

**CLIFFSIDE PARK SCHOOL DISTRICT
CLIFFSIDE PARK, NEW JERSEY 07010
WWW.CLIFFSIDE PARK.EDU
2018-2019**

STUDENT HANDBOOK

THIS AGENDA BELONGS TO:

NAME: _____

ADDRESS: _____

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

PHONE: _____

**CLIFFSIDE PARK PUBLIC SCHOOLS
SCHOOL CALENDAR 2018-2019**

<p>JUNE 25 - Summer School Begins K-6 25 - Summer School Begins 7-8</p> <p>JULY 4 - Schools Closed 20 - Summer School Ends K-6 23 - Summer Enrichment Week #1 27 - Summer School Ends 7-8</p> <p>AUGUST 13 - Summer Enrichment Week #2 20 - Summer Enrichment Week #3 27 - Office Staff, Guidance and Educational Support Staff Return</p>	<p align="center">JUNE and JULY '18</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p align="center">AUGUST '18</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	Th	F	S		25	26	27	28	29	30	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					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		<p align="center">SEPTEMBER '18</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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							<p>3 - Labor Day 4 - Staff Return 4 - 7th and 9th Grade Orientations 5 - Professional Development - Staff 6 - Students Return (K-12) 7 - Pre-K Orientation 10 - Afterschool Begins (All Schools) 10 - Pre-K Begins 10 - Grade 7 Parent Orientation</p> <p>PARENT VISITATION DATES 12- School 3 13 - School 5 18- School 6 20- School 4 (Grades 3-6) 25- Middle School 27- School 4 (Grades K-2)</p> <p>Total Days Staff = 19 Students = 17</p>
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<p>2 - Half Day Session/Staff In-Service 4 - HS Parent Visitation Night 8 - Columbus Day 18 - HS College Fair 24 - HS Financial Aid Workshop 25 - HS 8th Grade Orientation 31 - Elementary Halloween Parade</p> <p>Total Days Staff = 22 Students = 22</p>	<p align="center">OCTOBER '18</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	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				<p align="center">NOVEMBER '18</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	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		<p>6 - Election Day 8,9 - NJEA Convention 13 - Half Day/Staff In-Service 14 - Open School Day 21 - Half Day /No Afterschool 22,23 - Thanksgiving Recess</p> <p>Total Days Staff = 17 Students = 17</p>																																																								
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<p>4,5,6 - Elementary Parent Conference (Half Day Sessions) 11 - HS Athletic Awards 12 - HS Winter Concert 21 - Half Day / No AfterSchool 24-31 - Winter Recess</p> <p>Total Days Staff = 15 Students = 15</p>	<p align="center">DECEMBER '18</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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						<p align="center">JANUARY '19</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	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			<p>1 - New Year's Day 15 - Half Day Session/Staff In-Service 21 - M. L. King Jr. Day</p> <p>Total Days Staff = 21 Students = 21</p>																																																	
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<p>12 - Half Day Session/Staff In-Service 18,19 - President's Weekend</p> <p>Total Days Staff = 18 Students = 18</p>	<p align="center">FEBRUARY '19</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td></tr> </table>	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			<p align="center">MARCH '19</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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						<p>19 - Half Day Session/Staff In-Service 21 - HS College Information Night</p> <p>Total Days Staff = 21 Students = 21</p>																																																	
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<p>16 - School Board/Budget Election 19 - Good Friday 22-26 - Spring Recess 30 - High School Honor Society</p> <p>Total Days Staff = 16 Students = 16</p>	<p align="center">APRIL '19</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	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					<p align="center">MAY '19</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	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		<p>7 - MS National Honor Society 9-11 - HS Spring Musical 15 - Grades 5 & 6 - Band 16 - Grad 6 Choral Concert 22 - HS Spring Concert 24,27 - Memorial Day Weekend 28 - HS Academic Awards 30 - HS Prom</p> <p>Total Days Staff = 21 Students = 21</p>																																																								
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<p>4 - Athletic Dinner 4 - Half Day Session/Staff In-Service No AfterSchool 6 - Grade 8 Dinner Dance 10 - Sch 4 Grade 6 Moving Up 11 - Sch 6 Grade 6 Moving Up 12 - Sch 3 Grade 6 Moving Up 13 - Sch 5 Grade 6 Moving Up 14 - Last Day for Afterschool 21 - Last Day for Staff/Students (Tentative)</p> <p>Total Days Staff = 15 Students = 15 Revised: June 20, 2018</p>	<p align="center">JUNE '19</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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							<p align="center">PLEASE NOTE</p> <p align="center">SCHOOL CLOSED FOR STAFF AND STUDENTS</p> <p align="center">HALF-DAY SESSION FOR STAFF AND STUDENTS</p> <p align="center">HALF-DAY SESSION FOR STUDENTS; STAFF IN-SERVICE</p> <p align="center">DAYS OF INTEREST</p> <p>The Calendar allows for emergency closing days. should circumstances require, the calendar may be extended beyond the scheduled closing date. President's Weekend, Memorial Weekend and Spring Recess periods are tentative based on the number of emergency closings.</p> <p align="center">THIS CALENDAR IS SUBJECT TO CHANGE!</p>																																																																																												
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**CLIFFSIDE PARK ELEMENTARY SCHOOLS
CLIFFSIDE PARK, NEW JERSEY 07010
www.cliffsidepark.edu
2018-2019**

