

### **About our Schools:**

The Cliffside Park School System is composed of a high school, grades 9-12 and four elementary schools, two housing grades K-6, one housing grades Pre-K - 6, and one housing grades K-8. Provision is made for all students K-12 including those who are physically or mentally handicapped.

Cliffside Park is a receiving district for high school students from Fairview. Our entire school district is officially approved by the State Department of Education and our high school is accredited by the Middle States Association of Colleges and Secondary Schools. Our high school offers preparation for entrance to college and technical schools and prepares students for business and vocational occupations. Students are provided with the latest technology whether they are placed in remediation, college prep, honor or advanced placement courses.

Our elementary school program includes a full day Pre-K and Kindergarten program and all include instruction specialists in Fine Arts, Instrumental Music, Vocal Music, Physical Education, Health, Computer Literacy and Library and Reference Skills. These special area teachers supplement the regular instructional remediation in these basic skills.

### **Affirmative Action:**

Pursuant to the Rules and Regulations of Title IX of the Educational Amendments of the U.S. Department of Health, Education and Welfare, effective July 21, 1975; The Cliffside Park School District affirms that it does not discriminate on the basis of sex in the treatment of students in education programs and activities or in employment practices. Michael Bucco, Principal of School 5, has been designated as administrative officer in charge of Title IX activities for the Cliffside Park School District and may be contacted at School 5, Day Avenue, Cliffside Park, NJ, between the hours of 8am and 4pm. Back to School Night Parents are invited to attend a "Back to School Night" at their child's school annually. The purpose of the evening is to meet your child's teacher and be given an overview of what is expected, both academically and socially, of your child during the course of the school year.

Typically, "Back to School Night", is held during the month of September or early October. Please check the Parent Event Calendar for this year's dates.

### **Child Study Team:**

Our professional staff includes a full complement of Child Study Team Members, e.g., two Psychologists, Learning Disability Teachers, Speech Teachers, Social Workers and a part-time Psychiatrist.

Our school district is also part of the Special Education Region VI which places greater flexibility in placing handicap students in appropriate classes.

### **Complaints and Questions**

Whenever a question arises concerning a matter involving a student, teacher or a school, the usual procedures for the one concerned is to contact directly the teacher or the principal of that school.

In this way, the problem is dealt with at the source. If the problem or concern is not resolved at the school level, parents are encouraged to call the Superintendent of Schools for a phone consultation or to schedule an appointment to discuss the matter.

### **ESL / BILINGUAL:**

The district provides a comprehensive ESL/Bilingual Program for grades Pre-K - 12. Students who test into the program receive their reading and language arts instruction from the program staff at their instructional level. High School program participants receive two class periods per day including Developmental ESL and ESL Reading and Writing. From grade seven through high school, students are offered sheltered English and social studies courses as alternatives to the regular requirements. Each elementary school has a Spanish Bilingual/ESL teacher to meet the needs of our largest language group. There is also one Korean Bilingual/ESL teacher assigned to the elementary schools. Teachers are assigned to the various schools by enrollment needs. Cliffside Park is proud of its diversity. Teachers and students in the program reach out to the whole student body to share the richness of the different cultures. Program sponsored multicultural events spread understanding and creates a welcoming atmosphere for the new students.

### **Fire and Crisis Management Drills:**

Two safety/fire drills are held monthly in accordance with New Jersey Law. Each school has developed its own Crisis Management Plan. The plan is on file for viewing in the principal's office located in each school. Each year staff and students take part in two types of drills. A **code blue** drill is a lockdown necessary if some event necessitates staff and students to remain in their classrooms until the situation is deemed safe. A **code orange** drill is a complete evacuation of the school building. Each plan designates where staff and students will go and remain in the event of an evacuation.

