

VALLEY ROAD SCHOOL

2019-2020



Parent/Student Handbook

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

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Dear Parents and Guardians,

We welcome you and your child back for the new school year. Please leave the evening of Monday, September 16th 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:

Mrs. Salvatore will be teaching our STEAM program.

Mr. Hopkins will be moving to the Middle school and Mrs. Cahill will be replacing Mr. Hopkins.

Ms. Mazzucco will be teaching grade 2 in room 23.

Miss Berkowitz will be teaching in our ABA room.

Mr. Caragher and Mrs. Cahill will be moving to room 6.

Ms. Kasko will be covering for Mrs. Sakowski while she is still out on maternity leave.

Mrs. Spence has retired.

Mrs. Kimberly Nacht will be teaching kindergarten in room 5.

Ms. Matesic has taken a position in another school district.

Mrs. Kerry Kennedy will be teaching our art program.

Margaret Tamburino has retired.

Mrs. Cindy Schafer will be our secretary.

Mrs. Michelle Chesney will be our office aide.

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 2019-20 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

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superintendent and the Board of Education. We will also continue with our anti bullying lessons throughout the year in all classes. Our Bully Prevention 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 person's 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 28-31. This listing gives students behavioral expectations and awareness of the consequences that will be given if the guidelines are not followed. We also have some positive reinforcement for appropriate behaviors. A teacher committee is reviewing the areas of reinforcing appropriate behaviors for possible changes or additions to our positive reinforcement. If you would like to send me some ideas for this committee, send them to jbeltramba@clarkschools.org.

We also try to teach the children the difference in inappropriate behaviors such as those that are bothering behaviors (annoying, but do not causing harm or fear), conflict (mutual disagreements, arguments, hitting with students equal in power) and bullying (Harassment and intimidation that are one sided and involve an imbalance of power and the intent is to hurt someone, and it is motivated by a distinguishing characteristic).

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 2019-20 school year. We thank all the parents and grandparents who gave us a helping hand over the last year. We could use additional help throughout the year. If anyone would like to be a part of a 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

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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 13-16 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 2019-20 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 are reading this on paper, this handbook may also be found on our Website. 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, Cindy Schafer, or our principal Joe Beltramba or assistant principal, Mallory Applebaum.

The Valley Road Staff

Some New Changes and Important Reminders

Some new changes and reminders for this year in procedures and facility are listed below:

1. New Driveway Procedures in the Office Driveway: We are asking people not to park on the left side of the office side of the driveway. We have moved the office staff reserved parking to the left side of the driveway and are eliminating double parking on that side during pick up. This was the result of a safety review. This will eliminate the need for students and parents to move across the active part of the driveway. We will still allow double-parking on the school side of the parking lot as to get to the double-parked car does not cause one to move through the active part of the driveway. As in the past we ask that the drivers stay in the vehicles when double parking until the parent or designee sees the child at the curb near the car. Then the parent gets out momentarily to cross the child to the double-parked car. This allows the parent to be able to move the vehicle if the car by the curb needs to leave. **Due to safety reasons we ask that if parents park in the parking lot at arrival to walk their children to the drop off area that they only cross at the crosswalk.** This is the designated crosswalk area during arrival and is safer than cutting across the parking lot. *(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 13-16).*

2. Genesis Information Program: This relatively new program will allow the school to have better communication with our parents. Please register for or update this program. Once you register a Genesis user guide will be sent to you. Our office will be available in September to answer any questions that you may have. This program will allow parents to electronically sign most of the school documents. We will still post the documents on our VRS website under School Resources and then Parent and Student Forms, but parents will need to confirm receipt of documents on Genesis.

3. Security Reminders: Some of the security procedures are: No visitor entry between the times of 8:25-8:55 and 2:40–3:10. These times are arrival and dismissal. We also ask that any items to be dropped off be left in our drop off box outside the door. We will empty the box every so often and get the items left to the children. Please let the office know when you put something in the box. Also any visitor must have a previously arranged

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appointment. At the end of the day any early pickups need to be made 15 minutes before the end of the school day. If you do enter the school when you get buzzed in, **please do not hold the door open** for another person, even if you know them. We need to check each person before they enter for the safety of the children. If you need to make an appointment after hours please use email address vrsappointments@clarkschools.org.

