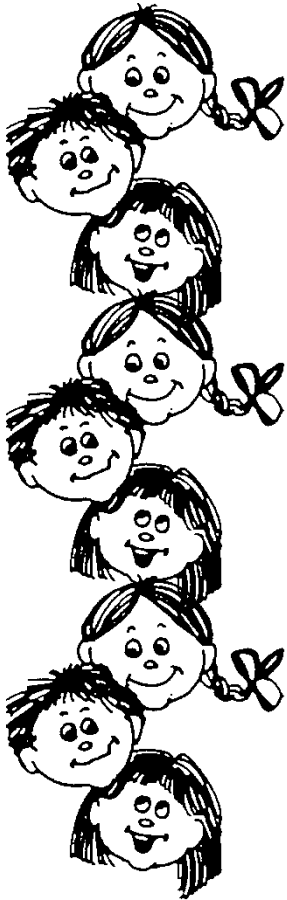


Striving For Excellence



PARENT - STUDENT
HANDBOOK
2016-2017

Carlstadt Public School
Carlstadt, New Jersey 07072

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PHILOSOPHY OF EDUCATION/DISTRICT MISSION STATEMENT

Free public education for all children is a cornerstone of a democratic society that values the worth and dignity of each individual. The primary goal of this Board of Education shall be to offer each child in this district the educational opportunity that will enable him/her to function politically, economically, and socially in that democratic society.

The Board, as the agent responsible for the education of the children of the district, will provide a planned program of learning that incorporates into its curriculum the lessons and experience, within the classroom, needed to realize the educational goals of this district. The Board appreciates the need for constant improvement of the instructional program and will strive unrelentingly to provide an educational system that assists each pupil in becoming a self-respecting individual who can function effectively and satisfyingly.

It is the expectation of this school district that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels.

The Board will seek out and work cooperatively with the available resources of home and community including business and industry, in the improvement of the educational program.

The Board will endeavor to employ a high caliber, well-prepared staff of adequate size and wide-ranging abilities. Moreover, the Board will provide pupils and staff, as needs dictate and means permit, with adequate educational supplies, equipment, and facilities.

The purpose of education in the schools of this district is to facilitate the development of each child to his/her greatest potential. The school staff shall recognize individual differences among pupils and encourage their achievement and progress, not only in basic skills but to think independently and critically. The school staff shall help pupils to understand our democratic society; to believe in it and to act fairly in their relationships with others; to develop themselves attitudes of respect and helpfulness toward others; to want, and to be able to perform well, some portion of the work of the world; to acquire knowledge and skills necessary to do this with satisfaction to themselves and society; to understand and use effective methods in framing the questions and tackling the problems that they encounter in their lives to the end that they may function politically, economically, and socially in a democratic society.

Academically Talented Program

Participation in the Academically Talented Program is based on the rubrics listed for each grade level below.

Criteria – Kindergarten – Grade 2

1. Report Card Assessment
2. Above grade level scores on the Fountas and Pinnell Reading Assessment from the previous June
3. Teacher Recommendation
4. Principal Approval

Grade 3

All students must re-qualify.

1. Report Card Assessment
2. Minimum Score of a 125 Level I (Grade 2) CSI
3. Above grade level scores on the Fountas and Pinnell Reading Assessment from the previous June
4. Teacher Recommendation
5. Principal Approval

Grade 4

All students must re-qualify:

1. Report Card Assessment
2. Minimum Score of 125 on CSI Level II (Grade 2)
3. Above grade level scores on the Fountas and Pinnell Reading Assessment from the previous June
4. Meeting or exceeding expectations on the 3rd Grade PARCC assessment
5. Teacher Recommendation
6. Principal Approval

Grade 5

All students must re-qualify.

1. Minimum Score of 125 on CSI Level II (Grade 4)
2. No less than an 88 average in the 4 major subjects.
3. Above grade level scores on the Fountas and Pinnell Reading Assessment from the previous June
4. Meeting or exceeding expectations on the 4th Grade PARCC assessment
5. Teacher Recommendation
6. Principal Approval

Grade 6

All students must re-qualify:

1. Minimum Score of 125 on CSI Level II (Grade 4)
2. No less than an 88 average in the 4 major subjects
3. Above grade level scores on the Fountas and Pinnell Reading Assessment from the previous June
4. Meeting or exceeding expectations on the 5th Grade PARCC assessment
5. Teacher Recommendation
6. Principal Approval

Grade 7

All students must re-qualify.

1. Minimum of 125 on CSI Level III (Grade 6)
2. Above grade level scores on the Fountas and Pinnell Reading Assessment from the previous June
3. No less than an 88 average in the 4 major subjects
4. Meeting or exceeding expectations on the 6th Grade PARCC assessment
5. Teacher Recommendation
6. Principal Approval

Grade 8

All students must re-qualify:

1. Minimum Score of 125 on CSI Level III (Grade 6)
2. No less than an 88 average in the 4 major subjects
3. Meeting or exceeding expectations on the 7th Grade PARCC assessment
4. Above grade level scores on the Fountas and Pinnell Reading Assessment from the previous June
5. Teacher Recommendation
6. Principal Approval

New students may be added in grades 4 & 5 if they have an A average in Reading, English and Mathematics.

New students may be added in grades 6-8 if they have a 92 average in Language Arts and Mathematics.

***The Standard Error of Measurement** may be applied when considering the CSI.

Affirmative Action ---

The Board of Education has an established policy that provides equal educational opportunity. It states:

It shall be the right of every student to participate fully in any program, service, or activity and no one shall be subject to discrimination due to a handicap, age, sex, race, religion or national origin.

All student grievance procedure and sexual harassment are available upon request.

All inquiries regarding affirmative action should be made to: Ms. Diana Silva, the Affirmative Action Officer at Carlstadt Public School 201-672-3000

Alcohol, Drug and Narcotic Use ---

The Board of Education regards the buying, selling, possession or consumption of alcohol, illegal drugs, non-authorized or non-medically prescribed prescription drugs and narcotics in a school building or on school grounds a very grave matter.

Any student who is suspected of purchase, possession, consumption, distribution and/or sale of illegal drugs/narcotics and/or alcohol in a school building or on school property or at any time when the student is accountable to the school for his/her conduct, shall be reported immediately to the building principal. The principal will investigate the incident and act in accordance with Board Policy and Procedures.