CLIFFSIDE PARK BOARD OF EDUCATION

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ELEMENTARY SUPERVISOR OF INSTRUCTION: ANDREA CARDEN

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.

GENERAL INFORMATION

CLIFFSIDE PARK PUBLIC SCHOOL DISTRICT

CLIFFSIDE PARK PUBLIC SCHOOL WEBSITE:

The district maintains a website that contains important information about each school with additional current news 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 with 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 support him/her.
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.
9. Work at home with the skills taught at school.

PROGRAMS FOR STUDENTS WITH DISABILITIES:

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.

VISITORS:

To ensure the safety and security of students, faculty, staff, and guests visitors are required to present themselves to the security officer upon arrival at school. 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 security officer to sign out. The identification will be returned at this time.

SCHOOL HOURS:

School hours are from 8:30 a.m. – 2:55 p.m. The first bell will ring at 8:30 a.m. Students are to line up and meet their teacher to enter the building. Students should **NOT** arrive at

CLIFFSIDE PARK PUBLIC SCHOOL DISTRICT

school before 8:20 a.m. unless they are enrolled in the breakfast program, extra-help, or safety patrol. Supervision of students begins at 8:20 a.m. These procedures are designed for the safety and well-being of your children. The late bell rings at 8:35 a.m. Any student arriving after this time will be marked tardy.

CHANGE IN STUDENT INFORMATION:

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

INCLEMENT WEATHER

School closures, early dismissals, and delayed openings will be communicated by the following:

1. **CLIFFSIDE PARK WEBSITE AND APP**
2. **SWIFTREACH PHONE SYSTEM**
3. Students And Staff Will Be Notified By Our SWIFTREACH Phone System As Soon There Is A Decision Regarding A **DELAYED OPENING, EARLY DISMISSAL Or SCHOOL CLOSING.**

*****To Ensure That You Will Be Called Please Make Sure Our Records Have Your Most Recent Home Or Cell Number On File.*****

DELAYED OPENING:

A delayed opening will be announced on the district website, APP, and also through the **Swift Reach Phone System**. Unless it is otherwise noted students must report to their respective schools at **10:00 a.m.** on these days.

PARENTS' RESPONSIBILITY AT DISMISSAL:

It is the responsibility of the parents/guardians of all students to pick up their children promptly at dismissal 2:55 p.m. every day. 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.

STUDENTS' RESPONSIBILITIES:

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. Any of

the aforementioned items brought to school during instructional time must be left with the security officer.

POLICIES

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. **Primarily, students should be dressed in such a manner that they are safe and do not distract or offend others.**

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.
8. During the warmer months, from May 1st through October 1st students will be permitted to wear shorts. Shorts and skirts must be mid-thigh length.

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.

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.

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. Football, 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.

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.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB):

CLIFFSIDE PARK PUBLIC SCHOOL DISTRICT

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others. For further information and clarity, please visit: <http://www.cliffsidepark.edu/index.php/student-code-of-conduct/>

CELL PHONE POLICY:

Students may carry cell phones to schools provided they are stored in a backpack or locker. Cell phones must be turned “off” at all times. **This means “off”, not on the muted or vibrate mode.** Upon entering the building in the morning, phones and all electronic devices must be turned off and should not be visible.

