFETY PATROLS

In 1953, Safety Patrols were organized in each elementary school to help provide additional safety for your child. All students on the safety patrol are assigned to a post on school grounds only. There are 2 safety patrol students on each post. Crossing Guards will monitor students crossing at intersections. Each patrol serves under the guidance of a Faculty Advisor from the school and is additionally supervised by the Bergenfield Police Department.

Your part in this program is teaching your child to respond and obey the members of the patrol. If your child understands that these boys and girls serve on their posts to protect them, our schools will certainly have an excellent record each year.

AUTOS

As a part of our school safety program we ask parents to abide by the following:

1. Obey the Police Department signs when bringing or calling for children. Instruct your child to cross at corners and then proceed to your car.
2. DO NOT DRIVE ONTO SCHOOL GROUNDS AT ANY TIME. CHILDREN HAVE A HABIT OF APPEARING OUT OF NOWHERE.
3. It is ILLEGAL to leave your automobile unattended while the motor is running.

SCHOOL HEALTH PROCEDURES

SCREENINGS

The following screenings are routinely done by the school nurse in grades K-5. Referrals are made when indicated.

1. EVALUATION OF GROWTH PATTERN by height, weight, and blood pressure annually.
2. VISION acuity biennially- grades 1, 3, and 5
3. AUDITORY acuity annually- grades K, 1, 2, and 3
4. PEDICULOSIS (HEAD LICE) SCREENING

All elementary students are routinely screened within the first two weeks in September. However, it may become necessary to screen specific classes at any time during the school year if a child becomes infested. The affected child is excluded from school and may return after recommended treatment has been given. The child is rechecked by the school nurse prior to admission into class. Parents may be notified when two or more children in one class are involved.

5. SCOLIOSIS SCREENING

As mandated by the state, biennial screening for possible spinal curvature is provided for students ages 10-18. This exam may be done by the school nurse or by your private physician. Questionable results by the school nurse are referred to further evaluation by their private physician.

PHYSICAL EXAMINATION REQUIREMENTS

1. For entrance to kindergarten
2. Each student must be examined upon entry into the school district. This exam must be done no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program.
3. During the fourth grade year, physical exams are to be done by the student's health care provider. If the student does not have a health care provider, the district may provide the exam by the school physician. Results of private physicals should be submitted to the school nurse within 60 days of entrance to school.

IMMUNIZATIONS REQUIREMENTS

1. DTaP - Diphtheria, Tetanus and Acellular Pertussis:
 - Ages 1-6 years: 4 doses with one dose given on or after the 4th birthday OR any 5 doses.
 - Ages 7-9 years: 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.

Tdap - Grade 6 (or comparable age level for special education programs):

- For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-9. A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.

2. Polio Vaccine: - For ages 1-6 years - 3 doses with one dose given on or after the 4th birthday OR any 4 doses.
 - For ages 7 or older - any 3 doses.
3. Measles Vaccine: Two doses of measles-containing vaccine given after the first birthday, preferably MMR, are required of children born on or after 1/1/96. These two doses must be separated by an interval of at least one month. Documented laboratory evidence of measles immunity is acceptable.
4. Rubella Vaccine: One dose administered on or after the first birthday. Documented laboratory evidence of rubella immunity is acceptable.
5. Mumps Vaccine: One dose administered on or after the first birthday. Documented laboratory evidence of mumps immunity is acceptable.
6. Three dosages of Hepatitis B vaccine are required for children born on or after 1/1/96.
7. Varicella Vaccine: One dose administered on or after the first birthday required for children born on or after January 1, 1998. Documented laboratory evidence of immunity, a physician's or parent's statement of previous varicella disease are acceptable.
8. Meningococcal Vaccine: Students entering Grade 6 born after 1/1/97 need one dose of the meningococcal vaccine. This vaccine is given on or after the 11th birthday.
9. The current recommendation for Mantoux testing is that a Mantoux is to be administered to those students from a country with a high incidence of tuberculosis, as identified in the state guidelines, who are entering the school system.

INJURIES AND ILLNESSES

INJURIES: The school nurse administers first aid for injuries occurring during school time, according to medical protocol as approved by the school physician. If the injury is severe, every effort will be made to contact the parent/guardian immediately.

ILLNESSES: In case of student illness such as fever, rash, or vomiting, the parent/guardian will be notified promptly to make arrangements to pick up their child at school. In the event the parent/guardian can not be reached, the contact person delegated by the parent to assume the responsibility will be notified. A Student Directory Information Card is on file for each child in the school. It is the parent's responsibility to notify the school promptly of any changes in telephone numbers or contact, in order to keep this information up to date. Persons on the card should be informed by the parent that they are on call for their child. **SICK CHILDREN SHOULD NOT BE SENT TO SCHOOL FOR DIAGNOSIS.**

PLEASE NOTE: All communicable diseases / conditions such as chicken pox, strep throat, pink eye, impetigo, and head lice are to be reported to the school nurse as soon as diagnosed. To maintain an accurate and correct health record for each student other medical conditions such as asthma, pneumonia, accidents, or surgical procedures should also be reported to the nurse. A note explaining the cause of absence should be given to the nurse when a child returns to school.

A written excuse signed by your physician is necessary if your child is not to participate in the physical education program. Children who are recovering from illness should not return to school until they have the stamina to participate in all of their daily activities, and are fever-free for 24 hours without the assistance of Tylenol or other fever-reducing medicines.

In case of Chicken Pox or other similar diseases, the students must remain at home until the lesions are healed and dry.