Attendance

The Board of Education has an obligation to require that the pupils of this district be present in school in order that they may be taught. This policy is for the benefit of the pupils, their parents, and the community at large.

Pupil participation in all regularly-scheduled classroom learning activities in each area of study is essential in order to receive the maximum benefits of a thorough educational program. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Therefore, any pupil who for any reason fails to attend a minimum of **160** days of school, within any academic year, shall be subject to an administrative review by the building principal before the pupil can be considered for promotion. Any Student who attends less than 150 instructional days shall be permitted to move to the next grade level only for extenuating circumstances (Board Policy 5410). The following individuals may assist the principal in this review: Superintendent, teachers, teacher counselor.

The New Jersey Administrative Code also requires school districts to make a mandatory referral to the court program designated by the New Jersey Administrative Office of the Courts for 10 or more "unexcused" absences. We encourage you to have your child attend school regularly.

Work missed during all absences must be made up outside of regular school hours and within a reasonable time. If work is not made up, pupil will receive a failure for the work missed.

Late arrivals and early dismissals are as disruptive to the educational process as absenteeism.

A. PARENT/GUARDIAN PROCEDURE FOR REPORTING ABSENCE

1. Parent/Guardian must report their child absent from school for each day they are absent and include the reason for the absence.
2. Please call the school nurse at **201-672-3012** and leave a message any time of day or night.

B. PROCEDURE FOR CHECKING PUPIL ABSENCE

1. On the first day of pupil absence, the principal or his/her designee shall call the home of the absent pupil to determine reason for absence. Telephone communication must be made with the parent, guardian or designated individual.
2. If a satisfactory reason is given for the absence, all subsequent steps of this procedure are not necessary.

3. The building principal shall report to the Attendance Officer any absence that cannot be confirmed. The Attendance Officer shall make a visit to the home to determine the reason for absence and report the nature of absence to the building principal. If home contact cannot be made, an appropriate form shall be left by the Attendance Officer requiring the parent or guardian to contact the school as indicated on the form.
4. If it is impossible to confirm an absence on more than three (3) days, the Attendance Officer shall immediately issue a five (5) day notice.
5. A pupil who is absent from school without the knowledge of the parent(s) or guardian shall be considered truant.
6. Early dismissal for medical reasons is to be discouraged. Whenever it is necessary for a student to be dismissed from school early, a written request, signed by a parent or guardian must be submitted to the building principal. No telephone requests will be granted. The parent(s) or guardian must come to school for the child. This must be adhered to as a safeguard for the school as well as the student. Carlstadt does not encourage early dismissal or special absences from school inasmuch as the absence from class means much work lost.

C. PROCEDURE REQUIRED UPON RETURN TO SCHOOL

1. Even though telephone confirmation is temporarily acceptable, the pupil must, upon return to school or within two (2) school days, present a written explanation to the classroom teacher signed by the parent(s) or guardian, stating the reason for and the date of absence(s).

D. UNEXCUSED ABSENCES

1. In the event of an unexcused absence, a conference shall take place to include the parent(s) or guardian, pupil, principal, superintendent and attendance officer.
2. As a last resort, suspension will be necessary, and a hearing before a special committee of the Board of Education shall be required before re-admitting the student.

E. PROCEDURE FOR TARDINESS

1. Any pupil who is tardy, without a written excuse from his/her parent or guardian for the A.M. and/or P.M. session, must remain after school.
2. After 10 student tardies, the parent(s)/guardian and the principal shall have a conference to discuss the seriousness of the matter and establish a course of action.

F. UNCONFIRMED ABSENCES

1. The principal must notify the local law enforcement agency and report a child as "potentially missing" when it is impossible to confirm an absence of three (3) consecutive days, in accordance with Chapter 228, P.L. 1984.

Bell Schedule

	<u>Enter</u>	<u>Tardy</u>	<u>Dismissal</u>
Pre-K a.m.	8:35	8:45	11:10
Pre-K p.m.*	12:25	12:35	3:00 *(If available)
Grades K-8	8:35	8:45	3:00

One Session Day schedule:

K - 8 8:35 – 12:45

Pre-K A.M. Class- 8:35-10:35 / P.M.* Class-10:45-12:45

Delayed Opening Schedule:

Delayed Opening with **9:45 Entry** K – 8

Pre-K A.M. Class- 9:45-11:45 / P.M.* Class-12:25-3:00

Delayed Opening with **11:00 Entry** K-8

Pre-K A.M. Class 11:00 – 12:45 - P.M. Class 1:15 – 3:00

Children are asked to arrive at school after 8:30 a.m.

Since there is no supervision on the playground after school hours, all children are urged to go directly home at dismissal.

We urge parents to help us in maintaining good habits of punctuality.

Board of Education Meetings

The Board of Education is a nine — member elected Board. Regular meetings of the board shall be held at 7:00 p.m. in the Cafeteria at Carlstadt Public School, 550 Washington Street, Carlstadt, on the third Tuesday, of each month. Should the regular meeting fall upon a legal holiday, the meeting shall be held the evening of the first succeeding business day.

Public work sessions are held at 7:00 p.m. on the first Monday of each month.

Work Sessions

September 6

October 3

November 7

December 12

Regular Monthly Meetings

September 20

October 18

November 22

Meeting dates for January and August will be determined at the November re-organization meeting.

Note: The Annual Election will be held November 8, 2016.

Cafeteria / Food Service

Breakfast, lunch and cafeteria facilities will be provided for all pupils in the Carlstadt Public School.

The following criteria are established for the lunch program:

The lunchroom will remain a closed program. This will require all students to remain within school during their respective lunch periods.

Any parent who wishes to take their child home for lunch must sign their child out at the front office. Upon return, parents must sign their child back in at the front office before the end of the lunch period. For the safety of the students, parental telephone calls requesting that their child walk home during the lunch period will be denied. There will be no exceptions to this rule.

You will be receiving additional information regarding the lunch program in September.

Parents/Guardians will be responsible for a \$20.00 returned check fee.

Cafeteria Code of Behavior

Any student who violates these lunchroom rules will be reported to the Principal and subject to disciplinary action.

