

*Little Falls Township School District
2010-2011 Parent Handbook*



Little Falls Schools...Are a Great Place to Learn!

WELCOME STATEMENT

Dear Parents:

With this copy of the Little Falls Township District Handbook, we hope to make the 2010-2011 school year a most pleasant and productive one for both you and your child(ren). Included are pertinent regulations, program descriptions, PTA information and other materials with which we hope you will become familiar. The Little Falls School District meets the needs of the students from the time they enter kindergarten until they graduate eighth grade. Our teachers and administrators are sincerely interested in the welfare and progress of each individual student. These are your schools. Learn as much as you can about our curriculum, programs, and school activities. We encourage you to avail yourselves of the various channels of communication set up to keep you informed about your schools. We encourage you to

- Keep in frequent contact with your child(ren)'s teachers
- Attend as many school programs and activities as possible
- Come to Board of Education meetings
- Become an active member of the school PTA's
- Visit our School District Website on a frequent basis, www.lfnjschools.org

Please feel free to contact your child's teacher or principal, your Parent/Teacher Association, the Superintendent, or the Board of Education about any school matter. Support and help us. Together we can make a difference! Best wishes for a safe and rewarding school year for your family.

Sincerely yours,

The Little Falls Board of Education

AFFIRMATIVE ACTION

The Little Falls Board of Education, in compliance with all federal and state laws, rules and regulations related to equal education and employment opportunity, is committed to a policy of non-discrimination because of race, color, creed, religion, sex, ancestry, national origin, or socioeconomic status. The district's approved Equal Education Opportunity Plans are available at the office of:

Mrs. Wendy McNeill, Affirmative Action Officer
School #1, Stevens Avenue
Little Falls, NJ 07424
Telephone: 973-256-4810

Any student, parent or employee may file a grievance relative to Affirmative Action guidelines (contact the Affirmative Action Officer for detailed procedures). Anyone who is subjected to unwelcome physical advances, or verbal or physical conduct of a sexual nature should contact the Affirmative Action Officer.

LITTLE FALLS BOARD OF EDUCATION

Mr. Joseph Rento, President
John Vantuno, Vice-President
Peter Bruno
Karen Challice
John Groh
Daniel Gronda
Kenneth Kimmel
Allen Lee
Michael O'Connor

A listing of all public meetings is found at the district website.

ADMINISTRATION

Dr. Bruce deLyon, Superintendent/Principal School #3 - 973-256-1034 Fax: 973-256-6542
Mrs. Lynn Rayner-Secretary to the Superintendent of Schools

Mrs. Julia Perez, School Business Administrator/Board Secretary
Mrs. Nancy Panepinto, Secretary to the Business Administrator
Mrs. Beverly Vlietstra, Bookkeeper/Payroll
973-256-7371 Fax: 973-812-2107

Mrs. Toni-Anne Walsh-Batty, Principal- School #1 - 973-256-1033
Mrs. Maryanne Swanson, Principal's Secretary Fax: 973-785-4857

Mr. Michael Ryan, Principal School #2 -973- 256-1386 Fax: 973-256-1610
Ms. Amy Wright, Principal's Secretary

Mrs. Emma DeFeo, Principal's Secretary School #3
973-812-9512 Fax: 973- 256-6542

Mrs. Wendy McNeill, Director of Special Services -973-256-4810
Mrs. Debbie Sauter, Special Service's Secretary Fax: 973-785-4857

School District Website: www.lfnjschools.org

SCHOOL ORGANIZATION

The Little Falls School System consists of three schools, School No. 2 which houses grades K-2, as well as the Pre-School Handicapped Classes, School No. 3 which houses grades 3-4, and School No. 1, which contains grades 5-8, as well as the Inclusive Preschool.

BELL SCHEDULE - SCHOOL NO. 1

Grades 5, 6, 7, 8

8:25 a.m.	Doors Open
8:30 a.m.	Mandatory Entry – All Pupils
8:30-8:37 a.m.	Homeroom
8:39-9:24 a.m.	Period 1
9:26-10:11 a.m.	Period 2
10:13-10:58 a.m.	Period 3
11:00-11:22 a.m.	Period 4a
11:23-11:45 a.m.	Period 4b
11:47-12:09 a.m.	Period 5a
12:10-12:32 a.m.	Period 5b
12:34-1:19 p.m.	Period 6
1:21-2:06 p.m.	Period 7
2:08-2:53 p.m.	Period 8
2:57 p.m.	Homeroom (Late Bell)
3:00 p.m.	Dismissal
3:03 p.m.	Buses Depart

BELL SCHEDULE - SCHOOL NO. 2

8:55	Line Up Bell
9:00-9:35	Morning Meeting
9:35-10:15	Period 1
10:18-10:58	Period 2
11:01-11:41	Period 3
11:45-12:30	Grade 1& 2 Lunch
12:30-12:55	QUIET/Read Aloud Grade 1&2
12:35-1:20	Kindergarten Lunch
12:55-1:35	Period 4
1:20-1:30	QUIET/Read Aloud Kindergarten
1:38-2:18	Period 5
2:21-3:01	Period 6
3:04-3:20	Closing Meeting/Read Aloud/Dismissal

BELL SCHEDULE - SCHOOL #3

8:58	Students May Enter
9:00-9:05	Morning Homeroom/Attendance
9:05-9:50	Period 1
9:52-10:37	Period 2
10:39-11:26	Period 3
11:28-12:13	Period 4
12:15-1:00	Period 5 - Lunch
1:02-1:47	Period 6
1:49-2:34	Period 7
2:36-3:21	Period 8
3:25-3:30	Buses Depart

PRESCHOOL DISABILITIES PROGRAM - SCHOOL NO. 2

A.M. Session	P.M. Session	Full Day Program
8:30-11:00 A.M.	12:15-2:45 P.M.	8:30 a.m. – 2:00 p.m.

PUBLIC NOTICES

As required by federal and state regulations, a variety of notices and plans are available for public inspection. These items include the Asbestos Management Plan, Integrated Pest Management Plan (IPM), Comprehensive Equity Plan, Right-to-Know (RTK) information, the Comprehensive Maintenance Plan, Long Range Facility Plan (LRFP), Project Child Find information, Americans with Disability Act Compliance Procedures, Bloodborne Pathogens, Affirmative Action Plan, as well as various State and Federal grant applications, etc. This information is on file in the Board of Education Office and/or the Superintendent's Office and available for inspection and review upon request.

District curriculum guides and school goals are annually adopted by the Board of Education, and are available for review by contacting the Superintendent of Schools Office.

PRESCHOOL DISABILITIES PROGRAM

Little Falls resident parents/guardians who notice any special problems in their child's development, including: fine and gross motor development, speech and language development, acquisition of age-appropriate cognitive skills, or other significant developmental delays, should contact the Special Services Office at 973-256-4810 to request a Child Study Team evaluation. The Child Study Team, parents, and other teaching staff members, as required by law, will meet to determine whether an evaluation is warranted, and if warranted, determine the nature and scope of the evaluation, according to the requirements of New Jersey Administrative Code 6A-:14. If, upon conclusion of the evaluation, an eligibility determination is made, an appropriate educational program is provided by the Little Falls School District. These services are available to preschool children who will be turning three, through five years of age.

ENTRANCE REQUIREMENTS: AGE

A child may be enrolled in Kindergarten who will be five years of age on or before September 30 of that school year. Proof of age shall be presented for examination at the time a child is enrolled. The actual proof papers shall be returned to the child's parent.