4. Food and Non-food Treats: *Reminder - The district food procedure is set up to better protect students with food allergies, diabetes, and other food related health issues. There will be no food or beverages or non-food treats allowed in classrooms for student birthdays or other occasions.* This will make school safer and protect our many students with health issues and also help student's feelings. **This year we are asking parents not to send in non-food items for birthdays** as we had some students feeling bad when they could not bring in items as their peers did. This new procedure will also save a lot of instructional time. To follow along with our reading incentive - *a parent will be able to send in a book for the classroom library or come in to read a book if they work that out with the teacher ahead of time.*

Students may still be able to bring in lunch and a snack. Snacks must meet procedures according to any guidelines sent home for class snacks by our nurse.

The classes will have the three **main PTA sponsored parties** which are Halloween, Holiday Season, and End of the Year parties. A special list of acceptable food items for these parties is available. The PTA Classroom Parents will organize these parties and set up the approved refreshment lists. **Parents should not send in any food or non-food items for these parties unless requested by the PTA Selected Class Parents.** This procedure will lead to a safer classroom environment. There will be no other parties during the school year. This will include Valentines Day parties.

Any other use of food needs special permission. Several special events or instructional activities for each grade level or groups may be held with approval by the office.

5. Office Hours: To better serve our parents and students the office hours will remain at 7:30 a.m. to 3:30 p.m. Parents may still do business with the office until four o'clock by appointment. Any students entering for early morning events before arrival, need to enter through the cafeteria doors. **We ask people not to return for items after 3:30 p.m. as the school is closed as of 3:30 p.m. and preparation for the next day starts at that time.**

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6. Forms/Flyers: Most forms/ flyers will be e-mailed this year and /or placed on the school's website. Flyers will be in the School's VRS Virtual Backpack or the PTA Virtual Backpack. Both these backpacks can be located on the VRS website (vrs.clarkschools.org) along the top blue bar. Please check these backpacks at least weekly. Please also make sure that we have an accurate email address. **Forms will also be available on the VRS website under School Resources** and then in Student Parent Forms in that section. **We will be collecting most, if not all, of the signatures needed on these forms to electronic signatures in the Genesis Program that was mentioned above.** Please check the Honeywell System to make sure your profile is updated and has current emails and telephone numbers.

7. Emergency Information: During the first year of the Genesis Program we noticed some information that was missing on the systems parent contact information. We request that the parents/guardians list the following in the parent contact information section:

A. At least list two emergency contacts, if not more, besides the parents. This will help at times when the school personnel cannot reach a parent in an urgent or emergency situation.

B. Please list which people are given permission by the parents, to be allowed to pick up each child besides the parents. You can do this under parent contacts.

8. Electronic Surveillance: The Clark Schools have a policy and regulation that guide electronic surveillance in our schools. Below are the links to this policy and regulation.

Policy

<https://goo.gl/2H3Pba>

Regulation

<https://goo.gl/o5JpuA>

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 to 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 a 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 human beings 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.

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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 a safe and healthy educational environments for all learners.

The Valley Road School Mission

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

1. To build upon a solid elementary school curriculum of 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

Cindy Schafer

Office Aide

TBD

Classroom Teachers

LLD K-2	Linda Koepfler	Room 24
MD K-2	Sydney Berkowitz	Room 14
Kindergarten	Kimberly Nacht	Room 5
Kindergarten	Kimberly Belverio	Room 4
Kindergarten	Valerie LaManna	Room 20
First Grade 1P	Patricia Peitz	Room 12
First Grade 1S	Melissa Sakowski/Sarah Kasko	Room 19
First Grade 1C	Jennifer Clere	Room 22
Second Grade 2M	Samantha Mazzucco	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

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Third Grade 3Ko	Jackie Kozlowski	Room 1
Fourth Grade 4G	Jennifer Guenther	Room 7
Fourth Grade 4H	Nancy Heller	Room 2
Fourth Grade 4S	Jenna Schiro	Room 3
Fifth Grade 5L	Bryan Lowe	Room 1
Fifth Grade 5R	Nicole Reagan	Room 10
Fifth Grade 5S	Diane Spagnoli	Room 8
Fifth Grade 5W	Kelly Williamson	Room 9

