

# Northvale Public School

where students and staff excel, where parents and community  
care



## Student Handbook 2017-2018

# BELL SCHEDULES

## 3:00 PM Dismissal

### Grades K-6

Homeroom	8:30 – 8:40
Period 1	8:42 – 9:27
Period 2	9:29 – 10:14
Period 3	10:16 – 11:01
Period 4 <b>Lunch Grades 3 – 5 (Recess at 11:33)</b>	11:03 – 11:48
Period 5 <b>Lunch Grades 6 - 8 (Recess at 12:20)</b>	11:50 – 12:35
Period 6 <b>Lunch Grades K – 2 (Recess at 1:11)</b>	12:41 – 1:26
Period 7	1:28 – 2:13
Period 8	2:15 – 3:00

### Grade 7

Period	Time
Homeroom	8:30-8:40
Period 1	8:42-9:27
Period 2	9:29-10:14
Period 3	10:16-11:01
Period 4	11:03-11:48
Lunch	11:50-12:35
Block 3	12:41-1:49
Block 4	1:52-3:00

### Grade 8

Period	Time
Homeroom	8:30-8:40
Block 1	8:42-9:50
Block 2	9:53-11:01
Period 4	11:03-11:48
Lunch	11:50-12:35
Period 6	12:41-1:26
Period 7	1:28-2:13
Period 8	2:15-3:00

## 10:00 AM DELAYED OPENING

### Grades K-6

Homeroom	10:00 10:10
Period 1	10:11-10:46
Period 2	10:47-11:22
Period 3	11:23-11:58
Period 4 <b>Lunch Grades 3-5</b>	11:59 -12:34
Period 5 <b>Lunch Grades 6-8</b>	12:35 - 1:10
Period 6 <b>Lunch Grades K-2</b>	1:13 - 1:48
Period 7	1:49 - 2:24
Period 8	2:25 - 3:00

### Grade 7

Period	Time
Homeroom	10:00-10:10
Period 1	10:11-10:46
Period 2	10:47-11:22
Period 3	11:23-11:58
Period 4	11:59-12:34
Lunch	12:35-1:10
Block 3	1:13-2:06
Block 4	2:07-3:00

### Grade 8

Period	Time
Homeroom	10:00-10:10
Block 1	10:11-11:04
Block 2	11:05-11:58
Period 4	11:59-12:34
Lunch	12:35-1:10
Period 6	1:13-1:48
Period 7	1:49-2:24
Period 8	2:25-3:00

# 1:00 PM DISMISSAL

## Grades K-6

Homeroom	8:30 – 8:40
Period 1	8:41 – 9:12
Period 2	9:13 – 9:44
Period 3	9:45 – 10:16
Period 4 <b>Snack/Recess</b>	10:17 – 10:48
Period 5 <b>Snack/Recess</b>	10:49 – 11:20
Period 6 <b>Snack/Recess</b>	11:26 – 11:57
Period 7	11:58 – 12:29
Period 8	12:30 – 1:00

## Grade 7

Period	Time
Homeroom	8:30-8:40
Period 1	8:41-9:12
Period 2	9:13-9:44
Period 3	9:45-10:16
Period 4	10:17-10:48
<b>Snack/Recess</b>	10:49-11:20
Block 3	11:26-12:12
Block 4	12:14-1:00

## Grade 8

Period	Time
Homeroom	8:30-8:40
Block 1	8:41-9:28
Block 2	9:29-10:16
Period 4	10:17-10:48
<b>Snack/Recess</b>	10:49-11:20
Period 6	11:26-11:57
Period 7	11:58-12:29
Period 8	12:30-1:00

## **MISSION STATEMENT**

The Northvale Public School is committed to the pursuit of excellence in education as it relates to both teaching and learning. We aspire to foster lifelong learners who take responsibility for their own education as active participants in a safe, secure, and student-centered environment.

Our practices and policies are shaped by mutual respect, open and honest communication, ethical behavior, and personal responsibility. Our aim is to develop in each student a love of learning, strong self-esteem, good critical thinking skills, and an appreciation for diversity.

Education requires a shared commitment among all members of the school community, each supporting and complementing our ultimate goal – seeking to prepare all students for their role in a rapidly changing global community.