In addition, the New Jersey State Department of Health requires that all students in public schools have the following:

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY
Chapter 14: Immunization for Pupils in School

DISEASE(S)	MEETS IMMUNIZATION REQUIREMENTS	COMMENTS
DTaP	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Pupils after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses.
Tdap	GRADE 6 (or comparable age level for special education programs): 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years of age or older.
MEASLES	If born before 1-1-90, 1 dose of a live Measles-containing vaccine. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.
RUBELLA and MUMPS	1 dose of live Mumps-containing vaccine. 1 dose of live Rubella-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Each student entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968.
VARICELLA	1 dose on or after first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten or Grade 1 need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS B (Hib)	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ⁽¹⁾ Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
HEPATITIS B	(K-GRADE 12): 3 doses or 2 doses ⁽¹⁾	⁽¹⁾ If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.
PNEUMO-COCCAL	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ⁽¹⁾ Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Pneumococcal vaccine is needed after the first birthday.
MENINGO-COCCAL	(Entering GRADE 6 (or comparable age level for Special Ed programs): 1 dose ⁽¹⁾ (Entering a four-year college or University, previously unvaccinated and residing in a campus dormitory): 1 dose ⁽²⁾	(1) For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. (2) Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)

CHILD'S AGE	NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):
2-3 Months	1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
4-5 Months	2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
6-7 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
8-11 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
12-14 Months	3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
15-17 Months	3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
18 Months-4 Years	4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza

PROVISIONAL ADMISSION:

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Pupils must be actively in the process of completing the series. If a pupil is <5 years of age, they have 17 months to complete the immunization requirements. If a pupil is 5 years of age and older, they have 12 months to complete the immunization requirements.

GRACE PERIODS:

- 4-day grace period: All vaccine doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.
- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of state/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

MAR 08

ABSENCE VERIFICATION PROGRAM GUIDELINES

Our schools conduct a mandatory "ABSENCE VERIFICATION PROGRAM" designed to make it more efficient and easier to report your child's absence. This initiative provides for the capability of leaving a message twenty four hours per day. In order to facilitate this process, cooperation between the school absence verification officers and parents is necessary. The safety benefit of the program will be lost if parents do not follow the guidelines and call us at the appropriate time. This program is not a truancy program. It is a safety procedure and we urge all parents to cooperate by making the calls promptly and conscientiously. For your convenience, the guidelines for our Absence Verification Program is noted below.

Please keep these instructions and telephone numbers for future reference.

LITTLE FALLS SCHOOLS ABSENCE VERIFICATION PROGRAM GUIDELINES

The Absence Verification Program numbers are noted below:

School #1 – 973-256-1033

School #2 – 973-256-1386

School #3 – 973-812-9512

Please note that the above numbers are the school telephone numbers and you should follow the prompts to reach the Absence Verification Line.

The answering machine will be in operation twenty-four hours a day. If your child/children will be absent on the next day of school, call the absence verification number and report the following information in the order in which it is given below. Parents are requested to call before 8:30 a.m.

When you call you will hear a voice that will say: "Absence Verification Program."

After the beep, please state:

- Grade
- Child's first and last name
- Duration of absence
- Reason for absence, date(s) of absence

- If in the case of a multiple absence that continues beyond the dates that you have given, call the absence verification number for your child's school and report the continuation of the absence. A note is still required upon return of your child to school as an attendance verification. Please be reminded that messages must be from the parent or legal guardian, as student messages are not acceptable.

Do not leave any other messages on these lines. If you have not called and your child is absent, Mrs. Mullen, Mrs. Boyle or Mrs. Steinman, our absence verification officers, will then call you at home or business to verify the absence. We will continue to call until 10:00 a.m. If we cannot verify the whereabouts of your child by this time, we will telephone the Little Falls Police Department to report that your child is missing and ask them to investigate.

PUBLIC NOTICE

Americans with Disabilities Act

The LITTLE FALLS SCHOOL DISTRICT complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA, as applied to school districts, requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of school district services, programs, or activities.

Accordingly, this School District will not refuse to allow a person with a disability to participate in a School District service, program, or activity simply because the person has a disability.

This School District will not provide services or benefits to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective.

The School District will not subject individuals with disabilities to discrimination in employment under any service, program, or activity conducted by the School District.

The School District will take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

This School District will make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a School District program would result.

This School District will operate its programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

For Further Information:

In accordance with Section 35.106 of the ADA's Title Two Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the School District and from the Office on the Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice, Washington, D.C. 20035-6118 (202) 514-0301 (Voice) or (202)514-0381 (TDD).

Braille, audiocassette, and computer diskette versions of this Public Notice are available from the School District.

NO SMOKING ZONE

In order to be in compliance with state mandates, smoking is not allowed anywhere on school grounds. This policy was adopted by the Board of Education. Thank you for not smoking!

VOTING INFORMATION

At the annual school election, which will be held on Tuesday, April 26, 2011, voters choose members of the nine-member Board of Education and cast ballots for the amount of money, that must be raised through local taxation, to support the proposed school budget for the coming year.

To be eligible to vote, residents must be at least 18 years old on the date of election and citizens of the United States. Residents must have been living in the state and county for 30 days, and must have registered at least 30 days before the election. Anyone registered to vote in general elections may also vote in school elections. Absentee ballots may be obtained from the Office of the County Clerk, 401 Grand Street, Paterson, NJ 07505.

We encourage you to vote in the next school election. Polls will be open from 3-9:00 p.m.

PHILOSOPHY OF EDUCATION

Each child possesses an inherent right to knowledge in an environment in which questions arise, discoveries are made, and various solutions are explored.

Since the ultimate goal of education should be to prepare pupils for life in a democratic society, the school must deal with the learner as an individual. The development of a child's capacity physically, intellectually, socially and emotionally should result in a sense of self-worth and a respect for his/her fellow students..

PUBLIC INFORMATION PROGRAM

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding district policies, finances, programs, personnel and operations. As such, the Board sends this Parent Handbook/Calendar home to inform parents of some of the routine regulations that apply to all students, as well as providing you a copy of the annual calendar of school events. It will be supplemented by a District Newsletter prepared by the Superintendent's Office which will be distributed on a monthly basis.

LITTLE FALLS TOWNSHIP PUBLIC SCHOOLS **STAFF ASSIGNMENTS 2010-2011**

DISTRICT EMPLOYEES

Dr. Bruce deLyon, Superintendent of Schools/Principal School #3
Mrs. Julia Perez, School Business Administrator/Board Secretary
Mrs. Wendy McNeill, Director of Special Services
Lynn Rayner, Secretary to the Superintendent of Schools
Nancy Panepinto, Secretary to the School Business Administrator/Board Secretary
Beverly Vlietstra, Bookkeeper/Payroll
Debbie Sauter, Secretary to the Director of Special Services
Joanne Bitar, Cafeteria, Clerical
Amy Kobelka, School Bus Driver
Sherri Kopf, Part Time Bus Driver
Thomas Bisignano, Supervisor of Buildings and Grounds
Brian Feczer, Custodian (Floater)

TRAVELING STAFF

Dr. Sherri Glassman, School Psychologist
 Lynn Onsdorff, Speech Language Specialist
 Edvie Canavan, Speech Language Specialist
 Lori Douma, Speech Language Specialist
 Jean Ermenville, Gifted & Talented/Social Studies
 Grethe Ridley, ESL Teacher
 James Simmons, Technology Coordinator/Social Studies
 Patricia Ungaro, Guidance Counselor (.6)
 Carmelo Sigona, Media Specialist
 Chris Fanelli, Media Aide (.7)
 Jonathan Kruzel, Music Teacher
 Danielle Ingram, Music Teacher
 Laurie Hartke, Art Teacher
 Joseph Schmidt, Physical Education/Health Teacher
 Cynthia Capo, World Languages Teacher
 Roger McNeill, Physical Education Teacher
 Shana Opdenberg, Applied Technology Teacher
 Patricia Bartolomeo, LDT-C
 Theresa Regan-Geraci, LDT-C
 James Schoeneich, School Social Worker
 Margaret Duca, Occupational Therapist
 Christine Fiorendino, Inclusion Specialist
 Lisa Weber, Music Teacher
 Angela Feyeux, Art Teacher

STAFF ASSIGNMENTS 2010-2011
SCHOOL #1

Mrs. Toni-Anne Walsh-Batty, Principal
 Maryanne Swanson, School Secretary
 Roberta Steinman, School Nurse

GRADE 5

Bethanne Strippoli, LA/Lit.
 Stephen Campbell, LA/Social Studies
 Linda Crosman, LA/Science
 Susan Eckrote, LA/Math
 James Simmons, 7th Grade Social Studies
 Kenneth Russo, 7th Grade LA/Lit.
 Annette Walters, LLDI
 Pamela Porter, PE/Health Teacher
 Sonia Santos, Resource Center
 Hope Lachman, Resource Center
 Patricia Ross, Resource Center
 Alison Scully, Resource Center
 Paula Panepinto, Resource Center/Inclusion
 Nancy Stroud, Media Specialist/LA/Lit.