Specialists

Sarah Badillo	Guidance Counselor	Guidance Office
Anthony Calandra	Physical Education/Health	Gymnasium
Caleb Bain	Physical Education/Health	Gymnasium
Frank Caragher	Resource Center Tchr/ICR	Room 6
Kelly Cahill	Resource Center Tchr/ICR	Room 6
Lorraine Haney	Academic Enrichment – Title 1	Learning Center
Nicole Czarnecki	Computer Teacher	Room 21
Susan Dzurovcik	Resource Center Tchr/ICR	Room 16
Gail Lombardi	Academic Enrichment – Title 1	Learning Center
Kerry Kennedy	Art Specialist	Room 30
Kathleen McLean	Nurse	Health Office
Lauren Prost	Resource Center Tchr/ICR	Room 16
Patricia Sauer	Music Specialist	Room 30
Cindy Tarello	G&T	Learning Center
Melissa Vogel	ESL	Trailer
Kristen Waters	Literacy Coach	Learning Center

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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	Trailer
Lauren Baldeon	Occupational Therapist	Trailer

Teacher Assistants

Gwen Hilongos	Grade K-Nacht	Room 5
Christine Marczewski	Grade K-LaManna	Room 20
Mary Schaefer	Grade K-Belverio	Room 4

Paraprofessional Aides

Jessica Acosta	Grade K-2 Berkowitz	Room 14
Lesley Padilla	Grade K-2-Berkowitz	Room 14
Gina Schmeider	Grade K-2-Berkowitz	Room 14
Tara Szarszewski	Grade K-2-Berkowitz	Room 14
Karen Sachiewicz	Grade K-Belverio	Room 4
Jean Fazio	Grade K-LaManna	Room 20
Leslie Padilla	Grade 1-Clere	Room 18
Danielle Hilton	Grade 1-Peitz	Room 12
Janet Witting	Grade 2-Pinto	Room 14
Donna DeMille	Grade 2-Petela	Room 19
Anne Humiston	Grade 2- Mazzucco	Room 23
Carol Bottita	Grade 3- McHugh	Room 17
TDB	Grade 3- Kozlowski	Room 1
Karen Sesely	Grade 4- Guenther	Room 7
Kelly DeLima	Grade 4-Heller	Room 2
Samantha Petrosino	Grade 5- Williamson	Room 9
Katherine Faede	Grade 5 Lowe	Room 1
Melissa Luis	LLD-1 Koepfler	Room 24
Ashley Soares	LLD-1 Koepfler	Room 24
Amany Zakry	LLD-1 Koepfler	Room 24

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Lunch/Recess Aides

Jane Baumann
Nicole Mignone
Carolyn Tierney
Darlene Alicea
Maria Reis
Susan Purcell

Kitchen Staff
Denise Infantino

Custodians: Day/Nelson
Night/ Nilmarie

Crossing Guards:

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Clark Board of Education

Clark Public Schools Administrators/Special Services

Ed Grande	Superintendent
Paul Vizzuso	Business Administrator/Board Secretary Accountant
Jennifer Feeley	Principal, Arthur L. Johnson High School
Edward Bucior	Assistant Principal, Arthur L. Johnson High School
Rick Delmonaco	Principal, Carl H. Kumpf Middle School
Amanda Davidson	Assistant Principal, Carl H. Kumpf Middle School
Shirley Bergin	Principal, Frank K. Hehnly School
Andrew Amendola	Supervisor of Pupil Personnel/Student Counseling Services
Neetu Varshney	Supervisor of Science/Technology/Engineering/Math/Arts
Yuri Diaz	Supervisor of Humanities
Christine Broski	Supervisor of Educational Initiatives
Gus Kalikas	Supervisor of Athletics and Physical Education
Nicole Viola	Supervisor of Special Services
Mallory Applebaum	Assistant Principal to K-5
Felicia Basso	Confidential Secretary
Christine Unish	Computer Operator (Transportation & Insurance)
Beth Kynch	Computer Operator (Purchasing)
Francine Marzano	Confidential Secretary to BA
Terri Rodrigues	Confidential Secretary
Gene Zanetti	Computer Operator (Payroll)

Clark Board of Education Members

Mr. Stephen Donkersloot, President
Mr. Thomas Lewis, Vice President
Ms. Lorraine J. Aklonis
Mr. Dino Bencivenga
Mr. Scott Bohm
Mr. Robert Brede
Mrs. Laura Caliquire
Mr. Robert F. Smorol, Jr.
Mr. Henry Variano
Ms. Tina Simitz, Garwood Representative
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 a.m.**, 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 to the back of the building by passing the field and circling 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 only with special permission, Mrs. Koepfler and Mrs. Berkowitz'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 a.m. for clubs and early morning help should enter through the Cafeteria doors.

