

PIERREPONT SCHOOL

HANDBOOK

Dear Parents and Students:

The Pierrepont Handbook has been designed to share important and useful information with students and parents. As a reference guide this handbook will answer many of your questions throughout your years at Pierrepont School. An electronic copy of this handbook will be posted on the school website and updated annually. Should you require a hard copy, 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

At Pierrepont School we encourage our students to take intellectual risks in a challenging yet supportive environment. The climate of our school is one in which students feel safe, nurtured, and free to express themselves creatively. We strive to prepare students for middle school and their future by fostering learning, leadership, decision-making, community responsibility and, above all, character. Our students are encouraged to embrace diversity and to value individual differences with dignity and respect.

By integrating technology, hands-on learning, and active involvement in the learning process, we strive to create lifelong learners and productive citizens. We provide our students with opportunities to develop a strong sense of self, an appreciation for the arts, an expertise in the use of technology, and effective communication skills. Teachers, staff, parents, and students are all members of the Pierrepont community, dedicated to quality and excellence in education.

Adopted: June 2016

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PRACTICES AND PROCEDURES

Bell Schedule

Students Enter the Building	8:00 a.m. - 8:10 a.m.
Homeroom Bell	8:10 a.m.
Lunch grades 6	11:11 a.m. - 11:53 p.m.
Lunch grade 5	11:55 a.m. - 12:37 a.m.
Lunch grade 4	12:39 p.m. - 1:21 p.m.
Students Dismissed	2:54 p.m.
Tutoring	2:54 p.m. - 3:12 p.m.

One Session Day/Early Dismissal

Students Enter the Building	8:00 a.m. - 8:10 a.m.
Homeroom bell	8:10 a.m.
Students Dismissed	12:20 p.m.

Schedule for Delayed Openings

Teachers/Staff report	10:00 a.m.
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 report directly to homeroom, doors open at 8:00 a.m. and the homeroom bell rings at 8:10 a.m.

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 website.

In addition, conferences can also be arranged with the principal or assistant principal by calling (201) 438-7675 x 4373.

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. Teacher Google Sites are also sources of information for parents and students.

Areas to consider when using email:

- Be sure to put the topic of your email in the subject heading. Teachers and staff often delete emails 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 email a member of the faculty, click on the staff member's email address in the staff directory section of the appropriate school website or type the person's first initial and the last name followed by @rutherfordschools.org.
- Please be sure to sign your name and give email addresses or phone numbers so that teachers can respond back to you.
- Anonymous emails will not receive a response.
- Please allow teachers and staff one business day (24 hours) to respond to your email 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 4-6.

The school day begins at 8:10 a.m. Doors will open at 8:00 a.m. and students will report directly to homeroom. Any students arriving after 8:10 a.m. must report to the main office. Students arriving to homeroom after 8:10 a.m. will be considered tardy.

To ensure student safety and adequate supervision, plan to have your child arrive at school no earlier than 8:00 a.m.. The Bulldog Care morning program is available for families who need to drop children off prior to 8:00 a.m.. For more information please see the addendum in the back of the handbook.

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.

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 with 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.

Students must be present for a minimum of four hours in order to be considered present for a full day.

When school is operating as a one session day, a student must be present at least two hours to be considered a full day of school.

After School Dismissal

In accordance with Board of Education Policy, students in grades 4-6 are permitted to leave school grounds unescorted upon dismissal unless a parent/legal guardian, in writing, otherwise instructs the school. Students will be dismissed from the same doors through which they enter in the morning.

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

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 Connect5 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 (201-438-7675).
- 2) Students in grades 4-6 will report at 10:40 a.m. and will be dismissed at 3:00 p.m.
- 3) No lunch period will be provided.

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 4-6. 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 Connect5 Notification Service can be updated.

The Connect5 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-6, the child will be released to the care of the Rutherford Police Department.

School Lunch Program

General Information

Students in grades four through six 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 via an online lunch ordering system. From time to time the PTA or other groups also sponsor sales of lunches. More details are available from the school office.

Secretaries will call home if a child forgets his/her lunch or glasses if they are informed by 9:00 a.m. They will not call home for sneakers, homework, textbooks, library books or games.

Please note students are expected to pre-order lunches or bring a bagged lunch from home. Students will be permitted to call home for forgotten lunches until 9 a.m. Any forgotten lunches can be left at the main entrance in a designated container until 10:45 a.m. At 10:45 a.m. the container will be brought into the building and delivered to the MPR. After 10:45 a.m., no lunch deliveries will be accepted.