GRADE 6

Melissa Natoli, LA/Lit.
 Irina Carroll, Lit./Social Studies
 Alison Cruz, Lit./Math
 Courtney Duin-Savastano, Science
 Jean Ermenville, 7th Grade Social Studies
 Joan MacMullen, 8th Grade LA/Lit.
 James Delfino, 7th Grade Science
 Cathy Lyons, 8th Grade LA/Lit.
 Laurel Hebenstreit, 8th Grade Social Studies
 Amy Squicciarini, 8th Grade Science
 Peter Manino, 8th Grade Math
 Courtnay Kearns, 7th Grade Math
 Joanne Okragly, Inclusive Preschool
 Lenore Bassano, Media Aide (.7)

Irene Radel, Paraprofessional
 Kathleen Kane, Paraprofessional
 Arlene Hebert, Paraprofessional
 Kathleen Pisano, Paraprofessional (Preschool)

Vincent Corbo, Custodian (PT)
 Daniel DeMaio, Custodian (PT)
 Inocencio Sayco, Custodian

Kathy Martin, Paraprofessional
 Loretta Gerst, Paraprofessional
 Nancy Cranmer, Paraprofessional

Betsy Chmela, Cafeteria Worker
 Susan Mrocka, Cafeteria Worker

STAFF ASSIGNMENTS 2010-2011
SCHOOL #2

Mr. Michael Ryan, Principal
 Amy Wright, School Secretary
 Jerilyn Mullen, School Nurse

KINDERGARTEN

Jonathan Buset
 Rebecca Young
 Brittany LaMagna
 Margaret Castaneda
 Kathy Rich

GRADE 1

Kelly Pikaard
 Tonianne Piccirillo
 Catherine Truono
 Amanda Ruddick
 Sona Thaker

GRADE 2

Matthew Rohlf
 Renee Hunt
 Carolynn Burns
 Kelly Gardner

Mary Kennedy, PT (NCLB) Teacher (Pending Funding)
 Cynthia Intile, Physical Education

PRESCHOOL DISABILITIES

Nina Cook, Teacher
 Marie Galorenzo, Speech
 Donna Clough, ABA Paraprofessional
 Diane Najjar, ABA Paraprofessional
 Danielle Mazzo, .5 ABA Paraprofessional/.5 Paraprofessional
 Gabriella Bauer, Teacher
 Cristina Van Dam, ABA Paraprofessional
 Luci Cruz, ABA Paraprofessional
 Maryann Saykali, ABA Paraprofessional

SPECIAL SERVICES/LLD

Tiffany Sellitto, BSI/Resource Center
 Annette DeSalvo, LLDI
 Alaina Warakowski, LLDII
 Janet Rooney, BSI/Resource Center
 Paraprofessional
 Nancy Reynolds, Paraprofessional
 Gail Corbosiero, ABA Paraprofessional
 Iman Saleh, Paraprofessional
 Karen Dorian, Paraprofessional
 Kelli Posyton, Paraprofessional
 Susan Bavazzano, ABA Paraprofessional
 Janet Cusano, ABA
 Diane Tencza, ABA Paraprofessional
 Donna Broeckel, ABA Paraprofessional

Owen Sampson, Custodian
Lunchroom/Playground

Mark Springstead, Custodian
Eileen Zaneski, Cafeteria Worker

Laurie Caliendo, Laurie Caliendo,

Laurie Sachtleben, Lunchroom/Playground
Alison Kieller, Lunchroom/Playground

STAFF ASSIGNMENTS 2010-2011

SCHOOL #3

Emma DeFeo, School Secretary
Rosemarie Boyle, School Nurse

GRADE 3

Diane Bernert
Lynn Donovan
Sandra Barbella
Rosangela Targia
Rhonda Saoud
Paula Agens, LLDII
Kristy Gregory, Resource Center
Andrea Kornberg, LLDI
Debra Caruso, Paraprofessional
Anna DeMusso, Paraprofessional
Susan DeMicco, ABA Paraprofessional
Nadia Attia, ABA Paraprofessional
Donna Morley, .5 ABA Paraprofessional/.5 Paraprofessional
Adam Quazza, ABA Paraprofessional
Ruth Maldonado, ABA Paraprofessional
Danean Harrington, ABA Paraprofessional

GRADE 4

Celeste Iacovo
Heather Schaechinger
Elisabeth Billig
Lindsay Lafferman

Theresa Muoio, Lunchroom/Playground
Jayne Korzen, Lunchroom/Playground
Angela Sanducci, Lunchroom/Playground
Joan Colletti, Cafeteria Worker

Larry Chestnut, Custodian
Dorjee Jashar, Custodian

GENERAL RULE INFRACTIONS

The following rule infractions shall result in one, or any combination of the disciplinary actions listed below being taken, depending upon the frequency and/or degree of the infraction.

Rule infractions:

- * Tardiness
- * Use of profane language
- * Class disruption
- * Defiant and insubordinate behavior
- * Lunchroom misbehavior
- * Playground misbehavior
- * Bus misbehavior
- * Gum chewing or eating candy
- * Throwing snowballs or other objects
- * Disturbing school neighbors
- * Other inappropriate behavior deemed serious enough by the principal

Disciplinary Actions:

- * Counseling/discipline session with teacher
- * Teacher notifying the parent/guardian
- * Counseling/discipline session with the building principal
- * Building principal notifying the parent/guardian
- * Loss of recess
- * After School Administrative Detention
- * Other actions deemed warranted by the building principal

SCHOOL SUSPENSION

The following rule infractions shall result in out-of-school suspension for a period not to exceed ten (10) school days:

- * Repeated "General Rule Infractions"
- * Possession, use or distribution of any controlled dangerous substance prohibited by law; alcoholic beverages; any prescription or patent drug except those for which permission to use has been authorized by a licensed physician and approved by the parent or guardian.
- * Striking or threatening a teacher, school employee or fellow student
- * Stealing
- * Fighting
- * Causing or attempting to cause damage to school property
- * Turning in a false fire alarm or calling in a bomb threat

- * Using or having possession of a dangerous weapon or fireworks
- * Smoking
- * Truancy
- * Cutting of class
- * Any infraction that is deemed serious enough to warrant a suspension by the school principal

Note: An out-of-school suspended student is prohibited from attending classes or school sponsored activities and may not appear on school grounds.

These rules and the District code of conduct provide a framework for expected and appropriate behavior for ALL of our students. Teachers will review and model the school rules as they establish classroom rules at the start of the school year. In addition the children will be asked to sign a behavior contract, pledging to do their best to follow these rules. Be sure to review these rules at home with your child at different times during the school year. The goal is to help the children understand and internalize the high expectations we ALL hold for behavior and academic work. All faculty and staff will ensure that these rules are followed in the classrooms, hallways, cafeteria and playground of Little Falls School N^o 2.

We appreciate the support we get from home as we work together to help our young students learn and display appropriate social and learning behaviors. Our goal is to maintain the safe, calm and caring feeling of the school at all times.

STATISTICS AND GENERAL INFORMATION

The Little Falls Township School District consists of three district schools comprising grades Kindergarten through Eighth Grade as well as serving eligible Pre-K students.

Little Falls students in grades nine through twelve attend Passaic Valley Regional High School which is located in Little Falls. The high school is under the jurisdiction of the Passaic Valley Regional High School Board of Education representing the communities of Little Falls, Totowa, and Woodland Park.

Dr. Viktor Joganow is the Superintendent of Schools and can be reached by calling the main office number, 973-890-2500.

LATE ARRIVAL AND EARLY DISMISSAL

It is necessary that a pupil be in attendance throughout the school day in order to benefit fully from the educational program of the district. The Board of Education recognizes, however, that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

A pupil may be excused during the school session for good cause acceptable to the principal, and approved by him/her on receipt of a signed request from the parent or guardian. The excuse requests shall be kept on file in the principal's office.

Any pupil who is reporting late to school must report to the principal's office. A note regarding the late arrival, signed by the parent/guardian, must be presented upon arrival. No pupil shall be permitted to leave the school before the close of the school day unless met in the school office by a parent or a person authorized by the parents to act on his/her behalf.