### **Gifted / Talented:**

The Cliffside Park School District conducts a Gifted and Talented Program for students in grades 3 through 12. The purpose of the Gifted and Talented Program is to enable students with high academic achievements to develop skills and attitudes that will enhance and stimulate the students' creative and academic abilities. The curriculum provides activities and experiences which develop creativity, critical thinking and values through observations, experiments and inquiry. Admission to the program is based on specific criteria developed by the Committee for the Gifted and Talented.

### **Guidance Program:**

The high school has a staff of four full-time guidance counselors and one full-time guidance counselor/student assistance counselor (SAC) to assist students in subject selections, college entrance and vocational plans. In addition, the department handles all district and college entrance testing for students. One full-time guidance counselor is also assigned to our middle school grades 7 & 8 and elementary schools grades Pre-K through 6. The student assistance counselor is also available throughout the district to assist students who may be experiencing difficulties with a variation of adolescent problems.

### **Health Services:**

The Cliffside Park School District employs full-time state certified nurses. The school nurse keeps all health/immunization records and supervises the health program including the following services to all students:

1. Annual physical examination for students in grades 1-3, 5, 7, 9 and 11.
2. A yearly dental and audiometric exam.
3. A visual screening in grades Pre-K - 8 and Grade 11.
4. A screening for tuberculosis.
5. A screening for scoliosis for all students between the ages of 10 and 18.

### **Home Tutoring**

If a student will be confined to his/her home for two (2) or more weeks, a parent may request home tutoring teacher(s). The procedure for such a request is:

1. A letter from the parent to the principal of the school requesting a home tutor for a specific period of time.
2. A letter from a physician verifying what the illness or injury is and the period of confinement.

### **Medication:**

The following procedure is to be followed when a child requires medication during school hours. Contact the school nurse.

2. Have your physician complete the required form supplied by the school nurse.
3. Parent must also sign the medication form.
4. Medication should be brought to the school by the parent, in the original container appropriately labeled by the pharmacy or the physician.
5. A certified school nurse or parent/guardian is the only person permitted to administer medication.
6. SELF-MEDICATION approval forms are available in each school office. Guidelines and procedures for self-medicating are outlined.

### **Parent-Teacher Conferences:**

Our staff welcomes the opportunity to discuss your child's work on any facet of the classroom program. Calling the school, visiting, or even sending a note can often avoid a problem or misunderstanding.

Scheduled parent conferences in the elementary schools are typically held in fall and spring. Please check our Parental Event Calendar for this year's scheduled dates.

Middle school and high school parents are encouraged to contact guidance for information regarding report cards or progress reports or to schedule an appointment with a particular teacher.

Parents in grades 7-12 are encouraged to use our Parent Portal to check the daily progress of your child.

### **Pre-K and Kindergarten:**

To enter **Pre-K classes**, a child must be four years of age on or before October 1 of this year.

To enter **Kindergarten classes**, a child must be five years of age on or before October 1 of this year.

## **ALL PRE-K and NEW KINDERGARTEN REGISTRATIONS**

At the time of registration parents are required to present ALL OF THE DOCUMENTS BELOW:

1. Four (4) proofs of residency in Cliffside Park (MUST present ALL four proofs of residency listed below)
  - A. A deed showing ownership in Cliffside Park along with your tax bill.
  - B. A copy of lease or notarized letter from landlord, a recent rent receipt, landlord's phone number and number of occupants in dwelling.
  - C. Most recent PSE&G bill, telephone bill, etc.
  - D. Driver's license with Cliffside Park address.
2. Your child's original birth or baptismal certificate.

## **MEDICAL**

Physical examination forms must be presented at the time of registration.

(Forms can be download at: [www.cliffsidepark.edu](http://www.cliffsidepark.edu))

Proof of immunizations, as required by State Law must also be presented. This must include the month, day and year in which the immunizations were administered and have the physician's signature or stamp.

These documents will be reviewed by our school nurse during registration.

