

**CLIFFSIDE PARK SCHOOL DISTRICT
CLIFFSIDE PARK, NEW JERSEY 07010
WWW.CLIFFSIDE PARK.EDU
2009-2010**

STUDENT HANDBOOK

THIS AGENDA BELONGS TO:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____ **ZIP CODE** _____

PHONE: _____

CLIFFSIDE PARK PUBLIC SCHOOL DISTRICT

CLIFFSIDE PARK PUBLIC SCHOOLS

2009-2010 SCHOOL YEAR CALENDAR

AUGUST '09

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

25 Office Staff Returns
25 Guidance and Educational Support Staff Return

SEPTEMBER '09

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 Staff Return
2 Students Return (K-12)
4 Half Day Session
7 Labor Day
21 Eid-al-Fitr (Tentative)
28 Yom Kippur

Total Days
Staff = 19
Students=18

OCTOBER '09

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Columbus Day
School closed for students.
Staff in-service day.

Total Days
Staff =22
Students=21

NOVEMBER '09

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 Election Day
5-6 NJEA Convention
25 Half Day Session
26 Thanksgiving Day
27 Thanksgiving Recess

Total Days
Staff = 16
Students=16

DECEMBER '09

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23 Half Day Session
24 Holiday Recess Begins

Total Days
Staff =17
Students=17

JANUARY '10

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Day
12 Half Day Session for students
Staff In-Service
18 M.L. King Jr. Day

Total Days
Staff =19
Students=19

FEBRUARY '10

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 Winter Recess Begins
19 Winter Recess Ends

Total Days
Staff =15
Students=15

MARCH '10

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

16 Half Day Session for students
Staff in-service

Total Days
Staff =23
Students=23

APRIL '10

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 Half Day Session
2 Good Friday
5 Spring Recess Begins
9 Spring Recess Ends

Total Days
Staff =16
Students=16

Spring Break has been designated as "Makeup Days" in case of school closings due to inclement weather.

MAY '10

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 Memorial Day

Total Days
Staff =20
Students=20

JUNE '10

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

22- Tentative Last Day for Students
23- Tentative Last Day for Staff

Total Days
Staff =17
Students=16

LEGEND

SCHOOL CLOSED FOR STAFF AND STUDENTS
SCHOOL CLOSED FOR STUDENTS; STAFF IN-SERVICE
HALF-DAY SESSION FOR STAFF AND STUDENTS
HALF-DAY SESSION FOR STUDENTS; STAFF IN-SERVICE
DAYS OF INTEREST

ADOPTED: MARCH 16, 2009

3/26/2009

CLIFFSIDE PARK ELEMENTARY SCHOOLS
CLIFFSIDE PARK, NEW JERSEY 07010
www.cliffsidepark.edu
2009-20010

IMPORTANT CONTACT INFORMATION:

Superintendent

Michael Romagnino
201-313-2300

Early Learning Center

Principal
Janet Merrill
201-313-8940

School Three

Principal
John Brunelli
201-313-2330

School Four

Principal
Christine Giancola
201-313-2340

School Five

Principal
Michael Bucco
201-313-2350

School Six

Principal
Lorraine Morrow
201-313-2360

Director of Special Services

Martha Rudolph
201-313-2320

STATEMENT OF PHILOSOPHY

The mission of the Cliffside Park School District is to provide a safe, academically focused environment within our culturally diverse community. We will challenge each student to confidently achieve his or her educational and personal goals as well as acquire the work and social skills essential to become a productive member of society.

CLIFFSIDE PARK PUBLIC SCHOOL WEBSITE

The district maintains an Internet Website that contains important information about each school with additional interesting facts and references regarding the Board of Education, administration, school calendar, athletic schedules and other programs.

The Website address for the Cliffside Park Public Schools is: www.cliffsidepark.edu

WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

1. Start each day off right; a calm beginning at home makes the school day much better.
2. Encourage your child to have a good breakfast and lunch. Make certain that your child gets a good night's sleep.
3. Praise your child each day for something he/she has done. Have a special place to put school work or things brought home.
4. Talk to your child each day about their school day.
5. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which could influence your child's behavior. Also if your child is reluctant to go to school, let the teacher know so that together you could find a reason.
6. Take your child to the library and encourage reading for pleasure.
7. Stress organization of school notebooks, materials, etc.
8. Provide school supplies for your child to use.