SCHOOL CLOSING

During inclement weather schools may be closed for the day. In case of school closings due to inclement weather, the following procedures will be followed:

1. Announcement over the following Radio Station between the hours of 6:30 a.m. and 8:00 a.m. - WINS-AM 1010 on your dial
2. Announcement on PVTV
3. Notification through Global Connect Notification System
4. Information is posted on the District Website www.lfnjschools.org

In case of any other unusual emergency which would require the closing of schools, we will use the Global Connect Notification System.

EARLY CLOSING DURING SCHOOL DAY

In case of an unusual emergency (hazardous weather conditions, heating problems, etc.), it might be necessary to send your child home from school early. This would only take place on a rare occasion, if needed. You should advise your child of a procedure to follow during these emergencies. Also, please complete the form sent home by the school listing addresses and phone numbers etc. of individuals that should be contacted. Arrangements of this nature are the responsibility of the parent since bus assignments and stops will remain the same.

Please be certain that the emergency procedures you review with your child are consistent with the information provided on the form mentioned above. Review procedures periodically. If there are any changes in the information, please notify the school.

In the event of an emergency closing during the day, we will use the Global Connect Notification System. Therefore, there should be no need for parents to call the school. To receive this call you must fill out the form which will be provided at the beginning of the school year.

DELAYED OPENING PROCEDURE

1. If there are ice and/or snow conditions which are considered hazardous to such an extent as to seriously hinder the opening of school, parents and staff will be notified of a 1 hour delayed opening in the same manner as a school closing.
2. In a delayed opening situation, all staff should report one (1) hour later than their regularly scheduled time. School buses will begin their routes one (1) hour later than their regularly scheduled time.
3. If a delayed opening is scheduled and there is no significant improvement in weather conditions, the announcement to delay the opening of school may be changed to the closing of school through the usual channels which include the phone chain and radio announcements.
4. If a delayed opening occurs and weather conditions deteriorate while school is in session, procedures for an early closing may be implemented.

Please note:

5. If school is open and the parent/guardian elects to keep his/her child home at their own discretion, he/she should follow all the normal procedures for reporting absenteeism. When a student returns to school following any lateness or absence, a note must be sent to the child's homeroom teacher explaining the reason for the lateness or absence.

TRANSPORTATION

The Board of Education transports eligible pupils to and from school in accordance with law and approved policy. According to policy, the Board provides transportation for students with educational disabilities as required by law and dictated by the pupil's educational needs and physical welfare. The Board also considers the provision of transportation to those pupils not otherwise eligible when the Board determines walking conditions to be hazardous. Pupils who are sanctioned to be transported by bus will be transported to and from their home and no other locations.

All School No. 1 pupils must return directly home upon dismissal. Under no circumstances shall a pupil frequent local stores, restaurants, etc. prior to returning home. This includes early dismissal days.

School No. 1 pupils are to report directly to school in the morning. Under no circumstances shall a pupil leave school grounds prior to the entering bell.

Pupils who are assigned to ride a school bus will not be given permission to walk home. Only pupils who are assigned to a given bus may ride that bus.

BUS CODE OF CONDUCT

The bus driver shall be in full charge of the bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he/she attends.

If a student misses the bus at school, at the end of school day, he/she should report to the office immediately. Parents/Guardians will be contacted to arrange for transportation home.

- * Students shall remain seated at all times.
- * Students must fasten their seat belts on buses so equipped.
- * No passengers, except public school pupils or school personnel, shall be carried on scheduled trips.
- * Students shall not litter or otherwise deface the bus in any way inside or outside. Neither eating nor chewing gum shall be allowed on the bus. There shall be nothing thrown, spit or dropped out of the windows.
- * Students will not be permitted to project any part of their bodies out of the windows.
- * Students will be expected to behave in a safe, non-disruptive manner at all times. Unsafe and disruptive behavior shall be reported to the office of the principal.
- * Emergency doors shall be used only for emergencies; students shall not tamper with them.

DRIVING PROCEDURES FOR PARENTS SCHOOL NO. 1

In the interest of pupil safety, and in an effort to avoid traffic congestion, parents are discouraged from driving their children to and from School No. 1. Bussing is provided for a large majority of School No. 1 pupils.

If parents must discharge and/or pick up a child on a given day, they should use the Walnut Street side of the school where there is no bus stop.

SCHOOL NO. 2

1. **In emergency situations only**, parents may discharge children in the parking lot before 8:45 A.M. The buses arrive between 8:50 and 9:05 A.M. **NO PARENTS MAY PARK IN THE BUS ZONE AT THIS TIME.** The parking lot is also closed in the late afternoon for buses. Mr. Ryan will distribute additional information.
2. Observe the **NO PARKING OR STANDING** signs along school property on Long Hill Road and **NEVER** pick up or discharge children on this busy street.
3. Never leave your child across the street from the school entrance where he/she would have to cross Long Hill Road.
4. If you must pick up or discharge children, use DeYoung Drive or Inwood Drive or Morningside Circle.
5. Observe the **NO PARKING HERE TO CORNER** signs posted on Inwood and DeYoung Drives. Pull into these streets and turn around so that you are heading out before picking up or discharging passengers. Do not block others from pulling into these streets. Do not park against the traffic flow.

SCHOOL NO. 3

Parents who drop their children off at school in the morning should drop them off by the gate cutouts on either Riker Avenue or Garrabrant Avenue. Parents are not to drive their vehicle on the playground as this area is off limits to cars as our students play on this area. For special events held during the day or at night, parents and visitors are able to park on the playground as limited parking is available in the surrounding streets to accommodate large numbers of cars. For all other visits to School No. 3, parking is restricted to the streets surrounding the school in appropriately marked areas.

PUPIL PROGRESS REPORTS

The Board of Education believes that the cooperation of school and home is a vital ingredient to the growth and education of the total child. The Board recognizes its responsibility to keep parents informed of pupil welfare and progress in school.

The Little Falls Schools provide a system of reporting pupil progress which shall include report cards and parent conferences with teachers in grades kindergarten through eight.

The teaching staff will insure that both the pupil and parents/guardians receive ample warning of a pending grade of "failure."

Report cards will be sent home at various intervals during the school year, consisting of three of four marking periods depending upon the school your child is in.

HOMEWORK

The Board of Education acknowledges the educational validity of work assigned to pupils for completion outside the classroom as an adjunct to and extension and follow-up of the instructional program of the schools.

The emphasis in homework assignments should be placed on the value of the assignment for the individual child with due consideration to:

1. Strengthening basic skills
2. Extending classroom learning
3. Stimulating and furthering interests
4. Reinforcing independent study skills
5. Developing initiative, responsibility and self-direction

Homework is an essential part of our school; it is considered in determining a pupil's progress report grades.

As a general rule, basal reading textbooks are not sent home. Reading homework is given in the workbooks and in the literature selections, or as specific assignments.

STUDENT RECORDS

The policy of the Board of Education as authorized by NJSA 18A:36-19; NJAC 6:3.1-2.6 allows parents and legal guardians access to pupil records. If you would like to review your child's school records, please call your child's principal to arrange a mutually convenient appointment.

Child Study Team records are kept in the Office of the Director of Special Services with copies secured in other appropriate locations in School #1, School #2, and School #3.

STANDARDIZED TESTING PROGRAM

In order to evaluate our curriculum and the success of our students in achieving our program goals, it is necessary to administer various standardized tests during the school year. The listing of particular tests, grade levels, and times of year for administration can

be found on the district calendar section on the website. It is important that all students be involved in the testing programs, and parents are asked to schedule medical and dental appointments, etc. around these dates since these tests are usually administered over a number of days. All testing program results are evaluated and the results are used to help improve our general school program. They are also used to evaluate individual pupil needs and growth. Individual results of these tests will be shared with parents during the school year.

CHILD STUDY TEAM

In accordance with New Jersey Administrative Code 6:14 et. seq. (N.J.A.C. 6:14), the Child Study Team (CST) is composed of a school social worker, school psychologist, learning disabilities teacher/consultant and as appropriate, a speech/language specialist. The role of the CST is twofold: first, to work with teachers and parents in providing instructional strategies and techniques to help all children learn and second, to evaluate students and assess their need for special education services according to the regulations set forth in N.J.A.C. 6:214 et. seq. when necessary.

All CST folders are secured in the Director of Special Services Office in School No.1. Parents/Guardians wishing to review their child's CST folder or request a copy of N.J.A.C. 6:14 et. seq. may do so by contacting the Director of Special Services.