1. Students are to report to and from the lunchroom walking in an orderly fashion.
2. Students are to observe good eating habits and table manners.
3. Students are to remain at their assigned seats and should ask permission to leave.
4. Students will not throw containers, or objects of any kind.
5. Students are responsible to police their area and keep it clean. All garbage is to be deposited in the trash barrels as directed by the supervisors. All glass and aluminum containers are to be placed in the recycling containers provided.
6. Food may not be taken out of the lunchroom.
7. Students needing assistance are to seek a supervisor by raising their hand.
8. Students needing to use the lavatory must obtain permission from a supervisor and/or sign out.
9. Talking should be conducted at a normal conversational level. Loud talking, yelling, or shouting is not permitted.
10. Pupils are not allowed to tease, trip, hold, hit or use their hands, feet or body in any objectionable manner.
11. Those students leaving the designated area must have a written dated pass from authorized school personnel.
12. Students are not permitted electronic items in the school/lunchroom (such as iPods, Gameboy, etc.) If they are lost or stolen, they are not the responsibility of the school.
13. Toys and games may only be used on indoor recess days.

ADMINISTRATIVE RESPONSES: Regarding Cafeteria Behavior

- a. Various school level interventions as deemed necessary.
- b. Written report from supervisor to principal.
- c. Principal intervention and parent contact (written or verbal).
- d. Withdrawal of lunchroom privileges.
 - 1st offense ± 1 week out
 - 2nd offense ± 1 month out
 - 3rd offense ± removal from lunchroom for the remainder of the year.

Care of School Property

Pupils should realize that the school buildings, grounds, and all other facilities provided for their education are paid for out of general tax funds. Marking, damaging or destroying school property is inexcusable and is subject to fine and punishment for those responsible. Pride in our buildings should be evident from the care we show as we use it.

Gum chewing is not permitted in school or on school grounds. Fine may be imposed to repair the damage. The consequence for chewing gum during school hours shall be 1 demerit for insubordination. Dogs, cats and other animals are not permitted on school property at any time.

Carlstadt School Goals

Listed below are the goals, in priority order, of the Carlstadt School District. These goals were developed by the board, staff and community members and approved by the Board of Education.

- i. To help students develop a desire for learning now and in the future.
- ii. To help students gain a general education.
- iii. To help students develop skills in reading, writing, speaking, listening, critical thinking and organized skills.
- iv. To help students develop skills in mathematics and sciences.
- v. To help students practice and understand the ideas of health and safety.
- vi. To help students learn how to examine and use information.
 - vii. To help students develop pride in work, good character and self-respect.
 - viii. To help students learn how to be good citizens and understand and practice democratic ideas and ideals.
- ix. To help students gain a better than general idea of the history and heritage we share.
 - x. To help students learn to have mutual respect for all people.
 - xi. To help students learn about and try to understand the changes that take place in the world.
 - xii. To help students understand and practice the skills of family living and learn how to become good managers of money, property and resources.
 - xiii. To help students learn how to use their leisure time.
 - xiv. To help students appreciate culture and beauty in the world.
 - xv. To help students gain information needed to make job selections.
 - xvi. To help students face the challenges and changes of a technological society and to understand the need for congruency.
 - xvii. To help each student to become a lifelong learner and to recognize that the needs of today may not be the needs of tomorrow.

Cell Phones

1. Cell phones will be turned off and stored upon entering the building and cannot be turned on again until dismissal or with permission of a faculty member.
2. If a faculty member sees a cell phone out, they will either remove the phone and take it to the office or have the student take the phone to the office. The cell phone will not be returned unless a parent picks it up at the office.
3. Smart watches will be treated with the same restrictions as cell phones.

Classroom Treats

Birthday treats are not permitted at any grade level. Please refer to Board Policy 8505, School Nutrition, for additional guidelines regarding wellness, proper nutrition and healthy lifestyle.

Clubs/Activities

A variety of after-school clubs and activities may be available based upon staff availability and student interest. Be sure to check notices for information about how students can join clubs and activities.

Collections

Class collection, of any kind, WILL NOT be permitted in the Carlstadt Public School. Students can best express their appreciation to their teacher(s) by letters of appreciation and a good working relationship.

Demerit / Merit System

The following Merit/Demerit system shall be used for all 6th, 7th, and 8th grade students attending the Carlstadt Public School to encourage good behavior throughout the school year and provide additional consequences for negative actions when they occur. The Board of Education believes that students need to "take responsibility for their own behavior" and that student "attitudes and acts" help "to create a positive school environment".

1. Demerit Categories and Accompanying Demerit Points:

	(Per Occurrence)
a. Suspension (in or out of school) 1 day or less	10 points
b. Suspension (in or out of school) more than 1 day	15 points
c. Cheating	2 points
d. Discipline Problem	2 points
e. Interim / Report Card Behavioral Indicators	2 points
f. Missing Assignments (after 3 per marking period)	1 point/per missing assignment
g. Late to class	1 point
h. Skipping Detention	1 point

2. Students who continue to exhibit inappropriate behavior will be excluded from the following activities when their demerit points reach the indicated level:
 - a. 10 or more Demerits
 - i. Removed from Student Council
 - ii. Fall Festival Helper
 - iii. Bagel Breakfast
 - iv. Removed From Other Classroom Activities (with approval of the Principal)
 - v. This category requires two (2) weeks' notice prior to the activities listed above to begin an Administrative Review. See 5 below.
 - b. 15 or more Demerits
 - i. Turkey Shoot
 - ii. Movie Day

