

PIERREPONT SCHOOL

SURVIVAL HANDBOOK

2011 - 2012

Fall 2011

Dear Parents and Students:

The Pierrepont School Survival Handbook has been designed to share important and useful information with students and parents. As a reference guide this handbook, along with the annual “Bulldog Folder,” will answer many of your questions throughout your years at Pierrepont School. Your family will receive a hard copy of this handbook at the start of your time at Pierreont School. An electronic copy of this handbook will be posted on the school website and updated annually. Should you require a hard copy each year, please contact the main office in August.

Our faculty and staff look forward each year to partnering with students and parents. This creates a climate where one can support the other. Through our partnership we can continue to provide a quality learning experience in a safe, nurturing learning environment.

For information not covered in this guide or answers to any questions, please do not hesitate to call the school office.

Best wishes for many successful years at Pierrepont School.

Very truly yours,

Joan Carrion

PIERREPONT SCHOOL

MISSION STATEMENT

The mission of Pierrepont School is to provide all students with meaningful learning experiences that enable them to develop the skills, knowledge, and values needed to become lifelong learners and responsible members of the global community.

We are dedicated to our students' academic, social, and individual development. Students are provided with opportunities to develop confidence in their abilities, an appreciation for the arts, skill in the use of technology, and life skills necessary to become successful adults.

Teachers, staff, parents, and students are members of a community dedicated to quality and excellence in education. We strive to maintain a positive learning environment. The climate of our school is one in which students feel safe, nurtured, and free to express themselves. All members of our community are treated equally, with dignity and respect. We embrace our diversity and value our individual differences.

We believe that through a quality education, students will have the tools they need to face the challenges that await them through the various stages of their lives.

Adopted: June 2007

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PRACTICES AND PROCEDURES

Daily Time Schedule

Grades 4 – 5

8:15 a.m.	Bell
12:00 – 12:45	Lunch
2:50 p.m.	Dismissal
2:50 – 3:10	Tutoring

* One Session Day/Early Dismissal

Students Report	8:15 a.m.
Students Dismissed	12:20 p.m.

Schedule for Delayed Openings

Students Report	10:40 a.m.
Students Dismissed	3:00 p.m.

* ***No lunch period will be provided on one session and delayed opening days***

First Day of School

Students in grades 6, 7 and 8 report at 8:05 a.m. to appropriately numbered doors and follow the directions they receive by mail. Grades 6 and 7 assemble on the upper playground and Grade 8 congregates on the lower field.

Students in grades 4 and 5 report at 8:15 a.m. to their designated entrances and follow the directions they receive by mail. Grade four students will assemble on the playground in front of portables on Lincoln Avenue; grade five students assemble on the upper playground adjacent to the multipurpose room.

Parents/Visitors to School

To ensure the safety of our children, it is imperative that all visitors enter through the front door and report directly to the office. Visitors to the portable classrooms are not to go directly to these rooms, but must first report to the school office. Visitors to the building are required to wear a "visitor identification tag." Teachers and staff are to question any stranger in the building who is not wearing a "visitor" pass.

Parent Conferences

Parents are encouraged to take an active role in their children's education. Concerns and questions should always be referred first to the classroom teacher. Telephone or in-person conferences can be arranged by writing or calling the office to schedule an appointment. E-mail addresses for teachers are available on the district web site.

In addition, conferences can also be arranged with the principal or assistant principal by calling 201 438-7675 x4373.

E-Mail Guidelines

The following guidelines are provided to assist staff and community members to utilize e-mail effectively in an educational setting. E-mail can be used for clarification of assignments, due date questions, field trip questions, requests for a phone call, thank you notes, communicating with colleagues and staff members, etc. Homework Hero is also a source of information for parents and students.

- Be sure to put the topic of your e-mail in the subject heading. Teachers and staff often delete e-mails from addresses they do not recognize in an effort to avoid SPAM.
- E-mail is not to be used for discussions, discipline issues, student information (privacy laws), and anything of a time-sensitive nature.
- To e-mail a member of the faculty, click on the staff member's e-mail address in the E-mail Addresses section of the appropriate school or type the person's first initial and first three letters of the last name followed by @rutherfordschools.org.
- Please be sure to sign your name and give e-mail addresses or phone numbers so that teachers can respond back to you.
- Anonymous e-mails will not receive a response.
- Please allow teachers and staff one business day (24 hours) to respond to your e-mail prior to making a second contact.

Timely Arrival at School

Crossing guards are on duty from 7:45 a.m. until 8:45 a.m., and from 2:30 to 4:00 p.m. each school day. Please do not send your children to school before the appropriate times. Children should arrive at school no more than five to ten minutes before the doors open.

Traffic cones will be set up each morning on Lincoln Avenue and on East Pierrepont Avenue. These cones represent the designated drop off areas for students. In order to keep traffic flowing safely and efficiently, please drop students off only in these designated areas.

Regular Arrival Procedures for Grades 6, 7, and 8

The school day begins at 8:05 for sixth, seventh and eighth grade students. All students are expected to enter the building through their grade level doors at 8:05. Students who enter through the front door because they have arrived at school too late to line up with their class must report to the office to be marked tardy for attendance purposes.

Students who arrive before 8:05 to meet with a teacher will report to the office. Students will be given a pass by the secretary.

To ensure student safety and adequate supervision, plan to have your children arrive at school no more than 5 minutes before the doors open, unless prior arrangements have been made with a teacher.

Regular Arrival Procedures for Grades 4 and 5

The school day begins at 8:15 for fourth and fifth grade students. Fourth grade students will assemble behind the gate of the Lincoln Avenue courtyard. Beginning at 8:05, students in grades four and five will be supervised by a staff member.

To ensure student safety and adequate supervision, plan to have your child arrive at school no earlier than 8:05. The YMCA morning program is available for families who need to drop children off prior to 8:05. For more information please call 201-955-5300.

Excused Late Arrival and Early Dismissal Policy

The Board of Education requires that pupils be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a pupil be late to school or dismissed from school before the end of the school day.

The principal may excuse for cause the late arrival and early dismissal of a pupil on the prior written request of the pupil's parent or guardian. Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, court appearances, etc.

Excused Late Arrival and Early Dismissal Policy (Cont'd)

No pupil will be permitted to leave the school before the end of the school day except in the presence of the pupil's parent or an agent of the parent. The office will maintain a record of the parents or guardians of each pupil. If one parent has been awarded custody of the pupil in a settlement of divorce and wishes to limit the non-custodial parent's access to the pupil, the parent in custody must inform the principal of such limitations. In the absence of such notice, the principal will presume that a pupil may be released into the care of either parent.

No pupil who suffers an incapacitating medical disability will be released from the school except in the presence of an adult.

After School Dismissal

In accordance with Board of Education Policy students in grades 4-8 are permitted to leave school grounds unescorted upon dismissal unless a parent/legal guardian, in writing, otherwise instructs the school. Fourth grade students will be picked up from the Lincoln Avenue exit. Students in grades 5-8 will be picked up from the front of the building.

A minimum of eight staff members will be assigned to student supervision duties at the end of the day and will be responsible for ensuring an orderly dismissal. Staff members will supervise the corridors, stairwells, and the building perimeter throughout the dismissal period.

Parents of students who are ineligible to leave school grounds after dismissal without an escort are asked to instruct their children to report to the Main Office in the event that the parent or designated escort does not arrive. Students will be assisted in contacting a parent to ensure that pick up arrangements have been made.

Emergency School Closing Procedures

In the event of inclement weather, school closings will be announced on News 12 NJ (television) or WCBS 880 (radio) and WNBC/News Channel 4. An emergency phone message (201 438-7675) is available which provides pre-recorded information stating that schools are closed or delayed. Check the district website at www.rutherfordschools.org for information regarding emergency closings, delays and early dismissals.

School closings, as well as other information, will be disseminated through the ALERTNOW Notification Service. It is most important that the school has your accurate phone number. If you change a phone number, notify the school immediately.

Delayed Opening Due to Inclement Weather or Emergency Conditions

Weather conditions permitting, the following procedure will be used for delayed openings:

- 1) The emergency telephone with pre-recorded message will be operational (438-7675).

Early Dismissal / One Session Day

On all one-session days and in the event that a decision is made to close school early because of an emergency, such as inclement weather, dismissal will be 12:20 p.m. for grades 4-8. Please be sure that your child knows where to go if school is dismissed early and you are not at home. If you change your address, phone number or emergency contacts, you must notify the school office immediately so that the ALERTNOW Notification Service can be updated.

The ALERTNOW Notification Service will be put into effect for an emergency closing, so you should receive a call. It is important that you inform your alternate emergency home contact person of this fact in the event you are not at home. If a parent cannot be contacted for students in grades K-5, the child will be released to the care of the Rutherford Police Department.

Inclement Weather Program: Operation Umbrella

Operation Umbrella is designed to protect Pierrepont students during inclement weather. Whenever the weather dictates, signs will be posted on student entrance doors indicating that OPERATION UMBRELLA is in effect. When the weather is inclement at morning arrival time, students in grades 4-6 report to the multipurpose room. Grades 7-8 will report to the gym. Doors will open at 8:00 a.m. for grades 6-8 and at 8:10 a.m. for grades 4-5.

School Lunch Program

General Information

Students in grades four through eight are expected to remain in school during the lunch period. In order to address issues of student safety and provide appropriate supervision of elementary school students, the lunch period is included within the regular school day. Elementary school students will not be permitted to leave school grounds during the lunch period unless they are picked up and returned to school by a responsible adult.

Students may bring lunch from home or purchase lunch from a food service vendor that makes lunches available. Orders for school lunches are done for a two week period of time. Forms and payments must be returned on the date specified so that orders can be processed in a timely manner. Unfortunately, late orders cannot be accommodated. From time to time the PTA or other groups also sponsor sales of lunches. More details are available from the school office.

Rules for Supervised School Lunch Program

Children are to obey lunch monitors at all times. Lunch monitors are part of the official school staff and disrespect or rudeness towards supervision will not be tolerated.

Children are to remain in designated areas and on school grounds at all times. No one is to leave school property at any time nor roam throughout the building. Playground equipment will be provided.