Students presenting to the school nurse with any symptoms of other potential communicable or contagious conditions may be excluded from school until the potentially contagious condition resolves, or they present a note from their physician stating the diagnosis, and that this condition is not communicable.

Students who will be returning to school with sutures (stitches), crutches, or a cast must report to the school nurse upon their return, so that arrangements can be made for their safe participation in all activities. They must also present a note from their physician stating any limitations/restrictions regarding physical activities (physical education classes, recess). This note should contain the diagnosis, limitations/restrictions (if any) and the length of time the limitations/restrictions are to remain in effect.

Parents are urged to communicate with the school nurse regarding any changes in their child's health status, including: food allergies, daily medications taken at home, illnesses, or other special health needs.

MEDICATIONS

The nurse is the only school employee permitted by state law to administer medications to your child during school time. Please contact the school nurse for complete Board of Education regulations for medication

administration in school. Essentially, a doctor's note stating the name, dosage, time, and route of medication to be given with written parental request is required. No OTC (Over The Counter) medications such as cough syrup or drops, tylenol will be given without a doctor's order and parental request. No "OTC" medication is to be brought to school for self-medication by students. The medication must be properly labeled in the original pharmacy container and brought to school by the parent/guardian or designated adult. Appropriate medication forms can be found on the web site www.bergenfield.org. An exception to the above guidelines is the administration of an EpiPen in the event that a student has a severe allergic reaction and has a physician's order for an EpiPen. In this instance the EpiPen may be administered by a trained delegate if the nurse is not present.

MEDICAL STAFF DIRECTORY

Philippe Desplat, D.O.Valley Health Medical Group, Medical Director
Jeanette M. Biller, D.O

SCHOOL NURSES

Loretta Borrows.....	High School.....	Daily
AnnMarie Murphy.....	Roy W. Brown Middle School	Daily
Michelle Johnson.....	Lincoln	Daily
Dawn Carney	Franklin	Daily
Linda Goldberg	Washington	Daily
Carolyn Niederman	Jefferson.....	Daily
Mary Murphy	Hoover	Daily

INSURANCE

The Board of Education provides an insurance plan that covers student injuries during school hours at no cost to parents. This coverage is full-excess coverage. Parents must first submit claims to their own health insurance carrier. Any expenses not covered by other insurances are then submitted to Bollinger, Inc. for reimbursement.

However, additional coverage is available on a voluntary basis, with premiums paid by parents.

Further information on this coverage will be distributed to all students at the opening of the school year.

THE ELEMENTARY CURRICULUM: SPECIAL EDUCATION SERVICES (201-385-6956)

Special education is mandated by state and federal law. Students who receive special education must meet the eligibility requirements specified in federal and state law and be in need of special education services. Students are referred for evaluation to determine eligibility only after the school has implemented and monitored the implementation of a series of scientifically based interventions without success.

If a student is referred to the child study team the parent is invited to an identification meeting. The purpose of the identification meeting is to determine if the student is in need of a child study team evaluation. The participants

at this meeting are the student's teacher, the building principal, the child study team and others who may help determine if an evaluation is warranted. The child study team consists of a school psychologist, learning disability teacher consultant, a social worker and depending on the suspected area of disability, a speech and language consultant. The participants at this meeting may decide that an evaluation is warranted or may decide on other interventions. If the decision is that an evaluation is warranted, the identification team then develops an evaluation plan. The purpose of the evaluation plan is to determine which child study team disciplines will evaluate the student to verify that the student meets eligibility criteria and is in need of special education. The parent is sent the evaluation plan and the child study team only proceeds with the evaluation following written parental permission.

When the evaluation is complete the parent is invited to an eligibility meeting. At this meeting the child study team reviews the results of the evaluations and the eligibility for special education based on two factors.

1. Does the child meet criteria for one of thirteen special education classifications, and;
2. Is the child in need of special education services in order to be able to succeed in school?

A student who meets the criteria for specific learning disability must have a significant discrepancy between their cognitive ability and academic functioning. Students who meet this criteria have a severe learning disability. This group encompasses about 8 percent of the total student population in Bergenfield. If a student meets criteria and is in need of special education services, the parent may agree to continue with development of an Individual Education Program (IEP) or may request a separate meeting to develop an IEP. If a student is not found eligible, then the IEP team will make recommendations that can help the student succeed.

The IEP is developed at a meeting attended by the parents, members of the child study team, the student's teacher, a special education teacher, and others who are deemed necessary in order to develop an appropriate program.

The IEP is designed to maintain the student in general education to the maximum extent possible. The initial IEP can only be implemented if the parent agrees to the provision of special education services.

The district provides for a continuum of special education services that range from the least restrictive program, which is a student being in all general education classes and receives resource center support, to students being placed in a special education class all day in or out of district. Each school building has some special education classes but not all types of classes. Students who meet criteria and are in need of a special program may receive their education in a different building than their home school.

If you would like more information regarding special education services, please contact your building principal.

SPEECH AND LANGUAGE SERVICES

The Speech and Language Program of Bergenfield Schools provides the means by which children in all grades may be assisted in the self-correction of

their speech, language and/or hearing problems.

By definition, speech is considered in need of remediation when it impacts the student's education and interferes with communication. Speech students are selected on this basis through testing and referral at the start of and throughout the school year.

