

VALLEY ROAD SCHOOL

2017-2018



Parent /Student Handbook

CLARK PUBLIC SCHOOLS  
Clark, New Jersey 07066  
Valley Road Elementary School  
Student and Parent Handbook

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2017-2018

Dear Parents and Guardians,

We welcome you and your child back for the new school year. Please leave the evening of Tuesday, September 26 open for the Valley Road School Back to School night. This is the night that you will learn about your child's specific classroom. The evening starts at 7:00 pm.

This year we have some changes in staffing as listed below:

Miss Kane will be moving to 4th Grade in room 3.

Mrs. Koepler's new room will be room 24.

Mrs. Cahill's new room will be room 23.

Mrs. Moscarella's new room will be room 14.

We wish all those moving on to new ventures great success. We welcome all the new staff to our school or to a new grade level. We will all be helpful in their transition to their new positions. They are all very qualified and highly motivated people.

In 2017-18 we will continue to follow the State guidelines in dealing with bullying behaviors. Please share with your child the difference between conflict and bullying. Bullying type behavior will cause specific procedures to be followed with an anti bullying specialist reviewing the case, the principal assigning consequences and reports sent to the superintendent and the Board of Education. We will also continue with our anti bullying lessons throughout the year in all classes. Our Bully mission statement is:

VRS Bully Prevention Mission Statement

***Valley Road is a school-wide community supporting anti-bullying. We empower each and every staff member to intervene in situations viewed as bullying. We support a climate of school safety and respect, positive learning outcomes and acknowledgement of individual feelings of security. Through these ideals and ongoing staff, student, parent and community trainings, we strive to make Valley Road School an environment of acceptance for ALL.***

Bullying is when behaviors are directed at a specific person for reasons of the persons group or background. Conflict is when two students are having some type of difficulties between each other.

In general we expect students to display behavior that is appropriate to school and to respect others. Please review the behavior guidelines listed in this book on pages 23-26. This listing gives students behavior expectations and an awareness of the consequences that will be given if the guidelines are not followed.

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In these continuously difficult economic times which affect school staffing, we are lucky to have parents that have volunteered their time to assist the staff in preparing the school for the 2017-18 school year. We thank all the parents and grandparents who gave us a helping hand over the last few weeks. We could use additional help throughout the year. If anyone would like to be a part of group of parent volunteers, please let the office know. This group will be comprised of staff and parent volunteers willing to help in various areas, as assistance is needed. Potential tasks for this group may be helping new staff with adjustments, assisting with orders and delivery of materials, copying, supporting clerical staff, preparing materials, typing, and various other miscellaneous items that may arise. Volunteers are able to help throughout the school day or in the evenings on occasion.

Please remember that traffic in our parking lot gets very congested so we ask that all parents and adults follow the traffic guidelines to keep our lot safe. Please review the parking lot and traffic guidelines on pages 9-12 and share these guidelines with people that may be dropping off or picking up your children. Our driveway and parking lot should help with traffic. We will continue with our field driveway.

This is the 2017-18 version of our Student and Parent Handbook. In its pages you will find most of the information that you and your child will need for this school year. If you require any other information or assistance feel free to call the school and speak to your child's teacher, one of our office staff, Margaret Tamburello or Cindy Schafer, or our principal Joe Beltramba.

The Valley Road Staff

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**The Clark Township Public Schools Mission Statement**

The Clark Township Public Schools will, in an active and responsible partnership with the community, provide a quality education that ensures that all students achieve the New Jersey Core Curriculum Content Standards (NJCCCS) at all grade levels. Through a nurturing, relevant learning environment, we will assist in the development of productive, respectful and accountable citizens who are lifelong learners.

The educational goals of the Clark Public Schools are established to help each individual develop into the finest human beings s/he is capable of becoming, able to live life the fullest and to do his/her part in making that possible for every other human being. To this end we propose the following goals for each individual:

1. To develop to the fullest potential the physical, emotional, social, and intellectual abilities of the learner.
2. To recognize that all education serves as a basis for lifelong learning.
3. To acknowledge that education prepares learners to contribute to society in a productive manner and to recognize the challenge of global competition.
4. To acquire the oral and written language skills necessary to actively participate in all forms of communication.
5. To provide an opportunity to develop skills in problem solving, logical thinking, and reasoning.
6. To acquire information and understanding of the principles of social science through the study of history, geography, and current events, and the impact of these on our society.
7. To prepare for good citizenship in a democracy and to develop respect for persons and property beyond the individual.
8. To acquire the knowledge and habits necessary to promote a positive attitude toward both physical and mental personal health.
9. To acquire basic knowledge and awareness of the potential of the sciences and related technology.
10. To provide opportunities to acquire knowledge and to develop an awareness of the continuing balance between man and the environment.
11. To acquire the ability and the desire to be creative in one or more of the arts and to appreciate the works of other people.
12. To acquire the ability to develop awareness, respect, and tolerance for a wide range of people including, but not limited to, those with social, cultural, and physical characteristics different from our own.
13. To develop an acceptance of and respect for all individuals who have learning, physical, or emotional challenges.
14. To encourage partnerships with parents and the community to create and maintain safe and healthy educational environments for all learners.

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**The Valley Road School Mission**

*It is the mission of Valley Road Elementary School to promote and enhance the development of pre-K through grade five students by addressing the following goals:*

1. To build upon a solid elementary school curriculum a knowledge, understanding, and appreciation of the world.
2. To foster a sense of self within the community.
3. To create a milieu in which students learn, develop, and live those interpersonal skills needed to work with, understand, and accept others.
4. To foster an eagerness and appreciation of learning.
5. To challenge each student with creative ideas and materials while promoting an appreciation of learning.
6. To achieve an enhanced communication between all members of the Valley Road educational community and the Township of Clark, which will result in a better understanding and sense of community "ownership" of the school, its goals, and program.
7. To promote a positive and safe school climate.