Children will be expected to clean up their eating area when finished and discard trash in receptacles. There will be no running or rowdiness at all in the lunchroom or in classrooms during lunch.

Rules for Supervised School Lunch Program (Cont'd)

Children are encouraged to show and practice good table manners at all times. Throwing of food or any object is expressly prohibited.

If possible and weather permitting, children will be allowed on the playground at the finish of lunch for play and relaxation. They are expected to follow the same rules of conduct as above.

Children should be expected to exhibit proper conduct inside as well as outside, showing respect for themselves and others. Vulgarity and rough play will not be tolerated.

Corridor Passes

Students must secure permission from a teacher before leaving a classroom during class periods. Students will sign out as they leave the room. The sign out record will include student's name, date/time, and destination.

Students finding it necessary to see the nurse should report to class and ask at the beginning of the period to be excused. The regular procedure for issuing a pass should be followed. To ensure student safety in the event of a building crisis/evacuation, it is imperative that students do not report directly to the nurse's office.

IMPORTANT HEALTH NOTICE- REQUIRED TESTING

IMMUNIZATION RECORDS – To be presented upon registration to school.

TUBERCULIN TESTING – (Mantoux Test)

The State Department's rules concerning testing for evidence of tuberculosis in public schools are as follows:

- The Mantoux Test for tuberculosis is used exclusively for all school employees, unless documented within the past six months.
- Students entering a New Jersey school from a high tuberculosis incidence county must be tested. (Listed in TB Guidelines).

HEPATITIS B VACCINE – All students entering kindergarten – grade 12 are required to have begun the Hepatitis B series (3 doses) in order to enter school and complete it within six months.

RUBELLA AND MUMPS VACCINE – 1 dose

MEASLES VACCINE – 2 doses after 1st birthday

MENINGOCOCCAL – All pupils entering grade 6 on or after 9-1-08 and born on or after 1-1-97.

DIPHTHERIA/PERTUSSIS/TETANUS VACCINE – Age 1-6 years: 4 doses, with one dose given on or after the 4th birthday, OR any five doses. Age 7-9 years: 3 doses of Td or any previously administered combination of DTP, DTAP, and DT to equal 3 doses.

TDAP – All pupils entering grade 6 on or after 9-1-08 and born on or after 1-1-97 must have one booster dose of Tdap. This dose must be given after five years from the last DPT/DTaP or Td dose.

POLIO VACCINE – Age 1-6 years: 3 doses, with one dose given on or after the 4th birthday, OR 4 doses. Age 7 or OLDER: any 3 doses.

VARICELLA VACCINE (Chicken Pox Vaccine) – 1 dose after 1st birthday or proof of disease. Required for children entering school born on or after 1/1/98.

SCREENING – The school nurse will perform the following screenings on your child:

- Vision (biannually grades K-10)
- Hearing
- Height, Weight (annually)
- Blood Pressure (annually)
- Scoliosis (biannually ages 10 to 18)

If you do not wish these screenings to be done on your child, contact your child's school nurse as soon as school starts in September.

PRE-ENTRANCE PHYSICAL – All new students entering school are required to have a physical within 30 days done by your private healthcare provider.

**Any medical problems or medications that your child is required to take should be discussed with the school nurse when your child enters school. Forms for administering emergency medication can be secured from the school nurse.

Kim Fecanin, R.N.
Certified School Nurse
Union School

Marie Considine, R.N., M.S.
Certified School Nurse
Lincoln School

Julie Frattarola, R.N.,
Certified School Nurse
Pierrepont School

Judith De Pasquale, R.N., M.S.
Certified School Nurse
High School

Lynn McShane, R.N.
Certified School Nurse
Washington School

Administering of Medication in School

No medication shall be administered to pupils in school except by the school nurse after all necessary approvals have been secured.

Requirements:

- 1) Parent must submit a written order for the medication from the student's physician explaining the following:
 - a) purpose of the medication
 - b) dosage of the medication
 - c) time the medication is to be given
 - d) length of time for which the medication is prescribed.
- 2) Medication must be delivered to the school nurse in its original container by the parent/guardian, appropriately labeled by the pharmacy or parent with the student's name.
- 3) Parent must submit a written request to the school nurse to administer the medication as prescribed by the family physician and shall release the school personnel of any liability.

Please note: Non-prescription, over-the-counter remedies such as aspirin, eye drops, creams, allergy medications, etc., are medicines. Any use in school must be prescribed by a physician and requested using the above procedure.

Sick Children

Children should not be sent to school when any of these symptoms of illness are present:

- 1) Temperature over 100 degrees F
- 2) Coughing frequently
- 3) Sore throat – (look to see if red)
- 4) Discharge from eyes or red eyes
- 5) Rash on body, face
- 6) Diarrhea/vomiting, nausea

Please keep your child at home for at least 24 hours after an elevated temperature has returned to normal (without medication) and/or after the cessation of vomiting and diarrhea.

Affirmative Action Officers

The affirmative action officer/Title IX coordinator for the district is Brenda Fargo. She can be reached at (201) 438-7675 ext. 1113. The affirmative action officer for Pierrepont School is Joan Carrion. She can be reached at (201) 438-7675 ext. 4111.

Student Attendance Requirements

- 1) Parents are to notify the school secretary at 438-7675 extension 4373 before 8:30 a.m. if their child is going to be absent. Upon returning to school, the student must deliver a note written by the parent explaining each day of absence.
- 2) Daily attendance is a requirement for every grade. Students absent more than 18 days will not qualify for receipt of assigned credit and may be retained.
- 3) The principal's office will mail letters of notification to parents or guardians alerting them of the danger of the student's noncompliance with the attendance requirements. These letters are in addition to normal office procedures of random telephone calls checking on absences, reporting absences on report cards, and use of progress reports.
- 4) At times some illnesses are treated by a doctor and it may become necessary to substantiate these absences during an appeals hearing. Therefore, medical excuses must be submitted upon return to school, where they will become part of the student's permanent attendance record. The school will not honor retroactive medical excuses from doctors.
- 5) Written excuses from parents are due as soon as students return to school. Students may be sent home for written verification when failing to present a written excuse when due.
- 6) All students who enter school after the opening of school shall have the number of absences pro-rated accordingly.
- 7) Absences incurred because of family vacations will not be excused.

Tardiness Grades 6 – 8

It is important that students build good habits in school. One such habit is arriving on time. Students will be assigned a central detention for an unexcused late arrival and their parents will be contacted. On the tenth and fifteenth late arrivals, students are placed in an in-school suspension. On the twentieth tardy, students will be suspended and will not be readmitted to school until a conference is held with the parent/guardian, the student and a school administrator.

Violations that are repeated willfully may result in referral for counseling, identification to the child study team and/or the imposition of more severe disciplinary action.

Request for Homework

- Check Homework Hero for assignments.
- If a parent wishes to request homework for a student who is absent, this request must be called into the school office by 8:30 a.m. Homework should be picked up in the main office at the end of the school day.
- All classwork and homework assignments missed due to absence are to be made up within a time period specified by the classroom teacher or administrator. The student is expected to show initiative in seeking out a teacher to determine what assignments were missed and when these shall be due. Work can be sent home to any student involved in

Homework Policy

Homework is an academic activity engaged in by students outside of class. The primary objective of homework is to foster a sense of student responsibility for the learning process through tasks requiring time budgeting and decision making. Homework serves a valid purpose and is never used as a punitive measure.

More specifically, homework is intended to:

- 1) provide essential practice in skills.
- 2) enrich and extend classroom experiences and build positive work and study habits.
- 3) provide experiences in finding sources and gathering data.
- 4) encourage the development of self-discipline and integrity.

If a student consistently states that he/she has no homework or that he/she has completed an assignment in school, parents should contact the teacher or school authority for verification.

Electronic Homework Posting Guidelines

In an effort to increase communication among the teachers, students and parents of Rutherford Public Schools and to expand the use of technology, all teachers are required to post homework and long-term class assignments on an Electronic Homework Posting.

The following guidelines have been developed to direct the posting of assignments.

1. Teachers will post homework assignments for each day that class is in session. Posting of assignments once for the entire week is acceptable as long as the assignments are edited to ensure accuracy.
2. Long-term projects and due dates will be listed on Electronic Homework Posting.
3. For classes that do not have regularly assigned homework (such as certain computer classes, physical education classes, art, drama, music, etc.), Electronic Homework Posting will be updated once a month to reflect projects/activities on which the class is currently working. For classes where individualized instruction occurs (such as speech and basic skills), the teacher will provide contact information for parents.
4. Students are required to write down homework assignments in class. Electronic Homework Posting is meant as an aid for students and parents and is not a substitute for writing down homework and important dates in planners. Internet outages, webpage outages, or lack of Internet access will never suffice as an excuse for missed assignments.
5. Teachers who elect to maintain a website for homework postings will provide a link to access their website on Electronic Homework Posting.
6. Although teachers are required to keep their Electronic Homework Posting current, there may be infrequent occasions that it is not possible to provide updates as planned, due to unusual circumstances such as website problems, illness of a teacher, etc. Therefore, the assignments on Electronic Homework Posting are subject to change. As the primary source of assignments remains in the classroom, delays in posting homework online will almost never be an acceptable excuse for any student to miss an assignment. In addition, teachers frequently make adjustments to the homework schedule based on work and activities accomplished in the classroom each day. Every effort will be made to update Electronic Homework Posting; however, changes may not always be reflected on the website.

Electronic Homework Posting Guidelines (Cont'd)

6. (Cont'd)

Teachers should be mindful of those students who legitimately used the Electronic Homework Posting as a source of an assignment, such as those students who have prepared work in advance, or have been on an extended absence from the classroom.

7. Access to Electronic Homework Posting can be obtained through the Rutherford Public Schools website (www.rutherfordschools.org) or through the Electronic Homework Posting website.

Amount of Homework

The amount of time which students in the same grade will spend on homework will vary due to individual differences; however, it is believed that students should be assigned homework on a daily basis including some weekends. The following time allocations are suggested for homework at various grade levels and are approximate. It is conceivable that there may be times when no homework will be assigned and that there may be times when more homework than stated will be necessary.