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.

Parent Visitations and Dropping off of Items:

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If parents have business in the office 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 8:25 a.m.

Our office hours are 7:30 a.m. to 3:30 p.m. Parents may still do business with the office until four o'clock by appointment. Please be advised however, there is no visitor entry between the time of 8:25-8:55 a.m. and 2:40-3:10 p.m.. These times are strictly for drop off and dismissal. If you should need to pick your child up early, please make arrangements do so no later than 15 minutes before the end of the school day.

Supervised Designated Morning Meeting Areas
Students Enter at 8:25 a.m.

Mrs. Koepfler's K/2 and Ms. Berkowitz K/2

Teacher or teacher aides will meet the students dropped off by parents through the drop off doors by the steps and proceed to the cafeteria until 8:35 a.m., when the students are dismissed to their classroom, unless other plans are made. 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. Schiro's class** will exit from the second set of doors by the steps along the driveway at 2:55 p.m.

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.

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Students in **grades 1 and 2** will exit from the doors facing Valley Road at 2:55 p.m.

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

Kindergarten

Mrs. Nacht's and **Mrs. Belverio's** kindergarten classes will exit through the outside door of their classrooms. **Mrs. LaManna'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 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. No cars should park on the left side of the office driveway.

New Driveway Procedures in the Office Driveway: We are asking people not to park on the left side of the office side of the driveway. We have moved the office staff reserved parking to the left side of the driveway and are eliminating double parking on that side during pick up. This was the result of a safety review. This will eliminate the need to students and parents to move across the active part of the driveway. We will still allow double-parking on the school side of the parking lot as to get to the double-parked car does not cause one to move through the active part of the driveway. As in the past we ask that the drivers stay in the vehicles when double parking until the parent or designee sees the child at the curb near the car. Then the parent gets out momentarily to cross the child to the double-parked car. This allows the parent to be able to move the vehicle if the car by the curb needs to leave. Important traffic reminders: Due to safety reasons we ask that if parents park in the parking lot at arrival and dismissal to walk their children to the drop off area that they only cross at the crosswalk. 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

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review the parking lot and traffic guidelines on pages 9-12 of our Parent Student Handbook. This can be found on our website under school resources. Please share these guidelines with people that may be dropping off or picking up your children. We will also email these guidelines home. If your child needs special dismissal procedures please notify the teacher on the first day of school with a note.

Please remember to follow 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 8:25 a.m. Once the door opens at 8:25 a.m 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 handicapped spaces and temporary handicapped spaces. 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 cross the driveway. 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. Parents should not park on the left side of the office driveway or double park on that side.

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 playdate arrangements in school and call home for approval during school hours. These arrangements should be made by the parents outside of school.

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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 the 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 for whom 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 vacation 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 schools 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.

The instructional day begins at 8:40 a.m. 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 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.

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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 anytime before 8:30 a.m. to notify us of the reason. You can also send an email to valleyroadschool@clarkschools.org or you can report the absence through Genesis on your child's page. 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 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.

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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. (Important Information about Drop Off and Pick Up)

8:40 a.m-2:55 p.m. Supervision at drop off starts at 8:25 a.m. There is no supervision before this time. Students may not enter the building until Supervised drop off begins at 8:25 a.m. 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 p.m. 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

10:10 a.m. – 2:55 p.m. (supervision starts at 10:00)

Early Release Schedule

8:40 a.m. – 12:40 p.m.

Medical Appointments Early Pickups

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. Early pick ups must be made before 2:40 p.m. There is no access or release between 2:40-3:10 p.m.**

Emergency Information

Please fill in and update parent information forms on Genesis 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 an emergency. At least list two emergency contacts, if not more, besides the parents. This will help at times when the school personnel cannot reach a parent in an urgent or emergency situation. Please list which people are given permission by the parents, to be allowed to pick up each child besides the parents. You can do this under parent contacts.

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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.

Thursday, October 24 (evening conferences)*(6:00-8:30 p.m.)