## **Pre-K Medical**

- A. Diphtheria-Whooping Cough-Tetanus (DPT) - four doses with the last one administered on or after the fourth birthday.
- B. Polio - three doses.
- C. Measles, Mumps, and Rubella (MMR) -one dose administered on or after the first birthday.
- D. Varicella vaccine (Chicken Pox) - dose administered on or after first birthday.
- E. Haemophilus Influenza B (Hib) - one dose.
- F. Hepatitis B - three doses administered by fourth birthday.

## **Kindergarten Medical**

- A. Diphtheria-Whooping Cough-Tetanus (DPT) - five doses with the last one administered by the fifth birthday.
- B. Polio - four doses with the last one administered by the fifth birthday.
- C. Measles, Mumps and Rubella (MMR) - two doses with the first dose administered on or after the first birthday. The interval between the first and second dose cannot be less than one month. Laboratory evidence of immunity is acceptable.
- D. Varicella vaccine (Chicken Pox) - dose administered on or after first birthday.
- E. Hepatitis B - three doses

## **Promotion and Retention:**

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Standards for pupil promotion shall be related to district goals and objectives and to the accomplishment of pupils.

## **Elementary Grades Pre-K - 4**

1. Pupil will be considered a candidate for promotion from one elementary grade level to the next after a review and examination of his or her achievement in the areas of

mathematics, reading, language arts, social studies, science, and the special subject areas.

2. Achievement will be measured using the grading system adopted and listed on the pupil's report card.
3. Grades will reflect the quality of a pupil's performance on quizzes, tests, class work, homework assignments, class participation, and special projects when applicable.
4. The final determination for promotion will be made by the school principal based on final grades, standardized test data, and teacher recommendation.

### **Elementary Grades 5-8**

In addition to the guidelines above: Teacher and Principal will confer when a student has multiple failures (grades 5-6) or three or more failures (grades 7-8). A decision regarding retention will depend upon the social, emotional, academic and physical maturation of the student.

### **High School**

A pupil will be considered for promotion in grades 9-12 if he or she achieves:

Promotion from 9 to 10     earn 30 credits  
Promotion from 10 to 11   65 credits or more  
Promotion from 11 to 12   90 credits or more  
Graduation:               130 credits or more, successful completion of NJ state graduation requirements including HSPA or AHSA, and 20 hours per year of volunteer service.

### **Remedial Services:**

The Board of Education employs remedial improvement teachers to assist students who fall below the district's and state's levels of achievement in the areas of reading, mathematics and writing.

Extra help is available in all subjects by classroom teacher. In addition, specialists are assigned to all schools in the areas of reading, writing and mathematics for students who are eligible for intensive remediation in these basic skills.

### **Report Cards and Progress Reports:**

Report cards and progress reports are issued four times a year for grades 1 - 12. Each marking period is approximately nine weeks in length.

Elementary, report cards and progress reports are hand-delivered and should be signed by the parent and returned to the student's teacher.

Middle School and High School report cards are hand-delivered to students to be brought home. Grades are also available on Parent Portal.

If parents have any questions about the report cards they may request a conference with the child's teacher or the guidance counselor at the Middle or High School.

Please check the [Parent Event Calendar](#) for this year's dates.

### **Student Accident Insurance:**

The Board of Education approves a student accident insurance policy plan each year providing all students with limited coverage. The policy becomes active after parental insurance is exhausted.

### **Student Records:**

Pursuant to the New Jersey Administrative Code, Title IV, parents, adult pupils, and with written permission, pupils themselves are permitted access to pupil records. The mode of access is described in Board of Education's Bylaws and Policy Book, #8330, Pupil Records, a copy of which is available from your school principal or Central Office. If you have any questions regarding the types of records maintained in your child's folder, please call your building principal.

### **Family Educational Rights and Privacy Act:**

The Family Educational Rights and Privacy Act (FERPA) requires that Cliffside Park school district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Cliffside Park School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. The primary purpose of directory information is to allow the Cliffside Park school district to include this type of information in certain school publications such as the yearbook, an honor roll list, or a graduation program.