Grade 4	50 minutes daily
Grade 5	1 hour daily
Grade 6	1 hour and 30 minutes daily
Grade 7 and 8	1.5 to 2 hours daily

In addition, it is recommended that parents of elementary students set aside some time on a daily basis for their children to read for pleasure.

Role of the Student Regarding Homework

Students should regard homework as a serious undertaking and should accept full responsibility for the completion of homework in a timely manner. They should ask questions concerning homework assignments prior to leaving school and request assistance from a teacher for clarification when necessary.

Role of the Parent Regarding Homework

Parents should try to provide a home atmosphere that is conducive to good study habits. Parents are encouraged to take a serious interest in a child's homework by helping him/her to budget time properly for immediate and long-range assignments, by providing a quiet area for a child to work, and by offering the kind of assistance which enables a student to think for himself/herself in completing assignments.

Child Care: Before/After School

The Meadowlands YMCA provides a morning program from 7:00 a.m. until school starts and an after school program from after school until 6:30 p.m. This care is available for a fee when school is in regular session. Information regarding this program can be obtained by calling 201 955-5300.

Cell Phones

Students are encouraged not to bring cell phones into the building. If a student should have a cell phone with him/her, it should be turned off. If the phone should ring or otherwise be a disruption, it will be confiscated and returned to the parent. Incoming emergency calls can always be directed to the principal's office.

Weapons

Weapons such as firearms, knives, blackjacks, slingshots, and other weapons are not to be brought to school at any time. This serious violation of school law (NJSC 2C:39-3) will be referred to the local police and may result in suspension or expulsion from school for up to one year. Toy weapons including jack knives, water guns, and ninja swords/stars are also prohibited.

Family Life Education

In accordance with the state mandate and Board of Education policy, an outline of the curriculum and instructional materials for each grade level is available for inspection in the school office.

Under a State Department of Education mandate, parents have the right to exclude their children from the Family Life Education Program. Any pupil whose parent or guardian presents to the school principal a signed statement that any part of the instruction in family life education is in conflict with his or her conscience or sincerely-held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given; no such pupil shall be penalized by loss of credit or denial of a diploma otherwise earned.

GRADING SYSTEM – GRADES FOUR AND FIVE

The grading practices and policies in grades 4 - 5 are as follows:

1. The grading system consists of five letter grades as follows: A B C D F

In equating daily/quarterly averages to the five grade format, the following percentage equivalents shall apply:

90 - 100 A

GRADING SYSTEM – GRADES FOUR AND FIVE (CONT'D)

80 - 89	B
70 - 79	C
63 - 69	D
53 - 62	F

The first number of the range is the minimum number to achieve the grade and the number averages shall not be rounded up.

2. The report card grade will be recorded in a numerical average and its equivalent letter grade for the following subjects: math, reading, language arts, social studies, spelling, science, physical education, instrumental music and keyboarding.
3. The report card assessment will be recorded as satisfactory (s) and needs improvement (n) for the following subjects: art, music, library, penmanship and Spanish.
4. The final grade for a subject is determined by the numerical average of all marking period averages. The final grade on a report card grade will be recorded in a numerical average and its equivalent letter. A student must achieve a final numerical average of 63 or above to pass a subject.
5. Pupils/Parents have the right to see their grades, if they so request, at a time convenient to the teachers. Pupils are to be informed by their teachers of the grading system at the beginning of the school year.
6. A marking period grade may include tests, quizzes, homework, projects, papers (ex. - research), laboratory performance, preparedness, effort and class participation.
7. A marking period grade shall not include penalties for attendance, tardiness or behavior. Absences at approved school functions shall not count against a grade as long as the work which can be made up is made up within the appropriate amount of time.
8. In addition to the letter grades and their numerical equivalents, the following grades shall be recognized:

INC	=	Incomplete
EX	=	Excused
SA	=	Indicates work below grade but recognizes effort and achievement equivalent to the student's present capabilities.

Adopted: July 10, 2006
Revised: March 12, 2007

GRADING SYSTEM: GRADES SIX TO EIGHT

The grading practices and/or policies in grades 6-8 are as follows:

1. The grading system consists of twelve letter grades as follows:

A+	B+	C+	D+	F
A	B	C	D	
A-	B-	C-		

The following percentage equivalents shall apply:

97 and above	A+		
93 - 96	A	73 – 76	C
90 - 92	A-	70 -72	C-
87 - 89	B+	67 – 69	D+
83 - 86	B	63 – 66	D
80 - 82	B-	Below 63	F
77 – 79	C+		

The first number of the range is the minimum number to achieve the grade and the number averages shall not be rounded up.

2. The report card grade will be recorded in a numerical average and its equivalent letter.
3. The final grade for a course is determined by the numerical average of all marking period averages. The final grade on a report card grade will be recorded in a numerical average and its equivalent letter. A student must achieve a final numerical average of 63 or above to earn credit in a course.
4. A quarter grade may include projects, papers (ex. – research), laboratory performance, preparedness, effort and class participation.
5. Pupils who cut class are to receive a zero for all work missed and shall not have the option to make up missed work.

In addition to the letter grades and their numerical equivalents, the following grades shall be recognized:

I	=	Incomplete
N	=	for LEP students only with administrative permission
WP	=	Withdrew passing
WF	=	Withdrew failing
X	=	Excused
SA	=	Indicates work below grade but recognized effort and achievement equivalent to the child's present capabilities.

Adopted: August 11, 1986
Revised: July 14, 2003
Revised: September 13, 2004
Revised: November 9, 2009

Promotion and Retention

Promotion in grades four through six shall be based on consideration of each child's academic achievement as determined by teacher judgment using report card grades, achievement testing, and daily teacher observation as criteria. Social and emotional maturity will also be considered. The final determination for promotion resides with the building principal.

To be promoted from grade 7 to grade 8 and from grade 8 to grade 9, a pupil cannot fail more than one of the following major subjects: reading, English, mathematics, social studies or science. With the approval of the principal, a pupil may attend an approved summer school to make up a failed subject(s). The pupil must successfully pass the subject in order to be promoted to the next grade.

No pupil will be retained twice without Child Study Team consultation.

Progress Reports(Grades 4-5)

Progress reports for students in grade 4 and 5 are regularly mailed to parents at the midpoint of every marking period; however, a teacher may forward a progress report any time during the marking period. The report indicates, to both parent and student, the areas in which a student needs to improve in a designated subject. Progress reports are to be signed and returned to school. Parents are encouraged to communicate with their child's teacher in order to be part of a team effort in helping the student achieve academic success.

Parent Portal Parent Portal (Grades 6-8)

For students in grades 6-8, online access to grades, attendance, and student information is available through PowerSchool, a web-based information system. An ID and password to access the system will be mailed home at the start of the school year. PowerSchool's powerful, easy to use communication tools will enable students, parents, and educators to work together to improve student achievement through enhanced communication regarding academic progress. Please note that since information is available 24 hours a day in real time, students in grades 6-8 will no longer receive progress reports at the mid point of each marking period.

Honor Roll (Grades 6-8)

High Honors – All A's in required major subjects. No grade lower than B in any other subject.

Honors - A minimum of three A's in required subjects. No grades lower than B in any other subject.

Required major subjects are mathematics, science, English, reading and social studies.

Standardized Achievement Tests

The assessment program of the Rutherford Public Schools is guided by a Board Policy that calls for an annual assessment of students and for a report of each assessment to be given to parents/guardians. The policy also states that students with disabilities and students with limited English proficiency are included in such assessments when appropriate. In addition, the New Jersey State Department of Education mandates annual testing to determine each student's progress toward meeting the requirements of the Core Curriculum Content Standards. The New Jersey Assessment of Skills and Knowledge is administered annually to grades 4 – 8.

Care of School Property

The Board of Education believes that pupils should learn to respect property and develop pride in community institutions. Accordingly, each pupil is charged with the responsibility for the proper care of school property and supplies. Any pupil who causes damage to school property will be subject to disciplinary measures, and parents/guardians will be responsible for reimbursement to the district.

School Lockers

School lockers remain the property of the district even when students use them. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations. Law enforcement officials, upon presentation of a proper warrant, also may search them. The school is not responsible for any items lost or stolen from lockers.

School Store

The Pierrepont School Store is located outside room 6. The elected officers of the Pierrepont Student Council operate the store under the direction of the advisor, Mr. Goodman. The school store is open on Tuesdays and Thursdays from 2:50 – 3:15. The store has many school supplies that students can purchase. Some of the supplies include pencils, pens, notebooks, book covers, glue, index cards, and many other items.

Crisis Response Information

General

In the event of any dangerous condition or situation as declared by the state, federal, or local government authorities, school personnel shall follow the directions provided by the local emergency management officials, police, or other government officials at the site.

Personnel shall be alert to reporting any vehicle, person or packages that appear suspicious. Personnel are encouraged to be vigilant in observing any person or activity that appears out of the normal routine. All personnel shall be responsible for challenging any person who is not an employee and is not wearing a visitor's pass. All doors shall remain locked during school hours. Anyone coming into a school building after the start of the school day shall be required to enter

Crisis Response Information (Cont'd)

through the front entrance only. Persons approaching the back or side doors shall be directed to the front. No one shall open the back or side doors to strangers or non-employees.

Evacuation, lock down and shelter in place drills shall be conducted on a regular basis throughout the school year. These drills may be announced or unannounced. These drills may be conducted with the participation of state, local or federal authorities. **In the event of an actual occurrence, parents should not come to school or evacuation sites but rather wait instructions via the Alert Now calling system.** Schools or evacuation sites will be secured for the safety of students and staff members.

Fire or Other Emergencies Requiring Evacuation

In the event of a fire or other emergency requiring evacuation, each school shall be evacuated as per its emergency evacuation plans. Students will be removed to designated areas furthest from the building. In the event of inclement weather or if it is anticipated that the evacuation will be for an extensive amount of time, students will be directed to the closest emergency evacuation location identified in their respective building plan. Teachers shall keep their attendance books with them and attendance shall be taken upon exiting the building and upon arrival at the off campus site. Any child found to be unaccounted for shall be immediately reported to the school authorities on site and to the police and/or fire officials. Staff members will take cell phones, keys and purses so as to allow for communication outside of the building and to prevent staff from having to go back into the building before going home.