THE READING/LITERACY WRITING PROGRAM

The Bergenfield Language Arts Curriculum is a comprehensive and rigorous program which is aligned to the New Jersey State Core Curriculum Content standards. Principles of Balanced Literacy are integrated into the curriculum. A balanced literacy approach incorporates practices and strategies which offer children a host of ways to interact with literature. The reading program focuses on developing skills for children to read fluently, with expression and to comprehend text on many levels. In writing, the focus for students is to write in a clear, concise and organized fashion that varies in genre and audience. Instruction is delivered in a whole group, small group and individual settings. Assessment is essential and is both formative and summative and drives teaching and learning forward. Current research supports a balanced literacy approach to reading and writing and provides students with a balance of skills, strategies, materials and embraces the notion of teaching the "whole" child. The ultimate goal of the language arts program is to successfully develop critical thinkers, goal setters and independent problem solvers. We encourage parents to partner up with us and support our love for reading by reading with your child and reading to your child at home.

The K-5 Literacy Program has six major goals which are:

to recognize the diversity of genre, topics, and styles in reading and writing; to support students efforts to successfully construct meaning with the text being read; to develop strategic reading abilities that transfer independent reading and writing; to foster the desire to read for personal development; to learn more about the world and gain understanding of its people and of society; and to develop writing strategies that will be used in written work.

The necessary skill and strategies for these goals will be developed by using literacy-based instruction. Students will be presented a balance offering of different types of literature integrating reading, writing and oral language. The intent is for meaningful encounters with literature and language for personal value and development. Balanced Literacy is integrated into second grade curriculum which combines authentic reading and writing experiences to create lifelong literacy learners.

A strong emphasis is placed on writing in our schools. Through writing, improvements are made in the areas of spelling skills, clarity and sequencing of ideas, mechanics, sentence structure and thinking skills. Student extend their learning through the use of writing journals and portfolios. Portfolios samples of each student's writing are passed to successive teachers as a record of skill development.

The K-5 Language Arts Literacy Curriculum has been aligned with the New Jersey State Core Content Standards, and the curriculum guides for each grade level reflect this alignment.

BASIC SKILLS IMPROVEMENT PROGRAM

Bergenfield's Basic Skills Improvement Program offers remedial instruction for students in grades K-12 in Reading, Writing and Mathematics. The results of the annual assessment of all students, through the use of commercial and/or district generated tests in these three academic areas (reading, writing, mathematics), and teacher input, are the basis for determining the student's possible inclusion in the program. The goal of the program is to strengthen the skills and concepts needed for success on the statewide Grades 3 thru 7 assessment (NJASK) and prepare students for future success on the Grade 8 (GEPA) and Grade 11 (HSPA) assessments. Individualized instruction is provided in a small group setting utilizing a variety of teaching strategies and materials. In-Class Support programs are also in use when possible to closely coordinate support with classroom instruction.

ELEMENTARY BILINGUAL PROGRAM

The elementary bilingual program in Spanish is designed to meet the needs of those students for whom Spanish is their first and dominant language in reading and writing. Emphasis is placed on learning sequential skills in reading, language, writing and mathematics. The student learns in an atmosphere of acceptance and is given instruction in survival skills necessary to function in an English speaking society. The material is taught in Spanish and English with a graduated increase in instruction in English until the student can function without the assistance of Spanish. The student is then exited from the bilingual program. All students in the bilingual program receive ESL instruction. Students in the bilingual program may not be given instructions in their home school.

ELEMENTARY ESL PROGRAM

The elementary ESL program is a pull out program designed to meet the needs of those students for whom English is their second language. Instruction in listening, speaking, reading, and writing is provided. The student learns in a non-threatening environment and is given instruction in survival and content area language skills. Throughout the program the student is encouraged to share, compare, and contrast his/her native culture and heritage with those of his/her classmates. The students' ethnicity is valued, thereby hoping to empower them in this multicultural society.

ELEMENTARY WORLD LANGUAGE PROGRAM

An elementary program in Spanish is offered in the third, fourth, and fifth grades to all students. The New Jersey Department of Education requires that all students should be given an opportunity to study a world language in order to become proficient in communication in a second language and to provide multilingual and multicultural resources for American and International business and organizations based in the state of New Jersey. The elementary program in Spanish is a cumulative, spiraling, continuous sequence program of instruction which is based on the New Jersey Core Curriculum Content Standards for World Languages.

SOCIAL STUDIES

The primary purpose of social studies instruction is to prepare students to become more active, informed, competent, and responsible citizens. In order to reach this goal, the social studies program in the elementary schools focuses on developing student knowledge in geography, history, sociology, economics, the humanities, and citizenship and government. Additionally, various social studies learning activities promote and develop thinking, reasoning, and decision making skills.

Students will acquire a proficiency in all the social studies areas for making sound and informed decisions as they grow and become responsible citizens living in a democratic society.

THE MATHEMATICS PROGRAM

The Mathematics program in the elementary schools stresses understanding and applications of mathematical concepts as well as development of computational skills. New Jersey Core Content Standards and the standards of the National Council of Teachers of Mathematics are imbedded in the curriculum and learning activities to assure the development of skills and knowledge needed to meet the rigorous demands of the NJASK and higher level math. Ongoing assessment through the district testing program will allow teachers to identify areas of strength and weakness and direct instruction to meet student needs.

Children will be involved in a number of active learning experiences that will enable them to develop the ability to pose and solve mathematical problems, communicate mathematics through written, oral, symbolic and visual forms, to connect mathematics to other content areas, and become self-reliant mathematical thinkers. Students should be expected to use calculators and other technologies as a means to meeting these goals, without eliminating the expectation for basic computational proficiency. Manipulatives, games, movement, and other methods will be used to bring meaning to mathematics concepts and activities. Children will be expected to solve routine and non-routine problems, including solving open ended problems that have multiple correct solutions. Children will need to be risk-takers, decision makers, cooperative workers.

