

Handbook for Elementary Schools



Mrs. B. Hildebrandt Fifth Grade Art Student's Work Franklin & Jefferson School

2019- 2020

BERGENFIELD PUBLIC SCHOOLS

BERGENFIELD, NEW JERSEY

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ELEMENTARY BELL SCHEDULE

2019-2020 BELL SCHEDULE FOR GRADES K-5	
School Begins	8:30 AM
HOMEROOM	8:30 - 8:40
Period 1	8:40 -9:20
Period 2	9:23- 10:03
Period 3	10:06-10:46
Period 4	10:49 - 11:29
LUNCH	11:30 - 12:15
Period 5	12:18 - 12:58
Period 6	1:00 - 1:40
Period 7	1:43 - 2:23
Period 8	2:26 - 3:06
HOMEROOM	3:07- 3:10
Dismissal	3:10

2019-2020 HALF DAY SCHEDULE FOR GRADES K-5	
School Begins	8:30 AM
HOMEROOM	8:30-8:40
Period 1	8:40 – 9:08
Period 2	9:09 - 9:36
Period 3	9:37– 10:05
Period 4	10:06 -10:34
Period 5	10:35- 11:03
Period 6	11:03 - 11:31
Period 7	11:32 - 12:00
Period 8	12:01 – 12:30
DISMISSAL	12:30

2019-2020 DELAYED OPENING SCHEDULE FOR GRADES K-5	
School Begins/HOMEROOM	10:00 - 10:05
Period 1	10:05 -10:35
Period 2	10:37- 11:07
Period 3	11:09 -11:39
Period 4	11:41 -12:11
LUNCH	12:13 -12:58
Period 5	1:00 - 1:30
Period 6	1:32 – 2:02
Period 7	2:04- 2:34
Period 8	2:36 – 3:06
HOMEROOM	3:07- 3:10
DISMISSAL	3:10

DIRECTORY

BOARD OF EDUCATION

Dr. Joseph Amara, President
Mrs. Eileen Ryder, Vice President
Mr. William Jaeger
Dr. Nelson Reynoso
Ms. Guadalupe Ruiz-Catala

DISTRICT ADMINISTRATION

Dr. Christopher M. Tully.....Superintendent of Schools
201-385-8202
Mrs. Darlene Markman..... Assistant Superintendent of Curriculum
201-385-6250
Mr. David DiPisa.....Business Administrator and Board Secretary
201-385-8801
Dr. Frank Auriemma.....Interim Director of Personnel
201-385-8020

School

Principal

Franklin.....Mr. Everett Thompson
2 No. Franklin Avenue 201-385-8581
Hoover.....Mr. William Fleming
273 Murray Hill Terrace 201-385-8582
Jefferson.....Mr. Craig Vogt
200 Hickory Avenue 201-385-8804
Lincoln.....Mr. James Mitchel
115 Highview Avenue 201-385-8759
Washington.....Mr. Thomas Lawrence
49 S. Summit Avenue 201-385-877

A MESSAGE FROM THE SUPERINTENDENT

We are pleased to provide you with the Bergenfield School District 2019-20 Edition of the Elementary School Handbook. This document contains the school's mission, policies and guidelines, creating the umbrella of principles under which we operate as we strive to ensure that each child has the opportunity to achieve his/her educational goals. Additionally, our code is written to ensure that our school system develops an informed citizenry of character, who live as lifelong learners, community builders and global citizens. This is accomplished by creating an atmosphere of mutual respect, based on the highest expectations, for every child.

Over the years, these values have never changed despite the rise of new terms that have come into our vocabulary and culture that previously didn't exist. Words like texting, blogging, Ubering and facetimeing were not around in my formative years. Another term I hear quite a lot now when watching business news is the phrase "brick and mortar." These words are used to refer to stores and other businesses that have physical rather than virtual or online presences. In other words, stores like those your parents and I walked into and shopped, found something, and paid a cashier and walked out. This was a completely different experience than shopping on Amazon or other online outlets. When we shopped, we could physically see and touch the merchandise as well as interact with a cashier or other shoppers along the way.

This got me thinking about how, in many ways, despite all of the technology advances of today my life at your age may have had some advantages over yours. You see, I had brick and mortar friends. I had friends that ran outside and played soccer and baseball and stickball and basketball. I had buddies that I could see and hear and hang out with whenever I was lonely. These kids would pat you on the back if you were feeling down or give you a high five if things went well.

So, I'm asking you today, to be a brick and mortar friend to each other as you move through your school years. Be a solid foundation of values and character that leads the way for your friends. Hold your peers together in unity as mortar does against life's storms and challenges that will certainly come as part of life's changing seasons. Stand tall and sturdy against bullying, substance abuse, and other negative influences. And if there is a break in the wall, as a friend faces difficulty, be the first to fill it in with kindness and help, cementing deep and meaningful relationships so that every person in your class is seen, heard, and valued.

Be brick and mortar in this digital age and like these aging school buildings, that have served you and others well for many decades, you and your relationships will stand the test of time. Trust me, having one or two solid friendships is better than thousands of digital contacts. Be brick and mortar by being fully present in your classes, in clubs and activities, for yourself, your friends, your family, your school, and your community. We will be proud to see you standing firmly in the light of success!