Wednesday, November 13 (afternoon conferences)*(1:40-3:40 p.m.)

***Additional time slots of 8:10 a.m. and 8:25 a.m. are available over the week of October 21st and the week of November 11th.**

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 card 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.

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

<u>Marking Period</u>	<u>Open Reports</u>	<u>Due Date</u>	<u>Sent Home</u>
1. 09/05 – 12/10	12/10 (special/small group) 12/16	(HR) 12/16	12/18
2. 12/11 – 03/20	03/20	(HR) 03/23	03/25
		(Special/small groups) 03/23	
3. 03/23 – 06/23	06/023 (Special/small group) 06/19	(HR) 06/19	06/23

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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 the 1st 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>Post</u>	<u>Mid MP</u>
Mid-marking period 1	after PTC	
Mid-marking period 2 (HR) (specials/ small groups)	01/31 01/31	02/03
Mid-marking period 3 (HR) (specials/small groups)	05/08 05/08	05/13

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

Security Reminders:

As was previously communicated, changes to our security procedures are being made to make our buildings even more secure for our students and staff members by limiting the number of people who are granted visitor entry access. Below is a reminder of security procedures. Additional clarifying details are also being provided.

- No visitor entry access, including to parents/guardians, will be granted within a fifteen-minute window of time on both ends of student arrival and dismissal. In other words, no visitors will be granted building access between the following times at each school. School Arrival Window Dismissal Window:

ALJ 7:35 a.m. to 8:05 a.m. 2:05 p.m. to 2:35 p.m.

CHK 7:50 a.m. to 8:20 a.m. 2:27 p.m. to 2:57 p.m.

FKH 8:25 a.m. to 8:55 a.m. 2:40 p.m. to 3:10 p.m.

VRS 8:25 a.m. to 8:55 a.m. 2:40 p.m. to 3:10 p.m.

CPA 8:45 a.m. to 9:15 a.m. 3:00 p.m. to 3:30 p.m.

- Any visitor entry access outside of those time windows must be accompanied by a previously arranged appointment.

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- Early student pickups will need to occur at least 15 minutes before the end of the school day. The appointment for an early pickup can be made by calling the main office during school hours. When school is closed, a message informing the school of an early pickup can be left similar to how a student absence can be reported after hours. Any other appointments ideally will be made with the appropriate school personnel at least a day before through a phone call, voicemail, a note, or an email. If a more unexpected situation arises, a call to the main office needs to be made at least 15 minutes in advance.
- No visitor entry access will be granted in order for items to be dropped off for students, e.g., lunch, physical education clothes, or homework/projects. A drop-off box will be at the front door of each school for these items. Any items must be clearly labeled with the student's name and grade level. When leaving the item in the box, please ring the door buzzer in order to notify the main office of the drop-off so the item can be brought to the student upon the availability of the office staff. Money may not be dropped off. If lunch money is forgotten, the student will be provided with lunch and then his or her parent subsequently will be charged.
- When visitor entry access is granted, we need to make certain not to hold the door open for someone who might be behind us, even if he or she has a familiar face, because doing so gives that individual unintended access.

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General Information A-Z

Birthday Party invitations:

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

Buddy Class Program

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 procedure 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, report cards 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 address 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. We request that problems or concerns with the classroom are discussed with the teacher first before contacting the principal.

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 parent newsletters includes current school events, calendars, important information for parents, and the PTA news updates. It is another way to keep parents informed. Look for



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this written communiqué' each month via the VRS Backpack on the website. Parents will have to update the electronic (e-mail) school communication on Genesis. 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 Genesis parent contact.

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 by which they would like to be contacted. Parents get to choose phone numbers, email, 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. Parents should also check the VRS Backpack and the PTA Backpack on the website for flyers and school resources for other information.

Health Office and Medication

The emergency contact information 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 Genesis for you and your emergency contact.

If a student requires medication, the school nurse is the only person authorized to dispense medication. 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



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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.

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 belongings. 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 \$2.90. Parents are encouraged to pay for lunches on a weekly (\$14.50) or ten lunches at a time (\$29.00) 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 \$4.75.

The NUTRIkids POS information will be distributed on 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. 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 the start of school.