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**Valley Road School Staff**

**Principal**

Joseph Beltramba

**K-5 Assistant Principal**

Mallory Applebaum

**Secretary**

Margaret Tamburello

**Office Aide**

Cindy Shafer

**Classroom Teachers**

LD K-3	Linda Koepfler	Room 24
MD K-3	Kelly Moscarella	Room 14
Kindergarten	Paula Spence	Room 5
Kindergarten	Kimberly Belverio	Room 4
Kindergarten	Jackie Grigoli	Room 20
First Grade 1P	Patricia Peitz	Room 12
First Grade 1S	Melissa Sakowski	Room 19
First Grade 1C	Jennifer Clere	Room 22
Second Grade 2C	Kelly Cahill	Room 23
Second Grade 2PI	Sharon Pinto	Room 15
Second Grade 2P	Cecilia Petela	Room 13
Third Grade 3K	Karen Krick	Room 11
Third Grade 3M	Caitlyn McHugh	Room 17
Third Grade 3S	Diane Spagnoli	Room 16
Third Grade 3ST	Jenna Stafford	Room 18
Fourth Grade 4G	Jennifer Guenther	Room 7
Fourth Grade 4H	Nancy Heller	Room 2

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Fourth Grade 4K	Brianna Kane	Room 3
Fourth Grade 4S	Christina Salvatore	Room 6
Fifth Grade 5L	Bryan Lowe	Room 1
Fifth Grade 5R	Nicole Reagan	Room 10
Fifth Grade 5W	Kelly Williamson	Room 9

**Specialists**

Sarah Badillo	Guidance Counselor	Guidance Office
Anthony Calandra	Physical Education/Health	Gymnasium
Frank Caragher	Resource Center Tchr/ICR	Room 8
Lorraine Coyle	Academic Enrichment - Title 1	Trailer
Nicole Czarnecki	Computer Teacher	Room 21
Susan Dzurovcik	Resource Center Tchr/ICR	Room 8
Melissa Gabriele	ESL	Trailer
Gail Lombardi	Academic Enrichment - Title 1	Trailer
Michele Matesic	Art Specialist	Room 30
Kathleen McLean	Nurse	Health Office
Lauren Minevini	Resource Center Tchr/ICR	Room 8
Patricia Sauer	Music Specialist	Room 24
Kathleen Scarola	Literary Enrichment	Learning Center
Cindy Tarello	G&T	Learning Center
Melissa Gabrielle	ESL Specialist	Trailer
Michele Metesic	Art Specialist	Learning Center

**Special Needs Team**

Nicole Arpino	School Psychologist	CST/Trailer
Lisa Giandana	Learning Consultant	Guidance
Jackelyn Heim	Speech/Language Specialist	Trailer
Eunice Pangiochi	Social Worker	Trailer
Carol Sheridan	Physical Therapist	

**Teacher Assistants**

Gwen Hilongos	Grade K-Belverio	Room 4
Christine Marczewski	Grade K-Grigoli	Room 20
TBD	Grade K-Spence	Room 5

**Paraprofessional Aides**

A. Gibb	Grade K-3 - Moscarella	Room 24
A. Humiston	Grade K-3 - Moscarella	Room 24
Helen Santa Maria	Grade K-3 - Moscarella	Room 24
Christine Chesney	Grade K-3 - Moscarella	Room 24
	Grade K-3 - Moscarella	Room 24
	Grade K-3 - Moscarella	Room 24

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S. Costa -Ponik	Grade K-Grigoli	Room 20
L. Patricco	Grade K-Belverio	
K. Faede	Grade 1-Sakowski	Room 19
J.Witting	Grade 2-Fisher	Room 15
C. Bottitta	Grade 3-Spagnoli	Room 16
D. DeMille	Grade 3 Sakowski	Room 19
S. Petrosino	Grade 3/5 Spagnoli/Williamson	Room 9
K. DeLima	Grade 4- Heller	Room 2
Paul Wright	Koepfler	Room 3
Phyliss Mezaros LLD-1	Koepfler	Room 3
Alexa Beer LLD-1	Koepfler	Room 3

**Gym/Recess Aide**

Arlene Brennan

**Lunch/Recess Aides**

**Staff**

Jane Baumann

TBD

Danielle Hilton

Denise Infantino

Kristen Impellizzeri

Michelle Thompson

Carolyn Tierney

Maria Reis

Susan Purcell

Dara Lipari

**Kitchen**

Sue Wray

**Custodians: Day/Nelson**

**Night/**

**Crossing Guards:** Connie, Jimmy

**Clark Board of Education**

**Clark Public Schools Administrators/Special Services**

Ed Grande	Superintendent
TBD	Assistant Superintendent
Paul Vizzuso	Business Administrator/Board Secretary
	Accountant

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Jennifer Feeley	Principal, Arthur L. Johnson High School Assistant Principal, Arthur L. Johnson High School
Rick Delmonaco	Principal, Carl H. Kumpf Middle School
Amanda Cloutier	Assistant Principal, Carl H. Kumpf Middle School
Shirley Bergin	Principal, Frank K. Hehnlly School
	Supervisor/Student Counseling Services
	Supervisor of Math/World Lang./Computers/Tech.
Gus Kalikas	Supervisor of Athletics and Physical Education
Doreen Babis	Interim Supervisor of Special Services
Mallory Applebaum	Assistant Principal to K-5 Confidential Secretary
Felicia Basso	Confidential Secretary Computer Operator (Facility Use)
Christine Unish	Computer Operator (Transportation & Insurance)
Beth Kynch	Computer Operator (Purchasing)
Francine Marzano	Confidential Secretary to BA
Terri Rodrigues	Confidential Secretary
Margaret Alago	Computer Operator (Payroll)

**Clark Board of Education Members**

Mrs. Lorraine j. Aklonis  
Mr. Thomas Lewis  
Mr. Carmen Brocato  
Mrs. Laura Caliguire  
Mrs. Jill Curran, President  
Ms. Christine Guerriero, Garwood Representative  
Mr. Henry Variano  
Mr. Robert F. Smorol, Jr.  
Mr. Stephen Donkersloot  
Mr. Scott Bohm  
Mr. Edward Grande Superintendent  
Mr. Paul Vizzuso, Administrator/Board Secretary  
Weiner, Lesniak, Board Attorneys

## **ARRIVAL and DISMISSAL PROCEDURES and SAFETY GUIDELINES**

Everything you Need to Know about Arrival and Dismissal

### **Arrival Procedures**

School homeroom starts at 8:40am. Students may begin to enter the building at 8:25 a.m. **There is no supervision for children before 8:25**, therefore to ensure their safety parents may not leave a child unattended before this time. The procedure for drop off is as follows:

Parents may enter either the new or old driveway. If entering the new driveway drivers should pull around the back of the building by passing the field and circle around the end of the building by the woods. Then pull up towards the office side of the building and drive up to the white **DROP OFF ZONE in front of the yellow sign** (located at the side door with the steps in the front corner of the building along the office side of the school). Children are to disembark from their vehicle and enter the building through the second set of doors along the old driveway side of the school. Parents **should not leave their cars unattended during this process**. Cars are to approach the drop off zone in a single file, drop off their children, and move toward the driveway exit promptly and cautiously. **All students in grades K - 5 are to enter the building through this door. The Office Entrance is not a drop off area except for special cases or specific classes**. The special cases will be notified by the teacher or office. The office entrance will remain locked and will be accessible to students with special permission, Mrs. Koepfler and Mrs. Moscarello's non bus student classes. If parents want to bring children to either door, they must park in an approved parking spot in the lot or on the local road. (See more details on Traffic Patterns and Parking Lot Guidelines). Please do not park in the staff lot next to the field. Students entering in early morning before 8:25 for clubs and early morning help be should enter through the Cafeteria doors.