The content of the curriculum will include the development of many concepts. Students will work to develop Number Sense, the ability to use and represent numbers. Students will work to develop skills with the Numerical Operations of traditional arithmetic. Students will work to develop Spatial Sense, the ability to use geometric properties and relationships. Measurement, including nonstandard and standard measurement in English and metric units to describe the world around them, will be an essential part of the math program. Students will work to develop Estimation Strategies, including a sense of when to use or not use estimation. Students will work to develop Patterns, Relationships, and Functions to predict and explain the world around them. They will work with Graphs and Data from real world situations. Students will work to develop Algebraic Thinking as a means of solving problems. Students will work to develop skills in the area of probability, including an understanding of prediction based on probability.

Discrete mathematics as a method of modeling practical situations will be part of the curriculum. Students will even work with the foundations of calculus as a means of describing nature.

The list of content areas is extensive, but each grade level of the math curriculum will help the children develop different sets of skills that will ultimately lead to greater understanding and use of mathematics and mathematical thinking.

SCIENCE PROGRAM

The questions of science begin as young children start to explore the world around them. This exploration continues for a lifetime. Our science curriculum is designed to help students develop the skills to learn, think, and explore for themselves the many questions about our changing world.

Each year the students will be encouraged to use critical thinking, decision making, and inquiry based skills, to explore science concepts. Using hands-on experiments the students explore and learn on their own to focus on life science, earth science, physical science, and the human body. Our kindergarten through fifth grade program follows an activities-oriented spiral development of these 4 curriculum areas. The New Jersey Core Curriculum Content Standards in science addresses the integration of mathematics and technology into the program. Foss hands-on science kits have been implemented into the 3rd through 5th grade. These kits allow students to apply critical thinking skills in formulating their own conclusions.

Each year a thought provoking problem is presented to the students in the fourth and fifth grade. Using all the skills presented students are encouraged to explore through scientific theory and logic, how to complete a project. This could include, measurement, geometry, physics, physical science, drafting, technical drawing, and or architecture. This special project becomes part of the district's science fair.

Upon the completion of the curriculum, the students will be able to relate everyday life experiences to scientific principles, and how it relates to their culture, daily lives and society.

MUSIC IN THE ELEMENTARY SCHOOLS

The central purpose of the music program in the elementary schools of Bergenfield is to help children grow as human beings through shared musical experiences. Sequential instruction is provided in musical literacy, along with the development of an aesthetic appreciation of music and insights into the cultural, historic and artistic contributions of music to society throughout the ages. All children are offered numerous, varied and continuing opportunities for music participation by the special music teachers.

Central is the instruction of music in the classroom beginning in Kindergarten and continuing through grade 5. CD/record/tape libraries, classroom instruments, pianos, music books and special materials are in constant use, and singing is integrated into the curriculum. Opportunities in choral activities are available with the understanding that off school time rehearsals and/or performances are required for membership.

Class instruction in concert band and symphonic orchestral instruments is available beginning with grade 4. Special instrumental music teachers are assigned to teach weekly group lesson classes which are supplemented by required individual home practice. After reaching a prescribed level of proficiency, students who study instruments gain performance experience when they are invited to become members of the school orchestra. Such ensemble members understand that off school time rehearsals and/or performances are required. The Instrumental and Choral Music programs are available to Bergenfield students through grade 12, and continuous, sequential participation is encouraged.

ART EDUCATION

Art in Bergenfield is something very special that boys and girls in every grade share. It is recognized that essential growth and development in young children is best served by their active participation in a wide variety of visual and creative activities. This is especially true with very young children whose communication skills, particularly in writing, are very limited when they first enter school. It is essential then that the opportunity to express oneself through the visual and manipulative activities of art is provided. The art program does this by encouraging the development of independent and original creative work. The objective is to enable each child to become more perceptively aware, not only of himself, but also of his family and environment. Such work is accomplished through the introduction to, and study of, the particular disciplines of art: its concepts, techniques, processes, history, and the building of the skills to accommodate these. Some are blended with a pragmatic application, the correlation of art with other disciplines, such as social studies, language arts and mathematics. All of this work is directed towards assisting each child to use art experiences as a base for constructive thinking for making visual critical judgments.

A practical note: The art staff recommends that children wear smocks (old shirts will do) to protect clothing. It is also best to dress appropriately for days when art is scheduled.

PHYSICAL EDUCATION

Physical Education program is recognized as an integral component of a comprehensive educational program. Physical activity helps a child grow physically, intellectually, emotionally, and socially. All children are required to participate unless excluded by a physician's recommendation. Return to physical education classes requires that same physician's written approval indicating the effective date.

Appropriate clothing should be worn by students during physical education. Tied sneakers and the removal of jewelry are essential for a safe and healthy environment. The elementary physical education program concentrates on basic movement in skill development for lifetime fitness and recreational pursuits. Students will learn to participate in planned activities demonstrating positive effort, cooperation and good sportsmanship. Organized team sports are minimal while the child is in the primary grades.

GIFTED AND TALENTED PROGRAM

The Bergenfield Gifted and Talented Programs provide learning opportunities for identified students in grades K-5 to engage in challenging activities commensurate with their needs and abilities.

In compliance with the Elementary and Secondary Education Act of 2001: NO CHILD LEFT BEHIND, the purpose of the Bergenfield Gifted and Talented Programs is to provide an educational opportunity for identified students beyond that provided in the regular instructional program. This will enable academically talented students in grades K-5 to develop and expand their skills to as great an extent as their abilities and interests allow. Program curriculum varies and is aligned with the New Jersey State Core Curriculum Standards.