In instances where the building is evacuated and authorities will permit parents to pick up their children, elementary parents will receive this information via the emergency calling system. Parents must report to a designated area at the evacuation site and officially sign their child out of school. An account of each child's presence is required throughout the time of the evacuation. Non-parents who are sent to pick up children shall be required to identify themselves, provide documentation as to their identity, and have written confirmed permission of the parent. For high school students, no notice will be provided and students will be released from the evacuation site if it is deemed safe for them to leave.

If an evacuation should occur, the district office at 176 Park Avenue-2nd Floor will serve as the central information center. Any parent or other individual wishing information shall be directed to this location. Information regarding the evacuation will also be available on the district emergency call number. No information will be provided at the building level due to the importance of maintaining a central control to provide for student safety.

Lock Down

If there is a building emergency because of intruders in the building, teachers shall lock classroom doors and keep doors locked until receiving official notice from the school administrator or designee. It is imperative that everyone remain quiet and not call attention to him/her self.

If a lockdown should occur, the district offices at 176 Park Avenue-2nd Floor will serve as the central information center. Any parent or other individual wishing information shall be directed to this location. Information regarding the lock down will also be available on the district emergency call number. No information will be provided at the building level.

Shelter in Place

If there is a building emergency because of events outside of the building, i.e. chemical spill, ice storm, threats of violence, etc, teachers shall follow building plans regarding movement of students and sheltering procedures. It is imperative that everyone remains quiet and follows directions that emanate from the school officials or local authorities.

Once authorities will permit parents to pick up their children, elementary parents will receive this information via the Alert Now emergency calling system. The parent must report to the office or other designated area and officially sign the child out of school. An account of each child's presence is required throughout the time of the lock down. Non-parents who are sent to pick up children shall be required to identify themselves, provide documentation as to their identity, and have written confirmed permission of the parent. For high school students, no notice will be provided and students will be released once it is deemed safe for them to leave.

In instances that prohibit anyone from leaving the building, then the building will remain locked until authorities determine that it is safe. Staff and parents should anticipate the needs of individuals who have conditions that require medication and provide medication beforehand to the school nurse in sufficient quantity in the event of a lockdown of 3 or more hours. **No one other than emergency personnel shall be permitted to enter the building during the lockdown.**

If a lockdown should occur, the district office at 176 Park Avenue-2nd Floor will serve as the central information center. Any parent or other individual wishing information shall be directed to this location. Information regarding the lock down will also be available on the district emergency call number. No information will be provided at the building level.

School Grounds

The administration and school personnel shall be responsible for reporting any suspicious vehicles or persons near school buildings. Only authorized vehicles shall be permitted closest to the building. In the event of an emergency maintenance personnel shall be dispatched to prevent unauthorized vehicles from getting close to the building and may utilize staff or district vehicles to block passages of other vehicles from gaining access to the front of the school.

Administrative Responsibilities

Each building administrator shall be responsible for ensuring that his or her facility is locked during school hours. Administrators shall be sure that each facility has a battery-operated radio, a two-way communication system, flashlights, and a cell phone. All administrators shall ensure that their building emergency management plan and procedures are current and that a copy is on file in the district offices. Each administrator shall ensure that school personnel know the procedures to follow in the event of an evacuation or lock down.

Transportation

All district bus drivers are equipped with cell phones and two-way radio in order to maintain communication. In the event of an emergency which requires buses to be off the road, bus drivers will utilize the safe haven system whereby they will be accepted and sheltered in the nearest public or non-public school. Bus drivers will notify the district transportation coordinator of their location and await instructions regarding dismissal of children in their care.

SPECIAL PROGRAMS

Library Media Center

The Pierrepont School Library is the heart of Pierrepont School. Our collection consists of approximately 13,000 books, including special collections focusing on parent education, character education, and professional development. In addition, there are over 1,400 audio/visual aides for instructional use by our teaching staff. Computers in the library are connected to the internet and are available for faculty and student use. The library annex houses 14 computers and a permanent Smart Board.

Library Instruction

The library program consists of weekly scheduled classes for grades four through six. Seventh grade classes are held by rotation. In grades four through seven, library skills are reinforced, along with more in depth author studies. Also at this level, research assignments are completed with an emphasis on curriculum connections. These connections are made throughout the year by the media specialist working collaboratively with the classroom and subject area teachers.

Special Programs

The library sponsors several programs during the school year. Among them are Teen Read Week, the Books & Beyond reading incentive program, Read Across America Day/Dr. Seuss' Birthday, the PTA Book Fair and an author visit.

Hours of Operation

The Pierrepont School Library is open all week to students from 8:00 a.m. to 3:30 p.m. **The library is open for students during their lunch to study, complete homework or take out/return books.**

Circulation Policy

Books can be returned every day after school, at lunch time, and during library classes. Children may check out books and magazines for 2 week periods with 2 renewals allowed. We do not charge fines for overdue books. However, fines are charged for lost or damaged books. Our first overdue notice is sent home after 30 days, with a second notice following at 60 days. After 60 days a third notice is issued, along with the replacement cost. Report cards will not be issued at the end of the year to students who have overdue books or unpaid assessments. It is strongly encouraged that all students acquire a Rutherford Public Library card.

Library Automation

In order for students to use the library, they must have acquired a Rutherford Public Library card.

Technology

Technology education at Pierpont School begins in the fourth grade and continues through grade eight. Pierpont School houses two computer labs. We have one computer lab containing thirty Macintosh computers and an interactive white board. A second computer lab is located in the Media Center and has fourteen Macintosh computers and an interactive white board. Internet access is available as a resource in every classroom, the media center and the computer lab, with wireless Internet access available throughout the building. In addition we have 135 portable laptop computers, which have wireless Internet access and are brought to classrooms upon request. There are 6-networked laser printers located throughout the building. Also available for use in all classrooms are 6 LCD computer projectors and a portable interactive white board.

Formal computer technology education begins in fourth grade with keyboarding instruction. Keyboarding is reinforced and continues in fifth grade. Also in fourth grade, students learn to plan and assemble a multimedia presentation document.

Sixth graders are introduced to application software including word processing, basic spreadsheet and database skills, drawing and painting, and beginning presentation creation through a course given one period a day for one marking period.

Seventh graders, following the same one marking period schedule, are exposed to more advanced application software functions of word processing, spreadsheets, databases, presentations and the paint and draw programs. Seventh graders also complete a unit focusing on the prevention of cyber bullying.

In grade eight, building on the skills learned in grades six and seven, students learn even more advanced features of word processing, spreadsheets, databases, and presentation applications. During this one period a day, one marking period course, emphasis is placed on integrating the use of all applications together. Students also participate in an interactive Internet safety unit that emphasizes the importance of maintaining online privacy to avoid potential online predators. Eighth graders also learn how to create short live-video scenes using digital movie making software.

Projects in the sixth, seventh and eight grade computer applications courses reinforce the core applications taught in other academic disciplines such as math, science, social studies and language arts. This well-balanced approach to technology instruction at Pierpont School develops a higher level of competency within students including critical thinking skills and problem solving skills, as well as fostering integrity and personal responsibility as the wealth of information on the Internet is utilized.

The computer lab is open every day before school from 7:40 – 8:05, most days during 5th period lunch, and Monday through Thursday after school from 3:00-4:00.

Basic Skills

The basic skills program provides remedial instruction in math, reading and language skills. A student qualifies for the program on the basis of individual performance, standardized test scores, statewide assessments and teacher recommendation. Parents will receive notification of inclusion.

Vocal/General Music

Every child receives instruction in vocal music. The main focus of this course is to build an appreciation for and understanding of many different kinds of music. It is both a participation class and an appreciation class. Students in grades 4, 5 and 6 attend general music once a week. Grades are given in MP2 and 4.

The 7th grade arts rotation (including art, library and music) meets twice a week for 1/3 of the school year. The curriculum exposes students to music and composers from Medieval, Renaissance, Baroque, Classical and Romantic periods. Grades are given once, at the end of the course.

The 8th grade arts rotation (including art, drama and music) meets twice a week for one marking period. The curriculum exposes students to American music. An Integrated Arts experience during the fourth marking period will combine music, art and drama in a culminating project to create a music video. Grades are given once, at the end of the marking period.

Chorus

Chorus is a popular activity at Pierrepont School. There are 3 choirs: 4th - 6th grade chorus, 7th and 8th grade chorus and a "Small Group" comprised of 25 members from grades 6, 7 and 8.

Auditions are held in September and January for all grades. Rehearsals are held weekly during lunch and after school with each chorus member attending one section rehearsal and one full rehearsal. Participating in chorus is a privilege. All chorus members will receive a chorus contract explaining the specific requirements of membership. Failure to meet these requirements can be cause for removal from the group.

The Combined Choruses perform twice a year, in December and in the spring. The 7th and 8th grade chorus also participates in the Bergen County Teen Arts Festival which is held in late spring.

Instrumental Music

In 4th grade students are able to select a band or orchestral instrument to study. A form is sent home in June to register for lessons for the following year. Additional forms are available again in September. Students are placed into classes of similar instruments and learning levels whenever possible. Each class meets for 30 minutes, once a week, on a rotating schedule. The rotating schedule prevents students from missing the same class all the time. Class size may range from 1 to 9 students.

During the school year, various performing ensembles are offered to the students in instrumental music. Depending on the instrumentation, bands, orchestras and other smaller performing groups may be formed. Some of the performances that occur annually include the Winter Concert, Spring Concert and the Memorial Day Parade. Other performing opportunities are also available, depending on the groups and scheduling of other events.

Physical Education

All students are required to wear comfortable clothing for the activities conducted during the year, e.g., outdoor soccer during October, fitness run in early April, tumbling and gymnastics during the month of December, etc.

Physical Education (Cont'd)

Footwear for class must be sneakers that are designed for activity. Climbing boots or walking boots that have a heel (not a flat surfaced bottom) are not appropriate for running and movement activities in the physical education class. The sneakers must tie or Velcro. Slip-on sneakers may not be worn in activities. During inclement weather, when students usually wear boots to school, sneakers should be carried in a bag or backpack and put on when arriving in the gym.