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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 quarterly basis. Each quarter is \$25.00 and payment must be made in cash (exact change), in an envelope with the child's name and choice of white or chocolate milk. Checks can be made out to Clark Board of Education. Milk cycle is as follows:

Cycle 1	9/9-11/15/19	Payment due by 9/6
Cycle 2	11/18-1/31/20	Payment due by 11/15
Cycle 3	2/03-4/03/20	Payment due by 1/31
Cycle 4	4/6-6/23/20	Payment due by 4/3

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 clothing 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.

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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

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. Also, visitors are not allowed between these hours: 8:25-8:55 a.m. and 2:40-3:10 p.m., unless

special arrangements have been made.

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:

Nicole Viola, 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.

2019 – 2020 PTA Executive Board



President
1st Vice President
2nd Vice President
3rd Vice President
Recording Secretary
Treasurer

Darlene Alicea
Lindsey Klimuc
Kelly Janocko
Tara Knob
Rosa Scipioni
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!

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2019-20 VALLEY ROAD SCHOOL PTA CALENDAR

September	5th	1st day of school	
	16th	Back to School Night	7:00 pm
	23rd	PTA Meeting – Executive	6:00 pm
	23rd	<i>PTA Meeting – General Membership</i>	7:00 pm
	26th	Room Parent Tea- Cafeteria	6:15 pm
	26th	Chairperson Committee Meeting - Cafeteria	2:15pm & 7:00 pm
October	1st	Reading Program Kickoff	Held during school hours
	2nd	Story Time (Grades K-2nd)	6:30 pm
	4th	School Pictures	Held during school hours
	15th-17th	Fall Book Fair	Held during school hours
	18th	Pumpkin Sale	Held during school hours
	19th	Fall Fest	11:00-1:00 pm

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	21st	PTA Meeting - Executive	6:00 pm
	21st	<i>PTA Meeting – General Membership</i>	7:00 pm
	23rd	Pumpkin & Poems	Drop off between 7:45 am – 8:30 am at Main Entrance
	30th	Legends of the Courtyard	6:30 pm
November	1st	Reading Logs Due	
	14th	Pocketbook Bingo (held at Polish Cultural Foundation -177 Broadway Ave. Clark)	Doors open at 6:30 pm
	18th	PTA Meeting – Executive	6:00 pm
	18th	<i>PTA Meeting – General Membership</i>	7:00 pm
December	2nd	Reading Logs Due	
	4th-6th	Holiday Shoppe	Held during school hours
	12th	Paint Night (K/1) Cafeteria	6:30 pm
	18th	Teacher Holiday Luncheon	
	19th	Holiday Class Parties	1:30 pm

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January	2nd	Reading Logs Due	
	9th	Paint Night (Grades 2/3)	6:30 pm
	13th	PTA Meeting – Executive	6:00 pm
	13th	<i>PTA Meeting – General Membership</i>	7:00 pm
	27th	Reading Café (Grades K-4)	6:30 pm
February	3rd	Reading Logs Due	
	7th	Teacher Souper Luncheon	
	13th	Paint Night (Grades 4/5)	6:30 pm
	21st	Family GLOW Night	6:30 – 8 pm
	24th	PTA Meeting – Executive	6:00 pm
	24th	<i>PTA Meeting – General Membership</i>	7:00 pm
	28th	Family GLOW Snow Date	6:30 – 8 pm
March	6th	Tricky Tray (Held at ALJ)	5:30 pm – Doors open
	6th	Reading Dance Party	1:30 pm

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	9th-12th	Spring Book Fair	Held during school hours
	23rd	PTA Meeting – Executive	6:00 pm
	23rd	<i>PTA Meeting – General Membership</i>	7:00 pm
April	6th	Mystery Night	6:30 pm
	10th-19th	Spring Break	
	22nd	Earth Day	
	23rd	Take Your Child to Work Day	
	24th	Arbour Day	
	27th-5/1	Teacher Appreciation Week	
May	1st	Plant Sale	Held during school hours
	15th	Family Fun Night	6:00-8:00 pm
	18th	PTA Meeting – Executive	6:00 pm
	18th	<i>PTA Meeting – General Membership</i>	7:00 pm

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June	TBD	PTA Thank You Dinner (location TBD)	TBD
	5th	Field Day	Held During School Hours
	9th	Field Day – Rain Date	
	12th	5th Grade Pool Party	
	15th	5th Grade Pool Party Rain Date	
	19th	VRS Award Ceremony	
	19th	End of Year Class Parties	TBD
	22nd	5th Grade Promotion	TBD
	23rd	5th Grade Bagel Breakfast	10:30 pm – 11:30 pm
	23rd	Last Day of School & Move Up Day	12:40 dismissal

PTA meetings are scheduled once a month on a Monday. The dates, which are subject to change, are as follows: September 23rd, October 21st, November 18th, January 13th, February 24th, March 23rd, April 27th and May 18th. All meetings commence at 7:00 p.m.