- iii. Morning Announcements
 - iv. Assembly Programs
 - v. Halloween Activities
 - vi. By-Stander Program Participant
 - vii. This category requires two (2) weeks' notice prior to the activities listed above to begin an Administrative Review. See 5 below.
- c. 20 or more Demerits
- i. School Musical (at time of tryout)
 - ii. Spelling Bee
 - iii. Student/Faculty Volleyball Game
 - iv. Student/Faculty Basketball Game
 - v. Junior Olympics
 - vi. This category requires two (2) weeks' notice prior to the activities listed above to begin an Administrative Review. See 5 below.
- d. 30 or more Demerits
- i. Student/Faculty Basketball Game
 - ii. Junior Olympics
- e. 35 or more Demerits
- i. 8th Grade Washington
 - ii. 7th Grade Liberty/ Ellis Island
 - iii. 6th Grade Outdoor Education
 - iv. End of Year Band Trip
 - v. This category requires two (2) months' notice prior to the activities listed above to begin an Administrative Review. See 5 below.
- f. Additional consequences and exclusions may be imposed by the building principal.
- g. The BOE believes that the 8th grade graduation exercise "... is a privilege and should be reserved for students who have who have met all the requirements for participation and have exhibited good citizenship throughout the year." The accumulated demerit point list is one of the areas that the building principal will review to determine student participation in the graduation ceremony. BOE Policy #5411
3. Your child's demerit totals are tracked in Genesis. Parents/Guardians are expected to log on to the Parent Portal and monitor their child's demerits (if any). Questions and concerns about demerits are best addressed with your child's teacher at the time the demerits are posted. Teachers are ready to meet with you and your child to discuss the severity of the problem and how to remediate the inappropriate behavior.
4. Additionally, students who acquire 50 or more demerits may face suspension from school after administrative review. Additional suspensions may be given if the student continues to accrue demerit points.
5. Merit Program
- a. Parents/guardians may request an Administrative Review of their child's demerit point totals for possible reduction by awarding Merit Points.
 - b. The Administrative Review will consist of, but is not limited to, determining whether the student has 1) accepted responsibility for their actions, 2) corrected their problematic behavior, and 3) not received any additional demerits in the past 30 days.
 - c. The request for an Administrative Review must be received within the indicated time frames listed in 2.a-d above.
 - d. Late submission of a parent/guardian Request for an Administrative Review of Merit Point consideration will result in the request being denied due to the advance planning requirements of event and trip logistics.
 - e. Students may be granted up to 5 merit points for each month they go without receiving additional demerits.

- f. Merit points may not accumulate past the amount needed to offset the accumulated demerits at the time the merit points are awarded and may not be used to offset demerits given for suspensions.
 - g. This arrangement must be approved in advance by the building principal and is subject to administrative and/or BOE review.
 - h. Should problematic behaviors return, merit points may be removed as determined by administrative review.
6. The BOE expects that all students will take responsibility for their own behavior and display good citizenship throughout the school year.

Discipline

The Board of Education has the authority to make reasonable and necessary rules governing the conduct of students in school. These rules will apply to all students going to, during, and returning from school, and while visiting another school in the district. Teachers have the responsibility for maintaining a suitable environment for learning. They may send a student to the appropriate school official for disciplinary action needed to maintain that environment.

Administrators have the responsibility for maintaining and facilitating the educational programs. The principal is authorized by the state statute to suspend students for cause. The Principal will forward to parents the Student Code of Behavior and the contract to be signed in September.

Dress Code

The Board of Education believes that what students wear to school should be appropriate, should be within reasonable limits, and should not distract from educational activities.

This dress code discourages unsuitable clothing in the school and all clothing that is dirty and unsightly. It stresses that there is a difference between school clothes and Saturday play clothes, and the latter has no place in school. On the other hand, the dress code encourages clothing that is neat and clean, that will make students aware of their social responsibility, that will promote high standards of personal conduct, and that will not only bring credit to our school and community, but also instill a sense of pride.

1. Dresses, skirts and shorts will be no shorter than “fingertip” length.
2. No clothing of military issue.
3. No clothing that has any symbols that hold the American flag up to ridicule.
4. No signs, patches or symbols that are offensive to public decency or morals or promote the use of drugs, alcohol, tobacco or violence.
5. No written language that has negative connotation or is subject to suggestive language.
6. No midriff sweaters or shirts.
7. No tank tops for girls or boys.
8. No fishnet or perforated tops.
9. No excessively short or tight fitting clothing that is deemed to be inappropriate.

10. No clothing that is dirty or unsightly.
11. No unsafe clothing, including metal taps, platforms, high heels over one (1) inch, clogs, flip flops and any other shoes without back straps.

When students are inappropriately dressed, parents may be called to bring in a change of clothes.

Early School Dismissal

Whenever it is necessary for a student to be dismissed from school early, a written request, signed by a parent, must be received before the pupil will be permitted to leave early. No telephone requests will be granted. Parent must come to school for the child. This must be adhered to as a safeguard for the school as well as the student. Carlstadt does not encourage early dismissal or special absences from school inasmuch as the absence from the class means much work lost.

Emergency School Closing and Delayed Openings

During the year there are times when the weather is such that it would be better for the students to remain home than come to school.

When school is cancelled for a full day due to emergency conditions:

1. School closure will be posted on www.carlstadt.org.
2. [WNBC](#) Channel 4 will post on t.v.
3. Parents will be notified by telephone via emergency notification system.

When school is cancelled for the afternoon session:

1. School closure will be posted on www.carlstadt.org.
2. The students will remain in school until 12:45 p.m.
3. Parents will be notified by telephone via emergency notification system.

VERY IMPORTANT: Please arrange with your child, early in the school year, where to go if it is necessary to have a one-session day due to emergency conditions. This is especially important if you are a working parent and will not be at home. Sometimes it is not possible to contact each parent when this is deemed necessary.

When a delayed school opening is planned:

1. An announcement will appear on WNBC channel 4.
2. School delay will be posted on www.carlstadt.org.
3. Students will report at 9:45 a.m., lunch will be served at the regular time.
4. Parents will be notified by telephone via emergency notification system.
5. Should students be asked to report at 11:00 a.m. Lunch **will not** be served.

The delayed school opening will be used when it appears that we cannot open school at the regular time, but improving weather conditions are forecast. An example of this would be icy road conditions that will thaw with rising temperatures.

VERY IMPORTANT: Please DO NOT call Police Headquarters. In times of emergency, their telephone lines need to be clear.

Y.M.C.A. – Program is cancelled when school closes for either one-session or full day.

Entrance Ages

1. No child may be admitted to the Pre-Kindergarten unless he/she has reached the age of four (4) on or before October 1st, in the year he/she proposes to enter school.
2. No child may be admitted to the Kindergarten unless he/she has reached the age of five (5) on or before October 1st, in the year he/she proposed to enter school.
3. No child may be admitted to the first grade unless he/she has reached the age of six (6) on or before October 1st, in the year he/she proposes to enter school.
4. After October of any school year, a child who has not previously been enrolled in any Kindergarten program may not be registered without approval of the Board of Education.