SPECIAL SERVICES

The Little Falls Public Schools offer a wide array of special services, Preschool through Grade 8, which are individualized to meet the varied needs of one or more segments of the school population.

PARENT ADVISORY COUNCIL (PAC)

The Parent Advisory Council (PAC) is coordinated by Mrs. McNeill, the Director of Special Services, and will meet throughout the year to discuss issues related to special needs students. Guest speakers, rap sessions, panel discussions and video tapes will serve to educate and provide valuable information to group members.

The Parent Advisory Council (PAC) is open to all parents and teachers. Announcements will be mailed home with dates and topics.

BASIC SKILLS IMPROVEMENT PROGRAM (BSIP)

The Basic Skills Improvement Program (BSIP) provides support for students in the district who do not meet the school district's established minimum level of proficiency in reading, math and/or written language. Basic Skills instruction is offered on a regularly scheduled basis during the school day via an in-class support (inclusion) model. Parents are notified in writing prior to the student beginning the Basic Skills Improvement Program.

PRE-SCHOOL DISABLED PROGRAM

Children who turn three years of age, and who exhibit developmental delays and/or speech/language difficulties, may be eligible for pre-school special education services. Information concerning this program may be obtained from the Director of Special Services.

ENGLISH AS A SECOND LANGUAGE

Some students enter the Little Falls Schools with a limited English proficiency. All students are carefully screened upon reporting for school and those students found to be in need of services will receive them from Mrs. Grethe Ridley, our ESL instructor.

GIFTED AND TALENTED PROGRAM

The Gifted and Talented Program activities provides identified students with a broad range of learning experiences and opportunities which stress the use and application of creativity and higher order thinking skills. Assessments are conducted each year to evaluate each student's eligibility and determine individual's program entry and exit. For inclusion into this program, students must attain the minimum criteria which is based upon points received for scores on the Test of Cognitive Skills, Terra Nova Tests, and teacher recommendation.

Third and fourth graders are selected to participate in enrichment programs in the areas of science, social studies, language arts, and mathematics. Participants explore topics in these disciplines beyond that which is encountered in their third and fourth grade curriculum.

The Gifted and Talented Programs in grades 5-8 include not only those students who have been cognitively identified, but students who demonstrate a talent in the areas of science, math, computers, the arts, and the social studies. Participants take part in activities and events such as the Law Fair, ROGATE, the Buehler Challenger and Science Center, the NJ Math League, and the Symposium for the Arts, in addition to other school/community-based research projects.

COMMUNITY INVOLVEMENT FOR TITLE IV

The LEA has a teacher representative serving on the Little Falls Municipal Alliance, as well as representation by our Social Worker, Substance Abuse Coordinator, and Guidance Counselor at community and statewide conferences related to drug and violence prevention. Additional efforts are coordinated through the support of a Student Assistance Counselor from Passaic Valley Regional High School who works in consultation with our staff. District services to students will be coordinated among local law enforcement agencies, D.A.R.E. program officers, the Passaic County Council on Alcoholism and Drug Abuse Prevention, the Child Assault Program, and the Little Falls Municipal Alliance to initiate both student and parent workshops to disseminate relevant information and address community-wide goals for drug abuse and violence prevention.

HOME INSTRUCTION

Home Instruction will be provided to those students whose absences for an illness exceed ten consecutive school days. A doctor's note stating the approximate duration of the illness must accompany all requests for this service.

Home Instruction will be provided for a minimum of five hours per week and up to 10 hours for a classified student, generally distributed over a three day period of time. A certified teacher will deliver these services in cooperation with the classroom teacher who will provide materials.

Parents/Guardians should contact the Director of Special Services should the service become necessary.

FAMILY LIFE EDUCATION

The Little Falls Public Schools provide a Family Life Education Curriculum in Grades K-8. This curriculum is sequential in structure and utilizes materials found in the Health and Science Programs.

Parents/Guardians not wishing to have their child participate in this program may complete a form obtainable through the office of the building principals. Parents wishing to view the materials incorporated in the Family Life Curriculum may do so by contacting the office of their child's principal.

FIELD TRIPS

The Little Falls Schools utilize field trips as a valuable extension of its curriculum. Field trips are carefully planned and integrated with the curriculum. Such trips supplement and enrich classroom instruction by providing experiences in an environment outside the classroom.

Pupils on field trips remain under the supervision of the Board of Education and are subject to its rules and regulations.

Students are not excused from school on class trip days.

Permission slips are sent home relative to each trip. These permission slips must be signed by the parent/guardian before the pupil is permitted to participate in the field trip experience.

The Board may authorize field trips for which all or part of the costs are borne by the pupil's parents or guardian, except that no pupil in a special education class or pupil unable to pay the costs assessed shall be prohibited from attending a field trip.

CARE OF SCHOOL PROPERTY

The Board of Education believes that the schools should help pupils learn to respect property. The Board charges each pupil in the school of this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

In accordance with law, pupils who cause damage to school property shall be subject to disciplinary measures and may be required to pay the cost of such damage. The Board reserves the right to hold pupils and their parents responsible for such costs. The Board also authorizes the imposition of fines for the loss, damage or defacement of textbooks or other school property and reserves the right to withhold a report card or diploma from any pupil whose payment of such fines or damages is in arrears.

Policy #2361

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

The Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been prescreened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and insure its proper use.

Standards for Use of Computer Networks

Any individual engaging the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
 1. Intentionally disrupts network traffic or crashes the network;
 2. Degrades or disrupts equipment or system performance;
 3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 4. Steals data or other intellectual property;
 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 6. Gains or seeks unauthorized access to resources or entities;
 7. Forges electronic mail messages or uses an account owned by others;
 8. Invades privacy of others;
 9. Posts anonymous messages;
 10. Possesses any data which is a violation of this policy; and/or
 11. Engages in other activities that do not advance the educational purposes for which computer network/computers are provided.

Internet Safety/Protection

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene as defined in section 1460 of Title 18, United States Code; child pornography, as defined in section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The school district will certify on an annual basis, that the schools, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act and the school district enforces the requirements of this policy.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors

to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the visual depictions prohibited in the Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors. The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly board meeting or during a designated special board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361.

Consent Requirement

No pupil shall be allowed to use the computer network and the Internet unless they shall have filed with the principal a consent form signed by the pupil and his/her parent(s) or guardian(s).

Violations

Individuals violating this policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion for school and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act

Date Adopted: September 2, 1997

Date Revised: October 15, 2001

DRESS AND GROOMING

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of pupils and their parents to make decisions regarding the pupil's appearance except when their choices affect the educational program of the schools.

The Board authorizes the Superintendent to enforce school regulations prohibiting pupil dress or grooming practices which:

1. Present a hazard to the health or safety of the pupil himself/herself or to others in the school
2. Materially interfere with school work, create disorder, or disrupt the educational program
3. Cause excessive wear or damage on school property
4. Prevent the pupil from achieving his/her educational objectives because of blocked vision or restricted movement

Pupils in an unsatisfactory state of personal hygiene, or in an unsatisfactory or distracting condition of dress, grooming or cleanliness, shall be seen by the principal. Several specific rules relating to dress and grooming are:

1. Gum chewing is not permitted at, in or on school grounds at any time during the entire school day.
2. Candy is not permitted during the school day with the exception of lunchtime in the cafeteria.
3. Pupils may wear shorts; however, shorts, skirts or dresses must not be shorter than three inches above the knee. Short shorts, gym shorts, spandex shorts, cut-off sweats and cut-off shorts are prohibited.
4. Cut-off shirts are prohibited and midriffs may not be exposed. Mesh shirts without any appropriate shirt under them are prohibited.
5. Clogs, flip-flops or other shoes without backs or securing straps are prohibited as they are potentially dangerous.

The principal will notify a pupil's parent/guardian in such cases as he/she deems necessary when inappropriate dress and/or grooming occurs. Parents will be asked to bring in alternative clothing in such cases.

PUPIL RIGHT TO PRIVACY

The Board of Education recognizes that a pupil's right to privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner.

In order to protect your child and to assure his/her well-being, the school authorities reserve the right to search students' lockers, desks, etc., as per Little Falls Board of Education Policy. While we do not anticipate the need to conduct searches, it is important for students and parents to be aware that lockers, desks, etc., are, in fact, school property and not the property of the individual student.