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 or 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.

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 permits, children will be allowed on the playground at the finish of lunch for play and relaxation. Should the weather be inclement, recess will be held in the gymnasium. 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.

Food-Free Celebrations

All classroom celebrations as well as birthday recognition for individual students must be food-free celebrations. Class parents are encouraged to coordinate with classroom teachers to plan for various celebrations throughout the year.

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 or over-the-counter products such as Ibuprofen, eye drops, creams, allergy medications, etc., are not permitted in school unless prescribed by a physician 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 201-438-7675 extension 4373 or via email pierrepontattendance@rutherfordschools.org 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.
- 8) **With the exception of reasons deemed excused by the state of NJ, all other absences are considered unexcused.** The following are the five allowable reasons for a state-excused absence:
 - Religious observance (N.J.A.C. 6A:32-8.3(h));
 - A college visit (up to 3 days per school year for students in grades 11 and 12);
 - "Take Our Children to Work Day" or other rule issued by the Commissioner;
 - Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33)
 - The closure of a busing district that prevents a student from having transportation to the receiving school.

Tardiness Grades 4-6

It is important that students build good habits in school. One such habit is arriving on time. Violations that are repeated willfully may result in referral for counseling, parent meeting and/or the imposition of disciplinary action (see code of conduct).

Request for Homework

- Check Google sites for assignments.
- If a parent wishes to request homework for a student who is absent, this request must be emailed to the teacher(s). Homework should be picked up in the main office at the end of the school day. Please note that Google sites are the preferred means to check on assignments that have been missed due to absence.
- 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 an extended absence.

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.
7. 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.
8. 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. In grades 4-12 teachers are encouraged to coordinate assignments.

In addition teachers will encourage parents of primary and elementary students to set aside some time on a daily basis for their children to read or be read to for pleasure.

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.

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.

Bulldog Care: Before/After School

The district will be running a before and after school program, "Bulldog Care". The program is available for a fee when school is in session. Detailed information about Bulldog Care can be found on the district website.

Cell Phones/Smart Watches

If a student should have a cell phone/smart watch with him/her, it should be turned off or placed in airplane mode while school is in session. If the phone/watch 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. **Students who are feeling ill should report to the nurse's office; they should not use their cell phones to call home.**

Dress Code

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 common sense 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. Extremely low cut, transparent clothes, bare midriffs, revealing undergarments.
2. Dresses, skirts or shorts that are shorter than mid-thigh; spandex shorts are not acceptable except in gym class.
3. Hats, headbands, bandanas and sunglasses unless for medical or religious reasons (documentation may be requested).
4. Clothing, patches, or symbols which contain profane, obscene, offensive, and inappropriate language, references to alcohol, sex, tobacco or drugs; or demeaning references to specific gender, nationality, ethnicity, race, or religion.
5. Torn or ripped clothing.
6. Outdoor jackets or coats except when entering or leaving the building.
7. Footwear that is considered unsafe or dangerous.

The full policy is available on the district's website (policy 5511).

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 through Six

It is the policy of the Board of Education that all grades be determined on the basis of fairness and nondiscrimination, it is the responsibility of the teacher to determine a grade for each student in his/her class and to furnish reasons, supported by evidence, to substantiate any grade given.

The grading practices and policies in grades four through six 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-		

In equating daily/quarterly averages to the twelve-grade format, the following percentage equivalents shall apply, but this does not preclude normal distribution of grades (curving of test results) in a particular set of tests to insure fairness to students as it applies to validity and reliability:

97 and above	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
53-62	F

2. The first number of the range is the minimum number to achieve the grade and the number averages shall not be rounded up.
3. The report card grade will be recorded indicating the letter grade. The final grade on the report card will be recorded as a letter grade.
4. In addition to letter grades the following subjects: English Language Arts, Mathematics, Social Studies, and Science will also have standards-based grades using the following scale:
 - 4 Exceeding Grade Level Expectations
 - 3 Meeting Grade Level Expectations
 - 2 Approaching Grade Level Expectations
 - 1 Below Grade Level Expectations
 - N/A Not assessed at this time
5. Students/Parents have the right to see their grades, if they so request, at a

time convenient to the teachers. Students 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, but not limited to, 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.

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 data, 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.