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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
<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 VRS 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.
5. Severe Hitting (Punching, Kicking, and similar behavior that may injure others) 6. Threat of serious violence harassment (Racial, ethnic, or sexual name calling or other severe harassment) 7. Defiance 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.	Three inside recesses or more and possible after school detentions or suspension depending on the Principal's or his designee. Principal calls parent.	Five inside recesses. Principal or his designee calls parent. OR Possible after school detentions or suspension.	Suspension (suspension or after school detentions may come sooner in this process due to the severity of the situation.)	Same as above.

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Disrespectful Behavior towards adults and other students. Stealing. (Using derogatory words, phrases or hand gestures toward any adult in the building.)	Two -three inside recesses or more and possible suspension depending on the Principal's or his designee' determination. Principal/ designee calls parent.	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	Five or more inside recesses and possible after school detentions or suspension depending on the Principal's or his designee. Principal/ Designee calls parent	Same as above.
Cyber Bullying (Sending derogatory, hurtful, inappropriate messages or pictures over the internet, text messages, through gaming systems, or cameras.)	In accordance with school and district policies the principal will administer disciplinary action.			

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

Cafeteria Discipline Plan

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 Pride - 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 Pride when groups or individuals are seen displaying commendable behavior. There are yellow Valley Pride for individuals and blue Valley Pride 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 Pride 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 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



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 PUBLIC SCHOOLS
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SCHOOL CALENDAR FOR 2019-2020 SCHOOL YEAR

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

DATE SCHOOL CLOSINGS

September

3 & 4 (Tues. & Wed.) Teachers Report (Professional Development for Staff)

5 (Thurs.) Students Return

***16 (Mon.) Valley Road School Back-to-School Night -Early Dismissal VRS Students & Staff *17 (Tues.) Arthur L. Johnson High School Back-to-School Night -Early Dismissal ALJ Students & Staff**

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

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

***23 (Mon.) Clark Preschool Annex Back-to-School Night -Early Dismissal CPA Students & Staff**

30 (Mon.) Schools Closed – Rosh Hashanah

October

9 (Wed.) Schools Closed – Yom Kippur

14 (Mon.) Schools Closed - Columbus Day

***24 (Thurs.) *ONLY – CPA, FKH, and VRS Conferences – Early Dismissal**

November

5 (Tues.) Schools Closed – Election Day/Professional Development for Staff

7 & 8 (Thurs. & Fri.) Schools Closed - NJEA Convention

***13 (Wed.) *ONLY – CPA, FKH, and VRS Conferences – Early Dismissal**

27 (Wed.) Early Dismissal for Students and Staff

28 & 29 (Thurs. & Fri.) Schools Closed - Thanksgiving Recess

December

23-31 (Mon.-Tues.) Schools Closed - Winter Recess

January

1 (Wed.) Schools Closed – New Year's Day

2 (Thurs.) Schools Reopen

20 (Mon.) Schools Closed – Martin Luther King, Jr. Day

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February

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

17 (Mon.) Schools Closed – Presidents’ Day

March

No School Closures

April

10-17 (Fri.-Fri.) Schools Closed - Spring Recess/Passover/Good Friday/Easter

20 (Mon.) Schools Reopen

May

25 (Mon.) Schools Closed – Memorial Day

June

5 (Fri.) Arthur L. Johnson High School Prom–Early Dismissal for ALJ Students

19 (Fri.) Early Dismissal for Students

22 (Mon.) Early Dismissal for Students

23 (Tues.) 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 4/17/20; Spring Recess 4/16/20. Please be aware of these possibilities in planning vacation activities during the 2019-2020 school year. If all three snow days are not needed, schools will be closed for additional days in the following order: Tuesday 6/2/20; Friday 6/12/20.

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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

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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.

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.