HEALTH EXAMINATIONS

New students entering the school district must have a physical exam done not more than 365 days prior to entry into the district. Tuberculosis testing may also be done as in accordance with New Jersey State law.

The Little Falls School District recommends the importance of a physical examination at least once during each of the student's developmental stages:

- Early childhood (Preschool through Grade 3)
- Pre-adolescence (Grades 4 through 6)
- Adolescence (Grades 7 through 12)

A school employee trained in scoliosis screening shall examine every pupil between the ages of 10 and 18 biannually for scoliosis. As part of the health service program, all pupils will be screened for vision, hearing and BP. All health needs identified during the examinations are reported to the parents or guardians

USE OF MEDICATIONS

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. At the same time, the Board recognizes that a pupil's attendance may be contingent upon the timely administration of medication duly prescribed by a physician. The Board will permit the dispensation of medication in school only when the pupil's health and continuing attendance in school so require and when the medication is administered in accordance with Board of Education Policy.

For purposes of Board of Education Policy, "medication" means any prescription drug or prescribed over-the-counter medicine and includes, but is not limited to, aspirin and cough drops.

No medication will be administered to pupils in school except by the school nurse, another registered nurse, or the pupil's parent. Medication must be delivered to the school nurse in its original labeled container by the pupil's parent and must be accompanied by the parent's written request for its administration and by the physician's written and signed statement of the medication's name, the purpose of its administration to the specific pupil for whom it is intended, its proper timing and dosage, its possible side effects, and the time when its use will be discontinued. Medication no longer required must be promptly removed by the parent. An exception is made for pupils with asthma or another potentially life threatening illness, who shall be allowed to self-administer medication when a nurse is not physically present at the scene provided permission for such administration is on file in the office of the school nurse and that it complies with the conditions for granting permission contained in Board of Education regulations.

COMPLAINT PROCEDURE

- A. **Procedural Requirement**
Any complaints regarding a teacher made to any school authority by any parent, student, or other person which does, or may, influence evaluation of a teacher shall be processed according to the procedure outlined below.
- B. **Meeting with Principal**
The complainant will be directed to make contact with the Principal of the school who shall meet with the teacher to apprise the teacher of the full nature of the complaint and they shall attempt to resolve the matter informally.
- C. **Procedure**
Step 1
In the event a complaint is unresolved to the satisfaction of all parties, the teacher may request a conference with the complainant and the Principal to attempt to resolve the complaint.

Step 2
Any complaint unresolved at Step 1 may be submitted in writing by the complainant or the teacher to the building principal who shall forthwith forward a copy to the Superintendent. Upon receipt of the written complaint, the Superintendent shall confer with all parties.

Step 3
If the Superintendent is unable to resolve a complaint to the satisfaction of all parties concerned, at the request of the complainant or the teacher, he shall forward the results of his investigation along with his recommendation, in writing, to the Board of Education and a copy to all parties concerned. Upon receipt of the findings and recommendations of the Superintendent, and before action thereon, the Board shall afford the parties the opportunity to meet with the proper Board committee and show cause why the recommendations of the Superintendent should not be followed. Copies of the action taken by the Committee of the Board shall be forwarded to all parties.
- D. **Special Education**
Nothing in this procedure should be interpreted to preclude any person, on the part of a handicapped student, from pursuing resolution as described in NJAC Title 6:28-2.6 and 2.7 at any point in the intervention process.

USE OF SCHOOLS

School facilities of this district will be made available for community purposes, provided that any such use does not interfere with the educational program of the schools or be detrimental to the community as a whole. The sole authority for granting this permission rests with the Board of Education through the Superintendent of Schools.

The procedure for securing the use of school buildings is as follows:

1. Obtain application blanks at the Office of the Superintendent of Schools.
2. Submit completed application to the Superintendent of Schools.
3. Any matter of special fees, conditions or instructions not covered by the application will be stated at the time the application is approved.
4. Certificate of Insurance required.
5. All groups requesting to use district facilities will be notified of the district's decision in writing.

PLAYGROUND SAFETY RULES

SCHOOL NO. 1

Adult supervision is provided during each lunch recess period. Pupils should seek out their supervisors in time of need. A nurse is on duty during each lunch/recess period.

- * Pupils are not to climb over the fence. If it is necessary for a pupil to go outside to get a ball or toy, the pupil should notify the supervisor on duty. The supervisor will designate who is to get the ball and the supervisor will supervise that child.
- * No form of "wrestling" or "keep away" is allowed.
- * The swings should be used properly. No twisting, pushing from the front, running under the swing or laying across the swing will be tolerated.
- * When on the playground, students are not to go outside the fenced area.
- * Kicking balls on the playground area closest to the school windows is prohibited.
- * Use of profanity and fighting are prohibited and pupils participating in either shall be disciplined by the principal.

SCHOOL NO. 2

Teachers and aides are to report to the playground promptly on the dates and times assigned at the beginning of the school year.

- * Under no circumstances may a child climb on or over a fence.
- * Balls outside the play area must be brought to the attention of the teacher on duty. Children are to stay in the play yard unless otherwise permitted by the teacher on duty.
- * Only the homeroom assigned to the large play equipment may use it
- * All playground equipment must be used according to the rules shared with our students by the School No. 2 Staff.
- * No wrestling, football, touch football or other games involving rough physical contact are allowed. Fighting or the use of profanity will result in the loss of play yard privileges and shall be reported to the principal.
- * No snowball throwing or snowball rolling is permitted. Students should stay off any snow on the play area.
- * Children will keep their coats on unless the teacher on duty expressly allows otherwise.

- * Other than school purchased equipment, only jump ropes or soft sponge balls may be brought from home, with no exceptions. Other equipment will be confiscated.
- * Students are never allowed on the grassed areas if it is wet or snow covered.
- * Students who are in flagrant or consistent violation of the rules are to be reported to the principal.

SCHOOL NO. 3

Similar to the rules stated for School No.1 and No. 2, students are expected to follow the basic rules stated by the lunch supervisors and clearly reviewed at the beginning of the school year with each class. Students are not allowed to leave the playground to retrieve any balls or toys that may go into the street. Students will leave and enter the building through their appropriate grade level doors at all times.

PARENTAL CONFERENCES

Opportunities for Parental Conferences are scheduled during the course of the school year. If you wish to have a conference with a teacher at other times, please write a note to the teacher to arrange a date and time. Do not just "drop in" during the day as this is an interruption of the educational process. In addition, teachers require appropriate preparation for conferences in order to give the most accurate appraisal possible of the student and the work he/she is doing.

LOST AND FOUND

A Lost and Found Box is maintained at each school. Students should check the box frequently for lost or misplaced articles. Unclaimed articles will be donated to charitable organizations. This is done just before Winter Recess, Spring Recess, and at the close of the school year. **CHECK THIS BOX OFTEN!**

FIRE EXIT/LOCK DOWN DRILLS

Fire Exit Drills and Lock Down Drills are held twice a month. These drills are held at various times and under varying conditions. Sometimes exits will be purposely blocked to test student and teacher reactions. Our students are taught to leave the building quickly, quietly, and safely.

MISCELLANEOUS

Visitors are always welcome. However each visitor is required to report to the School Office to secure a visitor badge. Articles to be delivered to children during the school day should be left at the office. In this way we avoid class interruptions.

If your address or telephone number should change during the year, please notify the Principal's Office of your child's school.

If you find it necessary to withdraw your child during the school year, please send a note or call the School Office Secretary to arrange for a transfer card. This card will grant your child admittance to his/her new school.

It is urged that all articles of clothing, school bags, etc. be marked clearly with your child's name and grade. Articles so marked, when brought to the Lost and Found, can be returned to the child.

For safety please do not send any glass containers to school in lunch boxes or otherwise. Also, please be certain that your children bring plastic eating utensils, cups, etc. with their lunches as none are available at the school.