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

Parent Portal (Grades 4-6)

Parents of students in grades 4-6 will have access to the Parent Portal. This will provide online access to grades, attendance, and student information through PowerSchool, a web-based information system. 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. Paper progress reports and report cards will not be mailed home. Please contact the main office if you do not have Internet access to view your child's report card.

Google Apps

Rutherford Public Schools will be using “Google Apps for Education” during the school year. Using Google Apps tools, students collaboratively create, edit and share files and websites for school- related projects. Google Apps is entirely online and available 24/7 from any Internet-connected computer or mobile device.

For example, students can be paired with another class for a group assignment. While the students may never have class together, they can start a document and edit it at any time. After class, they can even open the document and write together, chatting about the project directly in the document. They can then share the document with a few classmates for peer editing. When they complete the project, they can share the final version or create a copy to share with the teacher, who can also provide the grade and feedback directly in the document.

With everyone working on the same document, there is no back and forth of versions and edits. This can also accelerate the feedback and revision process, allowing teachers to provide quick comments and students to incorporate changes as they're writing.

Students need to know:

Students will follow school policies for appropriate use when using all Internet-based services like Google Apps. These services are considered an extension of the school's network. Students are responsible for their own behavior at all times.

Parents need to know: Acceptable Use of Computer Networks/Computers and Resources

The Student Access To and Use of Networked Information Resources Policy (2361) will be enforced. School staff will monitor student use of applications when students are at school. Parents are responsible for monitoring their child's use of applications when accessing programs from home. Again, students are responsible for their own behavior at all times.

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 New Jersey Student Learning Standards. The NJSLA assessment will be administered annually to grades 4 – 6. Students in grades 5 will also take a science assessment.

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 Alan Goodman School Store is located outside room 117. The elected officers of the Pierrepont Student Council operate the store under the direction of the advisor, Mrs. Frattarola. The school store is open on Tuesdays and Thursdays from 2:55 – 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 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, lockdown 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 await instructions via the Connect5 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 or herself.

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 lockdown will also be available on the district emergency call number. No information will be provided at the building level.

Cardiac Emergencies

“Janet’s Law” affects all schools. This law, which is P.L. 2012, Chapter 51, requires all public and private schools to have an Automated Electronic Defibrillator (AED). An AED detects someone’s heart rate and rhythm. When it detects an unusual rhythm, it gives an automated shock to restore the heart’s normal rhythm. Pierrepont School has three AEDs: one in the hallway near the gymnasium, one in the hallway near the MPR, and one on the second floor near the fifth-grade stairwell.

The law also requires each school to have an Emergency Action Plan for responding to a sudden cardiac event including, but not limited to, an event in which the use of an automated external defibrillator may be necessary.

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 Connect5 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 lockdown 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 lockdown.

Annual Integrated Pest Management Notice For School Year 2022-2023

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Rutherford Public Schools has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Rutherford Public Schools is:

Name of IPM Coordinator: John Gamboa

Business Phone number: 201-438-7675

Business Address: 176 Park Ave Rutherford NJ 07070

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Rutherford Pierrepoint School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following pesticides have been used at this location in the past 12 months:

Trade Name	Common Name	EPA Registration #
Vendetta	Nitro Cockroach Bait	
Clothianidin,		

SPECIAL PROGRAMS

Library Media Center

The Pierrepont School Library is the heart of Pierrepont School. Our collection consists of approximately 10,000 books. In addition, there are over 1,400 audio/visual aids for instructional use by our teaching staff. The library houses 18 computers and an interactive whiteboard.

Library Instruction

The library program consists of weekly scheduled classes for grades four through six. Students' library skills are reinforced, along with more in-depth author studies. Also at this level, those students are taught how to do research and 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 the Books & Beyond reading incentive program, Read Across America Day/Dr. Seuss' Birthday, the Literacy Fair, 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 3:45 p.m.

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 a two-week period 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. It is strongly encouraged that all students acquire a Rutherford Public Library card.

Technology

Internet access is available as a resource in every classroom with wireless Internet access available throughout the building. Students in grades 4- 6 will be assigned a Chromebook for the duration of the school year. These devices are to go home with the students and returned, fully charged, to school each day. For detailed information on student use of Chromebooks, please refer to the District Chromebook Policy, Procedures, and Information Handbook. Most classrooms are equipped with interactive whiteboards and LCD projectors. There are 6 networked laser printers located throughout the building.