Watches and jewelry (chains, rings, earrings, bracelets, pins, etc.) may not be worn in class. These valuable items should be secured at home the day of class or in the student's locker. Watches and jewelry should not be left in the gymnasium, the physical education office or the field.

When students wear new posts or new earrings, they may not participate in P.E. activities and receive zero credit for activities missed. If students are going to have their ears pierced, they should plan for extended vacations or the summertime to minimize loss of credit in physical education.

In the event of illness or injury, students must come prepared for class and present a note from a parent or guardian explaining the nature of the illness or injury and length of non-participation. For illnesses or injuries that excuse a student from more than three classes, a medical note indicating when the student may return to full or modified activity is required.

Swimming classes in the 4th and 5th grade are held at the high school during a regularly scheduled PE period. Students must have a bathing suit and towel for class. Usually a plastic bag or gym-style bag is very handy for carrying a wet suit and towel at the end of class. Students may bring hair dryers and hair products in a secure bag. Hooded sweatshirts or warm caps are recommended during cold weather. Students who are medically excused from swimming class will travel with their class to the pool to observe instruction.

Eighth graders may sign up for after school intramurals. Intramurals are scheduled for October and November (Mr. O'Shea Tennis Tournament sponsored by the Pierrepont PTA); December and January (basketball); and February through May (volleyball).

Gifted and Talented

The Gifted and Talented Department offers a variety of opportunities for Pierrepont School students. Students are evaluated for admission to a selective pullout program which motivates them to enjoy learning and to develop their cognitive and affective skills.

Inquiry classes (grades 4-6) meet for three consecutive periods weekly. For 7th and 8th graders, a variety of mini-courses are offered, each of which meets weekly for two consecutive periods.

The G & T Department also offers participation in John Hopkins Center for Talented Youth Talent Search for Grades 5, 6 and 7 as well as an SAT preparation course.

IMPORTANT POLICIES

**Additional information about policies
can be found on the district website @
www.rutherfordschools.org**

STUDENT DRESS CODE

The Rutherford Board of Education believes that the clothes students wear ought to be appropriate within reasonable limits and ought not to be in any significant way distracting from educational activities.

Students are expected to attend classes in clothing that is neat and clean. The school authorities have no intention of dictating the specific types of hair styles and grooming to be worn by the students. However, certain commonsense rules should govern the manner in which students are groomed for class, for school social affairs, and for off-campus school activities.

The following types of clothing will be deemed inappropriate by the Principal or his/her designee:

- 1) underwear as outer clothing;
- 2) clothing that exposes midriff;
- 3) dresses, skirts or shorts that are shorter than fingertip length;
Spandex shorts or biker shorts are not acceptable except in gym class.
- 4) midriffs, halters, transparent blouses or shirts;
- 5) fishnet, perforated low cut tops; tops with no backs or low sides that reveal undergarment;
- 6) clothing that has any symbol that holds the American Flag up to ridicule;
- 7) torn or ripped clothing;
- 8) footwear that is considered unsafe or dangerous;
- 9) any apparel or signs, patches or symbols that are vulgar, lewd, obscene or plainly offensive or which are likely to disrupt or materially interfere with school activities or discipline;
- 10) any apparel, signs, patches or symbols which can reasonably be viewed to bear the Board's imprimatur and which contains a message that is ungrammatical, poorly written, inadequately researched, biased, prejudiced, vulgar, profane or unsuitable for immature audiences;
- 11) any apparel that displays symbols or advertisements of illegal substances, alcohol, or tobacco;
- 12) hats or other headwear unless for medical or religious reasons.

Implementation of Policy:

- 1) When a pupil is not in compliance with the Student Dress Code, the teacher or other staff member shall send the pupil to the Principal or his/her designee with a written report.
- 2) The Principal or his/her designee, after discussion with the pupil, shall contact the parent. The parent shall be requested to bring a change of clothing to school to enable the pupil to return to class.
- 3) If the parent is unable to bring a change of clothing, the pupil shall be sent to another area where he or she will be given the assignments for the day.
- 4) Repeated offenses shall be cause for suspension and/or any other disciplinary action deemed necessary by the Principal or his/her designee.

Adopted: November 9, 1987
Revised: October 10, 1994
Revised: July 13, 1998
Revised: August 5, 2002

STUDENT ACCESS TO AND USE OF NETWORKED INFORMATION RESOURCES
RUTHERFORD PUBLIC SCHOOLS

The Board of Education supports telecommunications access and recognizes the importance of access to electronic devices and people on an international level. Access to telecommunications will enable students to explore thousands of libraries and databases throughout the world. Students will also have the opportunity to exchange messages with people around the globe.

The Rutherford School District firmly believes that the valuable information and interaction available on a worldwide network far outweighs the possibility of unacceptable use to procure material not acceptable with the educational goals of the district. With access to electronic devices and people all over the world comes the availability of material that may not be of educational value in the context of the school setting. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications shall apply to computer network use. The network is provided for students and staff to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

While it is impossible to control all that is accessible on the network, the District has taken measures to prevent access to inappropriate information, including but not limited to pornographic material. However, we cannot control all the information available on the Internet. The School District is not responsible for other people's actions or the quality and content of information available. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The following guidelines have been established to help students and staff use the network appropriately. If a student does not follow acceptable use policies, his/her privileges of using the network may be withdrawn.

PERSONAL SAFETY

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not under any circumstances arrange a face-to-face meeting with someone you "meet" on the computer network or Internet. If someone attempts to arrange a meeting with you as a result of an Internet contact, you must report the communication immediately to your supervising teacher.

STUDENT ACCESS TO AND USE OF NETWORKED INFORMATION RESOURCES
RUTHERFORD PUBLIC SCHOOLS

GUIDELINES

The Rutherford School District's purpose in providing access to the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. Guidelines are provided so that students are aware of the responsibilities they are about to acquire.

Use of the Internet is a privilege, not a legal right. Use of the Internet requires efficient, responsible, ethical and legal utilization of network resources.

The system administrator reserves the right to set quotas for disk storage for usage. Users who exceed their quota will be advised to delete files to return to compliance. Failing to delete files when requested may result in loss of access to computer files and disciplinary action and network devices. The system administrator reserves the right to delete files as needed.

Students are responsible for maintaining appropriate behavior on all school computers/electronic devices.

Examples of inappropriate behavior include, but are not limited to:

- Abusive, obscene, or other objectionable language, graphics, or other media entered into external or internal parts of the computer system
- Accessing a chat room unless assigned for a class project and supervised by classroom teachers.
- Accessing inappropriate material such as violence, profanity, sex, drug or alcohol related sites, etc.
- Allowing someone to login using your password
- Attempting to circumvent the district security and content filters by any means, including proxy servers
- Damaging computers, electronic access devices, computer systems or computer networks
- Deliberate downloading of a virus or other damage to computer/electronic devices files _
- Inappropriate discussion of any school, staff, or student related activities on any public domain web sites such as blogs, wikis, etc.
- Distributing any commercial, political, or religious material
- Downloading of inappropriate programs
- Downloading or playing games on the Internet of a non-educational nature
- Employing the network for commercial purposes and personal or financial gains
- Engaging in activities that cause disruption to the network or its system
- Engaging in or promoting violence
- Harassing, insulting or attacking others
- Purchasing, trading, or requesting items on the Internet
- Putting inappropriate content on a school website
- Reconfiguring setups, deleting files or programs in any computer/electronic access device network
- Sending or displaying hateful or pornographic messages or pictures
- Transmitting confidential information (social security numbers, credit card numbers, addresses, or making arrangements to meet anyone) for self or others
- Using obscene language or profanity
- Violating copyright laws

STUDENT ACCESS TO AND USE OF NETWORKED INFORMATION RESOURCES
RUTHERFORD PUBLIC SCHOOLS

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Any type of information stored on district electronic devices becomes the property of the Rutherford School District. The Rutherford School District can periodically review and monitor all files and data stored on district electronic devices. The Rutherford School District can edit or remove any material, which the system administrators, in their sole discretion, believe to be inappropriate. Access to and review of such files is not limited to probable cause. Privacy is neither implied nor granted, nor should it be expected.

DISCIPLINARY ACTION

Any violation of district rules may result in loss of district-provided access to the Internet and/or other electronic devices. Disciplinary action will be determined at the building level in keeping with existing policies regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Adopted: July 9, 2001
Renumbered: 07/12/04 (5512)
Revised: July 9, 2007
Revised: November 8, 2010

EQUAL ACCESS

The Rutherford Public Schools guarantee equal access to educational programs and services for all students regardless of race, creed, color, national origin, gender, age, religion, marital status, affectional or sexual orientation, disability, or socioeconomic status.

In accordance with Title IX regulations, the Rutherford Public Schools do not discriminate on the basis of sex in admission to or employment in its educational programs or activities. Inquiries about Title IX should be addressed to Brenda Fargo, Title IX coordinator, 176 Park Avenue, Rutherford, NJ 07070 or (201) 438-7675, Ext. 1113.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA regulations provide parents of currently enrolled students and those students who are 18 years old or older the following rights:

1. to inspect and review the student's education records;
2. to seek amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. to require his/her consent prior to the disclosure of the personally identifiable information contained in the student's education records, except to the extent that FERPA and other federal regulations authorize disclosure without such consent;
4. to file a complaint with the Family Policy Compliance Office, United States Department of Education, regarding any alleged failures by the district to comply with FERPA and its regulations. If the district discloses directory information from education records without parental/student consent, the district must notify parents and eligible students of the types of information that the district has designated as directory information and the parents'/ student's right to opt out of disclosure of directory information.

In order to exercise their rights under FERPA, parents/guardians and eligible students must make a formal written request to the appropriate school principal.

STUDENT DISABILITIES PURSUANT TO SECTION 504

I. Disability :

The Board recognizes that a student is disabled pursuant to 29 U.S.C. 794, or Section 504 of the Rehabilitation Act of 1973, if he or she:

- A. has a physical or mental impairment which substantially limits one or more of such person's major life activities,
- B. has a record of such an impairment, or
- C. is regarded as having such an impairment.

All individuals for services under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*) are protected under section 504. Individuals who are not eligible for services under IDEA may nonetheless be eligible for services under Section 504.