CLIFFSIDE PARK PUBLIC SCHOOL DISTRICT

9. Work at home with the skills taught at school.

VISITORS

To insure the safety and security of students, faculty, staff, and guests visitors are required to present themselves at the office upon arrival at school. In the main office, visitors must present proper identification, (driver's license or another form of I.D.) sign in and receive a visitor's badge. Upon departure, visitors are asked to return to the office to sign out. The identification will be returned at this time. Parents are not only welcome, but are encouraged to visit.

Students are *not* permitted to bring student guests to school because it distracts from the normal flow of educational activities in the classrooms.

SCHOOL HOURS

School hours are from 8:45 a.m. – 2:45 a.m. The first bell will ring at 8:35 a.m. Students are to line up and meet their teacher 8:35 and enter the building. The 2nd bell will ring at 8:45 a.m.; students arriving after this bell will be late and must report to the office. Students are NOT to arrive at school before 8:25 a.m. unless they are enrolled in the breakfast program. Supervision ***WILL NOT*** be provided for students who arrive before 8:25 a.m. These procedures are designed for the safety and well-being of your children.

CHANGE IN STUDENT INFORMATION

IT IS VERY IMPORTANT THAT THE SCHOOL OFFICE BE NOTIFIED IMMEDIATELY OF A CHANGE OF ADDRESS, AS WELL AS HOME, OFFICE, OR CELL PHONE NUMBERS, AND EMERGENCY INFORMATION THROUGHOUT THE ACADEMIC SCHOOL YEAR.

INCLEMENT WEATHER

Please keep your home phone number up to date with the school so you would be contacted by **Swift Reach Phone System**.

If school is closed or delayed, the following radio/TV stations will make the announcement between 7 A.M. and 8 A.M.:

WNBC/Channel 4
WCBS/Channel 2
WABC/Channel 7
WNYW/Fox 5
WCBS News Radio 880 AM

DO NOT CALL THE POLICE STATION! This will tie up their lines which must be kept open in case of emergencies. The Fire Department Siren will sound one long blast at 7:30AM for NO SCHOOL. On a delayed opening (10:00 A.M.), the Fire Department will sound 3-5 second blasts with 5 second intervals.

DELAYED OPENING

A delayed opening will be announced on the usual radio stations and television channels and also through telephone chains established in each school. Unless it is otherwise noted students must report to their respective schools at **10:00 a.m.** on these days.

DRESS CODE

The faculty, administration, and students of Cliffside Park Schools generally agree that certain standards of appearance are necessary to create and maintain an appropriate environment for learning. At the same time we believe that, within the framework provided by the New Jersey School Laws, school attire is primarily the responsibility of the student and his/her parents. Further, we recognize that styles and fashions change from time to time and that such changes will be reflected in the attire of the student body. Therefore, we believe that guidelines for school attire should exist and that they should be designed to preserve the learning climate through acceptable standards of dress, to respect individual student rights of dress and grooming choices, and to allow for changes in customs, styles and fashions.

DRESS CODE

Students should be dressed in such a manner that they are safe and do not distract or offend others. During the warmer months, from May 1st through October 1st students will be permitted to wear shorts. Shorts and skirts must be worn shorter than mid-thigh length.

1. Footwear must be worn at all times and it should be appropriate and safe for each activity. Flip flops, clogs or shoes without a back are dangerous and should not be worn.
2. Clothing shall be sufficient to conceal undergarments at all times. Clothing such as see-through or fishnet fabrics, halter tops, tube tops, low-cut tops, and bare midriffs are prohibited. All students' shirts, blouses, and dresses should cover the shoulder top. Dresses, skirts, and shorts must cover to at least mid-thigh length. Undergarments are not to be worn as outer garments. Torn or ripped garments are not to be worn.
3. Clothing or jewelry which displays obscene words or pictures will be prohibited. Chains or jewelry which could be used unsafely are also prohibited.
4. Basketball jerseys and tank tops are acceptable only if worn with a t-shirt or appropriate cover-up.
5. Hats, bandanas and other headwear are not to be worn in the building.
- 6 Students are prohibited from wearing, while on school property, any type of clothing, apparel, or accessory which indicates that the pupil has membership in, or affiliation with, any gang or group associated with criminal activities. Long t-shirts below the knee are prohibited.

7. Body adornments, including but not limited to, body piercing jewelry, which may jeopardize the safety and well being of the student or others are prohibited during physical education classes.

Any of the rules regarding the dress code are subject to the interpretation and/or discretion of the school administration. The administration also reserves the right to exclude students who are inappropriately attired from attending class.

DISCIPLINE

Each staff member accepts the responsibility for the maintenance of discipline. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers.

The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self respect and consideration for the rights, feelings and property of others.