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**Safety:** Many students choose to ride bicycles to school. It is important that they follow the safety laws. Students riding bicycles to school must wear bicycle safety helmets. They should also walk their bicycles through the crowded sidewalks around the school.

**Alternative Pick Up:** Anyone going home in a way other than parent pick up or school bus should send in a note or an Alternative Dismissal Form. This would be for those going home as walkers, childcare or those being picked up by family friends. A note should be sent in by a parent to the teacher. We will only dismiss to non-parents with a parental written note/form on file. Please list on the note if it is for the whole year or just for a particular day.

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**Parent Visitations:**

If parents have business in the office the first thing in the morning or an appointment with a teacher, it is recommended that they park their cars in the lot or the street and walk to the main entrance. Children are still required to enter the building through the drop off doors and proceed to their designated areas at 8:25 a.m.

To help alleviate traffic coming into and leaving the driveway, I encourage you to carpool with your neighbors whenever possible. Children who live within a short walking distance are also encouraged to walk to school. Parents may choose to park in our school lot near the woods or along Valley Road, Liberty Street or other local roads and walk their children to the door. It is best to avoid parking on Blake Drive and Schmidt Lane, to leave room for entering vehicles.

Parents are welcome to accompany their children into the school building on the **first day of school**, but after that day children are responsible for proceeding to the cafeteria (grades 1-3) or the gym (grades 4 and 5) on their own. Our Kindergarten Safety patrols and/or staff will be available to monitor this process starting at 8:25am

**Supervised Designated Morning Meeting Areas**  
**Students Enter at 8:25am**

**Mrs. Koepfler's K/3 and Mrs. Moscarello's K/3**

Teacher or teacher aides will meet the students dropped off by parents at the main entrance outside the office door. Bus students will be met by the bus drop off in the driveway by the woods.

**Grades 1 -3**

Students enter through the drop off doors by the steps and proceed to the cafeteria until 8:35 a.m. when students will be dismissed to their classrooms.

**Grades 4 and 5**

Students will enter through the drop off doors and line up along the walls in the gym.

**Dismissal of Students**

**After school Dismissal:**

Students in **grades 3 and Mrs. Salvatore's grade 4** will exit from the second set of doors by the steps along the driveway at 2:55pm.

Students in **grade 5, Mrs. Heller and Mrs. Guenther's grade 4** will exit through the doors by the office and walk down the sidewalk.

Student in **grades 1 and 2** will exit from the doors facing Valley Road at 2:55 pm.

**Mrs. Koepfler and Mrs. Moscarello's** classes will exit from the outer office doors (the first set of doors on the office driveway side).

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**Kindergarten**

**Mrs. Spence and Mrs. Belverio's** kindergarten classes will exit through the outside door of their classrooms. **Mrs. Grigoli's** class will exit through the playground doors on the Field side of the school.

**Dismissal Guidelines:**

If older siblings are responsible for meeting their younger brothers or sisters, they must exit the building with their class, and meet their siblings just outside the exit doors.

To ensure the safety of all children, classroom teachers are responsible for accompanying their students to the door, making sure that each student connects with an adult.

If a parent or a designated adult does not meet a child, the classroom teacher is to bring that child into the office so that the parent/guardian may be contacted.

**Dismissed to other than Parent**

If a parent or guardian will not be the person picking up, then the parent/guardian must send in a signed written note to the teacher or the office designating how and to whom the child may be released. If this is to be done long term it must be stated in the note.

**Traffic Patterns and Parking Lot Guidelines**

The safety of your children is of utmost importance. It is recommended that for quick connections with your children at dismissal, parents/guardians park their cars in the lot by the woods, along Valley Road or other side streets nearby and walk up to the school. Arranging for carpools or having students who live nearby walk together will help to alleviate traffic congestion. If you wait on line, stay in your car in a single file. As in the morning, drivers moving through the lot may not stop and leave their cars unattended unless in a legal and appropriate parking space. Please avoid parking on Schmidt Lane and Blake Drive from Schmidt Lane to the school.

**Please remember to follow the traffic and parking lot guidelines. We ask the following:**

**During the Arrival and Dismissal:** No parking or standing in the lower exit driveway beyond the second entry door of the school. Please honor the yellow curbs and keep the driveway open for exiting vehicles. We need to keep two lanes open in the driveway for exiting cars. The pattern of traffic for those entering the new driveway will be one way only and only during the arrival and dismissal times. The rest of the day it will be closed. When it is closed during the school day the traffic may move two ways through the lot.

**During Morning Arrival:** *No parking or standing along the curb past the midway point (the yellow sign) which is our White Zone. This White Zone area is for vehicles to drop off and leave.* Vehicles may wait in line behind this point in the Yellow Zone which is behind the large Yellow sign until 8:25am. Once the door opens at 8:25am the entire curb along the front of the school becomes drop off only with no standing or parking. Special vehicles and parents with children with special permission may stop in front of the office outer doors, Blue Zone (the first set of doors). After drivers drop off their children, they may pass the line on the left if the line is not moving.

**During Dismissal:** No vehicles should pull into the pick up curb (in front of the second set of doors marked as the White Zone and preceded by a large yellow sign) unless the parent driver sees the child. We need to leave this White Zone open for pick up only. If any vehicle stands or parks in the pickup area, it will slow down the traffic for everyone. Also, there is no parking in the dismissal

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handicapped spaces across from the second set of exit doors on the driveway side of the building. These spaces are reserved during dismissal for our parents who need handicapped parking. Please respect these parents by leaving these spaces for those who need them.

Any child entering or leaving a vehicle should be done on the passenger side of the vehicle to avoid passing vehicles.

**Children will not be allowed to walk into the parking lot. As they exit the building they will be directed to walk along the sidewalk to the crossing guards or crosswalks. You may meet your child at either the door or along the sidewalk.**

Children are not to meet parents at the playground. That is an unsupervised area. Children should only enter the playground area at dismissal if supervised by a parent. Children may be asked to leave the playground area if inappropriately behaved.

### **Play Dates**

Arrangements for playdates should be made prior to the day of the play date. If ***your child plans to leave the building with another parent for the purpose of a play date, written notification on the part of both parents should be submitted to the office on that day.*** Children should not make play date arrangements in school and call home for approval. These arrangements should be made by the parents outside of school.

### **Attendance Policy**

Children are to attend school on a regular basis. If a child is to be absent, parents/guardians are required to call the school to report the absence. Please call the school anytime before 8:30 a.m. to notify us of the reason on our voice mail. Please state child's name, teacher's name, reason for absence and duration of absence. The voice mail is available at all times from end of the day until the next morning.