ENTRANCE PROCEDURE – PRE-KINDERGARTEN AND KINDERGARTEN

1. The official pre-kindergarten and kindergarten registration period will be during the winter of each school year. At this time, the parent must present the child's birth certificate as proof of age and immunization record.
2. In the spring of the year, a pre-kindergarten orientation shall be conducted for the child and parent. The program shall be arranged by the building principal in conjunction with other staff members.
3. Pre-Kindergarten is a tuition based program. Please check with the main office regarding tuition costs.

Field Trips

Field trips may be planned by the teachers to places of interest or for the purpose of enriching the child's experiences. These trips are properly chaperoned by the faculty and, when advisable, by parents of the children. The consent of the parents is necessary before pupils are allowed to go on these trips. Proper conduct is stressed so that the trip can be orderly and that the maximum amount of pleasure and knowledge can be gained by all the participants. Teachers may exclude pupils with prior behavior problems from participating in class trips after administrative approval.

The cost is divided among those taking part in the trips. These costs will vary, depending on the distance traveled and admission charged. When a pupil is absent the day of the trip, there may not be a refund.

Any student, who fundraises money and is not allowed to go on a trip due to disciplinary reasons, may not be entitled to a refund.

Grading System, Interim Reports and Report Cards —

The grading system provides for four (4) marking periods and four (4) interim reports for students in 5th through 8th grade and three (3) marking periods and three (3) interim reports for students in Kindergarten through 4th grade. ALL PUPILS in grades 1 – 8 receive an interim report, midway through each marking period.

Parents will be notified of their child's progress approximately half way through each marking period through the use of the interim report and at the end of each marking period through the report card. Both the interim report and marking period report cards are made available to parents through the Genesis Parent Portal.

Parents/Guardians are expected to log on to the Genesis Parent Portal and check their child's academic progress by reviewing progress reports and report cards each marking period. The posting dates are listed in the section of this handbook under "Important Dates". Parents/Guardians are expected to review student grades at least once every two weeks. Questions and concerns about grades are best addressed with your child's teacher as they are posted.

The Pre-K will have two (2) marking periods and no Interim report will be issued at this grade level.

The grading systems are as follows:

GRADES K - 4

Key for skills (An explanation of your child's progress toward grade level skills)

E - Exceeds grade level skill

M - Meets grade level skill

P - Progressing toward skill

B - Beginning demonstration of skill

D - Does not yet meet this grade level skill

Key for effort (demonstrates perseverance in completing task and goals)

4 - Outstanding

3 - Satisfactory

2 - Inconsistent

1 - Minimal

Interim reports will use the same evaluation key.

Students in grade K-4 will be assessed in the following areas on the Interim report:

Mathematics

Reading

Science

Social Studies

Speaking/Listening

Writing

As a Learner (work habits)

As a Class Citizen (conduct)

GRADES 5 – 8 Students shall receive numerical grades rounded to the nearest whole number. No student in Grades 5-8 shall receive less than a 55 in any major or special area subject for a marking period.

Note: The Grade 7 Pre-Algebra and Grade 8 Algebra will be weighted programs. Students that participate in these programs must have no less than an 88 average; a passing score on the Orleans Test, and proficient on N.J.ASK Test, and a teacher recommendation based on other objective criteria.

To remain in the Grade 8 Algebra program a grade no less than an 84 as a final average in Grade 7 is required, with a teacher recommendation.

Harassment, Intimidation and Bullying Policy

Carlstadt Public School is committed to maintaining a positive and safe learning environment for all students. As such, the district fully supports the New Jersey Anti-Bullying Bill of Rights. In accordance with the law, please find the contact information for our district Anti-Bullying Coordinator and Anti-Bullying Specialists as well as the Board of Education HIB Policy and Regulation 5512 on our school website <http://www.carlstadt.org>.

Health Services

Pupils are provided with the following health services:

Vision Screening – Grades Pre-K, K, 2, 4, 6 and 8 Bi-annually and as needed

Hearing Screening – K – 4 and Gr. 7 Annually and as needed

Heights and Weights – Grades Pre-K – 8 Annually (including blood pressure)

Head and Hair Inspection – Grades Pre-K – 8, as needed

Dental Screening – Grades Pre-K – 8 Annually with parental consent

Scoliosis Screening – Grades 5 & 7 Bi-annually with parental consent

Any atypical findings in the above examinations are followed up by the nurse. Parents are notified and urged to consult their family physician for advice. The nurse will refer parents as necessary, if private physician care is not available.

Parents are reminded about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage:

Early Childhood – (Pre-K- gr. 3)

Pre-adolescence – (Gr. 4 – 6)

Adolescence – (Gr 7 – 12)

Health evaluations are made to ensure the well-being of our students and to aid in the prevention and control of communicable diseases. This may include observations by the classroom teacher, inspection by the nurse of absentees upon returning to the classroom, and necessary follow up when communicable diseases are present.

Cooperation and confidentiality are maintained between home and school for the better understanding of the individual child.

Accumulative health record is maintained for each child showing his/her growth and development.

High School

Upon graduation from our elementary schools, the pupils are sent to either Henry P. Becton Regional High School or upon application and acceptance, the Bergen County Technical High School/Academies. During the school year our guidance counselor will discuss courses and answer questions which the pupils might have regarding high school. It is the duty of the parents to discuss with their children the courses which they are able to take. This cannot be emphasized too strongly since the decision made at this time may influence the entire life of the child. High School pupils become the responsibility of the Carlstadt – East Rutherford High School Board of Education.

Home Instruction

Qualified teachers are provided by the Board of Education to give home instruction to children who are confined at home for extended illness or injury for periods of two weeks or more consecutive days and a doctor's note is required.

Parents of such children should contact the principal for complete information.

Homework

In the past, we have not permitted homework to be taken home, by other than family members, to pupils who are ill and confined to bed.

There are situations when there aren't any family members and the parent cannot come to school. If this situation arises, the following procedure should be adhered to;

1. The teacher must be informed by the parent of the ill child as to who will be picking up the assignments by email or telephone on that day.
2. That child should bring a signed letter from his/her parent granting permission to take this work home for the ill pupil.
3. Make up work, due to absence(s), is due within three (3) days unless special arrangements are made within the classroom teacher. Work may be requested after the student has been absent for 2 consecutive days. A parent/teacher conference is required if the missed work is not made up.