STUDENT DISABILITIES PURSUANT TO SECTION 504 (CONT'D)

II. Evaluation:

In compliance with federal law, the Board directs that students disabled pursuant to Section 504 be identified, referred to and evaluated by a Section 504 Committee, and that a determination of eligibility for accommodations of his/her regular program be made. The Section 504 Committee shall consist of persons which includes persons knowledgeable about the child, persons knowledgeable about the meaning of evaluation data, and persons knowledgeable about placement options. In making placement decisions, the 504 committee shall draw upon a variety of sources including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The 504 Coordinator shall establish procedures to ensure that information obtained from all such sources is documented and carefully considered.

III. Procedures:

A student's parents/guardians shall be notified before the Section 504 Committee evaluates a student who has been referred for a suspected disability pursuant to Section 504. The 504 Committee shall involve parents/guardians in all identification, evaluation and educational placement decisions. Parents/guardians shall have an opportunity to examine all relevant records. A section 504 evaluation meeting shall be held which shall provide an opportunity for participation by each student's parents/guardians as well as represented by counsel. The student's parents/guardians shall be notified in writing of the Section 504 committee meetings at least ten (10) days in advance. The Section 504 Committee shall consider all relevant information concerning the student to determine whether he/she is disabled under Section 504.

The 504 Committee shall determine whether the student is disabled under Section 504, and, if so, develop a written accommodation plan describing what accommodations, services or programs will be provided to meet the student's needs. The determination and, if applicable, education plan of the 504 Committee shall be submitted to the parent/guardian in writing. The 504 Committee shall meet periodically to review the student's accommodation plan. In addition, prior to any significant changes in placement, a reassessment of the student's needs shall be conducted.

Accommodation plans terminate at the conclusion of each school year and shall be annually reviewed before re-approval for the subsequent school year. Parents or guardians who disagree with the identification, evaluation or placement of a student with disabilities shall have the right to a due process hearing pursuant to the procedures set forth in Regulation 6164R.

Board of Education Policy #6164 discusses this in detail.

Equal Educational Opportunity

The district shall provide equal and bias-free access for all pupils to all schools facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, ages, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, social or economic condition, or disability. Enforcement of other district affirmative action/equity policies (2224, 4111.1, 421.1.1 and 6121) contribute to this legally required equality of educational opportunity.

Staff members shall maintain professional relationships with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each pupil as an individual and to accord each pupil the rights and respect that is his/her due.

Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his/her program, consistent with district goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

- A. Insisting on reasonable standards of scholastic accomplishment for all pupils;
- B. Creating a positive atmosphere in and out of the classroom;
- C. Extending the same courtesy and respect that is expected of pupils;
- D. Treating all pupils with consistent fairness.

The board of education guarantees all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to privacy or right to hold personal beliefs which are different from those of the mainstream.

Harassment

The district's affirmative action program is part of each academic program regarding all pupils. No one- -including pupils, staff members, vendors, volunteers, or visitors- -shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

Harassment is defined as any statement, gesture or action that is reasonably perceived as being motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender identity and expression, or mental, physical or sensory disability, or by any other distinguishing characteristics; that will have the effect (actual or perceived) of harming a student or damaging the student's property. Harassment also includes any statement, gesture or action that demeans or insults a student or group of students in such a way to cause substantial disruption in or interference with the orderly operation of the school.

Any member of the student body may file a formal grievance related to harassment. The chief school administrator will receive all complaints and initiate a thorough investigation and will protect the rights

Equal Educational Opportunity

Harassment may be claimed by a third party. That is, individuals who are not directly involved in the behavior may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

Sexual Harassment

Particularly, the board of education shall maintain an academic environment that is free from sexual harassment.

Sexual harassment shall consist of unwanted and unwelcome sexual advances, requests for sexual favor and other inappropriate conduct or communication of a sexual nature when made by any staff member to a pupil, by any pupil to another pupil, or by any pupil to a staff member when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of a pupil's evaluation, promotion, opportunities, privileges and other benefits of education;
- B. Submission to or rejection of such conduct by a pupil is used as a basis for decisions affecting the pupil;
- C. Such conduct has the purpose or effect of interfering with a pupil's academic performance or creating an intimidating or hostile educational environment.

The administration will inform all pupils that sexual harassment is prohibited in the educational setting. Specifically, no person employed by the district or by a vendor capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupils standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Any member of the student body may file a formal grievance related to sexual harassment. The Affirmative Action Officer will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the pupil's status nor affect future grades or class assignments.

Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action.

Violations of this policy or its related procedures shall be cause for appropriate disciplinary action.

Equal Educational Opportunity

Equity in School

The board of education shall maintain an academic environment that is free from harassment and provide equal and bias free access for all students to all school facilities, courses, programs activities and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. The board shall ensure that:

- A. School classrooms and facilities will be barrier free;
- B. Attention will be directed at attaining minority representation within each school that approximates the district's overall minority representation;
- C. The district curriculum will be aligned with the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap;
- D. All students have access to counseling services;
- E. Physical education program is equitable and co-educational.

Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer or chief school administrator. Violations of this policy or its related procedures shall be cause for appropriate disciplinary action.

Hate Crimes/Bias Incidents

An employee of the board who becomes aware in the course of his/her employment that a student or other staff person has committed a hate crime or is about to commit one shall immediately inform the building principal and chief school administrator. All incidents of hate/bias shall be reported whether they occur during school hours on school grounds or otherwise.

Implementation

The chief school administrator shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process and notification procedures. The chief school administrator shall ensure that, annually, all staff and all pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their right to file grievances under this policy and the law and the procedures relative to filing. Further, all staff and pupils shall be informed annually of the identity of the district's affirmative action officer and how he/she may be contacted.

The chief school administrator shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of a safe and nurturing educational environment.

The chief school administrator shall use all customary methods of information dissemination to ensure that the community is informed of its policies on educational equity.

HARASSMENT, INTIMIDATION OR BULLYING

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students 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.

The board prohibits acts of harassment, intimidation or bullying. Acts of harassment, intimidation or bullying against any student or staff member will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either 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 by any other distinguishing characteristic, that takes place on school grounds, at any school sponsored function or on a school bus, or off school grounds, in accordance with the law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including but not limited to a telephone, cellular phone, computer, or pager.

The board of education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for staff members who commit an act of harassment, intimidation or bullying shall include all forms of discipline consistent with district policies, procedures, and agreements, and applicable law. Consequences for a student 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

The consequences and remedial measures may include, but are not limited to, the examples listed below. Examples of consequences include the following: admonishment, temporary removal from the classroom, deprivation of privileges, classroom or administrative detention, referral to disciplinarian, in-school suspension during the school week or weekend, out-of-school suspension, legal action and expulsion.

Examples of remedial measures include the following: restitution and restoration; mediation; peer support group; corrective instruction or other relevant learning or service experience; supportive student interventions, including participation of the Intervention and Referral Services Team; behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate; behavioral management plan, with benchmarks that are closely monitored; assignment of leadership responsibilities (e.g., hallway or bus monitor); involvement of school disciplinarian; student counseling; parent conferences; student treatment or student therapy.

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination.

Reporting Harassment, Intimidation and Bullying Behavior

The chief school administrator, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, student, visitor or volunteer who has witnessed or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:

- A. All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
- B. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
- C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

A board member, school employee, contracted service provider, student or volunteer who has witnessed or has reliable information that a student has been subject to harassment, intimidation or bullying shall report the incident to the building principal and any appropriate

A board member or school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in this policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

A school administrator who receives a report of harassment, intimidation, or bullying from a district employee and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

Retaliation and Reprisal Prohibited

The Board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any student, school employee, board member, contracted service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the chief school administrator and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequences and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

In publicizing this policy, the community including students, staff, board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment, intimidation and bullying that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students in accordance with law.

Implementation

The chief school administrator shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process. The chief school administrator shall incorporate information regarding the board's policy against harassment, intimidation or bullying into the district's employee in-service programs.

The policy is available on the district's website. Refer to Policy #5131.1.

STUDENT SUPERVISION AFTER SCHOOL DISMISSAL

The Board of Education does not provide transportation either to or from school. Students walk to and from school, either by themselves or with an escort. The Board recognizes that that some students, due to their age, may not be able to fully appreciate the dangers that may be present when they are walking unescorted from school after dismissal to either their home or another location. Although it is a parent's option as to whether or not his or her child should be permitted to leave school grounds after dismissal without an escort, the Board shall ensure that students are supervised after dismissal in accordance with this Policy.

I. Dismissal Procedures

- A. Each school Principal, in conjunction with the Superintendent of Schools or his/her designee, shall promulgate specific written dismissal procedures for his/her school building. The dismissal procedures shall, at a minimum, specify:
1. Starting and dismissal times for regular school days, early dismissal days, and/or any other starting or dismissal times whether due to emergencies, weather, or other events.
 2. The number of staff members assigned to student supervision duties at dismissal;
 3. The responsibilities of said staff members;
 4. Where the staff members shall be located and/or patrol during dismissal;
 5. How long the staff members will perform such supervision duties;
 6. Designated pick up areas at each school building;
 7. The locations and work hours of any crossing guards employed by the municipality;
 8. The procedures for early-dismissal days;
 9. Where a student that is ineligible to leave school grounds after dismissal without an escort shall be supervised if his/her parent(s), legal guardian(s) or designated escort(s) do not arrive to escort the student from school grounds within the time frame specified in such dismissal

STUDENT SUPERVISION AFTER SCHOOL DISMISSAL

procedures, as well as the specific procedures to be followed by staff members when such events take place; and

10. The procedures that parent(s) or legal guardian(s) shall follow when notifying school officials of any change in his/her student's dismissal preferences.

B. Each school's dismissal procedures shall be incorporated into this Policy by reference, and copies of said procedures shall be part of any and all student handbooks.

II. Students' Eligibility to Leave School Grounds After Dismissal

A. A student in grades 4 through 12 shall be permitted to leave school grounds after dismissal unescorted unless otherwise instructed by a parent/legal guardian in writing.

B. A student in grades K through 3 shall not be permitted to leave school grounds after dismissal unescorted unless his/her parent(s)/legal guardian(s) provide the Principal of his/her child's school with written notice that his/her child is permitted to leave school grounds after dismissal unescorted.