Some of the programs objectives are as follows: to expand areas of study for academically talented students and allow them to pursue topics and issues beyond those covered in the regular classroom; to expand the ability to think critically and provide experiences in higher cognitive processes within the diversity of curriculum: to differentiate lessons to meet the needs of gifted learners within the framework of the New Jersey Core Curriculum Standards.

K-5 students are considered for participation in the program based on the recommendation of the school principal, classroom teacher, and reading specialists. Each student will be re-evaluated for admissions.

The Kindergarten Enrichment is an infusion program. Group size varies. Activities include computer literacy, independent reading and writing activities, math activities, learning centers and take home activities.

Enrichment TLC (Thinking, Learning, Creating) group size is limited to six students per grade level in grades 3-5. The District Reading Specialists provide instruction. Areas of study may include: Response Logs and Portfolios, Genre Study, Deductive and Associative Reasoning Activities, Geometric Exploration, Logic Problems and research skills and strategies.

The Accelerated Learning Program (ALP) involves five separate units of study on a rotating basis. Each unit spans six weeks and is presented by an expert in that area. Examples of units of study are: World Language, Astronomy, Stock Market, Career Exploration, Brain Teasers and Mind Benders.

IN-CLASS SUPPORT SERVICES

In-Class Support is one of the program options available to classified Special Education students who are receiving Expanded Resource Center Programs. In-class support services provide assistance in the general education classroom. Along with consultation with the classroom teacher, the Resource Center offers pupil assistance with study skills, assignments in specific subject areas, test-taking strategies and, if necessary, modification to the existing general education curriculum.

This collaborative/co-teaching program is also offered in the general elementary education classroom to ESL, Reading and Basic Skills students via appropriately certificated staff members.

INTERVENTION AND REFERRAL SERVICES

Each building has a school-based, problem-solving group known as the Pupil Assistance Committee. The purpose of the committee is to develop strategies for assisting students who may be facing difficulties at school. The committee is composed of the principal, regular classroom teachers and members of the support staff. Parents are invited to committee meetings in order to insure a coordinated school/home approach for working with the child involved. An agreed upon plan is developed containing the strategies to be used, methods of evaluating progress and necessary follow-up actions.

SCHOOL VISION TEAMS

In order to involve more home and community involvement in the functioning of their school, each building has organized a School Vision Team. This group includes the building principal, staff members, parents and community members. The team meets periodically to review the day to day operations of the school, set goals and/or review design plans to address potential local concerns. The work of each team is shared with Central Administration in order to provide a district-wide picture of the efforts at each school. This procedure allows each school to function both as an individual unit and as a member of a larger system of which it is a part.

STAFF DEVELOPMENT PROGRAM

The Bergenfield School System sponsors a comprehensive Staff Development Program of continuing education after school courses and multi-, full or half-day workshops for our staff. Designed by the Assistant Superintendent, with a needs assessment from the entire district staff, the program focuses on curriculum innovations in many academic areas, teaching and learning styles and strategies, leadership and school restructuring/reform, critical issues in education and personal development. Both in-district staff members and outside consultants are used as trainers/instructors.

The Staff Development Program can be reassessed and redesigned to meet specific annual goals and objectives. Relevance to classroom applications and the improvement of the instruction delivery of the curriculum are the primary objectives. The principals report that this program has, indeed, successfully met these expectations.

COMMUNITY SERVICES PROJECTS

The Bergenfield School System and Borough residents work together to provide special service projects for elementary school students.

The HELPING HAND PROGRAM offers assistance to children who encounter problems on their way to and from school. A HELPING HAND sign is placed in a prominent position in a ground floor window. Children are instructed to seek assistance at these locations.

A COMMUNITY OUTREACH PROGRAM, begun at Hoover School in January 1994, has received federal and county funds for expansion. Services include: crisis intervention; counseling; referrals to Bergen County services; transportation; family literacy; tutorial services; summer programs; assistance to single/care giver.

The VOLUNTARY FINGERPRINTING PROGRAM provides an opportunity to parents of K-5 students to be fingerprinted by trained adults. This program is intended to aid in tracing or identifying children who are lost or injured.

The BERGENFIELD POLICE AND FIRE DEPARTMENTS present programs in the elementary schools regarding safety and fire prevention.

The DANGEROUS STRANGER PROGRAM provides the children the opportunity to learn more about the role of a police officer and how to avoid talking to, going along with, or accepting gifts from strangers. This program is presented by the Bergenfield Police Department.

ELEMENTARY PARENT ASSOCIATIONS exist in each of Bergenfield's five schools. Their primary function is to offer voluntary assistance in the operation of school-related projects and fund-raising activities.

Each association distributes flyers at the beginning of the school year to encourage parents to participate in their projects.

D.A.R.E (Drug Abuse Resistance Education) Project D.A.R.E. is a program designed to prevent drug abuse in children. The emphasis of D.A.R.E. is to help students recognize and resist the subtle pressures that influence students to experiment with alcohol and drugs. Program strategies focus on feelings relating to self esteem, interpersonal and communication skills, decision making and positive alternatives to drug abuse behavior. D.A.R.E. is presented to all Grade Five students by the Bergenfield Police Department.

TESTING AND EVALUATIONS

NEW JERSEY ASSESSMENT OF SKILLS AND KNOWLEDGE (NJASK)

Students are held accountable for achieving the core content standards which the State has implemented in seven content areas.