STUDENT RESPONSIBILITY

One of our educational goals is to help your child develop the life skills necessary for a happy and successful future, including a sense of responsibility and personal accountability. To assist us in achieving this goal we ask that all lunches, homework, gym clothes, instruments, etc. be brought to school with your child at the beginning of the school day. This will minimize classroom disruptions and allow for continuity of instruction.

CODE OF CONDUCT

Students are expected to act in a civil, courteous, and studious manner. In so doing, children contribute to their own successes and that of others. To focus on these desirable characteristics, a Code of Conduct has been developed. The following expectations represent a path to success:

1. Show respect to everyone;
2. Not be violent in speech or action;
3. Not cheat or take items and not tolerate those who do;
4. Maintain studies as a primary goal at school;
5. Be honest in actions and relationships with others;
6. Always strive to make families proud;

7. Attend school daily;
8. Accept the consequences if mistakes are made;
9. Always strive to do the best;
10. Recognize that we are all unique individuals who should strive to apply our talents to make our school a better place.

HOMEWORK

When your child is absent from school and needs his/her homework assignment, please telephone the school office in the morning. The teacher will be notified and will make a folder which will include all homework. Appropriate books will be sent home when necessary. Homework assignments can be picked up in the office at the end of the school day or sent home with another child if plans were made in advance.

STUDENT PERFORMANCE & EVALUATION

PROGRESS REPORTS

In an effort to keep the parents/guardians informed of the student's progress, progress reports are issued midway between marking periods. These progress reports cover commendations, deficiencies and/or failure notices. **Progress report will be distributed on the following dates:**

October 9, 2009
December 18, 2009
March 12, 2010
May 21, 2010

REPORT CARDS

Report Cards will be sent home at the end of each marking period. This is a means of informing parents/guardians of the student's progress. **Report cards will be distributed on the following dates:**

November 20, 2009
February 5, 2010
April 23, 2010
TBA/Last Day

HONOR ROLL

Outstanding academic work is recognized through an honor roll in Grades Five and Six. Students are selected for the honor roll each marking period. To be placed on the Honor Roll students must meet the following criteria:

- Academic Subjects – Reading, Language Arts, Spelling, Mathematics, Science, Social Studies and Health
Students must maintain an “A” average in four academic subjects with other academic subject grades being a “B”. No grade below a “B”.
- Special Subjects – All Satisfactory “S”
- No “U’s” anywhere on the report card

PROMOTION POLICY GRADE 6

- Summer school will be recommended for any student that fails 1 subject. A conference with the principal is mandatory.
- If a student fails 2 subjects (Language Arts, Mathematics, Science, Social Studies) summer school is **required**. A conference with the principal is mandatory.
- Students who fail 3 subjects (Language Arts, Mathematics, Science, Social Studies) **will be retained** in 6th grade. A conference with the principal is mandatory.

ATTENDANCE POLICY

"Attendance at school is required by all children between the ages of 6 and 16" (New Jersey State Statute 18:A 38-25).

Parents are requested to call the school as soon as possible to report a child's absence. Upon the child returning to school, the absence should be verified by a note addressed to the teacher.

Vacations should be scheduled to coincide with the school calendar. Vacation taken during the school year will count as unexcused absences. Additionally, parents should not remove students from school before the last day. Please refer to the school calendar before making vacation plans.

TARDINESS

Parents need to make every effort to ensure that their children arrive at school in a punctual manner to ensure the continuity of the school day. Students who are late to school must sign in through the Main Office. Parents will be contacted by phone or in writing for repeated tardiness.

PARENTS' RESPONSIBILITY AT DISMISSAL

It is the responsibility of the parents/guardians of all students to pick up their children promptly at dismissal (2:45 p.m.) every day. Any child left unattended can be referred to DYFS (Division of Youth and Family Services). There are a variety of after school programs available for aftercare. Please contact the principal for a list of these programs.

LEAVING THE BUILDING WHILE SCHOOL IS IN SESSION

No student is permitted to leave the building during school hours unless he or she is signed out by a parent, guardian or a responsible adult designated by the parent in writing. A sign-out book is located in the main office for this purpose. It is also expected that any student who returns to school during the school day be escorted and signed back into the building by a parent or responsible adult. Medical and dental appointments should be made so that they do not conflict with school hours.

HEALTH PROCEDURES

To insure a happy and healthy school experience for all of Cliffside Park's children please adhere to the following health guidelines:

The nurse's office is a place to come when students are injured or become ill in school. In the event of a serious injury/illness, the parent/guardian may need to be notified. Therefore, it is extremely important that the school have up to date phone numbers including home, business or cell phone.