Sincerely,

Christopher Tully, Ed.D.
Superintendent of Schools

From Our Principals

Welcome to the online version of the Bergenfield Public Schools' Elementary Handbook. Five elementary schools comprise the district's pre-kindergarten through fifth grade educational program. The elementary schools' faculty and staff foster academic, social and emotional growth for all children by engaging them in authentic learning opportunities that follow the districts' rigorous standards-aligned curriculum.

We pride ourselves on being a diverse community that provides all children with an environment that is both supportive and challenging. We are purposeful when it comes to differentiating learning opportunities to meet the needs of each child. This is only accomplished through positive collaboration among teachers, parents/guardians and the students. Please make a point to connect with your child's teacher and develop a healthy working relationship to help guide your child toward success. Throughout this handbook you will find information that will help you understand our pre-K-5 educational program for our children. If you have any questions, please feel free to reach out to your neighborhood school.

Sincerely,

Everett Thompson, *Franklin School Principal*

William Fleming, *Hoover School Principal*

Craig Vogt, *Jefferson School Principal*

James Mitchel, *Lincoln School Principal*

Thomas Lawrence, *Washington School Principal*



OUR MISSION

THE MISSION OF THE BERGENFIELD PUBLIC SCHOOL DISTRICT IS TO OFFER PROGRAMS AND SERVICES THAT ENABLE ALL STUDENTS TO BECOME SELF-DIRECTED, LIFELONG LEARNERS WHO ARE SUCCESSFUL IN COLLEGE AND THE WORKPLACE WHILE DISPLAYING A STRONG SENSE OF CITIZENSHIP. THE DISTRICT PROVIDES A SAFE AND NURTURING SETTING DESIGNED TO PREPARE STUDENTS WITH 21ST CENTURY SKILLS CONSISTENT WITH NEW JERSEY STUDENT LEARNING STANDARDS. THE BERGENFIELD PUBLIC SCHOOL DISTRICT FOSTERS PARTNERSHIPS FOR THE PURPOSE OF EDUCATIONAL, OPERATIONAL AND FISCAL RESPONSIBILITY.

DISTRICT OBJECTIVES

OBJECTIVE 1: IMPROVE ACADEMIC PERFORMANCE

OBJECTIVE 2: IMPROVE PUBLIC RELATIONS AND THE PERCEPTION OF THE SCHOOL DISTRICT

OBJECTIVE 3: IMPROVE FINANCIAL STABILITY AND ABILITY TO MAINTAIN FACILITIES

CHARACTER EDUCATION

Citizen of the Month: Each elementary school participates in and honors students who exemplify the “Character Trait of the Month.” One student from each class (Pre-K to 5) is nominated and celebrated for one month for their demonstration of GOOD CITIZENSHIP!

HOME-SCHOOL COMMUNICATION

The Bergenfield school system prides itself on positive relationships and strong communication with our students’ families. In addition to written communication parents may leave messages for faculty members via phone or email. Parents/Guardians should call the main number at each building and follow the prompts. For email messages, type in a staff member’s first initial and last name@bergenfield.org. The Bergenfield School District encourages parents/guardians and teachers to communicate on a regular basis. Our partnership only strengthens each child’s ability to be confident in his/her endeavors toward academic, social and emotional growth.

BUILDING SECURITY

Bergenfield Public Schools are committed to providing a safe and secure environment for our students, staff and visitors. We work collaboratively with emergency responders and safety officials (police, fire, emergency medical services and public health) in order to be prepared for (or prevent) and respond to emergencies. We have developed plans and procedures for handling emergency situations should they occur in our schools.

In the event of a school emergency, parents will be alerted and updated of the situation utilizing the school district’s rapid notification system. In addition to emergency notification by phone, options are available for parents/guardians to receive information by email or text messaging. Information will also be provided on the district’s website: www.bergenfield.org and social media feeds on Facebook and Twitter. It is important for parents/guardians to follow directions communicated by these systems.

In the event of a school evacuation to an alternative off-site location, procedures are in place to safeguard your children until they can be released to you. Parents/guardians will be informed to respond to a specific location and will be required to show appropriate identification to pick up their child(ren). Students can only be released to a person(s) listed as the emergency contact on the school information system. School safety is a shared responsibility – staff, students, parents and the entire community. Please report any safety issues or concerns to the school principal.

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 routes to the school and insist that he/she use the safest one. It is critical that you discuss safety practices, including stranger danger with your child.
2. Insist that your child cross streets at corners and **ALWAYS LOOK BOTH WAYS BEFORE CROSSING** at crosswalks.
3. Instruct your child to cross intersections protected by policemen, traffic lights and crossing guards.
4. **Students should not arrive at school before 8:20 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/guardians and visitors are always welcome in the building, it is extremely important that they follow our district's visitor management policies and procedures by entering the building through the main front entrance door. Parents/Guardians and visitors should wait to be "buzzed in" to the building. Parents/Guardians should immediately report to the office to "check in" and provide information for the visit. This is imperative in providing a safe and 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 dismissal time.