During the Spring, all New Jersey third through eighth grade students are tested in Reading, Writing, Math, and Grade 4 and 8 - Science. The High School Proficiency Assessment (HSPA) is administered in math and language arts in Grade 11. In addition, students must pass the end of course algebra and biology exam in order to graduate.

CORE CURRICULUM CONTENT STANDARDS

The New Jersey Department of Education developed standards in key areas, as part of implementing a state system of "Thorough and Efficient" public schools. These standards were designed in Visual and Performing Arts, Comprehensive Health and Physical Education, Language Arts Literacy, Mathematics, Science, Social Studies, World Languages, and Cross-Content Workplace Readiness Standards.

REPORTING TO PARENTS/GUARDIANS

APPOINTMENTS / CONFERENCES

As we work together during the year, specific problems may arise concerning your child's progress. At any time the parent and/or the teacher feels a conference is needed, an appointment may be arranged. Such appointments must be made far enough in advance so that all concerned may plan their time accordingly.

GRADING: EVALUATION KEY

A. Kindergarten, Grades 1 & 2:

Effort/Standards Performance

O = Outstanding Performance

S = Satisfactory Progress

W = Working towards Satisfactory Progress

N = Needs Improvement

X = Not Applicable

B. Grades 3 - 5:

Achievement

A+ = 97 - 100 C+ = 77 - 79

A = 93 - 96 C = 73 - 76

A- = 90 - 92 C- = 70 - 72

B+ = 87 - 89 D = 65 - 69

B = 83 - 86 E = less than 65

B- = 80 - 82

Effort Standards Performance/Learning Behaviors

O = Outstanding Performance

S = Making Satisfactory Progress

W = Working towards improvement

N = Needs Improvement

STUDENT DRESS AND GROOMING CODE 5115

The Bergenfield Board of Education adopts a minimally restrictive policy that sets standards for grooming and dress during school hours and school functions. Student participation in school functions is predicated on compliance with this policy. This policy is applicable from pre-kindergarten through grade twelve.

The following guidelines are established:

1. Student dress and grooming will be clean.
2. Student dress and grooming may not create a health or safety hazard.
3. Student dress and grooming will comply with State and federal law and guidelines.
4. Student dress will not be destructive to school property.
5. Student dress and grooming will not be distracting or disruptive to the school environment.

The building principal will be responsible for determining if the dress and grooming of students complies with this policy. The building principal's decision will be final.

CODE OF STUDENT CONDUCT

All students are expected to behave appropriately in accordance with general rules of good conduct, and Board of Education policy and regulations. The administration will consider each case individually and administer appropriate discipline in accordance with Board policy.

The specific goals of this Code are to insure a safe and healthy educational environment and to maintain an atmosphere of mutual respect for classmates, staff, the school, and the community. Please read and discuss this with your child.

This document can also be found on our web site at www.bergenfield.org and click on Schools.

GENERAL

- Students must be respectful to the teachers, aides, support personnel, lunch supervisors and/or other students.
- Students are to respect the rights of others. Students threatening others will not be tolerated.
- Students are to respect school property. Textbooks furnished by the school are to be covered at all times. Students are not permitted to deface them in any way. Defacing furniture or other school property is not permitted.
- Students are to remain in the classroom or playground area unless they have permission to leave from those who are supervising them.
- Students are to dress appropriately at all times.

- Pushing, shoving, and/or fighting of any kind, including play fighting, will not be tolerated.
- Spitting, swearing, or using inappropriate language is not permitted.
- The throwing of food, rocks, snow, ice, and other non-playground objects is not permitted.
- Students are to refrain from bringing excessive amounts of money, expensive games and toys to school.
- The use of video games, electronic toys, and/or trading cards is not permitted.
- Drugs, alcohol, and weapons are never permitted at school, on the school bus, or at school sponsored functions. "Weapons" includes, but is not limited to, guns, of any sort (including pellet and B-B guns), toys that resemble weapons, slingshots, chains, box cutters, and anything that can be used to inflict serious bodily injury.

INDOORS

- Students are to walk while indoors, including the hallways and stairwells. They are to walk quietly and stay to the right.
- Students are to remain seated until they are dismissed. During the lunch hour, students are to remain in their seats while eating.
- Each student is responsible for cleaning up his/her area of the room. Rubbish is to be discarded prior to leaving the room. This is especially necessary at the conclusion of the lunch hour.
- Students are to use appropriate table manners.
- Students are to use appropriate bathroom procedures including flushing, washing hands, and disposing of paper towels in the proper receptacle.
- Students should not chew gum.
- Students should not wear hats indoors.

PLAYGROUND

- Students are to follow the directions of the teachers and/or staff who are supervising. Students who need to return to the building for any reason should report to the teachers and/or staff to get permission.
- When the hand bell is rung to end recess and/or lunch, students should quickly line up in an orderly fashion in their designated areas and follow the directions of the teachers and/or staff who are supervising.
- Kick ball, touch football, soccer and other related games are to be played on fields only. Nerf and playground balls are to be used for these activities.
- Rough or dangerous play (tackle football or other contact games) is not permitted anywhere on school grounds.
- All playground equipment is to be used safely: dangerous activities or misusing the equipment is not permitted.
- Bats and hard balls are not permitted on the playground.
- Food is not to be eaten on the playground.

INDOOR RECESS AND LUNCH HOUR

On the days when weather does not permit outside play, students are to remain in their rooms. Visiting other rooms is not permitted. Activities for students during this time include, but are not limited to, reading, drawing, playing board games, conversing with friends, and viewing videos.