Honor Roll

There will be an honor roll system in grades 6-8 to promote and recognize high academic achievement.

GRADES 6 – 7 – 8

This honor roll will be divided in two (2) sections:

High Honor

Minimum of a 92 in three (3) of the four (4) major subjects in Grade 6 through 8, and no less than an 84 in all subjects. A pupil receiving the following attitude and behavior indicator will be ineligible for the honor roll: 9 – Discipline problem.

Honor

Minimum of an 84 in all subject areas. A pupil receiving the following attitude and behavior indicator will be ineligible for the honor roll: 9 – Discipline problem.

Important Dates

The following reports will be issued on the dates indicated. Reports for Grades K-8 will be available on our school website by clicking on the "Parent Portal" link found on the Carlstadt Public School home page. Parents of students in Grades K-8 may email meckert@carlstadtps.org or parentsupport@carlstadtps.org for assistance using the Parent Portal or help with your "User Name" or "Password".

PRE-K REPORT CARDS –

February 1, 2017

June 21, 2017 (Tentative)

GRADES K-4 INTERIM REPORTS –

October 20, 2016

January 30, 2017

May 9, 2017

GRADES K – 4 REPORT CARDS –

December 14, 2016

March 24, 2017

June 21, 2017 (Tentative)

GRADES 5-8 INTERIM REPORTS –

October 5, 2016

December 19, 2016

March 8, 2017

May 18, 2017

GRADES 5 – 8 REPORT CARDS –

November 16, 2016

February 1, 2017

April 19, 2017

June 21, 2017 (Tentative)

Insurance for Students

The Board shall make available to parents, for a cost, on a voluntary basis, student accident coverage. For more program information or to purchase coverage online, log onto the Bollinger website at www.BollingerSchools.com.

This coverage insures students:

1. While attending regular school session.
2. Traveling directly and uninterrupted to and from home and school for regular school sessions.
3. Official school activities and participating in school sponsored activities.

Parents also have the opportunity to get the "Round-the-Clock" Plan, which extends coverage to a full 24 hours per day.

Intervention & Referral Services

The Intervention & Referral Services (I&RS) Committee is in place to review student academic and behavioral issues before a referral is made to the Child Study Team (CST). This referral is initiated solely by the classroom teacher or special area teacher.

Media Center

The media center has a collection of books, magazines, newspapers, computers and audiovisual materials and is a pleasant place to work.

Those students who use the media center should obey normal media center conduct and observe the following rules:

1. Reference books, such as encyclopedias and dictionaries should be used in the library.
2. Fines are charged for overdue materials.
3. Damage to books beyond reasonable wear and books lost shall be paid for by the pupil.

Lockers – Grades 4 – 8

Students will be assigned lockers in the corridors for storing coats and books. Each is provided with a combination lock. Students are urged to keep combinations secret once they are assigned.

In compliance with state law and Board Policy 5145.12 you are hereby informed that your child's locker in school is subject to search by the building principal. This search will be conducted in the interests of school safety, sanitation, discipline and enforcement of school regulations. Law enforcement officials will be permitted to conduct a search upon presentation of a proper warrant.

The Principal is authorized to conduct the search provided there are reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Before instituting such a search, except in cases of emergency, the principal shall inform the parent or guardian and request their presence.

You are requested to discuss this with your child and if you have any questions, please feel free to contact the Principal.

The following procedures shall also be established:

- A. Students will be allowed to utilize their lockers before the a.m. homeroom, prior to lunch, and at the completion of lunch.
- B. Students are not permitted to go to lockers during the passing of classes.
- C. Each marking period, a locker clean-up will be announced and students should clean out all unnecessary materials from their lockers.
- D. No pictures or decals of any kind are permitted inside or outside of student lockers. Any defacing, kicking, or deliberately damaging a locker by a student will result in appropriate administrative action and discipline.

Medication in School

The administration of medication shall be discouraged as it is not normally the function or responsibility of the schools. Some children, however, require medication during the regular school day, due to chronic illnesses and/or specific disabilities.

If under these circumstances a pupil is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication, only a school nurse shall administer the medication.

PROCEDURE

1. The parent/guardian shall provide a written request to the building principal for the administration of the prescribed medication at school.
2. A written order, signed by the private physician, shall be submitted to the building principal and shall include:
 - a) Child's Name
 - b) Name of Medication
 - c) Diagnosis or type of illness involved
 - d) Dosage
 - e) Time of administration
 - f) Possible side effects
 - g) Termination date for administering medication
3. The medication shall be brought to the school in the original container, appropriately labeled by the pharmacist or physician.
4. The school physician shall review and approve, in writing, the order of the private physician.
5. The nurse shall provide a secured, locked space for the safe storage of the medication. Prescription drugs shall be kept locked at all times.
6. The records or documentation for administering medication to pupils must be maintained by the school nurse.
7. The school nurse or parent/guardian may administer medication in the schools.
8. The parent/guardian must assume responsibility for informing the school nurse of any change in the pupil's health or change in medication.
9. Non-prescription medication, such as aspirin, shall not be administered to children under any circumstances.
10. The building principal, in conjunction with the school nurse, retain the discretion to reject requests for administration of medication.
11. A copy of these procedures shall be given to the parent/guardian when a request is made.

Parent Teachers Association

The Parent Teachers Association fosters a desirable working relationship between the home and the school and encourages cooperative activities for the development of the child.

The association sponsors dances, assembly programs, scholarships, graduation awards, and many school activities which contribute greatly to both the school and the community.

Photographs

Individual and class photographs will be taken of pupils in grades Pre-K through 8 in September. Parents are under no obligation to purchase. Further details will be announced prior to the taking of the pictures. Graduation pictures for Grade 8 will be taken in the Spring.

Physical Education

The state law requires every pupil, insofar as he/she is physically fit and capable of doing so, to take part in the physical education program. Sneakers are required for all pupils taking physical education in Grades Pre-K – 8. Sneakers that are secured with Velcro or laced are fine.

Unacceptable sneakers: zip-ups, backless, sling backs, platform or slip-ons.

Required Uniform

Royal Blue Shorts (Carlstadt Physical Education)

Gold T-Shirt (Carlstadt Physical Education)

Cotton Athletic Socks

Sneakers

Sneakers are required for all pupils taking physical education in grades Pre-K to 8. Sneakers that are secured with Velcro and or laces are acceptable. Examples of unacceptable sneakers include but are not limited to zippered, backless, sling back, platforms, slip-ons, etc.