SCHOOL SECURITY DRILLS

In accordance with N.J.S.18A:41-1, the Bergenfield Public School District Emergency Procedure Plan requires that all staff and students are trained in specific drills. As part of our ongoing effort to keep our children and staff safe, we conduct a minimum of two of each of the following security drills during the academic year: active shooter, evacuation (non-fire), bomb threat and lockdown. Additional drills may involve the following: shelter-in-place, reverse evacuation, evacuation to relocation site, testing of schools communication systems/procedures and tabletop exercises. We also conduct a fire-drill *each* month as required by the Bergenfield Public School District Emergency Procedure Plan

THE POLICE DEPARTMENT WILL BE NOTIFIED OF ALL DRILLS AND INVITED TO PARTICIPATE AND OBSERVE.

In case of a school emergency situation at your child's school, it is important for parents to be familiar with these emergency response terms.

LOCKDOWN: For a crisis event within or outside the school when movement will put students and/or staff in jeopardy. Building doors are locked and students are confined to their classrooms and entrance to the school is prohibited.

REVERSE EVACUATION: For a potentially dangerous situation or threat that exists outside the building (e.g. Police searching for someone in the area of the school.). All students and staff are moved indoors quickly. Building exterior doors are locked and visitors will not be permitted to enter.

SHELTER-IN-PLACE: For an environment or weather-related event. Protection is provided from an external situation (e.g. chemical release, airborne hazard and/or extreme weather). Students and staff are kept in a designated safe location within the school. This procedure is implemented if it is determined that dismissal could possibly place students and staff at risk.

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.

Please speak with your child about the importance of following the directions given by members of the patrol. If your child understands that safety patrol serves to protect students, then our schools will certainly have an excellent safety record each year.

MOTOR VEHICLES

1. NEVER DRIVE ONTO SCHOOL GROUNDS AT ANYTIME. CHILDREN HAVE A HABIT OF APPEARING OUT OF NOWHERE.
2. *Obey the Police Department signs in Drop-off and Pick-up areas/zones when driving to the school. Instruct your child to cross at corners when proceeding from or to your car.*
3. *It is ILLEGAL to leave your automobile unattended while the motor is running. (New Jersey Statutes - Title 39 Motor Vehicles and Traffic Regulations - 39:4-137)*

BERGENFIELD SCHOOLS EMERGENCY RESPONSE TEAM

The Bergenfield Schools Emergency Response Team is led by the Director of Emergency Management, Carl Mittlehammer, and is comprised of a Board of Education Trustee, the Business Administrator, administrators and teachers. The main purpose of the committee is to provide safety precaution measures for the well-being of all students. Please be advised, as mentioned before, that during the year the schools will conduct safety drills each month (**they can include 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.

REGISTRATION OF CHILDREN

To register your child contact:

Ms. Alice Nieves, District Registrar, 80 S. Prospect Avenue, Bergenfield Public Schools, Bergenfield NJ 07621, Tel. 201-385-8600 x.1609 anieves@bergenfield.org

Requirements for registration are as follows:

1. The parent/guardian and entrant's presence is required at the time of registration.
2. For the Pre-K 3 & 4 programs registrants must be three or four years of age on or before October 1st.
3. Kindergarten registrants must be five years of age on or before October 1st.
4. First grade registrants must be six years of age on or before October 1st.
5. All newly registered 4th, 7th, and 10th grade students are required to have a physical exam.
6. Medical Record Form with required immunization records, dated, stamped and signed by child's physician.
7. All newly enrolled elementary students are required to have a physical exam.
8. Transfer card and immunization record from previous school.
9. Student Registration Requirements and Agreement Form.
10. Transcript(s) from previous school(s).
11. Release of Records Request Form.
12. Child's original birth certificate with official seal or certified copy.
13. Registration Form completed and signed by parent or legal guardian.
14. Official custody documents will be required if child does not reside with both parents/guardians.
15. Proofs of residency:
 - a) Original deed or original closing statement (or legal contract showing purchase of home), AND Any two current monthly utility bills with both name and address included (i.e., PSEG, cable, water or a tax bill from Bergenfield's tax office)
 - OR**
 - b) Legal lease/rental agreement with names of all residents (parents, guardians and any minor children) (Notarized Landlord Statement Form), AND any two current monthly utility bills with both names and address included (i.e., PSEG, cable or water)
16. Parent/Guardian affidavit of legal residence and pupil domicile completed and notarized (Affidavit Form).
17. Photo ID of parent/guardian of student being registered (current passport or current New Jersey driver's license).

Immunizations:

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 1-1-09. 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 four 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 AND IS REQUIRED FOR CHILDREN TO ENTER SCHOOL.
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, which are entering the school system.

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.

TRANSFERRING INTO THE DISTRICT - GRADES 1-12

Pupils transferring into the district are expected to present copies of records from the previous attended school (or district) to aid in placement. Required items include proof of immunization, proof of residency and proof of identity such as a 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 based on 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

ATTENDANCE:

1. “Attendance is a pupil’s presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
 - a. A pupil will be considered to have attended school if he/she has been present at least 4.5 hours during the school day.
2. **“Excused absence” is a pupil’s absence from school for a full day or a portion of a day for one or more of the following reasons:**
 - a. **The pupil’s illness**
 - b. **Family illness or death**
 - c. **Educational opportunities,**
 - d. **Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16**
 - e. **Where appropriate and when consistent with the Individual Education Programs, the Individuals with Disabilities Act accommodation plans under 29 U.S.C. §§ 794 and 705(20) and individualized health care plans pursuant to N.J.A.C. 6A: 16-23**
 - f. **The pupil’s suspension from school**
 - g. **The pupil’s required attendance in court**
 - h. **Interviews with a prospective employer or with an admissions officer of an institution of higher education**
 - i. **Examination for a driver’s license**
 - j. **Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day**
 - k. **An absence for a reason not listed above, but deemed excused by the parents/guardians, upon written request by the pupil’s parent or legal guardian to the building principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence,**
3. “Truancy” is a pupil’s absence from all or part of the school day without the knowledge of the pupil’s parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:
 - a. Leaves school at lunch time without written consent and being signed out of school by a parent or legal guardian
 - b. Leaves school without permission when school is still in session
 - c. Leaves class because of illness and does not report to the school nurse as directed
 - d. Is present in school but is absent from class without approval. Such truancy from class is a “class cut.”
4. “Unexcused absence” is a pupil’s absence for all or part of a school day for any reason other than those listed in item number 2 above.

Tardy

Students arriving to school after the 8:35 bell will be considered *Tardy to School*. If a student is late to school, he or she must be accompanied to the main office by a guardian who will sign the child into school. Only a note from a parent or guardian will allow the tardiness to be excused.

Notice to School of a Pupil's Absence:

1. The parent(s) or legal guardian(s) is requested to call the school office to report their child(ren) absence before 9:00 A.M. However, if a child is absent and no call or absent note is received from the home, the school will call each parent or legal guardian to verify the child's absence. Parents/guardians are asked to call their child's school if they have any other questions.

School Telephone Monitoring Numbers:

Franklin – (201) 385 – 8581

Hoover – (201) 385 – 8582

Jefferson –(201) 385 – 8804

Lincoln – (201) 385 – 8759

Washington – (201) 385 - 8771

FOLLOW VOICE PROMPTS TO LEAVE A MESSAGE REGARDING YOUR CHILD'S ABSENCE.

Bell Schedule:

	First Bell	Dismissal
Grades Kinder - Five	8:30 A.M.	3:10 P.M.
Lunch Grades Kinder - Five	11:30 A.M.	12:15 P.M.

*****It is expected that parent(s)/guardian(s) will not plan vacation during scheduled school days. Consistent attendance is critical to developing positive college and career readiness skills. *******

Readmission to School after an Absence

1. *A pupil returning from an absence of any length must present to their teacher a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.*
2. A note explaining a pupil's absence for non-communicable illness for a period of more than 3 days school days must be accompanied by a physician's statement of the pupil's illness.
3. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the principal written evidence of being free of communicable disease, in accordance with Policy no. 8451.

Denial of Promotion of Grade Level

An elementary pupil will be retained at grade level, in accordance with policy numbers 5200 and 5410, when he/she has been absent 20 or more school days. Regardless of the reason for the absence, except for the observance of religious holidays and a pupil's suspension. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

School District Response to Unexcused Absences during the School Year

1. For up to four cumulative unexcused absences, the building principal or designee shall:
 - a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - b. Conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent or legal guardian;
 - c. Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences, the building principal or designee shall:
 - a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - b. Conduct a follow-up investigation, including contact with the pupil's parent or legal guardian, to determine the cause of each unexcused absence;
 - c. Evaluate the appropriateness of the action plan developed pursuant to 1.c. above;
 - d. Revise the action plan as needed to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:
 - i. Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A: 16-8;
 - ii. Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;
 - iii. Consider an alternate educational placement;
 - iv. Make a referral to a community-based social and health provider agency or other community resources;
 - v. Refer to the court program designated by the New Jersey Administrative Office of the Courts and
 - vi. Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A: 16-11, if a potentially missing or child abuse situation is detected.
 - vii. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A: 38-27, and the building principal or designee shall:
 - a. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
 - b. Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;

- c. Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;
 - d. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - e. Proceed in accordance with N.J.S.A. 18A: 38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A: 16-7.8 and Policy and Regulations 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. § 1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§ 794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A: 16-2.3.

Emergency Contacts

It is essential that emergency contact information, address and all phone numbers be updated so that communication can be swift when a student needs immediate assistance. Students will only be released to adults named on the Census Verification Form.

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.

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 arrange to pick up their child at school. In the event the parent/guardian cannot 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. The parent should inform persons on the card 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 presented 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, etc. 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, then a trained delegate may administer the EpiPen if the nurse is not present.

Medical Staff Directory

Dr. Howard Friedman, Dr. Christopher Weiss.....Washington Pediatrics

School Nurses

Loretta Borrows	High School	Daily
Ann Marie Murphy	Roy W. Brown Middle School	Daily
Debbie Plage	Franklin	Daily
Mary Murphy	Hoover	Daily
Maria Beaton	Jefferson	Daily
Michelle Johnson	Lincoln	Daily
Katherine McGarril	Washington	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 the Philadelphia Insurance Company 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: ALIGNED TO THE NEW JERSEY STUDENT LEARNING STANDARDS

Special Education Services

The Department of Special Education Services offers supportive assistance to teachers, parents and students in the areas of educational growth and development. Among the specialists in this office are psychologists, speech therapists, learning disability specialists and social workers. Under federal and New Jersey laws, the Special Education Services Child Study Team (CST) is required to evaluate potentially handicapped students to determine if they are eligible for special education and/or related services.