Formal computer technology education is taught all three years at Pierrepoint School. Students in grades four, five, and six take the Computer Tech cycle class five days a week for 42 minutes each day during one quarter of the school year.

The fourth grade computer curriculum explores technology skills beyond basic levels of software applications and supports learning in both technology and regular curriculum topics. Areas of focus include proper keyboarding skills, online safety and digital citizenship, Internet research skills, introduction to coding, word processing, spreadsheets, drawing, and presentation software.

Building on the skills learned in grade four, fifth grade students will be exposed to more advanced application software functions of spreadsheets, drawing, word processing, and presentation. Database application will also be introduced. Projects will encourage students to seek out and use technology appropriately to investigate, solve problems, and communicate their findings effectively. Keyboarding will be reviewed and emphasized. Students will continue to become familiar with computer coding.

Building on the skills learned in grades four and five, sixth grade students will be exposed to more advanced application software functions of database, spreadsheets, drawing, word processing, and presentation. An emphasis will be placed on integrating the use of computer applications. Projects will encourage students to seek out and use technology appropriately to investigate, solve problems, and communicate their findings effectively. Students will continue to become familiar with computer coding.

Projects in the fourth, fifth and sixth 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 Pierrepoint 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 for student use every day before school from 7:45 – 8:05 and Monday through Thursday after school from 3:00-3:45.

RTI

Response to Intervention (RTI) is a multi-tiered instructional model that provides assistance for struggling students. Student progress is continuously monitored to determine if a student needs additional instructional support. RTI focuses on early prevention of academic or behavioral difficulty by ensuring that instruction matches each student's individual needs. Most RTI models provide three tiers of support.

An RTI process begins with providing appropriate instruction to all students by the classroom teacher (Tier 1). The classroom teacher will employ a variety of methods to meet the needs of each learner. If a student experiences difficulty with mastering a concept, the student will receive targeted instruction for the area in which they need improvement (Tier 2). Tier 2 intervention is conducted in addition to the student's regular classroom instruction and may be provided within the classroom or in a separate room by the classroom teacher or a Response to Intervention teacher. For example, if a few students have still not mastered a skill, the RTI teacher may meet with these students for a few sessions to reteach a concept. It is imperative that students master concepts before new learning can take place. Please be advised that your child may receive small group instruction until a concept is mastered.

For students who are still not progressing with Tier 2 intervention, Tier 3 intervention may be provided. Instruction at this tier may be more frequent, in smaller groups, and/or for a longer period of time than provided in Tiers 1 or 2. Parents will receive written notification if their son/daughter is recommended for Tier 3 intervention in the areas of either Language Arts and/or Mathematics. The RTI model is a general education initiative to make sure that we have utilized all resources available before further testing is warranted. If further evaluation is deemed necessary, the information gathered throughout the RTI process will be considered as part of the evaluation.

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 attend General Music once a week for 42 minutes.

Chorus

Chorus is a popular activity at Pierrepont School. Pierrepont School has a 6th grade choir and a combined 4th and 5th grade choir. Only those students in chorus will perform at the concerts.

Choir auditions are held in September and January for the purposes of voice part identification. Each choir will rehearse twice a week after school, once for specific voice parts and once for the entire grade choir. Participating in chorus is a privilege and appropriate behavior is necessary. All chorus members will receive a chorus contract explaining the specific requirements of membership. Failure to meet these requirements can be cause for removal.

The choirs will perform twice a year – in December and again in the spring.

Instrumental Music

Beginning in 4th grade, students are able to select an 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 once a week, on a rotating schedule. The rotating schedule prevents students from missing core classes when possible. Class size may range from 3 to 12 students. During the school year, various performing ensembles are offered to the students in instrumental music. Depending on the instrumentation, jazz band 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., tennis, fitness, speedball, tumbling and gymnastics, basketball, volleyball, soccer, baseball, etc. 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.

Sixth graders may sign up for after-school intramurals. Intramurals are scheduled for October and November (Tennis Tournament sponsored by the Pierrepont PTA); December and January (basketball); and February through May (volleyball). A physical form completed by a physician is required for students participating in intramurals. Please contact the school nurse to obtain the necessary forms.

Gifted and Talented

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

Inquiry classes (grades 4-6) meet weekly. Selection process, entrance requirements, complaint process, parental requests for screening (by May 15th), curriculum, Policy and Regulations 2464 and program overview and found on the school website:

<https://www.rutherfordschools.org/schools-and-departments/gifted-and-talented/>