

Northvale Public School

where students and staff excel, where parents and community care



Student Handbook 2019 - 2020

3:00 PM DISMISSAL BELL SCHEDULE

Grades K - 6	Time		Blocks 1 and 2	Time		Blocks 3 and 4	Time
Homeroom	8:30 - 8:40		Homeroom	8:30 - 8:40		Homeroom	8:30 - 8:40
Period 1	8:42 - 9:27		Block 1	8:42 - 9:50		Period 1	8:42 - 9:27
Period 2	9:29 - 10:14		Block 2	9:53- 11:01		Period 2	9:29 - 10:14
Period 3	10:16 -11:01		Period 4	11:03 - 11:48		Period 3	10:16 - 11:01
Period 4 Grades 3 - 5 Lunch	11:03 -11:48		Lunch	11:50 - 12:35		Period 4	11:03 - 11:48
Period 5 Grades 6 - 8 Lunch	11:50 -12:35		Period 6	12:41 - 1:26		Lunch	11:50 - 12:35
Period 6 Grades K - 2 Lunch	12:41 - 1:26		Period 7	1:28 - 2:13		Block 3	12:41 - 1:49
Period 7	1:28 - 2:13		Period 8	2:15 - 3:00		Block 4	1:52 - 3:00
Period 8	2:15 - 3:00						

Grades 7 and 8 will alternate block schedules as follows:

Grade 7 - Blocks 1 and 2 on Tuesdays and Thursdays, and Blocks 3 and 4 on Mondays, Wednesdays and Fridays

Grade 8 – Blocks 1 and 2 on Mondays, Wednesdays and Fridays, and Blocks 3 and 4 on Tuesdays and Thursdays

10:00 AM DELAYED OPENING BELL SCHEDULE

Grades K - 6	Time		Blocks 1 and 2	Time		Blocks 3 and 4	Time
Homeroom	10:00 - 10:10		Homeroom	10:00 - 10:10		Homeroom	10:00 - 10:10
Period 1	10:11 - 10:46		Block 1	10:11 - 11:04		Period 1	10:11 - 10:46
Period 2	10:47 - 11:22		Block 2	11:05 - 11:58		Period 2	10:47 - 11:22
Period 3	11:23 - 11:58		Period 4	11:59 - 12:34		Period 3	11:23 - 11:58
Period 4 Grades 3 - 5 Lunch	11:59 - 12:34		Lunch	12:35 - 1:10		Period 4	11:59 - 12:34
Period 5 Grades 6 - 8 Lunch	12:35 - 1:10		Period 6	1:13 - 1:48		Lunch	12:35 - 1:10
Period 6 Grades K - 2 Lunch	1:13 - 1:48		Period 7	1:49 - 2:24		Block 3	1:13 - 2:06
Period 7	1:49 - 2:24		Period 8	2:25 - 3:00		Block 4	2:07 - 3:00
Period 8	2:25 - 3:00						

1:00 PM DISMISSAL BELL SCHEDULE

Grades K - 6	Time		Blocks 1 and 2	Time		Blocks 3 and 4	Time
Homeroom	8:30 - 8:40		Homeroom	8:30 - 8:40		Homeroom	8:30 - 8:40
Period 1	8:41 - 9:12		Block 1	8:41 - 9:28		Period 1	8:41 - 9:12
Period 2	9:13 - 9:44		Block 2	9:29 - 10:16		Period 2	9:13 - 9:44
Period 3	9:45 - 10:16		Period 4	10:17 - 10:48		Period 3	9:45 - 10:16
Period 4 Snack/Recess	10:17 - 10:48		Snack/Recess	10:49 - 11:20		Period 4	10:17 - 10:48
Period 5 Snack/Recess	10:49 - 11:20		Period 6	11:26 - 11:57		Snack/Recess	10:49 - 11:20
Period 6 Snack/Recess	11:26 - 11:57		Period 7	11:58 - 12:29		Block 3	11:26 - 12:12
Period 7	11:58 - 12:29		Period 8	12:30 - 1:00		Block 4	12:14 - 1:00
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

Mrs. Peg DeGennaro, President
Mrs. Jamie Corday, Vice President
Mrs. Nicole Cowley
Mrs. Michele Marinuzzi
Mrs. Jennifer Venditti

SCHOOL DIRECTORY
(201) 768-8484

Mr. Michael Pinajian Mrs. Pat Kayan	Superintendent Secretary to the Superintendent	Ext. 30234
Mrs. Michelle Martino Mrs. Nathalie Covo	Principal Secretary to the Principal	Ext. 30228
Mrs. Nadine McGrath	Supervisor of Curriculum and Instruction	Ext. 30233
Mrs. Stephanie Von Rudenberg	Supervisor of Special Education	Ext. 30227
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

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 parents. Please notify your child's homeroom teacher if there is any change in the routine pickup procedure.

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 recommended that your child stay home if he/she has a fever of 100.4 °F or above. Your child must be fever-free and off medication for at least 24 hours before returning to school. If your child has vomited or had diarrhea, he/she should stay home for at least 24 hours.

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:	160 days	(not to exceed 21 absences)
Grades 3, 4, and 5:	161 days	(not to exceed 20 absences)
Grades 6, 7, and 8:	162 days	(not to exceed 19 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. **See Board of Education Policy and Regulation # 5410, Promotion and Retention, for more information.**

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	Nature Club (all grades)
Art Club (also for grades 2 - 5)	

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.

Code 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.

Gum chewing is not permitted during the school day, even during recess.

Expensive personal belongings should be kept at home.

All students should treat each other, adults, and property with respect and in a safe manner.

Students will respect teaching and learning by listening to their teachers.

Students will respect each other's physical space by refraining from pushing, hitting, kicking, spitting, biting, or threatening physical harm.

Students will show respect to the school by keeping it clean and free of unnecessary damage.

Weapons (or toy look-alikes) are not permitted in school and may result in a suspension.

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.

All textbooks must be properly covered at all times. Please do not use “book socks,” as they will damage the bookbinding.

Proper behavior must be exhibited at all times. This includes assemblies, sporting events, field trips, and special activities.

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.

Breaking the Code 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

The use of cell phones (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 phone during school hours, the phone will be confiscated and a parent will be required to pick it up from the

administration. If the student is found using a phone 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 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 a replacement lock, 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

1. Dress Code

The following garments and articles are prohibited in school and school-sponsored indoor events:

- Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing
- Outdoor jackets, coats or hats except when entering or leaving the building and when there is a defect in the heating system
- Bare feet, unsafe footwear, footwear without a back, and footwear intended for the beach
- Patches and decorations that are offensive or obscene
- Undershirts (underwear) worn without an outer shirt
- Clothing that is overly soiled, torn, worn or defaced
- Non-prescription sunglasses, glazed and tinted sunglasses, except as prescribed by the student's doctor

- Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances or tobacco
- Clothing containing profanity or sexual references or innuendos
- Clothing which includes racial or ethnic violence
- Hats, hoods, visors and other headgear
- Any clothing that is likely to create a material and substantial disruption to the school environment

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.

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 Northvale School District has established specific guidelines, which clearly delineate the requirements to be promoted from the eighth grade. See Board of Education Policy # 5411. These requirements are as follows:

1. Students are required to attend school for a minimum of 162 days, except for extenuating circumstances.
2. All students must satisfactorily complete all major subject areas of English/Language Arts (ELA), Math, Science, Social Studies, and World Language in order to be promoted from eighth grade.