

# Handbook for Elementary Schools



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

**2018- 2019**

**BERGENFIELD PUBLIC SCHOOLS  
BERGENFIELD, NEW JERSEY**

## TABLE OF CONTENTS

Content	Page Number
Bell Schedule	2
District Administration and Elementary Schools Directory	3
Superintendent's Message	4
Elementary Principals' Welcome Message	5
District Mission Statement and Objectives	6
Character Education	7
Home School Communication	7
Building Security <i>Safety Procedures, School Security Drills, Safety Patrols, Motor Vehicles, Emergency Response Team</i>	7 - 10
Registration	10
Immunizations	11
Transferring into the District	11- 12
Attendance and Punctuality	12 - 15
Emergency Contact Information	15
School Health Procedures	15 - 17
Elementary Curriculum <i>Special Education, Intervention and Referral Services, English/Language Arts, Social Studies, Mathematics, Intervention/Reading, Science, Bilingual and ESL, World languages, Music Education, Art Education, Physical Education,</i>	18 - 23
Useful Websites Renaissance Learning	23
School Closing, Delayed Opening, and Emergency Closing Procedures	24 - 26
Affirmative Action	26
Lunch Program	26
Dress Code	26
Community Service Projects	27
Standardized Testing	27
Reporting to Parents/Guardians <i>Appointments/Conferences, Grading and Evaluation Key</i>	28
Code of Conduct	29
Harassment, Intimidation and Bullying (HIB)	29
Annual Integrated Pest Management Notice	30
Asbestos Hazard Emergency Response Act	30
Marking Period Dates, Parent/Guardian Conferences, Open House	31
Board Of Education Meeting Dates	32

## ELEMENTARY BELL SCHEDULE

<b>2018-2019 BELL SCHEDULE FOR GRADES K-5</b>	
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

<b>2018-2019 HALF DAY SCHEDULE FOR GRADES K-5</b>	
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

<b>2018-2019 DELAYED OPENING SCHEDULE FOR GRADES K-5</b>	
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. Anthony Cortez  
Mr. William Jaeger  
Mr. Ralph Messina

## 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.....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 2018-19 Edition of the Bergenfield Public School District Elementary School Handbook.

The School Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our schools. In order for schools to operate efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures, and rules outlined in this handbook. The safety and security of each student is our top priority in Bergenfield Schools.

Some may think of the purpose of school rules as a form of classroom control and building management. However, rules also define ways of thinking about oneself and the world. Rules are guidelines for actions and for the evaluation of actions in terms of good and bad, or right and wrong, and therefore a part of moral or values education in school. They are a blueprint of conduct for students, teachers, and faculty members. Fully educating students includes helping each child contribute to creating an environment of mutual respect in which all stakeholders are welcome, nourished, and inspired.

It's no accident that for the third year in a row, Bergenfield High School has been ranked among the top 4% of high schools in the nation by U.S. News & World Report. BHS was recognized as 707th in the nation, 28th in the state, and 4th in Bergen County. We climb higher and higher on this prominent list each year because of the expectations we establish in this handbook setting the foundation from elementary school through high school.

The Bergenfield Public School District continues to garner state and national awards because we strive 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. We're not just striving for this mission, we are attaining it!

This handbook is an important tool utilized to map a pathway to our mission. It provides a guide illustrating how each child could best represent our classes, our schools, our district, and our borough with Bear Pride. I look forward to partnering with you throughout this school year to once again offer the very best educational opportunities for our students.

Sincerely,

**DR. CHRISTOPHER M. TULLY**  
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 (K-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, 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 to receive information by email or text messaging. Information will also be provided on the district website: [www.bergenfield.org](http://www.bergenfield.org) and social media feeds at Facebook and Twitter accounts. 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 required to show appropriate identification. 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, 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.

## 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 student be trained in specific drills. As part of our ongoing effort to keep our children and staff safe, we are going to be conducting 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.

THE POLICE DEPARTMENT WILL BE NOTIFIED OF ALL DRILLS AND INVITED TO PARTICPATE 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, 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. 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.
2. NEVER DRIVE ONTO SCHOOL GROUNDS AT ANYTIME. CHILDREN HAVE A HABIT OF APPPEARING OUT OF NOWHERE.
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. Kindergarten registrants must be five years of age on or before October 1st.
3. First grade registrants must be six years of age on or before October 1<sup>st</sup>.
4. All newly registered 4th, 7th, and 10th grade students are required to have a physical exam.
5. Medical Record Form with required immunization records, dated, stamped and signed by child's physician.
6. All newly enrolled elementary students are required to have a physical exam.
7. Transfer card and immunization record from previous school.
8. Student Registration Requirements and Agreement Form.
9. Transcript(s) from previous school(s).
10. Release of Records Request Form.
11. Child's original birth certificate with official seal or certified copy.
12. Registration Form completed and signed by parent or legal guardian.
13. Official custody documents will be required if child does not reside with both parents/guardians.
14. 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, tax bill from Bergenfield 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, water)
15. Parent/Guardian affidavit of legal residence and pupil domicile completed and notarized (Affidavit Form).
16. 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 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, 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, or
  - 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.

5. **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:**

	<u>First Bell</u>	<u>Dismissal</u>
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, whatever the reason for the absence, except that absences for the observance of religious holidays and during a pupil’s suspension will not count toward the total. 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](http://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, a trained delegate may administer the EpiPen if the nurse is not present.