CONSEQUENCES OF MISCONDUCT

- 1st Offense: Student will be warned by supervising teacher or aide who will notify the classroom teacher.
- 2nd Offense: Student will be assigned a brief time out in a restricted area and the classroom teacher will be notified.
- 3rd Offense: Student will be reported to the principal.
- 4th and 5th Offense: Student will be sent to the office. Student will be restricted from recess and/or lunch. Parents/Guardians will be notified.
- Additional incidents: These may result in extended restrictions, after school detention, a suspension from the lunch program in which the student must return home for lunch may also result, and/or suspension from school. A parent conference will be arranged with the principal. Incidents involving students fighting or endangering other students will result in the immediate referral to the office.

Please note: Incidents usually have varying degrees of severity. Therefore, depending on the severity, the incident will be addressed at the discretion of the teacher, supervisor, and/or principal and may not follow the order of offenses as above.

POSITIVE CONSEQUENCES

Students and classes that demonstrate they can follow these rules will be recognized. The classroom teacher will be notified of the good behavior. The class will receive recognition from the principal.

STORAGE FACILITIES

The Principal or other designated official may, at any time, inspect lockers or other storage facilities (desk, cubbies, etc.) provided for student use.

BERGENFIELD PUBLIC SCHOOLS Bergenfield, New Jersey

Office of the Superintendent

The Trimester Marking Period provides extended time at the beginning of the school year. It allows for more time to implement a solid review of school and classroom procedures and goals and to establish a stronger more positive school environment.

DATES FOR 2011-2012 MARKING PERIODS, REPORT CARDS (ELEMENTARY) OPEN HOUSES AND STAFF DEVELOPMENT DAYS

Elementary Schools:

<u>Marking Period</u>	<u>No. Days</u>	<u>Progress Report:</u>	<u>Parent Conferences: Report Card</u>	
1. Sept. 6 - Dec. 2	60	October 20, 2011	October 27 (5:30-7:30) October 28 4 hour session for students	Dec. 7
2. Dec. 5 - Mar. 16	60	January 26, 2012	February 2 (5:30-7:30) February 3 4 hour session for students	Mar. 21
3. Mar. 24 - June 19	60	May 10, 2012	May 17 (5:30-7:30)	June 19

Elementary Schools Fall Open House: *September 22, 2011 (Thursday)*

ROY W. BROWN MIDDLE SCHOOL

BERGENFIELD HIGH SCHOOL

PARENT CONFERENCES:

- | | |
|--|--|
| 1. October 20, 2011 (Thurs.)
6:00-8:00 P.M. | 1. October 13, 2011 (Thurs.)
7:00-9:00 P.M. |
| 2. January 12, 2012 (Thurs.)
4:00-6:00 P.M. | 2. January 5, 2012 (Thurs.)
7:00-9:00 P.M. |
| 3. March 15, 2012 (Thurs.)
6:00-8:00 P.M. | 3. March 1, 2012 (Thurs.)
4:00-6:00 P.M. |

OPEN HOUSE:

September 15, 2011 (Thursday)

September 14, 2011 (Wednesday)

STAFF DEVELOPMENT WORKSHOPS - ALL SCHOOLS

- | | |
|--------------------------------|------------------------------|
| 1. September 2, 2011 | 3. January 16, 2012 |
| 2. November 2, 2011 (Half Day) | 4. March 14, 2012 (Half Day) |

**NOTICE OF REGULAR MEETINGS OF
BERGENFIELD BOARD OF EDUCATION
2011-2012**

Take Notice that pursuant to Section 13 P.L. 1975, Chapter 231 of the laws of the State of New Jersey, the Regular Meetings of the Bergenfield Board of Education, Borough of Bergenfield, New Jersey, shall be held at **8:00 P.M.**, on the third Monday of the month as listed herewith, except in the case of a holiday, then it will be the following Monday. There will be a Caucus Meeting at **7:00 P.M.**, on the Monday prior to the Regular Meeting to discuss the Agenda. All Regular Meetings will be held in the High School Cafeteria and the Executive Work Sessions will be held in the District Conference Room of the High School located at 80 S. Prospect Avenue. Also, listed below are the dates and times of the meetings.

Executive Work Session
High School 7:00 P.M.

Regular Meeting 8:00 P.M.
Caucus Meeting prior to at 7:00 P.M.

September 19, 2011	* July 18, 2011
October 17, 2011	*August 22, 2011
November 21, 2011	September 26 2011
**January 23, 2012	October 24, 2011
***February 13, 2012	November 28, 2011
March 19, 2012	*December 19, 2011
****March 30, 2012 (Tentative Budget) High School	**January 30, 2012
May 7, 2012	***February 27, 2012
*****June 11, 2012	March 26, 2012
	*****April 17, 2012
	April 30, 2012 (Tentative Re-Organization Meeting)
	May 21, 2012
	*****June 18, 2012

*There is only one meeting scheduled for the months of July, August, December and April.