1. The written notice shall be on a form provided by the Board to all parent(s)/legal guardian(s) before the beginning of each school year, shall be made available on the Board's website, and shall be provided to any parent(s) or legal guardian(s) upon request. This notice shall be valid for the entire school year unless the child's parent(s) or legal guardian(s) advise the Principal of his/her child's school that his/her child is not permitted to leave school grounds after dismissal unescorted. The Principal shall, on the same day notice is received, notify all staff members providing supervision at dismissal time of any changes applicable to an individual student's dismissal protocol.

2. Students who are not permitted to leave school grounds after dismissal unescorted shall be supervised by the staff members until the student's parent(s), legal guardian(s) or other escort(s) designated by the parent(s)/legal guardian(s) arrive to escort the student from school grounds in accordance with the school's specific written dismissal procedures. The Building Principal shall keep a record of any and all individuals other than the parent(s) or legal guardian(s) designate as eligible to escort a student from school grounds for each student enrolled in his/her school.

STUDENT SUPERVISION AFTER SCHOOL DISMISSAL

3. In the event that a student's parent(s), legal guardian(s) or other designated escort(s) do not arrive to escort the student from school grounds within 45 minutes of school dismissal, the student shall be supervised in the school's after-care program. The student's parent(s) or legal guardian(s) shall be charged a fee by the YMCA for such services.
4. On days when there are emergency dismissals and the YMCA after care is not available, and in the event that a contact cannot be made and the child is not picked up within 45 minutes of the dismissal, the child will be given over to the custody of the police department and will remain at police headquarters until picked up by the parent or other responsible adult and DYFS will be contacted.

III. Notification to Parents

- A. The Board shall ensure that a copy of this policy is incorporated into any and all student handbooks, along with a copy of the school's written dismissal procedures.
- B. The Board shall ensure that each student's parent(s) and/or legal guardian(s) are provided with information regarding the availability of any after-school services offering supervision after school dismissal, as well as enrollment procedures for the same.
- C. The Board shall ensure that a copy of the school calendar is distributed to each student's parent(s) or legal guardian(s) at the beginning of each school year, and that each student's parent(s) or legal guardian(s) are promptly notified of any and all changes to the school calendar.

Adopted: March 10, 2008

**STUDENT USE AND/OR POSSESSION OF
ILLCIT DRUGS AND/OR ALCOHOL**

BOARD OF EDUCATION POLICY #5530 DISCUSSES THIS ISSUE IN DETAIL

When a pupil is suspected of being under the influence of alcohol or other drugs on school property or at any school-sponsored function held off school property, the first responsibility of all school authorities is to secure appropriate medical attention as prescribed in N.J.S.A. 18A:40-4. In compliance with N.J.S.A. 18A:40A-12, the principal or his/her designee shall notify the parent or guardian and the superintendent of schools and arrange for the immediate examination of the pupil by a doctor selected by the parent or guardian. Payment of expenses resulting from such a medical examination by the doctor and/or hospital selected by the parents will be the obligation of the parent or guardian and not the school district. If a parent chooses to use the services of the school medical inspector or designee, then the school district will pay the expenses resulting from such a medical examination.

If the school authorities are unable to contact the parent or guardian or if the doctor selected is not immediately available, the school medical inspector or designee shall be immediately called upon to perform the examination.

A chemical screening report form shall be issued by the examining physician. The written report of said examination shall be provided within 24 hours by the examining physician to the parent or guardian of the pupil and to the superintendent of schools. If the written report of the medical examination is not submitted to the parent or guardian and the chief school administrator within 24 hours, the pupil shall be allowed to return to the school until such time as a positive diagnosis of alcohol or other drug is received.

If a student has been positively diagnosed as being under the influence of drugs or alcohol, then he/she shall be returned to his/her home as soon as possible. The student shall not resume attendance at school until he/she submits to the principal a written report by the examining physician that he/she is physically and mentally able to return to school.

In accordance with the law, refusal or failure by a parent or guardian to comply with the provisions of N.J.S.A. 18:A40A-12 shall be deemed a violation of the compulsory education and/or child neglect laws. The Board of Education will institute the appropriate procedures to enforce these laws.

Students who have been positively diagnosed as being under the influence of alcohol or other drugs, including anabolic steroids, shall be subject to disciplinary action.

Acceptance of the district Bulldog information packet or this handbook is an acknowledgement of receipt of this policy.

PUPIL RECORDS

The board of education shall conform in all respects to the requirements of state and federal law regarding gathering, maintaining, securing, disclosing, allowing access to and destruction of pupil records.

The chief school administrator shall be responsible for the security of pupil records maintained in the school district. He/she shall formulate and the board shall review administrative procedures to guarantee the safety and security of all pupil records, and to provide authorized persons and organizations access to these records at a convenient place and time within the limits stipulated by law, i.e., within 10 days of the request but prior to any review or hearing conducted in accordance with state board of education regulations.

Pupil records shall include all those mandated by the New Jersey administrative code or state statutes, or authorized by administrative directives, and such permitted records as the board of education shall authorize by resolution at a regular public meeting in order to promote the educational welfare of the pupil. Records so authorized must comply with code standards as to relevance and objectivity.

The board of education shall report annually at a public meeting a description of the types of pupil records it has authorized certified school personnel to collect and maintain.

N.J.A.C. 6A:32-7.3

- (a) 1. Mandated pupil records include:
- a. Personal data which identify each pupil enrolled in the school district. These data shall include the pupil's name, address, date of birth, name of parent(s), citizenship, telephone number, standardized assessment, test answer sheet (protocol), grades, classes attended, grade level completed, year completed, attendance, and sex of pupil. May not include religious or political affiliation of pupil and/or parent unless requested to do so in writing by the parent or adult pupil. Pupils may not be labeled illegitimate;
 - b. Records of daily attendance;
 - c. Description of pupil progress according to the system of pupil evaluation used in the district; also record grade levels or other program assignments;
 - d. History and status of physical health compiled in accordance with state regulations; including results of physical examination by qualified district employees;

PUPIL RECORDS

- e. Records pursuant to rules and regulations regarding education of educationally handicapped pupils;
- f. All other records required by State Board of Education;

Pupil records shall contain only such information as is relevant to the education of the pupil, and is objectively based on the personal observations or knowledge of the originator of the record.

All anecdotal information and assessment reports collected on a pupil shall be dated and signed by the individual who originated the data.

Parents/guardians and adult pupils shall be notified annually in writing of their rights in regard to pupil records. Such rights include:

- A. Notification of rights in writing, in dominant language of parent/adult pupil, if possible. When the parent or adult pupil's dominant language is not English, or the parent/adult pupil is deaf, the district shall provide interpretation of the record in the dominant spoken or sign language;
- B. Copies of applicable state and federal laws and local policies made available on request;
- C. Should the parental rights of one or the other parent/guardian be terminated by a court of appropriate jurisdiction, it is the responsibility of the person/agency having legal custody to notify the district that the right to review pupil records should be denied the person whose rights have been terminated;
- D. Parents/guardians or adult pupils have the right to seek to include in the records material they think pertinent or to seek exclusion from the records of material that is untrue, irrelevant to the pupil's present educational situation or otherwise improperly contained in the pupil's record. Parents/adult pupils have the right to request an immediate stay of disclosure pending final determination of the challenge procedure. They also have the right to challenge the district's granting or denial of access to the pupil's records;

The chief school administrator shall devise procedures to review such requests. These procedures shall include an appeal process as required by New Jersey administrative code.

Student Information Directories

The district shall compile, publicize and make available a "student information directory" defined

PUPIL RECORDS

in the administrative code. Such directory information and school facilities shall be available to educational, occupational and military recruiters as required by law.

The district must notify parents/guardians and adult pupils annually in writing of their rights in regard to pupil participation in educational, occupational and military recruitment programs.

Such rights include:

- A. Notification of these rights in writing, in dominant language of parents/guardians or adult pupil.
- B. A 10-day period in which to submit a written statement to the chief school administrator prohibiting the district from including any or all types of information about the student in any student information directory before allowing access to such directory and school facilities to educational, occupational and military recruiters pursuant to statute.
- C. Copies of applicable state and federal laws and local policies will be made available on request.
- D. A 10-day period to submit a written statement to the Chief School Administrator excluding information from any school directory for official use.

District Review of Pupil Records

The chief school administrator shall require all permitted pupil records of pupils currently enrolled in the regular educational program to be reviewed annually by certified school personnel to determine the educational relevance of the material contained therein. The reviewer shall cause to be deleted from the records data no longer descriptive of the pupil or educational situation.

Such information shall be destroyed and shall not be recorded elsewhere nor shall a record of such deletion be made.

Such data may not be removed from the record of a handicapped pupil without prior parental notice.

Records of Classified Pupils

All records of disabled pupils shall be maintained in accordance with administrative code

PUPIL RECORDS

and established procedures that will ensure proper accessibility and confidentiality. A special confidential file shall be maintained listing the code numbers assigned to disabled pupils on whose behalf the board of education must take public action. Motions concerning disabled pupils shall be anonymous and refer to this confidential file. This shall be maintained in accordance with applicable law.

Parents/adult pupils or designees shall be permitted to inspect and review the contents of the pupil's record maintained by the district without unnecessary delay and before any meeting regarding the pupil's IEP. Any consent required for disabled pupils under N.J.A.C. 6A:32-1 et seq shall be obtained according to N.J.A.C. 6A:14-1.3 "Consent" and N.J.A.C. 6A:14-2.3.

Transfer of Pupil Records

- A. The chief school administrator shall request records of a newly enrolled pupil from the district of previous attendance as soon as possible after enrollment, but in any case within the time limit prescribed by the administrative code.
- B. The chief school administrator shall forward mandated pupil records as soon as possible upon receipt of the request from the chief school administrator of the district to which the pupil has transferred, but in any case within the time limit prescribed by the administrative code. Permitted records shall be forwarded in the same manner at the same time if parental permission was given at the time the pupil's parents/guardians informed the district of the transfer.

Permitted Access to Pupil Records

A nonadult pupil may assert rights of access only through his/her parent/guardian. However, certified school personnel may, in their discretion, disclose pupil records to nonadult pupils or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the pupil or other persons.