## **BOARD OF EDUCATION**

Mr. Joseph McGuire, President  
Mrs. Johanna Bargisen, Vice President  
Mr. Robert Bargna  
Mrs. Peg DeGennaro  
Mrs. Jamie Corday

## **SCHOOL DIRECTORY**

(201) 768-8484

Mr. Michael Pinajian	Superintendent	
Mrs. Pat Kayan	Secretary to the Superintendent	Ext. 30234
Mrs. Dianne Smith	Principal	
Mrs. Nathalie Covo	Secretary to the Principal	Ext. 30228
Mrs. Nadine McGrath	Supervisor of Curriculum and Instruction	Ext. 30233
Mrs. Katharine Arena	School Psychologist/ Child Study Team Chairperson	Ext. 30236
Mrs. Linda Ryan	Secretary to the Child Study Team	Ext. 30240
Mrs. Robin Rudolph	Secretary	Ext. 30235
Mrs. Jeanne Griffin	Guidance Counselor	Ext. 30226
Mrs. Katherine Dodds	Guidance Counselor	Ext. 30223
Mrs. Joan Bohan	School Nurse	Ext. 30224

### **Early Morning and Dismissal Procedures**

Parents of students in grades K-8 must notify the school if their child walks to and from school or has transportation. Also, if this routine changes, a note must be sent to their child's classroom/homeroom teacher describing the change.

When students are dropped off at school and picked up at the end of the day, parents must adhere to the following safety procedures:

Cars must drop-off/pick-up at the curb. Parents must not sit at the curb and inhibit the flow of traffic. Keep moving forward as cars exit the parking lot.

If you have more than one student to drop-off/pick-up, please decide on one location to do this. **Please, no double drop-offs!**

Prior to dismissal, parents should stand away from classroom windows to prevent distraction. After dismissal, students should report home unless they are enrolled in a school-sanctioned activity or supervised by their parent.

### **Absences**

If a student is going to be absent, a parent/guardian must call the attendance line (201-768-8484, press 1 for attendance).

**It is the student's responsibility to complete all of the work that was missed while he/she was absent.**

A minimum number of days of attendance for the school year, required for promotion, are defined as follows:

Grades K, 1, and 2:	161 days	(not to exceed 20 absences)
Grades 3, 4, and 5:	162 days	(not to exceed 19 absences)
Grades 6, 7, and 8:	163 days	(not to exceed 18 absences)

Parents/guardians of students not meeting the above requirements will be required to meet with the administration to determine whether or not promotion is appropriate.

### **Tardiness**

A student is tardy when he/she arrives after 8:37 AM. Twelve instances of tardiness will result in a progressive discipline plan.

### **Leaving School Early**

If a student must leave school early for an appointment, a note must be brought to his/her homeroom teacher. Parents/guardians must come into the main office to sign out their child. **Students will not be called out of class until a parent/guardian arrives at the main office.**

### **Letters/Flyers to Parents**

All letters/flyers to go home to parents will be sent via email blast.

The administration must preview and approve any letter/flyer before it is sent. Letters/flyers that advertise organizations and/or functions that are not directly related to the Northvale Public School or the Borough of Northvale will not be approved.

### **Extra-Curricular Activities**

The following activities may be offered for middle school student participation:

Yearbook	Musical Theater Ensemble
Student Government	Music - Choral
Soccer Team	Music - Instrumental
Volleyball Team	School Newspaper
Basketball Team	School Literary Journal
Baseball/Softball Team	International Club
Spring Track Team	Physical Education Intramurals
National Junior Honor Society	Garden Club
Art Club (may also be offered to students in grades two through five)	Debate Club

### **Rules Concerning School Grounds**

1. Loitering in or around the school, before or after school hours, is prohibited.
2. Bicycles, skateboards, and scooters **may not** be ridden on school grounds.
3. Bicycles must be locked up while on school grounds. The school district will not be responsible for personal property lost or stolen.
4. Be sure to follow the directions of our crossing guards at all times.
5. Students should be ready and waiting for parents at the front of the building at dismissal.

### **Rules of Conduct**

#### **Students shall not:**

1. Disrupt teaching and learning.
2. Interfere with the rights of others to enjoy a safe and comfortable environment free of foul, demeaning, or abusive language, sexual harassment, reckless endangerment or threatening/physically harmful behaviors.
3. Disobey or show lack of respect to teaching staff and school staff.
4. Refuse to complete homework or other assignments.
5. Cheat or engage in academic dishonesty.
6. Steal, damage, or deface the property of others.
7. Possess or use illegal substances.
8. Engage in illegal activities.
9. Possess, use, or threaten to use weapons or any implement intended to harm others.