You are reminded that your child should remain at home if any one of the following occurs:

- Nausea and/or vomiting within the last 24 hours;
- Diarrhea within the last 24 hours;
- Temperature of 100 or higher within the last 24 hours;
- Contagious or unexplained rash
- Any symptoms of acute illness such as a persistent cough or runny nose with body ache.
- Strep is suspected, but results of the overnight throat culture have not been received. If your child has a positive throat culture they may return to school 24 hours after antibiotic treatment.
- Eye drainage that is not clear;
- Impetigo until no longer symptomatic and 24 hours after treatment has been initiated.

A doctor's note is needed if your child has a contagious illness or a contagious illness is suspected. When not seen by a doctor a note from the parent might be acceptable. All notes should contain a diagnosis or a description of the problem.

Any child coming to school with sutures, crutches, casts or immobilizers needs a note from a physician stating the diagnosis, activity limitations and when activity can be resumed.

If medication needs to be administered in school it is necessary to contact the school nurse in order to obtain the proper approval forms. No medication of any kind can be administered by any school personnel without these forms being completed and approved.

If further information is needed please contact the school nurse at the following number:

School Three

201-313-2334

School Four

201-313-2346

School Five

201-313-2352

School Six

201-313-2362

Early Learning Center

210-313-8942

HANDICAPPED PROGRAMS AVAILABLE

Some children are born with or develop conditions that delay normal growth. Professional guidance and free special education programs are available. They are:

- For special children ages 3 to 21 years
- Free (regardless of income)
- Staffed by caring professionals
- Geared to meet each child's needs
- Designed to involve the family

Call the Cliffside Park Child Study team for more information: (201) 313-2320.

PLAYGROUND RULES (LUNCH RECESS)

These rules are established for the safety of all children to prevent accidents or injuries.

1. Listen to and respect the adults on duty. Follow their directions the first time they are given.
2. Use playground equipment (balls, jump ropes) properly and safely. Include others in your games and share so everybody has a turn.
3. Display positive sportsmanship.
4. Play in designated game areas only.
5. Only nerf (football and soccer) and soft gym balls are permitted on the blacktop. **DO NOT** retrieve balls over the fence without permission from an adult.

6. Basketballs are for only playing basketball.
 7. Kickball or tag type games permitted only in restricted areas with permission by the adults on duty.
 8. Physical contact, verbal abuse or bullying in any form is not permitted.
 9. Treat everyone in a safe and helpful way.
 10. Line up to enter the building in a quiet, orderly fashion immediately after the whistle is blown.
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CLIFFSIDE PARK SCHOOL DISTRICT

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES POLICY

The Cliffside Park School District is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical and legal manner. Access to telecommunications (Internet and e-mail) is provided for students to conduct research and communicate with others in relation to schoolwork. Access to these network services is given to students who agree to act in a considerate and responsible manner. Parent or Guardian permission is required.

Access is a privilege, not a right. Therefore, based upon acceptable use guidelines outlined in this document, district administration will deem what is inappropriate use and their decisions are final. Users must acknowledge their understanding of this policy as a condition of using the network facilities.

Acceptable Use

Acceptable use of telecommunications and the network includes activities which support teaching and learning. Use of District accounts should be for assignments or research for school-related activities or courses.

- Use of telecommunications must be in support of education and research and be consistent with the purposes of the Cliffside Park School District
- Etiquette for electronic mail should be followed

Unacceptable Use

Unacceptable uses of telecommunications and the network include but are not limited to:

- Using the network for any illegal activity, including but not limited to, violation of copyright or other contracts
- Using the network for financial or commercial gain
- Vandalizing the data of another user
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals, except that a teacher or administrator shall have the right to monitor, inspect, or otherwise review any student's work or file for the purpose of ensuring compliance with the rules set forth herein.
- Using an account owned by another without authorization
- Posting personal communications without the author's consent
- Posting anonymous messages
- Placing unlawful information on a system
- Using profanity, obscenity or any abusive or otherwise objectionable language in either private or public messages
- Sending messages that are likely to result in the loss or recipient's work or systems
- Sending "chain letters" or "broadcast" messages to lists or individuals, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others

- Using the Cliffside Park School District's network, telecommunications or e-mail to promote political or religious goals
- Using the network or the Internet in a careless or wasteful manner
- Any use of the network for commercial or for profit purposes, product advertisement or political lobbying is prohibited
- Use of the network for personal and private business is prohibited
- Users shall not intentionally seek information about, obtain copies of, or modify files, other data, or passwords belonging to other users
- Users shall not misrepresent themselves or other users on the network
- Users shall not reveal personal information such as addresses, phone numbers, social security numbers or credit care numbers
- The network shall not be used to disrupt the use of other users
- Hardware or software shall not be destroyed, modified or abused in any way
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited
- Use of the network to develop programs that harass other users or infiltrate a computer or computing systems and/or damage the software components or a computer or computing system is prohibited
- Standard copyright restrictions must be observed
- Use of the network to access or process sexually explicit material is prohibited
- Use of inappropriate text files or files dangerous to the integrity of the network is prohibited.