If a child is out and a call is not made by the parent, the school will contact parents through the Honeywell Alert System. **Whoever the parents have listed as contacts for school closing will get both a call from Honeywell for school closings and attendance calls.** Thus if you have an Aunt/Uncle/babysitter etc listed in addition to parents, they receive a call for attendance; they will also receive an absentee safety call. These absent safety calls go out to any student each day who is absent and did not have a parent call in for that day. When the message is sent it gives a generic message to please call the school as your child or a child which you are listed as an emergency contact is absent without parent notification. **Please let those people who are listed as contacts for your child for school closings know this procedure.**

**Whenever a child is absent a signed note is needed, even if the parent called in.** This documents that the parent is aware of the absence. This must be done for safety and record keeping purposes.

School absences for family vacations is an illegal absence pursuant to New Jersey Statutes Annotated 18A: 36-16, 18A: 38-26, and NJAC 6:20-1-3. These statutes state that students must be in school all of the hours of all of the days that school are in session. Please cooperate in this area, and plan vacations that do not interfere with school days.

**Students must be in school for a total of four hours for it to count as a full day. This is the case even on Early Dismissal Days and Delayed Opening Days.**

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The instructional day begins at 8:40. Any child arriving to school after 8:40 a.m. will receive a tardy slip from the office. Consistently being late does impact the instructional day for a child. The first ten minutes of the day is a crucial organizational time that allows a child to have a sense of preparedness and sets the tone for the morning. Parents are encouraged to develop a morning routine that provides a child with sufficient time to dress, have a breakfast and arrive to school in a timely fashion.

The following procedures will be utilized to manage habitual tardiness, to keep parents informed, and to "impose a response that will affect a change in behavior:"

1. Upon earning a sixth (6) tardy a letter will be sent home to a student's parents/guardian, reminding them about the importance of arriving to school promptly and of the impact of habitual tardiness on a child's education. A copy of the state statute will accompany the letter.
2. Upon earning a ninth (9) tardy a letter will be sent to a student's parents/guardian requesting that they attend a meeting with the school's attendance committee to develop and implement a corrective action plan. The repercussions of continuous tardy arrivals will be highlighted.
3. Upon earning a twenty-fifth (25) tardy a letter will be sent home to a student's parents/guardian, reminding them about the repercussions of arriving to school tardy and the school's legal obligation and protocol should a student earn forty or more tardy days.
4. Upon earning a fortieth (40) tardy a student's parents/guardian will be required to attend a mandatory court appearance.

Children are to attend school on a regular basis. If a child is to be absent, parents/guardians are required to call the school to report the absence. Please call the school between 8:00 - 8:30 a.m. to notify us of the reason. Send your child with a note as well upon his/her return to school. If we do not hear from you, you will be notified through the Honeywell System that your child is not in school and that you should contact the school immediately.

To receive the maximum benefit from classroom and instructional participation, it is important that students report to school each day. N.J.S.A. 18A: 38-25 requires every parent, guardian, or other persons having custody and control of a child between the ages of six and sixteen years to cause such child regularly to attend the public schools of the district. The Policy of the Clark Board of Education defines attendance as the student's presence in school and in the classroom to which he or she is assigned at the time scheduled for instruction or other activities. A student is considered to have attended school if he or she has been present for at least four hours during the school day. Absence from school will be excused only in accordance with Board Policy and with proper and appropriate documentation.

Please refer to <http://www.state.nj.us/education/genfo/holidays1617.pdf> for a listing of religious holidays permitting absence from school. Absence for any other reason will be deemed unexcused

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and subject to review and action by the Attendance Committee. Accumulated absences will result in progressive action by the school as outlined in the following procedures:

1. Upon earning a four (4)+ cumulative unexcused absence, a letter will be sent home to a student's parents/guardian reminding them about the importance of a child's consistent attendance on their education and of the repercussions of missing a school day.
2. Upon earning between five (5) and nine (9) cumulative unexcused absences a letter will be sent home to a student's parents/guardian requesting that they attend a meeting with the school's Attendance Committee to develop and implement a corrective action plan. Parents will be informed of the school's legal recourse should a student accumulate ten or more unexcused absences.
3. Upon earning a tenth (10)+ cumulative unexcused absence a student may be considered truant. The Attendance Committee will meet to review the student's attendance record. At this time, a parent/guardian may be charged with a disorderly persons offense and subject to a fine.

**School Hours. Grades 1 - 5 (Important Information about Drop Off and Pick Up)**

**8:40am-2:55pm.** Supervision at drop off starts at 8:25 am. There is no supervision before this time. Students may not enter the building until Supervised drop off begins at 8:25 am unless they have permission and a pass from a staff member who is expecting them. Students should not leave their parent's supervision until there is school supervision available.

Students must be picked up on time on a regular basis. There is no supervision for students left after 3:00 pm. On rare occasions, due to unforeseen incidents, we will gladly find a way to assist with supervision. **But early drop offs and late pick ups on a regular basis are a concern and considered negligent actions by the parent. These parents will be asked to have a conference with the principal or his designee and actions may be suggested/taken by the school.**

**Delayed Opening Schedule**

**Early Release Schedule**

10:10 a.m. - 2:55 p.m.

(supervision starts at 10:00)

8:40 a.m. - 12:40 p.m.

**Medical Appointments Early Pick Ups**

We encourage parents to make doctor and dentist appointments for after school hours whenever possible. In the event that your child will be out for a portion of the day because of doctor appointments, notify the school in writing. Be specific about who will be picking up your child. No child will be released from the building or returned to the building without a parent or guardian. **A parent who is not known to the office staff will be asked to show identification.** If someone other than a parent or legal guardian comes into school for a child, they will also be asked to show identification. This person must be someone who you have designated as the person that your child may accompany or mentioned in a parent's note. **The adult must come into the office and sign your child in or out of the building.**

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**Emergency Forms**

Please fill in and return these forms as soon as possible so that we have emergency contact information on your child. We need to know alternative contacts in case we can not reach you. Your emergency contact person(s) can help guide us in the case of urgent needs or emergency. This form will also give people a chance to "go green" by signing up for e-mail delivery of school documents. We will use email for many documents to make sure your email is accurate.

**Elementary School Fall Conferences**

Parent-teacher conferences will take place in the fall. Teachers are to maintain class records and documentation of children's progress in preparation for these formal parent-teacher meetings. These conference days will be early release days. Students will be released at 12:40 p.m. Appointments should be scheduled at 15 minute intervals.

**Wednesday, October 25 (evening conferences)\*(6:00-8:30pm)**

**Wednesday, November 15 (afternoon conferences)\*(1:40-3:40pm)**

**\*Additional time slots of 8:10 am and 8:25 am are available over the week of October 23rd and the week of November 13th.**

At Back-to-School Night, parents/guardians will have the opportunity to sign up for conferences. Conference slips will go out with suggested conference times. Teachers are to collaborate with colleagues to schedule families with more than one child. A master schedule will be kept in the main office to facilitate conferences for parents of more than one child. Teachers should hand in a copy of their conference sign ups.

**Report Cards**

Kindergarten through fifth grade have three marking periods. Report cards should reflect a child's performance for the period. Comments on a report card should speak to a child's performance, effort, and/or behavior. A report grade should not appear as a total surprise to a parent or guardian.