Adoption Resolution
March 17, 2010

RESOLUTION

The List of Religious Holidays Permitting Pupil Absence from School

WHEREAS, according to N.J.S.A. 18A:36-14 through 16 and N.J.A.C. 6A:32-8.3(j), regarding student absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law; and

WHEREAS, the law provides that:

1. Any student absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence;
2. Students who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination;
3. To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or person standing in place of a parent;
4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence;
5. Such absence must not be recorded on any transcript or application or employment form or on any similar form; and
6. The Commissioner, with the approval of the State Board of Education, is required to:

(a) prescribe such rules and regulations as may be necessary to carry out the purposes of this act; and

(b) prepare a list of religious holidays on which it shall be mandatory to excuse a pupil. The list, however, is to be a minimum list. Boards of education, at their discretion, may add other days to the list for the schools of their districts; and **WHEREAS**, the district board of education has the right to add any bona fide religious holiday to the list for its own schools; now therefore be it, **RESOLVED** that the State Board of Education adopts the following list of religious holidays for the 2010-2011 school year:

Date	Observance
JULY 2010	
July 8	Lailat al Miraj (Islam)
July 9	Martyrdom of the Bab (Baha'i)
July 13-15	Ulambana/Oban (Buddhist)
July 20	Tisha B'Av (Jewish)
July 26	Lailat al Bara'ah (Islam) Asalja Puja Day (Buddhist)
AUGUST	
August 1	Fast in Honor of the Holy Mother of Lord Jesus (Eastern Orthodox Christian) Lammas (Wicca)
August 6	The Transfiguration (Eastern Orthodox Christian)
August 11	Ramadan begins (Islam)
August 15	Dormition of the Theotokos (Eastern Orthodox Christian) Feast of the Assumption of the Blessed Virgin Mary (Christian)
August 24	Raksha Bandhan (Hindu)
SEPTEMBER	

September 1	Ecclesiastical Year begins (Orthodox Christian)
September 2	Krishna Janmashtami (Hindu)
September 6	Laylat as-Qadr (Islam)
September 7	His Holiness Sakya Trizin's Birthday (Buddhist)
September 8	Nativity of Mary (Christian) Nativity of the Theotokos (Eastern Orthodox Christian)
September 9	Feast of Trumpets (Church of God, Philadelphia Church of God)
September 9-10	Rosh Hashanah (Jewish)
September 10	Eid al Fitr (Islam)
September 11	Ganesha Chaturthi (Hindu)
September 14	The Elevation of the Holy Cross (Eastern Orthodox Christian)
September 18	Yom Kippur (Jewish) Day of Atonement (Christian, Church of God, Philadelphia Church of God)
September 23	Mabon (Wicca)
September 23-24	Sukkot (Jewish)
September 23-29	Feast of Tabernacles (Church of God, Philadelphia Church of God)
September 29	Last Great Day (Church of God)
September 30	Shemini Atzeret (Jewish) Last Great Day (Philadelphia Church of God)
OCTOBER	
October 1	Simhat Torah (Jewish)
October 8-16	Navaratri (Hindu)
October 17	Dussera (Hindu)

October 20	Birth of B'ab (Baha'i) Installation of the Scriptures as Guru Granth (Sikh)
NOVEMBER	
November 1	All Saints' Day (Christian) Samhain-Beltane (Wicca)
November 2	All Souls' Day (Christian)
November 5	Diwali [Deepavali] (Hindu, Jain)
November 12	Birth of Baha'u'llah (Baha'i)
November 15	Nativity Fast begins (Eastern Orthodox Christian) Hajj Day (Islam)
November 16	Eid al Adha (Islam)
November 21	The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian) Guru Nanak Dev Sahib Birthday (Sikh)
November 24	Guru Tegh Bahadur Martyrdom (Sikh)
November 26	Day of Covenant (Baha'i)
November 28	Ascension of 'Abdu'l Baha (Baha'i) First Sunday of Advent (Christian)
DECEMBER	
December 2-9	Hanukkah (Jewish)
December 8	Bodhi Day (Buddhist) Immaculate Conception (Christian) Al Hijra – 1st Muharram (Islam)
December 12	Advent Fast begins (Eastern Orthodox Christian)
December 21	Zarathosht Diso (Zoroastrian) Yule (Wicca)
December 25	Christmas (Christian)

	The Nativity of Christ (Eastern Orthodox Christian)
JANUARY 2011	
January 1	Gantan-sai (Shinto)
January 5	Birthday of Guru Gobind Singh Sahib (Sikh)
January 6	Epiphany (Christian) Feast of Theophany (Eastern Orthodox Christian)
January 7	Nativity of Christ (Orthodox Christian)
January 13	Maghi (Sikh) Makar Sankranti (Hindu)
January 17	World Religion Day (Baha'i)
January 19	Feast of Epiphany (Orthodox Christian)
January 20	Tu B'shvat (Jewish)
FEBRUARY	
February 2	The Presentation of Our Lord to the Temple (Eastern Orthodox Christian) Imbolic-Candlemas (Wicca)
February 3	Chinese New Year (Confucian, Daoist, Buddhist)
February 8	Vasant Panchami (Hindu)
February 15	Nirvana Day (Buddhist, Jain) Mawlid an Nabi (Islam)
February 26 – March 1	Intercalary Days (Baha'i)
February 28	Purim (Jewish)
MARCH	
March 3	Maha Shivaratri (Hindu)

March 7	Clean Monday (Eastern Orthodox Christian)
March 8	Shrove Tuesday (Christian)
March 9	Ash Wednesday (Christian)
March 13	L. Ron Hubbard's Birthday (Church of Scientology)
March 16	Chandramana Yugadi (Hindu)
March 19	Magha Puja Day (Hindu)
March 20	Holi (Hindu) Hola Mohalla (Sikh) Ostara (Wicca)
March 21	Narouz (Zoroastrian) Naw Ruz (Baha'i)
March 24	Rami Navami (Hindu)
March 25	The Annunciation/The Annunciation of the Virgin Mary (Eastern Orthodox Christian; Christian)
March 28	Khordad Sal (Zoroastrian)
March 30	First Day of Unleavened Bread (Church of God)
APRIL	
April 5	First Day of Sacred Year (Philadelphia Church of God) Last Day of Unleavened Bread (Church of God)
April 8	Hanuman Jayanti (Jain)
April 14	Baisakhi (Sikh) Souramana Yugadi (Hindu)
April 16	Lazarus Saturday (Eastern Orthodox Christian)
April 17	Palm Sunday (Christian/Eastern Orthodox Christian) Mahavir Jayanti (Jain)
April 18	Hanuman Jayanti (Hindu) Lord's Evening Meal (Christian, Jehovah's Witness)

	Passover (Philadelphia Church of God)
April 18-21	Theravadin New Year (Buddhist)
April 19-25	Days of Unleavened Bread (Philadelphia Church of God)
April 19-20	Pesach (Jewish)
April 21	Holy Thursday (Christian, Eastern Orthodox Christian) First Day of Ridvan (Baha'i)
April 22	Good Friday (Christian) Holy Friday (Eastern Orthodox Christian)
April 24	Easter (Christian) Pascha (Eastern Orthodox Christian)
April 25	Easter Monday (Christian)
April 25-26	Concluding Days of Pesach (Jewish)
April 21	First Day of Ridvan (Baha'i)
April 25	The 11th Panchen Lama's Birthday (Buddhist)
April 29	Ninth Day of Ridvan (Baha'i)
MAY	
May 1	Beltane (Wicca)
May 2	Twelfth Day of Ridvan (Baha'i) Buddha's Birthday (Buddhist)
May 9	Yom Ha'Azmaut (Jewish)
May 17	Buddha Day – Visakha Puja (Buddhist)
May 19-20	Shavuot (Jewish)
May 22	Lag B'Omer (Jewish)
May 23	Declaration of the Bab (Baha'i)
May 29	Ascension of Baha'u'llah (Baha'i)

JUNE	
June 2	Ascension of Our Lord (Eastern Orthodox Christian)
June 8-9	Shavuot (Jewish)
June 12	Pentecost (Christian, Eastern Orthodox Christian, Philadelphia Church of God)
June 16	Martyrdom of Guru Arjan Dev Sahib (Sikh)
June 21	Litha (Wicca)
June 26	His Holiness the 17th Gyalawa Karmapa's birthday (Buddhist)

*** Disclaimer: New Jersey Department of Education has made every attempt to ensure the accuracy of the dates. The information has been verified through the use of various sources and some dates may vary due to the lunar, Gregorian and Julian calendars.*