District staff will teach proper techniques and standards for participation, for guiding student access to appropriate sections of the network, and for making sure that students understand that if they misuse the network, they will lose use of their telecommunications privileges. In order for students to obtain use of a District account, students, their parents or guardians, and sponsoring staff members must fill out the Student Application For Use of a Network Account on a yearly basis. The person using the account is responsible for its proper use.

Violations

The Cliffside Park School District will rigorously uphold laws pertaining to the use of technological equipment and the information contained in them and/or generated by its use. Anyone found to be violating such laws will be subject to suit for civil damages as well as prosecution by the District to the full extent of the law.

Disciplinary actions include but are not limited to:

- Use of the network only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer privileges;
- Revocation of computer privileges;
- Suspension from school (students);
- Expulsion from school (students);
- Legal action and prosecution by the authorities;
- Responsible for the cost of reinstalling software or technical maintenance as needed as a result of unauthorized installation or modification of computer hardware or software.

CLIFFSIDE PARK SCHOOL DISTRICT

STUDENT APPLICATION FOR USE OF A NETWORK ACCOUNT

APPLICATION MUST BE RENEWED EACH ACADEMIC YEAR.

STUDENT

Student Name: _____

Grade: _____

School: _____

- I have read and agree to comply with the Acceptable Use Procedures.
- I have discussed this policy with my parent or guardian and my sponsoring teacher/staff member.
- I understand these policies.

Student Signature: _____

Date: _____

SPONSORING TEACHER/STAFF MEMBER

After discussion with the above student, I agree to sponsor and to supervise his/her responsible use of the network as defined by the District policies while he/she is in school.

Teacher/Staff Signature: _____

Grade: _____

PARENT OR GUARDIAN

- I have read the Use of Telecommunications Policy and Rules and Regulations of telecommunications.
- I will monitor my child's use of the network and his/her potential access to the Internet, and will accept responsibility for supervising him/her when he/she is not in a school setting.
- I understand that my child may be subject to certain disciplinary consequences if he/she violates these rules.
- I realize that under law I may be held financially responsible for the willful, malicious or unlawful damage of property by my minor child.
- I will not hold the Cliffside Park School District responsible for controversial materials acquired while on-line.
- I give my permission for my child to be allowed to use a District account and certify that the information on this form is correct.

Print Name: _____ Date: _____

Signature: _____

Home Address: _____

Home Phone: _____ Business Phone: _____

CLIFFSIDE PARK SCHOOL DISTRICT

PHOTO CONSENT FORM

STUDENT NAME: _____ **GRADE:** _____

Throughout the year, Cliffside Park School District's students participate in activities, events or projects in which students may be photographed or videotaped. This includes but not limited to school portraits, student projects, field trips or special events. Please fill out this form and return to your child's school.

_____ **YES** I do give my consent to the Cliffside Park School District to use pictures taken of my child in school publications, Cliffside Park School District Website, bulletin boards, class-made projects, student multimedia projects, outside publications including but limited to The Bergen News, The Citizen, The Bergen Record etc. Student may be identified by first and last names.

_____ **NO** I do not give my consent to the Cliffside Park School District to use pictures taken of my child in school in school publications, Cliffside Park School District Website, bulletin boards, class-made projects, student multimedia projects, outside publications including but limited to The Bergen News, The Citizen, The Bergen Record etc.

Signature: _____ **Date:** _____
(Parent or Guardian)

Name of Parent or Guardian: _____
(Print Name)

IF THIS FORM IS NOT RETURNED IT WILL SIGNIFY THAT PERMISSION IS GRANTED

CLIFFSIDE PARK SCHOOL DISTRICT

PARENTAL SIGNATURE PAGE

STUDENT HANDBOOK

I have read and discussed with my child the **Picture permission, Internet Network Permission** and the **Student Handbook** and agree to follow all regulations.

Parent's Signature

Parent's Name (Please Print)

Student's Signature

Student's Name (Please Print)