It is a teacher's responsibility to keep parents/guardians informed of any concerns or difficulties a child is experiencing during a marking period. Interim reports are to be sent periodically. (See schedule following the report card schedules.)

The principal will review all report cards prior to distribution. Refer to the schedule below for completion and distribution of reports.

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<u>Marking Period</u>	<u>Open Reports</u>	<u>Due Date</u>	<u>Sent Home</u>
1. 09/07 - 12/11	12/01	(HR) 12/13 (special/small group) 12/12	12/18
2. 12/12 - 03/16	03/02	(HR) 03/14 (Special/small groups) 03/13	03/19
3. 03/19 - 06/21	06/08	(HR) 06/218 (Special/small group) 06/15	06/21

**Interim Progress Reports**

Interim reports will be sent home in the middle of each marking period for all students who are not doing well or whose grades are going down from the previous report card, as well as for those demonstrating good progress, except for 1<sup>st</sup> marking period. \*Then an interim is only needed if there is no parent/teacher conference or an at risk situation.

<u>Interim Progress Reports</u>	<u>Due Date</u>	<u>Send out</u>	<u>Open Smarts</u>
Mid-marking period 1	*	after PTC	
Mid-marking period 2 (HR)	01/31	02/05	01/19
(specials/ small groups)	01/28	02/05	01/19
Mid-marking period 3 (HR)	05/02	05/08	04/20
(specials/small groups)	05/01	05/08	04/20

\* Interims during 2<sup>nd</sup> Marking Period will only be sent if there was no conference or that the child is not doing well in school.

**Elementary Parent Visitation at VRS**

Tuesday, November 14 1:30 - 2:30pm (a half hour will be given for each grade)  
 Thursday, November 16 9:30 - 11:30am (a half hour will be given for each grade)

**General Information A-Z**

**Birthday Party invitations:**

Please refrain from handing out birthday/party invitations unless in class unless you are inviting the whole class. This will prevent students from feeling left out or having hurt feelings.

**Buddy Class Program**

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We think of ourselves as a whole school community. What better way is there to promote community than to provide children with opportunities to interact with children outside of their classroom environment? The buddy program does just that. It is an avenue for teaching the value of building relationships within a community. We match classes of different grades as Buddy classes.

For some children this is an opportunity to build self-confidence and self-esteem, and for others it is a chance to work with an older or younger student in a positive atmosphere. Children learn best from each other and with our guidance and prior planning, we can plan activities or share times that are conducive to learning for all involved.

### **Care of Property**

Students are responsible for caring for textbooks, workbooks, and library books issued to them during the school year. It is recommended that textbooks be covered to help protect them from damage during use. Students must pay fines to replace a lost or damaged book.

### **Communication**

A strong school/home connection is the basis for building and maintaining open lines of communication. It is the Valley Road School Procedures that teachers return parent phone calls within 24 hours. Teachers are required to keep parents informed of student progress. In addition to report cards, teachers will communicate formally and informally on a regular basis to report a child's areas of difficulty and signs of improvement. Phone calls, notes, meetings, emails and interim reports are some of the ways a teacher may choose to communicate with parents.

If you have questions or concerns about your child's program or issues that arise please contact your child's teacher first. If you have further concerns or have questions about school procedures or curriculum, contact the office to discuss the issue or to set up an appointment. The principal has an open door policy, which means he or his designee will return your call within 24 hours whenever possible and he or his designee will directly handle these issues. If your concern is to be given serious consideration, you will need to identify yourself. Anonymous letters or calls will not be addressed.

You may feel that contacting the school without identifying yourself insures that your child will not be singled out by a teacher or treated differently. Identifying yourself allows the principal to personally contact you to work collaboratively in the best interest of the child. All matters are handled professionally.

Valley Road School's monthly newsletter includes current school events, calendars, important information for parents, and the PTA news updates. It is another way to keep parents informed. Look for this written communiqué' each month via the Friday Folder or through school group e-mail if you sign up for e-mail. Newsletters will also be posted on the school website. Parents will have a chance to sign up for electronic (e-mail) school communication. This will allow the school to send as many items as possible via e-mail thus saving paper and staff time. See this section on the school contact emergency form.

### **Emergency Closing Information**

An automated contact system, called Honeywell, will allow parents to enter their own profile. What is listed in your profile will allow parents to enter the methods in which they would like to be

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contacted. Parents get to choose phone numbers, e-mail, text messaging or a combination. School closings, school delays and urgent information will be distributed through this system. The Honeywell System will also make generic attendance calls to parents each day for students who are absent without parent notification to the school. **These calls are also made to those secondary contacts listed as contacts for school closing. This will include anyone in addition to the parent that is listed as a contact for school closing for your child.** The school wants to be sure that parents are aware that their child is not present.

In addition to the Honeywell system information will be placed on our school and district websites during times of emergency closing.

A telephone network of "room" parents will be our backup system should we need urgent calling in addition to the Honeywell automated system. **PLEASE DO NOT CALL THE CLARK POLICE DEPARTMENT** for school information on weather related issues!

### **Friday Folders**

The PTA has generously provided each student with a "Friday Folder" for the weekly transport of school flyers and notices. This is not a homework folder. It is strictly for sending home important information and samples of children's work at the end of each week or on the last school day of any given week. The contents of the Friday Folders are to be reviewed by parents/guardians and emptied. Folders should be sent back to school with your child on Monday.

### **Health Office and Medication**

The emergency contact form will be used if the school needs to contact you during the school day in the event of illness, accident, or other emergency. It is important that you keep the school informed of any changes in contacts or phone numbers on these forms.

If a student requires medication, the school nurse is the only person authorized to dispense it. NJ State Law requires a written statement from the family doctor that spells out the type of medication, dosage, and purpose. A written statement from the parent must accompany the medication, in its original package, giving the nurse permission to administer the medication.



### **Homework**



Homework, an important part of the school program, serves several purposes. Through homework students learn to take responsibility for their education and develop lifelong strategies and attitudes of success. Assignments are purposeful and meaningful extensions of classroom activities. Through meaningful practice and application, homework reinforces school learning. At the start of the school year teachers will review homework expectations and train the children on what to study and how best to study.

In the primary grades, homework is designed to foster a positive attitude toward learning. Tasks may include reinforcement and enrichment activities, and should range from fifteen minutes to a half-hour. Homework assignments for students in fourth and fifth grades, designed to encompass study, review, reading, or practice related to their school day experience, should range from 30 minutes to one hour in duration.

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Parents are asked to supervise the completion of homework, but not to complete any assignment for a child. It is important that the teacher is made aware of the difficulty your child might be experiencing with an assignment. If your child is struggling with a task, it is good practice to stop him/her and to make an indication on the task, or to write an attached note that indicates that the child struggled with the assignment. This practice lets the teacher know what children need re-teaching of a concept. If you do the work for your child, the teacher gets a mixed message that the child successfully learned the concept.