### **Breaking the Rules of Conduct**

The sequence of disciplinary interventions is as follows, however, **the administration reserves the right to alter the sequence depending on the nature of the offense.**

1. Warning
2. Parent Notification
3. Referral to Administration
4. Detention (AM/PM)
5. Loss of Privileges
6. In-School Suspension
7. Out-of-School Suspension
8. Notification of Police
9. Hearing with the Superintendent
10. Hearing with the Board of Education

Students are expected to maintain the highest standards of conduct and parents are encouraged to remind them to be on their best behavior while in school. If and when unacceptable behaviors occur, students will incur consequences, as stated above, for their actions. Consequences are designed to teach students responsibility at various levels.

**Students who become physical and engage in altercations with each other will be spoken to by the administration. Physical offenses can warrant various degrees of disciplinary action and parents of the student(s) involved will be notified of the incident and appropriate consequences.**

**Verbal or physical threats made by a student (directed at him/herself or another student) may result in the requirement of a psychiatric evaluation in order to return to school.**

### **Cell Phones/Technology Devices**

The use of technology devices (making calls, playing games or music, taking pictures, sending/receiving messages, etc.) is not permitted during the school day. If a student needs to contact a parent/guardian, he/she must use the main office phone. If a student is found using a device during school hours, the device will be confiscated and a parent will be required to pick it up from the administration. If the student is found using a device a second time, further disciplinary action will be taken, including a detention or suspension, etc.

### **Harassment, Intimidation and Bullying**

All alleged incidents of HIB will be investigated in accordance with State law.

### **Consequences for Unacceptable Behavior**

Students need to accept responsibility for their behavior. Professional judgment will determine when to move from level to level. The administration reserves the right to



alter the sequence depending on the nature of the behavior. Consequences will generally include, but not be limited to:

***Level One – The Teacher***

1. Formal detention(s) with the teacher in an effort to change the behavior and to problem-solve.
2. Communication with parents via telephone conversation, email, and/or conference.

Parents will receive 24 hours notice of the date and time of a detention that has been issued to their child. Failure to report for a detention will result in further disciplinary action.

***Level Two – The Guidance Counselor***

A guidance-oriented approach could be utilized to reinforce teacher measures and examine causes of behavior.

***Level Three – The Administration***

If a student fails to respond to the teacher's authority and/or counseling, the following will tend to occur: (Not necessarily in this sequence.)

1. Cumulative detentions and/or suspensions may result in the exclusion from one or more of the following:
  - Locker/homeroom privileges
  - Lunchroom/recess privileges
  - Extracurricular activities
  - Field trips
  - End-of-the-year activities
2. Suspensions (In-School and/or Out-of-School.) The following are subject to immediate suspension from school and/or school-related activities from 1 to 10 days:
  - Damage to school or personal property
  - Endangering the safety of self or others
  - Extensive and/or prolonged misconduct
  - Willful disobedience and/or open defiance of a teacher or administrator
  - Possessing, using or distributing illegal substances and/or weapons
  - Truancy
  - Arson
  - Extortion
  - Theft
  - Verbal/Non-Verbal Threats
  - Incitement
  - Physical assault upon another student

- Assault upon a teacher, administrator, board member or school employee
- Sexual misconduct, including inappropriate physical contact, harassment, obscene gestures, indecent exposure or written remarks
- Entering school premises or any portion of the premises without authorization from a teacher or administrator

3. Referral to a Child Study Team member and possible out-of-district placement.

**All disciplinary action taken against any student is done in accordance with NJ State Law under the N.J.S.A. Title 18A, as well as district policy. Disciplinary action against a student is not subject to negotiation by parents.**

### **Student Due Process**

Every student shall be afforded due process. This process shall include the student being advised by the administration of his/her misconduct and the basis of such accusation. Should the offense warrant a long-term suspension from school, the student shall be entitled to a hearing with the Superintendent.

### **Lockers**

Students in grades 5-8 are given the use of hall lockers and are held responsible for proper care and regulations regarding their use. There will be a \$5.00 charge for replacement locks, which can be purchased at the Middle School Office. Lockers are considered school property and school authorities may open and inspect them at any time. Lockers and combinations are not to be shared between students.

### **General Rules and Expectations**

Everyone in the school community works well when there are rules to guide them. When rules are broken, there are consequences.

1. **School Dress Code:** Appropriate dress is mandatory at all times. Clothing that is not allowed in school is as follows:
  - No halter-tops
  - No racer back tops
  - No half T-shirts or sleeveless T-shirts
  - No exposed midriffs
  - No tank tops
  - No flip-flops
  - No spaghetti strap tops (sixth, seventh and eighth grade students only)
  - No extremely short miniskirts or shorts.
  - No clothing with inappropriate slogans.
  - No underwear showing - this includes bra straps and boys' boxers

In the event that a student violates the dress code, a parent/guardian will be contacted and asked to bring a change of clothes for their student. If the parent/guardian is unavailable to deliver a change of clothing, clothes will be provided to the student by the school

(when available.) If there are no clothes available, the student in question will be kept from returning to their schedule until a parent/guardian arrives.