Resource Room and/or In-Class support instruction offers individual or small group instruction that replaces or supplements instruction in the regular class. Most students receive their special education programs through resource room or in-class support intervention. However, other placement options, including self-contained classes are available when determined appropriate. Currently, at the elementary school level, we offer self-contained Language Learning Disabilities (LLD) classes, Behavior Disability classes, Multiple Disability classes and Autism classes using the principles of Applied Behavior Analysis (ABA).

Speech and language services are available and are provided to eligible students who demonstrate a mild to moderate disorder in language, articulation, voice or fluency and are provided by a speech language specialist.

Special education services are available to serve children in need of special education and related services. If you feel your child needs the resources of this office, please contact your child's school or the Office of Special Education Services directly at (201) 385-6956

You can also refer to the *Special Education Handbook for Parents 101*, on our district website under Programs and Services –District Special Education

What Is Intervention And Referral Services?

Intervention and Referral Services, also known to many as I&RS, is an interdisciplinary team of professionals within the school environment. They meet throughout the school year to formulate coordinated services and team delivery systems to address the full range of student learning, behavior, social and health problems in the general education program. The goal of the committee is to see student improvement in targeted areas.

The I&RS Committee is comprised of the following staff members: an administrator, guidance counselor(s), teacher(s) and member(s) of the Child Study Team. They meet regularly to discuss cases relating to students who demonstrate educational, health-related, social or behavioral difficulty. It is the goal of the team to intervene early so these students may receive the proper counseling, treatment and/or accommodations necessary for them to succeed in the school environment. Parents/Guardians are invited to committee meetings in order to ensure a coordinated school/home approach for working with the child involved. Comprehensive and well-coordinated prevention and early intervention approaches have proved to be effective in enabling school communities to decrease the frequency and intensity of youth behavior problems. Intervention is a proactive process that interrupts, alters or prevents the progression of a learning, behavior, social or health problem that hinders a student's ability to improve in a targeted area. The intervention process is comprised of

all of the actions and steps a team takes to intercede with a problem. An intervention event is only one step in the process of intervening with and ameliorating an identified concern. One of the keys to success for both I&RS team interventions and operations is the maintenance of an emphasis on the dynamics of the intervention process. The I&RS model is specifically referred to as a process because it is a continuous operation.

ENGLISH/LANGUAGE ARTS

The English/Language Arts curriculum for grades K-5 use the Reading/Writing Workshop model to teach the reading, writing, speaking & listening and language skills students need to master at the end of each grade level as per the New Jersey Student Learning Standards (NJSLS). When students are taught the appropriate reading and writing skills through the Reading/Writing Workshop model, they are encouraged to read authentic literature while practicing the reading strategies they learned.

ASSESSMENTS

Students in grades K-12 are assessed using the STAR Early Literacy Assessment (grades K-1) or the STAR Reading Assessment (grades 2-12) in addition, students K-5 are assessed on running records, through Fountas & Pinnell and complete a writing benchmark at least twice a year. Assessments are repeated two to four times per school year to monitor student growth in the area of reading. Students use their Zone of Proximal Development (ZPD)/ Running Records level ranges to choose independent reading books that are in their comfort zone and take Accelerated Reader (AR) quizzes to assess reading comprehension. Students choose books, take quizzes throughout each marking period to achieve and exceed their AR goals and consequently, read more improving their independent and instructional reading levels.

READING INTERVENTION

The reading specialist in the Bergenfield Public Schools fulfills a variety of responsibilities from providing intensive interventions to struggling readers to coaching classroom teachers with best practices of instruction for a balanced literacy framework. The current framework is based on the Fountas and Pinnell instructional management system that supports assessing, teaching, intervening, and monitoring students through a continuum of literacy learning.

WRITING

There is an emphasis on writing across all grade levels and in all subjects. Teachers help students attend closely to language by analyzing the function of transitional words. Teachers integrate language arts, helping students learn to read like writers and apply the same complex structures of argument in class discussion that they are expected to use in their essays. Student writing is aligned to New Jersey Student Learning Standards so students will write argumentative essays, so they can state and support their opinion, as well as informative/explanatory writing pieces and narratives that are graded based on rubrics designed specifically for each writing assignment.

PHONICS

The Bergenfield Public School District recognizes the diverse levels of literacy our youngest students' possess when they enter formal education. In order to best meet these diverse needs, while ensuring all students have a

solid literacy foundation, all K-2 students will receive phonics-based instruction. The Phonics First Reading System is a multisensory, systematic, structured, sequential, phonics-based, direct-instruction approach to teaching decoding (reading) and encoding (spelling).

MATH

The Mathematics program in the elementary schools stresses understanding and applications of mathematical concepts as well as development of computational skills. New Jersey Student Learning Standards are embedded in the curriculum and learning activities to assure the development of skills. Ongoing assessments allow teachers to identify areas of strength and weakness and direct instruction to meet student's need.

Children will be involved in a number of active learning experiences that will enable them to develop the ability to solve mathematical problems as applied to real life situations. Students will utilize 21st century learning practices to further their learning. 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 and 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.

ASSESSMENTS

Students in grades 1-12 are assessed using the STAR Math Assessment. These assessments are repeated two to four times per school year to monitor student growth in the area of mathematics. Students use Math Facts in a Flash from grades K- 5 to assess student's knowledge of basic facts aligned with the New Jersey Student Learning Standards.