In addition, children should be encouraged to engage in about 10 - 15 minutes of reading for pleasure in the evening, separate from homework. Reading, to a younger sibling, or with an adult or older sibling, not only builds an appreciation of reading for enjoyment, but also provides children an opportunity to spend quality time with their parents.

### **Lost and Found**

Children have a way of losing clothing, backpacks, lunch bags, etc. It is important and helpful if you label your child's things. We have a lost and found area located outside the cafeteria in the hallway for misplaced items. Should you find another child's book or personal item among your child's things, please return it to the office. Please be aware that the Lost and Found items are donated to a charity if not claimed over a period of several weeks.

### **Lunch/Recess**

Meals, milk, and snacks may be purchased daily. A copy of each month's menu is sent home for your reference. A lunch costs \$2.80. Parents are encouraged to pay for lunches on a weekly (\$14.00) or ten lunches at a time (\$28.00) basis through the Point of Sale (POS) Computerized System. Simply enclose cash or check (made out to Clark Board Of Ed) in an envelope that is clearly marked with your child's name and homeroom. Pre-paid lunch money is sent to the kitchen in the morning, so that the cashier can enter the amount into your child's account. Prepaid lunch money may be sent to school on any day. Paying for lunch in advance will help to expedite the lunch line process. Adult lunches are \$4.60.

The NUTRIkids POS information will be distributed the first day of school. Students who were enrolled last year will automatically be enrolled, but you may want to update your child's information. Log onto [www.myschoolbucks.com](http://www.myschoolbucks.com). You will be able to create your account and add money to your child's school meal account. All you will need is your child's name, student ID number and school zip code. ID numbers for Kindergarten students will be sent home at that start of school.

If you have any additional questions about the lunch program, you may contact Jim at 732-794-0253 x3163 or check the Lunch tab on our school website.

### **Collecting Milk Money**

Kindergarten, first and second grade milk money is to be collected on a twenty-day school day cycle at the cost of \$11.00 per cycle (\$.55 per day). Payment must be made in cash (exact change), in an envelope with the child's name and choice of white or chocolate milk. No checks are

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accepted. Grades 1 and 2 teachers collect money on a regular basis. They will send more information on collection information.

**Personal Belongings**

School is not the place for children to bring personal items, such as electronic games, stuffed animals and dolls, souvenir or favorite trinkets unless permission is given by the teacher. Students may use items during recess if special permission is given by the parent, teacher and principal. This procedure is not always available. A special form will need to be submitted and approved. Permission will be removed if the item causes any type of disruption. Items that send and receive communication to other students should not be used at recess unless approved. These items cause distractions and are subject to being lost, destroyed, or stolen. **Cell phones, beepers, and/or 2-way communication devices** are included in the items that are not to be brought into school. These expensive items are not necessary educational tools and should be left at home. If a child needs to have one for after school use, it **may not** be taken out of his/her backpack. If seen while under school supervision it will be confiscated. **A camera should only be brought to school for classroom use and permission is needed by the parent and teacher.**

If a child brings one of these devices to school, it will be taken by the teacher and held in the office until the end of the day. If it happens again it will be confiscated and held to be returned directly to a parent at the end of the school day. A third offense will result in a school consequence.

**School Dress**

Students are encouraged to dress comfortably and cleanly at all times. Be sure that sayings on shirts are in good taste. Bare midriffs and short shorts are not appropriate attire. Caps or hats are not to be worn in the school building. No roller/sneakers or "heely" shoes are permitted. For your child's safe participation in physical activities in the building or on the playground, children must wear sneakers during physical education classes. Students are asked to remove jewelry during gym class as another safety precaution. **Children should avoid footwear without support at the heel in school to avoid tripping.** Flip flops and open back shoes without a heel strap should not be worn by students.

**Tardiness**

Any child entering the building past 8:40 a.m. will be marked tardy and the outer doors are closed. The drop off doors will be locked promptly at 8:40 a.m unless there is a continuous line of cars that were online before 8:40AM. If children arrive later than 8:40 a.m., parents are to park their cars and escort their children into the building through the main entrance and report directly to the office for a late slip. If the outer doors are still open children may enter without a parent. Children will not be marked late if there is a continuous line of cars that was present before 8:40AM.

**Transfers of Students**

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If you are moving out of the district, please call the school office or come by the school a few days prior to the withdrawal date. This will give you ample time to complete the necessary paperwork.

**Visitors**

To ensure the safety of children, all outside doors are locked. To enter the building all visitors must identify themselves to the office, be buzzed into the school and then report directly to the main office upon entering the building. Visitors must sign in and out of the building and wear a nametag while visiting the facility. Please park your cars in an available visitor space or on a side street. For safety do not park along yellow curbs. Visitors not known to office staff will be asked to show identification.



**Notice of Nondiscrimination**

The Clark Public School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act, or Section 504 is directed to contact:

Doreen Babis, Affirmative Action Officer  
Arthur L. Johnson High School, 365 Westfield Avenue, Clark, NJ 07066  
(732) 388-6200.

**Right to Know**

You can locate all "Right to Know" information in the front office. This includes the material safety data sheet (MSDS) and the hazardous substance fact sheet (HSFS) on all hazardous materials stored on the school property. If you have any questions or concerns, contact our office or the Right to Know officer, at (732) 574-9600, Ext. 3355.

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**Valley Road Parent Teacher Association (PTA)**

The role of this organization, consisting of parents and teachers, is to support our students.

**2017 - 2018 PTA Executive Board**



President  
1<sup>st</sup> Vice President-Fundraising  
2<sup>nd</sup> Vice President-Membership  
Corresponding Secretary  
Recording Secretary  
Treasurer

Sonya Solenske  
Krista Raguseo  
Jessica MacDougal  
Amanda Wall  
Janine Pereira  
Michelle Chesney

The Valley Road School PTA is a very active and supportive organization. They bring wonderful programs to our school. Staff and PTA members work closely together to plan and incorporate diverse learning experiences that enrich students' academic programs while at the same time providing them with fun opportunities. All parents are encouraged to join the PTA. Come out and join the fun.

**2017-18 VALLEY ROAD SCHOOL PTA CALENDAR**  
**(To follow when updated)**

PTA meetings are scheduled once a month on a Wednesday, with a few exceptions. The dates, which are subject to change, are as follows:

**PTA Meeting Dates (Meetings Commence 7:00 p.m.)**

9/20/16 Tuesday  
10/18/16 Tuesday  
11/15/16 Tuesday  
1/17/17 Tuesday  
2/21/17 Tuesday  
3/21/17 Tuesday  
4/18/17 Tuesday  
5/16/17 Tuesday  
6/13/17 Tuesday (6:30) "Thank You" Dinner

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**Student Behavior**

During the school year we expect appropriate student behavior. Each teacher has a set of rules and consequences for his/her classroom. There is also a set of rules and consequences for behavior in lunch, recess and the school's common areas. There are consequences for recognizing both good behavior and following inappropriate behaviors. Teachers will share their behavior plans with parents and students in September. The lunch/recess/common area procedures are as follows, but may be adjusted at times for better effectiveness.