### **MEDICAL STAFF DIRECTORY**

Philippe Desplat, D.O. ....Valley Health Medical Group, Medical Director

### **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 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: 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 who come together 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 as well as for students determined in need of special education programs and services. The goal of the committee is to see student improvement in targeted areas.

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. 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, and improve their independent and instructional reading levels.

## **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 they are expected to use in their essays. Student writing is aligned to New Jersey Student Learning Standards so students will write argumentative, so they can state and support their opinion, informative/explanatory text and narratives that are graded based on rubrics designed specifically for each writing assignment.

## **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 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, and government. 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.

## **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 needs.

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 21<sup>st</sup> 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.

## **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.

## **SCIENCE PROGRAM**

Each year students will be actively engaged in an inquiry-based science program that encouraged the application of critical thinking and problem-solving skills. Students will explore concepts related to earth science, physical science and life science, including the human body. Our kindergarten through fifth grade program is aligned to the New Jersey Student Learning Standards for Science, and provides for the integration of multiple disciplines, including mathematics and technology.



## **BILINGUAL AND ESL PROGRAMS**

The goal of our programs is to assist all Bilingual Limited English students and English Language Learners 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 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 ELD Standards. The elementary program for Bilingual/ELL students consists of the following.

**PART-TIME BILINGUAL** – This level of limited English students of Spanish, 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 her 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 with exposure to many cultures and languages from around the world. This will assist the elementary school students in preparation for joining the global society as adults. Once students enter grade 6 they receive language instruction on a daily basis following the curricula at the high school level. 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.

## **PHYSICAL EDUCATION**

Physical Education for grades K-12 is aligned with the New Jersey Student Learning Standards for that subject area. In grades K-5, emphasis is on fitness training, development of human movement and wellness. 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 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.

## **INTERVENTION AND REFERRAL SERVICES**

The I&RS Committee is comprised of staff members: an administrator, guidance counselor(s), teacher(s), and member(s) of the Child Study Team and meets 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.

## **USEFUL WEBSITES/LINKS**

### **HomeworkNow.com**

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

HomeworkNOW 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](http://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:*** 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 45 minutes, 11:30 - 12:15 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.

## **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 facility 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. 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.

## COMMUNITY SERVICE PROJECTS

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

The VOLUNTARY FINGER PRINTING 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.

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.

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

**Partnership for Assessment of Readiness for College and Careers (PARCC)** <https://parcc-assessment.org/>

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 PARCC Assessment will be administered within the following timeframe:

<b>Assessment</b>	<b>Window to Administer to 3<sup>rd</sup> – 5<sup>th</sup> Grade</b>
PARCC	April 8 to May 28, 2019

### **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 6- June 7, 2019.

## 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, Grades 1 & 2:

#### Effort/Standards Performance

- O = Outstanding Performance
- S = Satisfactory Progress
- W = Working towards Satisfactory Progress
- N = Needs Improvement
- X = Not Applicable

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 = 64 - 0
B- = 80- 82	

#### Effort Standards Performance/Learning Behaviors

- O = Outstanding Performance
- S = Making Satisfactory
- W = Working towards
- N = Needs Improvement



## **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.

### **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.
- 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 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 pupil’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 PUBLIC SCHOOLS***

### ***Bergenfield, New Jersey***

#### **ANNUAL INTEGRATED PEST MANAGEMENT NOTICE FOR SCHOOL YEAR 2018-2019**

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 for the Bergenfield Board of Education is: Mr. Joseph DeGrazio, (201) 385-7170, 225 West Clinton Avenue, Bergenfield, New Jersey. 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 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 2018-2019 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</u>	<u>Report Card</u>
1. Sept.6 – Dec.6	60	October 18, 2018	October 24 (5:30 p.m. -7:30 p.m.)  October 25 4 hour session for students 8:30 a.m. - 12:30 p.m. (1:30 p.m.-3:30 p.m. Parent Conference)	December 13
2. Dec. 7 – March 14	60	January 31, 2019	February 6 (5:30 p.m. -7:30 p.m.)  February 2 4 hour session for students 8:30 a.m. – 12:30 p.m. (1:30 p.m.-3:30 p.m. Parent Conference)	March 21
3. March 15 – June 20	60	May 2, 2019	By appointment only	June 20

**Elementary Schools Fall Open House:** *September 27, 2018 (Thursday) 7:00pm*

### PARENT CONFERENCES

<i>October 24, 2018</i>	<i>5:30-7:30</i>
<i>October 25, 2018</i>	<i>1:30-3:30</i>
<i>February 6, 2019</i>	<i>5:30-7:30</i>
<i>February 7, 2019</i>	<i>1:30-3:30</i>

### STAFF DEVELOPMENT WORKSHOPS - All Schools

1. September 5, 2018
2. January 21, 2019

# NOTICE OF REGULAR AND EXECUTIVE MEETINGS OF THE BERGENFIELD BOARD OF EDUCATION 2018-2019

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**

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

\* July 23, 2018

\*August 27, 2018

September 17, 2018

September 24, 2018

October 15, 2018

October 22, 2018

November 19, 2018

November 26, 2018

\*December 17, 2018

January 21, 2019

January 28, 2019

February 11, 2019

February 25, 2019

March 18, 2019

March 25, 2019

April 22, 2019

April 29, 2019

April 29, 2019 (Tentative Budget) High School

May 6, 2019

May 20, 2019

June 17, 2019

June 24, 2019

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