Bret Schundler, Commissioner
Secretary, NJ State Board of
Education

Josephine Hernandez
President, NJ State BOE

**REVISED LITTLE FALLS PUBLIC SCHOOLS
SCHOOL CALENDAR - 2010-2011**

			<u>Staff Days</u>	<u>Student Days</u>
September	1	Wednesday – First Day for Staff	20	18
	2	Thursday – Staff In-Service Day		
	3	Friday – Schools Closed – Labor Day		
	6	Monday – Schools Closed – Labor Day		
	7	Tuesday – Schools Re-Open for Staff & Students		
	15	Wednesday – School #2 Back to School Night – Single Session Day for School #2 Only		
	23	Thursday – School #3 Back to School Night – Single Session Day for School #3 Only		
	30	Thursday – School #1 Back to School Night – Single Session Day for School #1 Only		
October	11	Monday – Columbus Day – Schools Closed Staff In-Service Day	21	20

November	4-5	Thursday-Friday – Schools Closed NJEA Convention	18	18
	15/16/17	Monday-Tuesday-Wednesday – School #2 Parent/Teacher Conferences. Single Session Day for School #2 only.		
	24	Wednesday – Single Session Day – Thanksgiving Recess		
	25/26	Thursday-Friday – Schools Closed Thanksgiving Recess		
December	23	Thursday – Single Session Day – Winter Recess	17	17
	24-31	Friday-Friday – Schools Closed – Winter Recess		
January	3	Monday – Schools Re-Open	20	20
	17	Monday – Schools Closed – Martin Luther King Day		
February	18-21	Friday-Monday – Schools Closed- Mid-Winter Recess	18	18
March	4	Friday – Schools Closed – Staff In-Service Day	22	21
April	18-25	Monday-Monday – Schools Closed – Spring Recess	15	15
May	30	Monday – Memorial Day – Schools Closed	21	21
June	20	Monday – Single Session Day	16	16
	21	Tuesday – Single Session Day		
	22	Wednesday – Single Session Day – Last Day for Staff & Students		
			188	184

If emergency or snow closing days exceed four (4) days, they will be made up as regular days, as available, in the following sequence: 2/18, 2/21, 4/25, 4/21, 4/20, 4/19, 4/18. As warranted, additional days may be added in June.

Adopted by Board of Education: January 19, 2010 Revised: April 19, 2010

2010-2011 SCHOOL YEAR PTA BOARD OF TRUSTEES

SCHOOL #1

President: Janice Rufino
1st Vice Pres.: Jean Marie Vantuno
2nd Vice Pres.: Justine Gondola
Treasurer: Sharon Adduci
Recording Sec: Laurie Bruno
Corres. Sec: Joanna Ward

SCHOOL #2/#3

President: Karen Bennett
1st Vice Pres.: Toni Rento
2nd Vice Pres.: Mary Ann Kilpatrick
Treasurer: Claudia Stefanelli
Recording Sec.: Jackie Levin
Corres. Sec.: Tricia Czornomor

SERVICES UNDER SECTION 504

Section 504 is part of the Rehabilitation Act of 1973, which applies to all persons with disability. A student who may potentially qualify for a 504 plan must have a mental, or physical impairment, which substantially limits one or more of a student's major life activities. Common examples include, but are not limited to, such things as communicable diseases (HIV, TB), medical conditions (Attention Deficit Hyperactivity Disorder, asthma, allergies, diabetes, heart disease, seizure disorders, traumatic brain injury, etc.), temporary medical conditions due to illness or accident, and psychological disorders.

If you believe that your child may need special accommodations or services in the regular classroom in order to participate in the day-to-day school program, the District will consider the medical diagnosis, and evaluate the student's condition and reach a determination as to whether the student is eligible under the 504 Guidelines. Students do not need to be classified in order to receive services, as Section 504 falls under the responsibility of the regular education program.

If you have any questions regarding Section 504 services or procedures, please contact our district 504 Coordinator, Mrs. Roberta Steinman, School No. 1 Nurse, at 973-256-1033, or speak to your child's building principal.

SEXUAL/WORKPLACE HARASSMENT

It is the policy of the Little Falls Board of Education to maintain a learning environment that is free from harassment including sexual harassment.

Harassment is defined as unwelcomed and/or unwanted tormenting, annoying, teasing, sexual advances, sexual suggestions, requests or demands for sexual favors, and/or other inappropriate verbal or physical conduct made by a staff member, student, or outside vendor to a student or staff member when that conduct has the purpose or effect of interfering with the person's performance or creates an intimidating, offensive or hostile environment.

Harassment, as described above, may include, but is not limited to, the following unwelcome behavior or treatment:

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Pressure for sexual activity;
4. Remarks or gestures with sexual or demeaning implications;
5. Physical contact; or
6. Using one's position of authority along with implied or explicit threats to secure sexual favors. Remarks, comments, jokes, stories, cartoons or any other communication, oral or written, which are racially or ethnically discriminatory, or which discriminate or contain demeaning or offensive content based on gender, race, national origin, handicap or disability, age, marital status, religion or sexual orientation.

Any individual who feels they have been harassed, or has any questions, should immediately bring their concerns to the attention of the building principal or our District Affirmative Action Officer, Mrs. Wendy McNeill, at 973-256-4810.

HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupils. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is

reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the code of pupil conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each Building Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of pupil conduct.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;

8. Extra-curricular activities;
9. Classroom participation; and
10. Academic performance.

Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;

3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term)
9. Legal action; and
10. Expulsion.

Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;
12. Parent conferences;

13. Pupil treatment; or
14. Pupil therapy.

Examples of Remedial Measures – Environmental (Classroom, School Building or School District)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Targeted use of monitors (e.g., hallway, cafeteria, bus);
10. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
11. General professional development programs for certificated and non-certificated staff;
12. Professional development plans for involved staff;
13. Disciplinary action for school staff who contributed to the problem;
14. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;

15. Parent conferences;
16. Family counseling;
17. Involvement of parent-teacher organizations;
18. Involvement of community-based organizations;
19. Development of a general bullying response plan;
20. Recommendations of a pupil behavior or ethics council;
21. Peer support groups;
22. School transfers; and
23. Law enforcement (e.g., school resource office, juvenile officer) involvement.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

Investigation

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and

complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, or bullying.

Response to an Incident of Harassment, Intimidation, or Bullying

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring

The school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying, including, but not limited to, school counseling services and environmental modifications.

Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences and appropriate remedial action for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences and appropriate remedial action for employees will range from an admonishment to termination of employment. The consequences and appropriate remedial action for a volunteer will range from an admonishment to dismissal from the volunteer position. The consequences for visitors will range from an admonishment to loss of visitation privileges. Examples of consequences and remedial measures are listed in the Consequences and Appropriate Remedial Action section of this policy.

Consequences for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation, or bullying that occur on school property, at school-sponsored functions, or on a school bus. The Superintendent shall ensure notice of this Policy appears in any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the pupil code of conduct. This notice shall also indicate the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.

Harassment, Intimidation, and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A:37-17.(5)(c) and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation, and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation, and Bullying Policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

Pursuant to N.J.S.A. 18A:37-15.1, this Policy shall be transmitted to the Executive County Superintendent of Schools.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19
N.J.A.C. 6A:16-7.9 et seq.

Date Adopted: August 26, 2003

Date Revised: October 16, 2007, September 16, 2008, October 21, 2008, April 2, 2009,
March 31, 2010

POLICY #8601.1

PUPIL SUPERVISION AFTER SCHOOL DISMISSAL

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in *Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individuals, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABA Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemary Clarke*.

The New Jersey Supreme Court, in *Jerkins*, indicated dangers exist for younger pupils at dismissal, as children are susceptible to numerous risks, including negligent conduct when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601.1 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601.1 are applicable to parents or legal guardians of pupils attending district-operated schools or programs in grades Pre-K – Grade 8 who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Pre-K – 8, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s) designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator. The Form shall be made available on the

school or school district website and to parent(s) or legal guardian(s) in the beginning of the school year.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, or program administration upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the pupil at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day.

Each Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal or designee will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures.

The pupil(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrived to pick up the pupil and signs the pupil out of school.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each

Principal or program administrator after considering the unique circumstances at the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff until the parent(s) or legal guardian(s) or designated escort arrives.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

Date Adopted: February 5, 2008