SOCIAL STUDIES

K-5 Social Studies curriculum was aligned to topics and skills in the New Jersey Student Learning Standards. The primary purpose of social studies instruction is to prepare students to become more actively 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 and government. Students will acquire 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.

SCIENCE PROGRAM

The Bergenfield Public School District is committed to supporting all learners as they become scientifically literate individuals who possess the knowledge and understanding of scientific concepts and processes required for personal decision-making, participation in civic and cultural affairs and economic productivity. The elementary science curriculum allows students to engage in 21st century learning skills while exploring concepts related to science, engineering and technology and how they permeate every aspect of modern life. The elementary science curriculum takes the approach of phenomena-based learning that uses inquiry to engage students in “doing” science. The curriculum is aligned with the New Jersey Student Learning Standards for Science and starts with real-world, observable phenomena, like weather, robots, oil spills and space travel. It’s authentic science, science that gets students questioning, problem solving and engineering solutions through inquiry and evidence. This approach brings three-dimensional learning to the classroom.

BILINGUAL AND ESL PROGRAMS

The goal of our programs is to assist all Bilingual Limited English students and English Language Learners (ELL) success in academic language acquisition, as well as fluency in the social language of their new surroundings. The Bilingual Limited English students will develop learning habits such as using context to interpret meaning, recognize words that describe thinking skills, read challenging but understandable materials and take risks in the new language and converse with native English speakers about academic topics. In acquiring the second language in our program, the students will increase their language and academic skills to perform on grade level work for each curriculum area of the NJSL and WIDA English Language Development (ELD) Standards. The elementary program for Bilingual/ELL students consists of the following.

PART-TIME BILINGUAL – This level of limited English students of Spanish in grades K – 5, are serviced in our Bilingual Part-Time program at Lincoln Elementary School which is the magnet school for the elementary level. The elementary bilingual (Spanish) student is pulled out from the mainstream class of instruction daily for forty-five minutes to one hour for their developmental reading and mathematics with a certified bilingual teacher. The certified bilingual instructor aligns their lesson plans in literacy and math for the age appropriate grade of the student and their individual needs.

NATIVE LANGUAGE INSTRUCTION – The material at the elementary level is taught in Spanish until the student is able to participate in the mainstream program. Student materials are available in both Spanish and English. To facilitate instruction in the mainstream classroom, a bilingual paraprofessional assists the students in their native language, which provides a comfortable and accepting environment until the student makes the transition in the target language. They also receive resource room assistance for any difficult assignments or assessments given by the mainstream teacher, which is translated to Spanish. The bilingual teacher, bilingual paraprofessional and mainstream teacher meet regularly to discuss student progress.

TRANSITION- The students are transitioned into all English instruction as they demonstrate their communicative and academic progress. They still can receive and have the availability of resource room assistance from the bilingual teacher and paraprofessional.

WORLD LANGUAGE PROGRAMS

The World Language Program provides students in grades Kindergarten to 5th grade with exposure to different cultures from around the world. This will assist the elementary school students in preparation for joining the global society as adults. Students in all grades from Kindergarten to grade 5 will receive language instruction in Spanish. All students are encouraged to study at least one language for three years during their high school careers, which is a district goal. Throughout their experiences in the world language classroom, students will have the opportunity to develop their understanding of the cultural diversity represented on our planet. Assessment in the world language program consists of integrated performance-based tasks and project based lessons.

MUSIC IN THE ELEMENTARY SCHOOLS

The central purpose of the music program in the Bergenfield elementary schools is to help children grow 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.

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 him/herself, 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.

HEALTH AND PHYSICAL EDUCATION

Health and Physical Education for grades K-12 is aligned with the New Jersey Student Learning Standards for those subject areas. The state requires that all students participate in a comprehensive, sequential health and physical education program that emphasizes the natural interdisciplinary connection among wellness, health and physical education. The 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.

Students will have physical education classes twice a week as well as incorporating health in to the class schedule to meet the state requirements. Students should wear appropriate clothing 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 and cooperation. The elementary health program concentrates on providing students with the ability to acquire health promotion concepts and skills to support a healthy and active lifestyle.

USEFUL WEBSITES/LINKS

HomeworkNow.com

[\(http://www.HomeworkNow.com/\)](http://www.HomeworkNow.com/)

HomeworkNow.com provides 1000's of schools with the ability to communicate information to students and parents in a variety of ways via the Internet. School admins communicate school alerts and take home notices and announcements. Teachers post homework, classroom happenings, and more. Parent-Teacher Groups stay in touch with parents.

Study Island

[\(http://www.studyisland.com/\)](http://www.studyisland.com/)

Study Island is a leading provider of web-based state assessment preparation programs and standards based learning programs

Renaissance Place

Renaissance Place HOME CONNECT

Renaissance Learning's advanced technology makes the practice component of your reading, math, and writing curriculum more personalized and effective than ever before. Adopted by more than 75,000 schools, our computerized assessment tools for 21st Century classrooms help you save time and money as you accelerate learning in every student, pre-K-12.

Renaissance Learning

The Bergenfield School District has fully integrated the use of Renaissance Learning in each of the seven schools.

The short-cycle assessments: STAR READING, STAR MATH and STAR Early Literacy provide the teachers with important assessment data to help drive the instruction of all children. STAR testing is conducted a minimum of three times a school year to measure student growth and help guide our children to new heights of success. STAR data is shared with families of our children and we highly encourage that each family logs into RENAISSANCE HOME CONNECT to track the progress of their child in STAR testing, ACCELERATED READER, ACCELERATED MATH and MATH FACTS IN A FLASH.