A parent/guardian or adult pupil shall either have access to or be specifically informed about only that portion of another pupil's record that contains information about his/her own child or himself/herself. A pupil record may be withheld from a parent of a pupil under 18 or from an adult pupil only when the district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court may be withheld.

The board shall limit access to, disclosure of and communication regarding student records and health records to authorized organizations, agencies or persons as defined by code.

PUPIL RECORDS

Only authorized organizations, agencies or persons as defined in code shall have access to pupil records.

Particular attention shall be paid to the development of procedures whereby pupil records are made accessible to assigned secretarial and clerical staff in the performance of their duties, and to compliance with requirements for the security of computerized pupil records that will limit access to authorized persons. Limited access shall be granted to secretarial and clerical personnel under the direct supervision of certified school personnel to those portions of the record and to the extent necessary to record data and conduct routine clerical tasks.

The district will make a charge for copies.

School personnel are not prohibited from disclosing information in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with this policy all individuals shall adhere to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 20 U.S.C. 1232g; 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

Conditions of Access

No pupil record shall be altered or destroyed during the time period between a request to review the record and the actual review of the record. Those from outside the school whose access requires consent of parents/adult pupils must submit the request in writing, together with any required authorization, to the chief school administrator/designee. District regulation shall be developed in accordance with code to ensure that records are not altered, damaged or lost during inspection, and that records of access granted are complete.

Retention and Destruction of Records

The chief school administrator shall develop regulations in accordance with the administrative code concerning retention and destruction of pupil records. No additions may be made to the record after the graduation or permanent departure of a pupil without the prior written consent of the parent/adult pupil.

The New Jersey district of last enrollment must keep in perpetuity: name, date of birth, gender, citizenship, address, phone number, health history and immunization, standardized assessment and test answer sheet (protocol), grades, attendance, classes attended, grade level completed, years completed, and years of attendance.

PUPIL RECORDS

Liability

Liability shall not be attached to any member, officer or employee of the board of education permitting access or furnishing pupil records in accordance with these rules and regulations. It shall be the responsibility of the chief school administrator to keep abreast of all changes in state and federal law and regulation concerning pupil records.

Adopted: April 14, 2003
Revised: November 13, 2006
Revised: March 16, 2009

SCHOOL SUPPLIES

SCHOOL SUPPLIES

Fourth Grade

Mrs. Karcher

- * Two bottom pocket folders
- * Three one subject notebooks – wide ruled
not college ruled
- * Two red or blue pens
- * Highlighter
- * Pencils with erasers
- * One glue stick
- * Scissors
- * One set of colored pencils
- * Small pencil case with zipper

Ms. Caputo

- * One three subject notebook
- * Three one subject notebooks
- * Pencils with erasers
- * Red pens
- * Pack of multi-colored highlighters
- * Soft pencil case with zipper
- * One set colored pencils
- * One glue stick
- * Scissors
- * Three pack of 3 x 3 post-it notes

Mrs. Murphy

- * Pencils
- * Two red pens
- * Small pencil sharpener
- * Folder with bottom pockets
(do not use Bulldog folder)
- * Glue sticks
- * Two one subject notebooks
- * Small pencil case
- * Colored pencils
- * Highlighter
- * Small pencil sharpener

Mrs. Sandmeyer

- * Pencils
- * Two red pens
- * Folder with bottom pockets
- * Glue sticks
- * Small Pencil sharpener
- * Two - one subject notebooks (wide-ruled)
- * Soft pencil case with zipper
- * Colored pencils
- * Highlighter

Vocal Music

- Pencil or pen
- * Folder with bottom pockets

SCHOOL SUPPLIES

Fifth Grade

Mr. Evtimovski

- * Small nylon pencil case
- * Pencils with erasers
- * Red pen
- * Highlighter
- * Blue or black ball point pens
- * Glue stick
- * Colored pencils

- * One subject notebook
- * 500 sheets of wide ruled loose-leaf notebook paper
- * Two loose-leaf binders (1 inch wide round ring) with 5 tabbed dividers
- * Three Folders
- * One small pair of scissors

Mrs. Garabedian

- * Two three subject notebooks
- * Highlighter
- * Pencils with erasers
- * Blue or black ball point pens

- * Red pen
- * Crayons/markers
- * Several (6) Pocket Folders
- * Soft pencil case

Ms. Scrimenti

- * Two three subject notebooks
- * Highlighters
- * Pencils with erasers
- * Blue erasable pens (Papermate)
- * 12-inch ruler
- * Red pen
- * Crayons/markers

- * Several (10) sturdy pocket folders
- * Soft pencil case
- * Box of tissues
- * Bottle of hand sanitizer
- * Dry erase markers with erasers (2 packs)
- * Two packs of post-it notes
- * One pack of wide-ruled paper

Mrs. Smith

- * One three subject notebook
- * Eight sturdy pocket folders
- * Eight blue erasable pens (Papermate)
- * Six red pens
- * Twelve Pencils (No 2)
- * One soft nylon pencil case

- * Box of 12 colored pencils
- * Two boxes of tissues
- * One container of baby wipes
- * One bottle of hand sanitizer
- * Box of 16 crayons
- * Box of 10-12 wide markers

Spanish

- * One three ring binder (no tabs)
- * Colored pencils

Vocal Music

- Pencil or pen
- Folder with bottom pockets

SCHOOL SUPPLIES

Sixth Grade

Social Studies

- * Notebook, double sided pocketed folder
- * Pen or Pencil

Vocal Music

- * Pen/pencil
- * Few sheets of notebook paper

Reading

- * Three ring binder
- * Folder
- * Composition book

English

- * Blue three ring binder w/4 divider sections and plenty of lined paper in each section
- * Blue five subject spiral notebook w/interior
- * Blue double pocket folder
- * Pack of blue erasable pens
- * Colored pencils
- * Yellow highlighters
- * Black sharpie marker
- * Medium sized post-it notes
- * Red correcting pen
- * Multi-colored pen
- * Soft pencil case
- * Two large packets of index cards
- * Dry erase markers (at least 4)
- * An old sock

Science

- * Several blue, black and red pens
- * Two pencils
- * Two highlighters (any color)
- * One marble notebook
- * One green folder with whole punch-outs
- * Two packages of loose-leaf paper
- * One green one inch three ring binder (hard cover)
- * One package of multi-colored tabbed binder dividers

Math

- * One subject notebooks (one for each marking period)
- * Red pen(s)
- * Pencils/erasers
- * Colored pencils
- * Pencil sharpener
- * Pocket folder

SCHOOL SUPPLIES

Seventh Grade

Social Studies

- * Colored pencils
- * Spiral-bound notebook

Science

- * One three ring binder with five tabs or five dividers
- * Loose-leaf paper

English

- * Red, black, blue pens
- * Highlighters
- * Binder dividers
- * One pack looseleaf paper
- * Black and white composition book
- * Binder
- * 3 subject notebook

Reading

- * One composition notebook
- * Pens and Pencils
- * One (1) folder

Math

- * Notebook
- * Pencils
- * Folder
- * One box of colored pencils
- * Assignment pad (provided by PTA)

Spanish

- * Three ring binder with ruled paper (medium) (no tabs)
- * Pen and pencil
- * 3 x 5 index cards
- * Dry erase markers

French

- * One folder
- * Pen and pencils
- * Red pen
- * Three ring binder with ruled paper
- * Multi-colored markers
- * Small ruler
- * 3 x 5 index cards

Latin

- * Pen and pencils
- * One 1" three ring binder
- * Loose-leaf paper

Vocal Music

- * Pen/pencil
- * Folder with bottom pockets

SCHOOL SUPPLIES

Eighth Grade

Math

- * Looseleaf paper
- * Pencils

- * Three ring binder with 3 sections
- * Folder with pockets
- * Four AAA batteries

Social Studies

- * Two Pens
- * One notebook with pockets for taking class notes and storing teacher handouts

- * Assignment pad (Provided by PTA)

Reading

- * One notebook with pockets for storing handouts
- * Pen
- * Packet of post-it notes

English

- * Composition notebook
- * One inch binder and a pack of looseleaf paper
- * Pens or Pencils, every day
- * Folder

Science

- * Pens, two pencils
- * Markers or colored pencils
- * Three ring binder with 4 different sections or tabs
- * Folder
- * Dry erase markers

French

- * One (1) folder
- * Pens and pencils
- * Red pen
- * Multicolored pencils

- * Small ruler
- * Three ring binder with ruled paper
- * 3 x 5 index cards

Spanish

- * Three ring binder with ruled paper (medium) (no tabs)
- * Pen and pencil
- * Highlighter
- * 3x5 index cards
- * Five tab dividers for binder
- * Dry erase markers

Latin

- * Pens, pencils
- * Section of a notebook

Vocal Music

- * Pencil or pen
- * Folder with a bottom pocket
- * Several sheets of notebook paper

SCHOOL SUPPLIES

Special Subjects

Resource Center, English, Reading, 6-8 (Special Education)

- * One black and white composition book
- * Two packs lined index cards
- * Black pens
- * Colored markers
- * Pencils with erasers
- * Red pens

Mrs. Noe

- * Five one-subject notebooks (try to get a pack of different colors)
- * Six pocket folders, (one should be sturdy)
- * One red pen
- * One highlighter
- * One eraser

Mrs. Jarrett/Mrs. Hayunga

- * File folders (accordian) or 8 pocket folders (spiral)
- * Pen/Pencil case

Computers 6-8

- * Folder with bottom pockets
- * Loose-leaf paper
- * Pen or pencil

Media Center – Grades 6-7

- * Folder
- * Looseleaf paper
- * 5 x 8 index cards
- * Blue pen
- * Red pen

Ms. Oppido

- * One 3 subject notebook
- * One pack of lined index cards
- * Pencils with erasers
- * Erasable pens (black or blue)
- * Soft pencil case with zipper
- * One folder (I suggest buying an 8 pocket folder to carry for all subject areas)

Mrs. Brosnan

- Four #2 pencils with erasers
- Three one-subject notebooks (wide ruled)
- One box of crayons
- One highlighter
- One scissors
- Two large glue sticks
- One package of index cards