**Clark Elementary Schools**  
**Discipline Plan Philosophy**

**Clark Public Schools Elementary Discipline Philosophy**

The mission of the Clark Elementary Schools discipline plan is to provide a uniform procedure that promotes responsibility and respect to ensure a safe and educationally sound environment for both students and staff. Our goal is to establish a step-by-step process, whereby corrective procedures may be employed under everyday student/school circumstances. This plan is not meant to punish, but to effectively change behavior so as to provide a positive learning experience for all our students.

**Continued disobedience against school rules and regulations may result in the following consequences at the discretion of the teacher/administrator.**

	Consequences
<u>1.</u>	Phone Call to Parent/Parent Conference
<u>2.</u>	Detentions
<u>3.</u>	Behavior Intervention Conference (Possible Behavior Plan)
<u>4.</u>	Suspension

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<u>5</u>	Crisis Intervention Conference
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**Valley Road School Discipline Procedures**

The table below delineates various misbehaviors/offenses and the disciplinary actions/consequences that are associated with them at the Valley Road School. These procedures are in alignment with the district philosophy as outlined above but have been created so as to be specific to the Valley Road School context.

**Valley Road School Discipline System Procedures**

Behavior	First time	Second Time	Third Time	
1. Teasing (Name calling, insulting, or other behavior that would hurt others' feelings or make them feel badly about themselves.) 2. Exclusion (Starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends.) 3. Chasing Someone, bothering others.	Written warning. Student/Principal or his designee calls parent.	One inside recess. Student/principal or his designee calls parent.	Three inside recesses. Principal or his designee calls parent.	After the third time a student shows this behavior in a year, school staff, and parents meet to develop an individual plan.  OR Possible after school detentions or Suspension.
4. Hitting, Pushing, Slapping, Grabbing, Rough Play, Throwing Things Inappropriately, taking someone's item.  4. Disruption to the Educational Process (Serious disruption may be cause for immediate suspension.)	One - 2 inside recess(es). Student/Principal or his designee calls parent.	Three inside recesses. Principal or his designee calls parent.	Five inside recesses. Principal or his designee calls parent.	Same as above.

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<p>5. Severe Hitting (Punching, Kicking, and similar behavior that may injure others)</p> <p>6. Threat of serious violence harassment (Racial, ethnic, or sexual name calling or other severe harassment)</p> <p>7. Defiance</p> <p>8. Threats of Harm to others or the facility. (Threats could be cause for immediate suspension and could be reported to the local police juvenile division.)</p>	<p>Three inside recesses or more and possible after school detentions or suspension depending on the Principal's or his designee. Principal calls parent.</p>	<p>Five inside recesses. Principal or his designee calls parent. OR Possible after school detentions or suspension.</p>	<p>Suspension (suspension or after school detentions may come sooner in this process due to the severity of the situation.)</p>	<p>Same as above.</p>
<p>Disrespectful Behavior towards adults and other students. Stealing.</p> <p>(Using derogatory words, phrases or hand gestures toward any adult in the building.)</p>	<p>Two -three inside recesses or more and possible suspension depending on the Principal's or his designee' determination. Principal/ designee calls parent.</p>	<p>Three to Five inside recesses or more and possible after school detentions or suspension depending on the Principal's or his designee. Principal/ Designee calls parent</p>	<p>Five or more inside recesses and possible after school detentions or suspension depending on the Principal's or his designee. Principal/ Designee calls parent</p>	<p>Same as above.</p>
<p><b>Cyber Bullying</b> (Sending derogatory, hurtful, inappropriate messages or pictures over the internet, text messages, through gaming systems, or cameras.)</p>	<p>In accordance with school and district policies the principal will administer disciplinary action.</p>			

Students in grades K-2 may receive one additional warning. For continued disobedience, students may receive a combination of the above consequences including suspension.

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Lunch Behavior Plans	While the above items will be used for major infractions, use of timeouts and rewards/recognition will be used during lunch and recess. For our older students their minor infractions will kept on a check list. Those with no checks will be given more privileges. As students accumulate checks they will get increasingly longer time outs/consequences.	Two and Three checks will be time outs	Fourth check  A visit to the principal or his designee and a call home. A longer time out to be given. The child is warned that the next check will result in an inside recess detention and possible lunch separate from the regular seating.	Fifth check  Recess detention and possible lunch removed from the regular table.  Continued disobedience or added checks may add a special behavior plan which may include after school detentions and/or suspension.  Checks will be cleared after several weeks(usually monthly)for all students. If students improve behavior, checks may be gradually removed.
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**Lunch/Recess Behavior**

**Time Out Sticks and Valley Vibes - Commendable Behavior Certificates**

When in the lunchroom, students who do not listen to the adult speaking or are acting inappropriately may be given a time out or check. The Timeout is sometimes given with a "time out stick" (pipe cleaner or pop stick and sometimes without a stick). This is done without anger or yelling. This represents a signal that the child did not follow the rules and has to have 1-3 MINUTE TIME OUT during or at the end of the lunch session before recess or the next day at recess for each time out stick. If recess has already been held, the timeout may be recorded on a pad and given the next day to the recess supervisors or held during the lunch period after the child has completed eating. Consequences may be adjusted when needed with the principal's approval. We will also ask that lunch aides give out commendable behavior certificates called Valley Vibes when groups or individuals are seen displaying commendable behavior. There are yellow Valley Vibes for individuals and blue Valley Vibes for groups or classes. These are given to students and they can place them into a box for their lunch period after showing them to their teacher and/or parent/guardian. They may also give them to the classroom teacher (grades 3-5) to post outside the classroom or to a parent to post at home. The Valley Vibes that are in the box may be selected for special privileges or incentives. Those that are used to post outside the doors or classrooms will become part of the classrooms recognition/reward system for each class. Our Grade 4 and 5 students will be on a 5 check system where each check brings about an increased consequence. See

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the charts above and below for more information. When students maintain no checks they are allowed special privileges such as changing seats, playing a game after eating, etc.

At times incidents will get reported to the principal from lunch, recess and common areas. He or his designee will interview the students involved and when necessary assign consequences and contact parents. These consequences are usually detentions during recess or if needed after school detentions or suspensions. In very severe incidents a suspension from school is sometimes given. Commendable behavior slips, extra privileges or reinforcement may also be given to recognize good behavior when students or groups of students are noticed displaying commendable behaviors.

When a child shows continued disobedience then we may increase the consequences and the consequences could end with suspension.