Optional Outerwear (Grades 6-8)

The following outerwear may be worn over (not in place of) the required P.E. uniform:

Royal Blue Hooded Sweatshirt

Royal Blue Crew Sweatshirt

Royal Blue Sweatpants

Outerwear may be purchased through the school.

Outerwear worn to school may not be used during the P.E. class. In addition, outerwear may only be worn indoors during the physical education class with permission from the P.E. teacher.

Locks and Lockers

1. Students will be assigned a gym locker. They are not to share lockers with other students.
2. A school lock will be provided to each student (no other locks may be used). Students should not share the combination with other students. In the event that a student loses a lock a fine of \$10 will be assessed.

Criteria for Achievement Grade – Grades 4-8

- | | |
|--|-----------|
| a) Daily preparation for class – If a student is unprepared for class, 5 points will be deducted each occurrence with a maximum of 20 points deducted. | 20 points |
| b) General game rules and skill test scores | 20 points |
| c) Daily participation, sportsmanship and effort | 60 points |

If a student is unprepared for class, the following penalties will be given:

First Time – Five (5) points will be deducted from the preparation grade.

Second Time – Five (5) points will be deducted from the preparation grade and a telephone contact to parent by Physical Education teacher

Third Time – Five (5) points will be deducted from preparation grade and a telephone contact to parent by the Principal.

Fourth Time – Five (5) points will be deducted from preparation grade and student will be referred to the Principal. A Principal / Parent / Teacher / Student conference must be convened.

Other Regulations

1. No gum, candy, etc. will be permitted.
2. Uniforms must be kept clean and worn without tears, or wording outside of name box provided. It is strongly suggested that uniforms be laundered on a weekly basis.
3. Students may only be excused from active physical education for medical reasons. A note must be provided by the parent(s), guardian(s) or school nurse, and may not exceed three (3) consecutive P.E. classes. After 3 classes, a note must be provided from a physician. It should include an end date to return to class, or a release note must be provided before a student may re-enter class.
4. No rings, watches, hair clips/bands, jewelry, etc., which could be a hazard, will be permitted.

Exceptions:

- a). Medical Alert necklace (taped to body) or bracelet.
 - b). Small round post earring for pierced ears.
5. To be eligible for nomination as a captain during the Junior Olympics, a student may not have received a grade lower than a "B", or any negative disciplinary indicators, during any marking period within the school year in Physical Education.

Play Areas Code of Behavior

Any student who violates these playground rules will be reported to the Principal and subject to disciplinary action. These rules also apply to students returning to school who are not in the lunch program.

1. Students must remain in designated areas AT ALL TIMES.
2. Those students leaving designated area must have a written dated pass from authorized personnel.
3. Students may not leave school property without permission.
4. If a child is hurt while outside, he/she is to inform a supervisor. As necessary the supervisor will assist or direct the student to the office.
5. Excessive rough play such as wrestling, pushing, punching or tripping is not permitted.
6. The throwing of rocks, snow, ice or any other object is strictly prohibited.
7. Ball playing will be permitted in designated areas only. Only soft nerf or playground balls may be used in an appropriate manner.
8. No profanity is permitted.
9. No harassment of any other student will be tolerated.
10. When the bell rings, students are to line up immediately and maintain order while entering the building.
11. Playground equipment, toys and games should be used properly and safely.
12. We discourage bringing expensive items. If the item is lost or stolen, the school is not responsible. For example: Walkman, Gameboy, cell phones, iPods, electronic devices.
13. No food or beverages, including gum and candy are permitted on playground.

Administrative Responses

- a) Various school level interventions as deemed necessary.
- b) Written report from supervisor to principal.
- c) Principal intervention and parent contact (written or verbal)
- d) Withdrawal of lunchroom privileges.
 - 1st offense – 1 week out
 - 2nd offense – 1 month out
 - 3rd offense – removal from lunchroom for the remainder of the year.

Promotion Policy

*The standards for promotion are as follows:

KINDERGARTEN

Promotion will be dependent upon the physical, mental and social maturity of the pupil and in the judgment of the teacher and principal, the child's readiness and ability to perform satisfactory in the first grade.

GRADE 1 – 3

Promotion will be based upon satisfactory progress in reading, writing and mathematics with teacher recommendation and principal approval.

GRADE 4

Promotion will be based upon a passing final average in 4 of the 5 major subjects shown below:

Mathematics
 Reading / Writing
 Science
 Social Studies

GRADES 5 – 6

Promotion will be based upon a passing final average in 3 of the 4 major subjects shown below:

Language Arts
 Mathematics
 Science
 Social Studies

GRADES 7 – 8

Promotion will be based on passing 3 of the 4 major subjects shown below:

Language Arts
 Mathematics
 Science
 Social Studies

* Students in grades 6-8 who fail to meet the required promotion standards may be eligible to attend a certified summer school program. This program will be at the parent's expense and if successful completed, the child will be eligible for promotion to the next grade level.

Pupil Records

In Accordance with New Jersey Administrative Code title 6 – Education "Pupil Records", you are hereby informed that you are entitled to the right to view and make notes of the contents of your child's records.

No individual or agency outside of the school district will be permitted to inspect your child's record without your written permission.

Remedial Instruction

The learning program shall be designed and operated so as to be developmental and to avoid the necessity for remedial education. When remedial instruction is needed, however, the Board shall provide remedial instruction for students in need of remediation. All programs are in compliance with federal regulations.

Returned Checks Statement

Parents/Guardians will be responsible for a \$20.00 returned check fee.

Safety

Accidents are undesirable, unplanned occurrences which may result in tragic consequences ± bodily harm, loss of school time, property damage, legal action and even fatality. It shall be the policy of the Board to guard against occurrences by taking every possible precaution to protect the safety of all students, employees, visitors, and other present on district property or at school-sponsored events.

The safety of children is the concern of both the home and the school. We should be aware of the hazards our children are likely to meet and work together to build proper habits of safety.