2. Gum chewing is not permitted during the school day, even during recess.
3. Expensive personal belongings should be kept at home.
4. All students should treat each other, adults, and property with respect and in a safe manner.
5. Students will respect teaching and learning by listening to their teachers.
6. Students will respect each other's physical space by refraining from pushing, hitting, kicking, spitting, biting, or threatening physical harm.
7. Students will show respect to the school by keeping it clean and free of unnecessary damage.
8. Weapons (or toy look-alikes) are not permitted in school and may result in a suspension.
9. In hallways, students should walk to their right and keep noise to a minimum.
10. Students may only cross the railroad tracks on Clinton Avenue where the crossing guard is posted.
11. Textbooks will be inspected at the beginning and end of the school year. Damaged or lost books will result in book fines and/or replacement costs. Textbooks should be kept with the student or stored in their locker at all times. Textbooks should not be left on the floors in the hallway or anywhere that may put them at risk for damage or theft. There will be disciplinary consequences if this expectation is not followed.
12. All textbooks must be properly covered at all times. Please do not use "book socks," as they will damage the bookbinding.
13. Proper behavior must be exhibited at all times. This includes assemblies, sporting events, field trips, and special activities.
14. Students are responsible for making up all missed class work/homework due to SDL (Self-Directed Learners), instrumental lessons, special trips, and any other activity that takes them away from the regular schedule. No extra time will be permitted. Assignments are due on the original due date given by the teacher. Example: If a student has a music lesson third period on Tuesday, that student must hand in the prior night's homework on (the original due date) Tuesday.
15. Parents/guardians may request a teacher conference by calling (201) 768-8484 and leaving a message in the teacher's voicemail extension, which is available on each teacher's website.

### **Procedures for Processing Concerns**

Any student, teacher or program concern should be handled in the following manner:

1. Begin by expressing your concern to the teacher. Direct communication should generally be your first step.
2. If the matter is unresolved, speak with the Principal, who will facilitate a problem-solving meeting between you and the teacher.
3. If still unresolved, you may appeal to the Superintendent, who may hold a conflict resolution meeting with the parties involved.

4. If you believe that your situation has not been resolved, your appeal process will be presented to you. It could involve formal communication with the Board of Education.

Our goal is to resolve misunderstandings as close to their source as possible. Our procedure is designed to address concerns in an efficient manner.

### **Safety and Security**

In the interests of safety and security, the exterior doors will remain locked and secured after students' morning arrival. Visitors must announce themselves via the outside intercom stating the purpose of their visit. Upon entrance into the building, visitors must report directly to the main office, sign-in, and wear a visitor's pass sticker.

### **Fire/Security Drills**

1. Maintain absolute silence during the entire drill.
2. Follow teacher directions at all times.

In accordance with State law, fire and security drills will be conducted every month and are communicated to and supported by the Northvale Police Department.

### **Accidents**

If an accident occurs, or a student becomes seriously ill or injured, the incident must be reported immediately to the nearest staff member.

### **Honor Roll Requirements**

All honor roll students must have A's (90-100) and B's (82-89) in non-academic areas, as well as academic subjects.

### **High Honor Roll Requirements**

All high honor roll students must have A's (90-100) in non-academic areas, as well as academic subjects.

### **Grading**

Grades may be lowered for cheating, plagiarizing material, falsifying sources, failure to submit assignments, or engaging in academic dishonesty or negligence.

### **Trimesters and Report Cards**

Report cards are issued three times each school year through the parent access portal within our Genesis system. Incomplete report card grades must be made up within two weeks to avoid failure. The grading system is identified on the report card that students receive.

### **Eighth Grade Promotion Requirements**

The Northern Valley Superintendents have established specific guidelines, which clearly delineate the requirements to be promoted from the eighth grade. These requirements are as follows:

1. Students are required to attend school for a minimum of 163 days, except for medical reasons or extenuating circumstances.
2. All students must have a passing grade in the major subject areas of English/Language Arts (ELA), Literature, Math, Science, Social Studies and Spanish.
3. Students failing two or more subjects will not participate in promotion ceremonies/activities. Attendance in summer school may be required for promotion to the ninth grade.

I have read this handbook and understand the procedures and expectations included herein.

Student's Name (Print)\_\_\_\_\_

Student's Signature\_\_\_\_\_

Parent/Guardian's Name (Print)\_\_\_\_\_

Parent/Guardian's Signature\_\_\_\_\_