**January's Meetings will be held on the 4th and 5th Monday of the month.

***February's Meetings will be held on the 2nd and 4th Monday of the month.

****The Tentative Budget Presentation is scheduled for Thursday, March 30, 2012.

*****April's regular meeting will be the 3rd Tuesday of the month.

*****June's Meetings will be held on the 2nd and 3rd Monday of the month.

- Christopher Tully

"SPECIALS" SCHEDULE

SEPTEMBER 2011					OCTOBER 2011					NOVEMBER 2011				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5 NO SCHOOL	6 A	7 B	8 C	9 D	3 D	4 E	5 A	6 B	7 C	1 E	2 A	3 B	4 C	
12 E	13 A	14 B	15 C	16 D	10 D	11 E	12 A	13 B	14 C	7 D	8 E	9 A	10 NO SCHOOL	11 NO SCHOOL
19 E	20 A	21 B	22 C	23 D	17 D	18 E	19 A	20 B	21 C	14 B	15 C	16 D	17 E	18 A
26 E	27 A	28 B	29 NO SCHOOL	30 C	24 D	25 E	26 A	27 B	28 C	21 B	22 C	23 D	24 NO SCHOOL	25 NO SCHOOL
					31 D					28 E	29 A	30 B		

DECEMBER 2011					JANUARY 2012					FEBRUARY 2012				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 C	2 D		3 NO SCHOOL	4 E	5 A	6 B			1 E	2 A	3 B
5 E	6 A	7 B	8 C	9 D	9 D	10 E	11 A	12 B	13 C	6 C	7 D	8 E	9 A	10 B
12 E	13 A	14 B	15 C	16 D	16 NO SCHOOL	17 D	18 E	19 A	20 B	13 C	14 D	15 E	16 A	17 B
19 E	20 A	21 B	22 C	23 D	23 C	24 D	25 E	26 A	27 B	20 NO SCHOOL	21 NO SCHOOL	22 C	23 D	24 E
26 NO SCHOOL	27 NO SCHOOL	28 NO SCHOOL	29 NO SCHOOL	30 NO SCHOOL	30 C	31 D				27 A	28 B	29 C		

MARCH 2012					APRIL 2012					MAY 2012				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 D	2 E	2 A	3 B	4 C	5 D	6 NO SCHOOL	1 A	2 B	3 C	4 D	
5 A	6 B	7 C	8 D	9 E	9 NO SCHOOL	10 NO SCHOOL	11 NO SCHOOL	12 NO SCHOOL	13 NO SCHOOL	7 E	8 A	9 B	10 C	11 D
12 A	13 B	14 C	15 D	16 E	16 E	17 A	18 B	19 C	20 D	14 E	15 A	16 B	17 C	18 D
19 A	20 B	21 C	22 D	23 E	23 E	24 A	25 B	26 C	27 D	21 E	22 A	23 B	24 C	25 D
26 A	27 B	28 C	29 D	30 E	30 E					28 NO SCHOOL	29 E	30 A	31 B	

JUNE 2012				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 C
4 D	5 E	6 A	7 B	8 C
11 D	12 E	13 TBA	14 TBA	15 TBA
18 TBA	19 TBA LAST DAY OF SCHOOL			

Dear Parents:

For the 2011-2012 school year, "specials" (art, music, library, physical education) will be scheduled on a rotating basis determined by the calendar published in the elementary handbook. Days will be identified by a letter, "A-E". Your child's teacher will notify the children of the letter day on which their "specials" will be scheduled.

This rotation is being implemented to equitably distribute the time children are instructed in each special area and to allow academic time to continue on an uninterrupted basis.

The principal of your child's elementary school will explain this schedule in greater detail after the opening of school.

SCHOOL CALENDAR 2011-2012 BERGENFIELD PUBLIC SCHOOLS BERGENFIELD, NEW JERSEY

Approved
4-27-2011

SEPTEMBER 2011						
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	

SEPTEMBER
Students (18) Staff (20)
1 - First Day for Teachers
2 - Staff Develop. Day
5 - Labor Day
6 - First Day for Students
29 - Rosh Hashanah

FEBRUARY
Students (19) Staff (19)
20/21 - Winter Recess

FEBRUARY 2012						
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			

OCTOBER 2011						
S	M	T	W	T	F	S
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					

OCTOBER
Students (21) Staff (21)

MARCH
Students (22) Staff (22)
14 - Four Hour Session
for Students/PM Staff
Develop. Session

MARCH 2012						
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

NOVEMBER 2011						
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			

NOVEMBER
Students (18) Staff (18)
2 - Four Hour Session
for Students/PM Staff
Develop. Session
10/11 - NJEA Convention
23 - Four Hour Session
24/25 - Thanksgiving
Recess

APRIL
Students (15) Staff (15)
6 - Good Friday
9-13 - Spring Recess

APRIL 2012						
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					

DECEMBER 2011						
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

DECEMBER
Students (17) Staff (17)
Holiday recess:
Schools close at 12:30PM
on Friday, December
23, 2011 and re-open on
Tuesday, January 3, 2012.

MAY
Students (22) Staff (22)
28 - Memorial Day

MAY 2012						
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		

JANUARY 2012						
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				

JANUARY
Students (20) Staff (21)
1 - New Year's Day
3 - School Reopens
16 - Martin Luther King/
Staff Development Day
(No School for Students)

JUNE
Students (13) Staff (14)
19 - Last Day of School
for Students
20 - Last Day of School
for Teachers

JUNE 2012						
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

MONTHLY NUMBER OF DAYS SCHOOLS ARE IN SESSION ARE LISTED NEXT TO THE MONTHS

Total: 185 Days (185th DAY IS JUNE 19, 2012)

Staff: Last day for students will be fixed at JUNE 19, 2012. Based on the days remaining as of mid-April 2012, unused emergency school closing days will be returned. If more than five (5) days are required for emergency closings, the make-up time will affect the 5 day break in April beginning with April 13, 2012. No vacation plans, which cannot be changed, should be made before June 30th.

○ = First Day for Teachers/Students and Last Day of School

■ = School Holidays

— Approved at 4-27-11 Regular Meeting —