Directory information is generally not considered harmful or an invasion of privacy if released and can also be disclosed to outside organizations without a parent's prior written consent.

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Cliffside Park school district to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by March 7. Cliffside Park School District has designated the following information as directory information:

1. Student's name.
2. Address.
3. Telephone listing.
4. Date and place of birth.
5. Grade level.
6. Weight and height of members of athletic teams.
7. Degrees, honors, and awards received.
8. Participation in officially recognized activities and sports.

### **Student Attendance Policy:**

Students cannot exceed the absence totals given below:

(Allotment includes sick and personal days)

I. Full year course 20 days

Notifications: 10-day letter, 20-day letter, and 21-day letter/Withdrawal

**\*Students are allotted 5 (five) absences during the 4 (fourth) marking period.**

Allotted number: 5 days

Notifications: 3-day letter, 5-day letter, and 6-day letter/Withdraw

## II. Half year course

Allotted number: 10 days  
Notification: 5 day letter  
10 day letter  
11 day letter/Withdrawal

## III. Quarter year course

Allotted number: 6 days  
Notification: 3 day letter  
6 day letter  
7 day letter/Withdrawal

## IV. Physical Education

Allotted number: 15 days  
Notification: 7 day letter  
15 day letter  
16 day letter/Withdrawal

V. Exams: Make-up exams will be given only with administrative approval. Students who enter the high school during the school year will be allotted unexcused absences according to the following chart. (\*The allotment for students who leave and return to the high school during the same year is the same as for a student who is in the high school without leaving.)

### Notes.

- A. Students who exceed the allotment are withdrawn from class, are given a grade of W, and receive no credit. They may take the course only as a new subject in summer school, if it is offered. (See Summer School Policy page)
- B. Cutting, truancy, and suspensions are included in the allotment
- C. Students who do not pass HSPA will be placed in remedial classes in order to take the AHSA (Alternate High School Assessment). Students must be enrolled in these classes to be eligible to take the AHSA.
- D. Students who miss a Final Exam will not be admitted to the make-up until a physician's note or that student has provided legal documentation.

### **Attendance Accommodations**

- A. The Attendance Accommodation is in place for those students who suffer from a chronic illness, which prevents them from attending school.
- B. Applications may be obtained from the Attendance Office. Included in the application are instructions to both parents and attending physicians.

### **The Appeal Process**

- A. A student may appeal an absence(s) if there were extenuating circumstances that prevented him/her from attending school.
- B. An appeal form and directions for filing may be obtained in the Attendance Office.
- C. This appeal must be made (in writing) within five (5) school days of the date in question.
- D. All decisions of the appeal committee are final.

### **Late to School Policy**

Students arriving late to school must report to the Attendance Office for a pass before reporting to class.

- I. The late point for Period 1 is 8:08 AM

A. A student signing in between 8:08 AM and 8:15 AM will be given a pass to report to class immediately. Lateness should be noted in teacher's grade book.

B. Any student signing in after 8:28 AM will be considered absent from period 1.

II. The late point for Period 2 is 8:51 AM (Secondary Homeroom Schedule)

A. A student signing in between 8:52 AM will be given a pass to report to class immediately.

Lateness should be noted in teacher's grade book.

B. Any student signing in after 9:15 AM is considered absent from period 2.

Note - When a student accumulates a late to class, the classroom teacher should record the infraction. An ATTENDANCE REPORT should be sent to the VP's office when a student accumulates 3, 7, 10, 15, & 20 lates, as per policy.

### **Late to Class Policy**

Students should make every effort to be in class before the late bell. This will prevent a disruption of the lesson and enable the student to avoid the following disciplinary actions.

I. An Attendance Report ("Cut Slip") should be submitted to the Attendance Office when a student accumulated 3 lates. Detention will be given and the parent or guardian contacted.

II. An additional Attendance Report ("Cut Slip") should be submitted to the Attendance Office when the total reaches ten (10). At this point, one day of in-school suspension will be served and a conference will be arranged with the parent or guardian.