SAFETY BETWEEN HOME AND SCHOOL

A child should:

1. Start to school early enough so that he/she does not have to rush. Walk on the sidewalk.
2. Cross streets at intersections only, and, where crosswalks are painted. Stop and look both ways before crossing.
3. Cross the street from the curb only when crossing guard tells you. This applies to corners that are protected by the crossing guards.
4. Encourage them to get out of automobiles at a curb and cross the street only where crossing guards are watching.
5. Refrain from touching or playing with strange dogs, cats and other animals at any time. Dogs should be kept from following children to school.
6. Refrain from playing in the streets on the way to and from school.
7. Help other children, especially the smaller ones, to come to school and go home safely.
8. Conduct yourself properly and courteously in the school bus. This will help the driver.
9. Obey all instructions of the bus driver or permission to ride will be denied.

STORAGE OF HAZARDOUS MATERIALS

The law prohibits schools from using or storing these chemicals when school is in session. If this were to occur for any reason, parents would be given 48 hours' notice.

Smoking

Smoking and the conspicuous possession of tobacco products by students while in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school-sponsored event is prohibited. **SMOKING IS PROHIBITED BY ANYONE ON SCHOOL PROPERTY.**

On first offense of smoking, a student shall receive a mandatory three (3) day out-of-school suspension. Subsequent offenses by the student during the school year shall be cause for the student and parent(s) or guardian to appear before the Board of Education for a possible long term suspension from school.

Special Services

By law, the basic child study team shall consist of a school psychologist, a learning disabilities teacher-consultant and a school social worker. All members of the team act in consultation with the school physician (represented by the school nurse) and any other professionals deemed appropriate.

The primary function of the team is to diagnose and identify the special needs of pupils and coordinate the development of an individualized educational plan for each pupil identified and classified as defined in Chapter 28, Special Education NJAC Title 6.

Some classified pupils can function in the regular classroom with supportive programs such as remedial reading or other supplemental help. At times it is recommended that some children follow a special education program and attend some areas with the regular class. This is referred to as "mainstreaming".

Speech Services

Pupils in need of speech correction are either screened by the speech teacher or referred by the classroom teacher or parent through the building principal.

Student Council

All 6th, 7th, and 8th grade students shall be eligible to participate in Student Council. Eligibility requirements, election procedure, and removal shall be governed by Board Policy #2430.

Students With Disabilities — Ages 3 — 21

The Board recognized the statutory right of any handicapped student between the ages of three (3) and twenty-one (21), who reside in the school district, to a free public school education.

Ninety days before the children reach their third birthday, they are eligible for evaluation and possible placement in a preschool handicapped program upon written request from the parents or guardian.

Children classified as preschool handicapped shall be recommended for placement in an appropriate program. All other provisions of N.J.A.C. 6:28-1.1 et. seq. which guarantees the rights of handicapped pupils shall apply to the three to twenty-one year old handicapped student population. If you desire further information, please contact Supervisor of Special Services at 201-672-3000.

Suggestions for Parents

1. Encourage your child to go home immediately after school is dismissed. Loitering children are likely to get into unsafe situations.
2. Your child is not to bring distracting articles to school.
3. Sew name slips on articles of outer clothing: Gloves, hats, coats, sweaters, raincoats, overshoes, etc., have name on lunchbox.
4. Instruct your child never to converse with a stranger, nor to get into a car with a stranger.
5. Your child should have plenty of sleep each night.
6. Your child is ready to learn if he/she comes to school in a happy frame of mind.
Have you child eat a healthy breakfast for a calm, happy beginning for the school day.

7. If there is anything you want to know about school, if something has happened at school that worries you or your child, if there is a misunderstanding, if you need information for any reason – *See or call your child’s teacher or the principal.*
8. Log on to the Genesis Parent Portal to keep informed on student grades and demerits.
9. Use www.carlstadt.org to access teacher websites and keep updated on student homework and available resources.

Surveillance

The Board of Education authorizes the use of electronic surveillance monitoring devices in the school building and on school grounds. Therefore, the school building and school grounds within the school district may be monitored using such devices in accordance with Board Policy.

Suspension of Student

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Pupils being given in or out of school suspensions shall be assigned work by their teachers to be turned in upon their return to regular classroom schedule. Assignments not completed shall receive a zero.

All suspended pupils shall have the right to make up any additional work missed during the suspension period. All make up assignments and/or tests must be completed within one week of return to school. If the work is not made up within this time period, the pupil shall receive a zero for all missed work.

Pupils may not attend or participate in any school sponsored activities while under suspension.

Technology – Appropriate Use

Parents are expected to review this policy with their child and return a copy of the attached sign sheet indicating that they agree to the terms of this policy. A signed copy must be returned for the students to use school equipment.

Testing Program

The testing program is designed to provide information concerning the proficiency of all children in the district on standardized tests of academic achievement.

The results of these tests provide a continuing record of each child’s academic progress in comparison with national norms. They are also an invaluable aid to your child’s teacher in diagnosing individual strengths and weaknesses in order to provide more effective instruction.

During the year the following tests will be administered to the pupils in the Carlstadt Public Schools:

NJASK Science	Spring	Grades 4 & 8
PARCC	Spring	Grades 3 - 8
TCS	Spring	Grades 2, 4, 6
Orleans Hanna Prognosis Test		Grade 6

Textbooks and Workbooks

Textbooks and workbooks are furnished by the Board of Education without charge to the pupils. When the student receives the books, he/she assumes the responsibility of maintaining the books in good condition. Any loss, damage or deliberate defacing of the books is the responsibility of the student, and he/she will be fined in accordance with policy.

Transfers

All pupils who plan to leave the Carlstadt Public Schools should have their parents call at the school in person to secure the proper transfer records and sign a release to transfer records to the new school.

Truancy

Unauthorized absence from school is considered truancy and will be treated as such.

This included absence from any class during the school day for which the student is scheduled.

Disciplinary action shall be taken in compliance with the School Discipline Response Code.

Weapons

Weapons (guns, knives, other) are not allowed on school property at any time. Students should understand that they face immediate removal from school's general education program and that the appropriate law enforcement agency will be notified. BOE Policy #5611.

Working Papers

Every child between the ages of 14 and 18 is required to have working papers in order to be legally employed in New Jersey.

For pupils attending elementary schools, please contact the Guidance Office in the Carlstadt Public School.

For pupils attending high school, please contact the Attendance office at the Henry P. Becton Regional High School.

By law, these working papers must be obtained before a child can commence working.

NOTES