**Clark Elementary Schools**  
**Rules & Regulations**



Listen attentively when others are speaking

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Raise your hand and use appropriate language while speaking



Work adequately so you are not disturbing others



Always walk quietly in classrooms and hallways



Demonstrate respect and kindness in your words and actions towards others

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Clark, New Jersey

SCHOOL CALENDAR FOR 2017-2018 SCHOOL YEAR

\*Early Dismissal for the teaching staff & students on the same day of their school's Back-to-School Night and PreK-5 Conferences

DATE SCHOOL CLOSINGS

**September** 5 & 6 (Tues. & Wed.) Teachers Report (Professional Development for Staff)

7 (Thurs.) Students Return

21 (Thurs.) Schools Closed - Rosh Hashanah

\*25 (Mon.) Arthur L. Johnson High School Back-to-School Night -Early Dismissal ALJ Students & Staff

\*26 (Tues.) Valley Road School Back-to-School Night -Early Dismissal VRS Students & Staff

\*27 (Wed.) Frank K. Hehnly School Back-to-School Night -Early Dismissal FKH Students & Staff

\*28 (Thurs.) Carl H. Kumpf Middle School Back-to-School Night -Early Dismissal CHK Students & Staff

**October**

\*4 (Wed.) Clark Preschool Annex Back-to-School Night -Early Dismissal CPA Students & Staff

9 (Mon.) Schools Closed - Columbus Day

\*25 (Wed.) \*ONLY - Frank K. Hehnly & Valley Road Schools' Conferences - Early Dismissal

**November**

7 (Tues.) Schools Closed - Election Day/Professional Development for Staff

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**9 & 10 (Thurs. & Fri.) Schools Closed - NJEA Convention**

**\*15 (Wed.) \*ONLY - Frank K. Hehny & Valley Road Schools' Conferences - Early Dismissal**

**22 (Wed.) Early Dismissal for Students and Staff**

**23 & 24 (Thurs. & Fri.) Schools Closed - Thanksgiving Recess**

**December**

**25-29 (Mon.-Fri.) Schools Closed - Winter Recess**

**January**

**1 (Mon.) Schools Closed - New Year's Day**

**2 (Tues.) Schools Reopen**

**15 (Mon.) Schools Closed - Martin Luther King, Jr. Day**

**\*29 (Mon.) \*ONLY - Clark Preschool Annex's Conferences - Early Dismissal**

**February**

**\*5 (Mon.) \*ONLY - Clark Preschool Annex's Conferences - Early Dismissal**

**16 (Fri.) Early Dismissal for Students/Prof. Development for Staff in P.M.**

**19 (Mon.) Schools Closed - Presidents' Day**

**March**

**30 (Fri.) Schools Closed - Spring Recess/Passover/Good Friday**

**April**

**2-6 (Mon.-Fri.) Schools Closed - Spring Recess/Passover/Easter**

**9 (Mon.) Schools Reopen**

**May**

**24 (Thurs.) Arthur L. Johnson High School Prom-Early Dismissal for ALJ Students**

**25 (Fri.) Schools Closed for Students/Professional Development for Staff**

**28 (Mon.) Schools Closed - Memorial Day**

**June 19 (Tues.) Early Dismissal for Students**

**20 (Wed.) Early Dismissal for Students**

**21 (Thurs.) Early Dismissal for Students (Last Day for Students and Staff)**

PLEASE NOTE: The Clark School District may close for a number of days per year due to inclement weather. Three snow days are built into this calendar. If additional snow days are required, in order to complete a full school year of 180 days, and because Project Graduation locks the schedule to a specific day for graduation, the holidays may be reduced in the following order: Spring Recess 4/6/18; Spring Recess 4/5/18. Please be aware of these possibilities in planning vacation activities during the 2017-2018 school year. If all three snow days are not needed, schools will be closed for additional days in the following order: Memorial Day Thursday 5/24/18; Friday 6/8/18.

EG:tr

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The School Calendar:

The school calendar with activities and special events may be found on our school website. It is continually updated. (clarkschools.org). Look for it on the right side of the website. You can click on a whole calendar view.

This Parent and Student Handbook :

This School Parent and Student Handbook may be found on our school website under resources. This Handbook is continually updated on the website as needed. (clarkschools.org)

**SPECIAL EDUCATION AND INTERVENTION SERVICES**

Per the mandated NJ Code and District Regulation #2460, the following information is to be disseminated and reviewed yearly with parents and staff.

The Clark Public Schools provides interventions to meet the individual needs of its students who may be struggling in school or who have a disability. Identified students may be entitled to intervention services through Intervention and Referral Services (I&RS), Special Education and Related Services, or a 504 Plan.

**INTERVENTION AND REFERRAL SERVICES**

The Intervention and Referral Services (I&RS) team provides assistance in the general education program to staff and parents/guardians for students who demonstrate learning, behavior, and/or health problems. A collaborative problem solving approach is used to collect information and develop action plans. Services for students are generally initiated by a referring teacher, administrator, or counselor, but can be initiated by parents/guardians, as well. A referral should be made to the building principal or his/her designee. The request should contain the following: the reason for the request, descriptive behavior of the pupil's performance, and an indication of prior intervention. Referral forms are available in the Principal's office.

**SPECIAL EDUCATION AND RELATED SERVICES (IDEIA)**

The Individuals with Disabilities Education Improvement Act (IDEIA) of 2004 mandates that all pupils with disabilities who are in need of special education and related services be located, identified, and evaluated. A student with a known or suspected disability should be referred to the Department of Special Services at Arthur L. Johnson High School for a Child Study Team (CST) evaluation to determine eligibility for special education and related services. A referral for a Child Study Team evaluation can be made by parents/guardians, I&RS team, administrators, or instructional and other professional staff. The written request for a CST evaluation must be signed by the referring person(s). An email request is not accepted. The Child Study Team includes a School Psychologist, Learning Disabilities Teacher-Consultant, and School Social Worker. The School Nurse, Guidance Counselor, general education teacher, Speech/Language Specialist, and/or other professionals may also be included on the team, as needed. Upon receipt of a referral, a file will be initiated to include a timeline for processing the referral. A Case Manager will be assigned to coordinate the services of the CST and convene a referral/identification meeting within twenty days. A "Notice of a Referral/Identification Meeting" will be sent to the parents/guardians and will contain "Parental Rights in Special Education" (PRISE). Any concerns or questions should be directed to the Department of Special Services.

**CLARK PUBLIC SCHOOLS**  
**Clark, New Jersey 07066**  
**Valley Road Elementary School**  
**Student and Parent Handbook**

**SECTION 504 OF THE AMERICANS WITH DISABILITIES ACT**

Students who have substantial limitations to one or more life functions due to a disability may be entitled to accommodations in school under Section 504 of the Rehabilitation Act of the Americans with Disabilities Act and its amendments. These laws protect the rights of pupils with special needs who might have difficulty attending school or participating in regular school activities without related aids or modifications. If a parent/guardian has a concern, he/she should contact the Guidance Department for assistance.