If you have any questions, please make sure to ask your child's teacher for further explanation on how to make RENAISSANCE useful for you and your child at home.

PLEASE MAKE SURE TO VISIT THE BERGENFIELD WEB SITE FOR DIRECT LINKS TO THE INFORMATION ABOVE.

SCHOOL CLOSING - DELAYED OPENING - EARLY DISMISSAL

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.

HOW WILL I KNOW IF SCHOOL IS CLOSED FOR THE DAY OR IF THERE IS A DELAYED OPENING?

- The Bergenfield School District will utilize the REVERSE 911 system to notify residents of school closings, delayed openings and any special announcement that needs to be disseminated to residents in a timely fashion.
- Check our web site at www.bergenfield.org - A "No School" announcements will be posted.
- Announcements/SCHOOL CLOSINGS will be posted on TWITTER and FACEBOOK as well.

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 ELEMENTARY 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;

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.

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 and Area School Superintendents.

LUNCH SERVICE: *Elementary lunch period will be 45 minutes in length from 11:30-12:15 P.M. Students, who normally leave the building, should be encouraged to bring their lunch and remain in the building.*

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 the utmost safety for students and staff. If schools must be closed, children will be dismissed.

Parents should arrange 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 (S.A.C.C.) Program will be notified. It will be their responsibility to cancel their program.

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, sexual orientation, 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. In addition, each elementary school has an affirmative action school monitor. Should you have any questions, please call Mrs. Darlene Markman at 201-385-6250.

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.

PLEASE MAKE SURE TO COMPLETE THE APPLICATION FOR FREE AND REDUCED LUNCH TO SEE IF YOU QUALIFY. As in the past, children may bring lunch from home. Please note that the school has no facilities for cooking or reheating food sent from home.

Student Dress and Grooming

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. Flip-flops and backless sandals are not allowed.
4. Student dress and grooming will comply with State and federal law and guidelines.
5. Student dress will not be destructive to school property.
6. 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.

Community Service Projects

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

The VOLUNTARY FINGERPRINTING PROGRAM provides an opportunity to parents of K-5 students to be fingerprinted by police officers. 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.

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 5th grade students 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.

Standardized Testing

New Jersey participates in New Jersey Student Learning Standards Assessments (NJSLSA) for Mathematics, ELA and Science. Students are held accountable for achieving the New Jersey Student Learning Standards which the State has implemented to guide student learning and achievement.

<https://nj.gov/education/cccs/> The NJSLSA will be administered within the following timeframe:

Assessment	Window to Administer to 3 rd – 5 th Grade
NJSLSA	April 20 to May 29 2020

Science Assessment Administration:

Students are held accountable for achieving the New Jersey Student Learning Standards for Science by the end of fifth grade. Fifth grade students will take the Science assessment during the Science window to administrator: May 4- June 5, 2020.

Reporting To Parents/Guardians

APPOINTMENTS / CONFERENCES

As we work together during the year, specific concerns may arise regarding your child's progress. At any time the parent and/or the teacher feel 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

Kindergarten- Grade 5

Effort/Standards Performance

4 Exceeds Standards

3 Achieves Standards

3 Approaches Standards

1 Needs Support

Grades 3 - 5: Trimester Grading Key

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 = 64 and below

B- = 80- 82

Behaviors That Support learning

C = Consistent

D = Developing

I = Improvement Needed

Code of Student Conduct

All students are expected to behave appropriately in accordance with general rules of good conduct and Board of Education policies 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.

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 textbooks, furniture, or other school property.
- Computers are to be used for classroom assignments, district benchmarks or teacher led instruction only. Students are not permitted to use district computers/technologies for accessing inappropriate websites, video games, Facebook, Twitter or Instagram accounts.
- 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, including footwear. Flip-flops and backless sandals are not permitted.
- 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 any school function.
- “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.

Harassment, Intimidation and Bullying (HIB)

All elementary schools and the Board of Education prohibit acts of harassment, intimidation or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its pupils in a safe and disciplined environment. For the complete policy, please see the district website for policy 5512.01. (Go to the Board of Education tab and then go to policies and search for 5512.01)

Bergenfield Board of Education Internet & Electronic Information Access Agreement/Student Agreement

Dear Student and Parents/Guardians:

Bergenfield Public School District’s goal in providing access to the Internet and/or other sources of electronic information includes (1) providing a rich and interesting educational experience; (2) developing academic growth and excellence; and (3) developing skills related to research, use of computers, applications, software, and computer etiquette, responsibility, and accountability.

Any use of unapproved software or applications, including but not limited to Virtual Private Networks (“VPNs”), Proxy servers or sites, or copyrighted software, to bypass security measures on the Bergenfield School District network is forbidden. Please be advised that any unapproved software, applications, or resources used by a student puts the student’s personal and private information at risk to parties who may impose harm. **All Internet use and communications must be related to research and educational objectives only.** Any violation of the Bergenfield Board of Education Policy 2361 (Acceptable Use Policy) and the Google Apps for Education Edition Agreement and Privacy Policy may result in immediate termination of access to the network. Other disciplinary actions may also be taken in proportion to the severity of the violation.