III. Additional suspensions will be served when a student reaches 15 and 20 lates to a class.

The Teacher will submit Attendance Reports ("Cut Slips")

IV. Any student accumulating more than 20 lates to a class should not be admitted. The student should be sent to the attendance office and marked absent for the class period. This is counted in the allotment.

### **Leaving School Early**

Students who need to be excused early from school MUST have a parent or guardian call the Attendance Office prior to their departure. Students must sign out in the Attendance Office before leaving the building. Any student leaving school without permission will be considered truant.

### **Student Dress**

The purpose of these guidelines is not to take over the parental prerogative for determining appropriate clothing for their children but to assure a healthy academic atmosphere; to help foster the goals and objectives of the educational environment; to prepare students for future work environments; and to promote a sense of self-respect as well as respect for others.

1. It is the responsibility of the administration to assure that all attire be neat, clean, and reflect an appearance of modesty.

2. Apparel shall not be sheer, brief, low cut or skintight. Any attire that is revealing above or below the waist is considered inappropriate for school.

3. Skirts of mid-thigh or longer length are required.

4. Tank shirts without an undergarment or cover-up, sleeveless shirts, spaghetti strap tops, tube tops, halter tops, backless tops or tops with plunging necklines are not permitted.
5. Pajama pants are not acceptable attire during the school day.
6. Pants should not hang so low as to expose underwear.
7. Sleeveless shirts (i.e., basketball jerseys, tank tops, etc.) are acceptable provided a suitable undergarment or cover-up accompanies the shirt.
8. Graphics that are suggestively obscene on any garment are prohibited (alcohol, drugs, or profanity of any nature).
9. Jewelry and/or other accessories that may cause a disruption, distraction, threat or danger are prohibited.
10. Gang attire is not permitted. Students are prohibited from wearing any type of clothing, apparel, or accessory which indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities. Long t-shirts below the knee are prohibited.
11. Coats, sunglasses, hats, bandannas, or other headwear are not to be worn in the school building.
12. Footwear is required. Beach thongs, flip-flops, clogs, and slippers are not permitted; they are considered unsafe.
13. Students are not permitted to use or openly carry pagers, cell phones, portable audio devices, or laser lights in the building.
14. Shorts or short-like apparel may be worn during warm weather from May 1 to October 1.  
Shorts must be neatly hemmed; cutoff or frayed bottoms are not permitted. All should be mid-thigh or longer in length. This policy will be relaxed if, in the opinion of the administrators, an unusually warm period of weather occurs before May 1st.
15. Students not in compliance with the dress code will be sent home (unexcused) and permitted to return upon approval of the designated school administrator. If a student is unable to change at home or have appropriate clothing brought to school, he or she will remain in the VP's office or be assigned to in-school suspension.  
Any of the rules regarding the dress code are subject to the interpretation and/or discretion of the school administration.

### **Testing:**

Standardized tests are administered to all Cliffside Park students. The general purpose of testing is to improve the educational program by determining the instructional needs of children. Test results are among data used:

1. To diagnose pupils' weaknesses in specific areas of skills, knowledge, and understanding.
2. To place a pupil in a class where he/she will derive the greatest individual benefit.
3. To assess the effectiveness of teaching methods or other elements of the instructional program.
4. To evaluate how good a job our schools are doing.

### **Elementary School Tests**

NJ ASK Grade 3 - Language Arts and Mathematics

NJ ASK Grade 4 - Language Arts Literacy, Science and Mathematics

NJ ASK Grades 5 and 6 - Language Arts Literacy and Mathematics.

**Middle School Tests**

NJ ASK Grade 7 - Mathematics and Language Arts Literacy.

NJ ASK Grade 8 - Science, Mathematics, and Language Arts Literacy.

**High School Tests**

NJ PASS Standardized Test - Grades 9 and 10

HSPA - Grade 11

AHSA – Grade 12 (if below cut-offs for “passing” HSPA)