STUDENT AGREEMENT

As a condition of using Bergenfield School District’s computers and devices, applications, software, and computer networks to access programs and/or information including, but not limited to, the Internet, Google G Suite for Education, such as Gmail, and related networks, I have read and agree to abide by the Bergenfield Board of Education Policy 2361 (Acceptable Use Policy) and the Google Apps for Education Edition Agreement and Privacy Policy. I understand that any violation of these guidelines or any inappropriate conduct related to computer usage may result in administrative action, including, but not limited to, revocation of my computer use and access, detention, suspension, expulsion, or legal prosecution. I understand and am fully responsible for my actions.

Google Apps for Education Edition Agreement and Privacy Policy:

https://gsuite.google.com/intl/en/terms/education_terms.html

Student’s Name _____ (Please Print)

Student’s ID Number _____ Grade _____

Student’s Signature _____ Date _____

PARENT/GUARDIAN CONSENT AND AGREEMENT

I have read and discussed with _____ (Student’s Name) the above agreement and the Board of Education Policy 2361 (Acceptable Use Policy) and the Google Apps for Education Edition Agreement and Privacy Policy. I understand that access to the Internet and related networks as well as to computer software, Google G Suite for Education including Gmail, and applications on school computers and devices are for **educational use only**.

Parents/Guardian’s Name _____ (Please Print)

Parent/Guardian’s Signature _____ Date _____

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 - 6. Gains or seeks unauthorized access to resources or entities;
 - 7. Forges electronic mail messages or uses an account owned by others;
 - 8. Invades privacy of others;
 - 9. Posts anonymous messages;

10. Possesses any data which is a violation of this Policy; and/or
11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children’s Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and world wide web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including “hacking” and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors’ access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children’s Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year’s annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the main office a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act

Federal Communications Commission: Neighborhood Children's Internet Protection Act

BERGENFIELD PUBLIC SCHOOLS

Annual Integrated Pest Management Notice for School Year 2019-2020

This notice is being distributed with the New Jersey School Integrated Pest Management Act. The Bergenfield Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available) of each pesticide product that may be used on school property. The label and MSDS are available for review by a parent, guardian, staff member or student attending the school. Also the IPM Coordinator is available to parents, guardians and staff members for information and to discuss comments about IPM activities and pesticide use in the school.

As part of a school pest management plan the Bergenfield Board of Education may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

Asbestos Hazard Emergency Response Act

The Bergenfield School District has and will continue to comply with all of the regulations of the Asbestos Hazard Emergency Response Act (AHERA) (Pil. 99-519). This is being done by adhering to the operation and maintenance program set up by our designated "Asbestos Coordinator".

The Management Plan and O & M programs are available for review to all parents, teachers, and staff during regular hours at each school or at the Board of Education office located in the high school. There is no cost to review the documents in schools; however, a reasonable charge will be made to make copies. A request for copies must be made in writing and submitted to the "Asbestos Coordinator".

All of the asbestos containing building materials in the building are in good condition and we will continue to monitor them under our O & M as recommended by the EPA Administrator.

AHERA Designated Person
Integrated Pest Management Coordinator

BERGENFIELD PUBLIC SCHOOLS
 Bergenfield, New Jersey

Office of the Superintendent

**DATES FOR 2019-2020 MARKING PERIODS, REPORT CARDS
 (ELEMENTARY),
 OPEN HOUSES AND STAFF DEVELOPMENT DAYS**

ELEMENTARY SCHOOLS

Marking Period:	No. Days	Progress Report	Parent Conferences	Report Card
1. Sept.5 – Dec. 4	60	October 17, 2019	October 23 (5:30 p.m. -7:30 p.m.) October 24 4 hour session for students 8:30 a.m. - 12:30 p.m. (1:30 p.m.-3:30 p.m. Parent Conference)	December 12
2. Dec. 5 – March 12	60	January 30, 2020	February 5 (5:30 p.m. -7:30 p.m.) February 6 4 hour session for students 8:30 a.m. – 12:30 p.m. (1:30 p.m.-3:30 p.m. Parent Conference)	March 19
3. March 13 – June 22	60	April 30, 2020	By appointment	June 22

Elementary Schools Fall Open House: *September 19, 2019 (Thursday)*

PARENT CONFERENCES

<i>October 23, 2019</i>	<i>5:30-7:30</i>
<i>October 24, 2019</i>	<i>1:30-3:30</i>
<i>February 5, 2020</i>	<i>5:30-7:30</i>
<i>February 6, 2020</i>	<i>1:30-3:30</i>

STAFF DEVELOPMENT WORKSHOPS - All Schools

1. **September 4, 2019**
2. **January 20, 2020**

**Notice of Regular and Executive Meetings of The
Bergenfield Board of Education
2019-2020**

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 fourth 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 PM

September 16, 2019

October 21, 2019

November 18, 2019

January 13, 2020

February 10, 2020

March 16, 2020

April 20, 2020

April 27, 2020(Tentative Budget) High School

May 4, 2020

June 15, 2020

Regular Meeting 8:00 P.M.

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

* July 29, 2019

*August 26, 2019

September 23, 2019

October 28, 2019

November 25, 2019

*December 16, 2019

January 27, 2020

February 24, 2020

March 23, 2020

April 27, 2020

May 11, 2020

June 29, 2020

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