If a student phone or any other personal electronic device is discovered turned “on”, it will be confiscated by the staff member and sent to the office and the following disciplinary actions will be implemented:

First Offense: A parent will be contacted and the cell phone / personal electronic device will be returned to the student at the end of the day.

Second Offense: A parent will be contacted, the student will serve an after – school detention and a parent will be required to come in to the school to pick – up the cell phone / personal electronic device.

Third Offense: The third offence constitutes “defiance of authority” and will result in a suspension and loss of cell phone privileges for the remainder of the school year.

The district is not responsible for lost, stolen, or damaged cell phones or personal electronic devices.

HOMEWORK POLICY:

The purpose of homework is to practice newly taught skills, review previously learned skills, develop independent study habits and enrich the curriculum. Homework should be purposeful and relevant for all stakeholders.

RESPONSIBILITIES OF THE STUDENT

- Copy assignments and important information into planner everyday.
- Make sure you have all necessary materials before you leave for the day.
- Create a quiet place and set a time to complete homework each day.
- If possible, find a homework buddy to clarify assignments.

- If you do not understand the assignment go to extra help or speak to your teacher first thing the next day.
- Homework should be written neatly and handed in on time.
- Be responsible and put your homework and materials that need to be returned in your backpack as soon as it is completed.
- Take pride in all of your assignments!

**In addition to daily homework, all students are expected to read independently or with parental guidance and support for 20-30 minutes depending on their grade level.*

RESPONSIBILITIES OF THE PARENT

- Provide a quiet, well-lit area for your child to complete homework.
- Review planner and folder for assignments and other material that may need to be returned to the teacher.
- Be available or have someone available to support your child, but do not do the homework for him/her.
- Communicate with the teacher when there is a homework concern or question.
- Inquire about strategies and techniques to assist your child with their assignments.
- Make homework time a positive experience; give breaks when necessary and be sure your child gets adequate sleep each night.

PROMOTION AND RETENTION POLICY:

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. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development. Parent(s) or legal guardian(s) and students will be provided a minimum of three reports each year as to a student's progress towards meeting promotion standards. A student will be promoted to the next succeeding grade level when he/she demonstrates the proficiencies required for movement into the next grade.

STUDENT PERFORMANCE & EVALUATION: REPORT CARDS:

Grades K-5: Report cards will be on the RealTime Parent Portal at the end of each trimester. **Report cards will be available on the following dates:**

12/3/18 3/8/18 6/14/18

Grade 6: Report cards will be on the RealTime Parent Portal at the end of each marking period. **Report cards will be available on the following dates:**

11/16/18 2/1/18 4/5/18 6/21/18

Please see the full calendar for reporting student performance at:
<http://www.cliffsidepark.edu/index.php/calendars/>

RETENTION AND SUMMER SCHOOL FOR GRADES K-5:

- Students who are at-risk may be recommended for summer school.
- If a student is in danger of retention, the teacher will initiate the process by providing to the Building Principal complete forms in accordance with the specified timelines.
- The principal will review each case and, in consultation with the teacher, render a final decision.
- Parent(s) or legal guardian(s) may appeal a promotion/retention decision to the Superintendent whose decision is final.

RETENTION AND SUMMER SCHOOL FOR GRADE 6:

Classroom teachers shall recommend to the Building Principal the promotion or retention of each pupil. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion or retention decision to the Superintendent whose decision shall be final.

- Summer school will be **RECOMMENDED** for any student who fails one (1) subject. A conference with the Principal and parent is mandatory.
- If a student fails two (2) subjects (Language Arts, Mathematics, Science or Social Studies) summer school is **REQUIRED**. A conference with the Principal and parent is mandatory.
- Students who fail three (3) subjects (Language Arts, Mathematics, Science or Social Studies) will be **RETAINED** in 6th grade. A conference with the Principal and parent is mandatory.

ATTENDANCE POLICY:

All students are entitled to a free and appropriate education. Good attendance, together with active participation and engagement, are the keys to their success. The Cliffside Park elementary schools will be incorporating a “Perfect Attendance” Award Program to recognize those students with perfect attendance for the marking period. However, the faculty and administration of the Cliffside Park School District also recognize the negative effects chronic absenteeism can have on a child’s education. Chronic absenteeism is defined as missing at least 10% (18 days) of the school year.

Absences:

- For up to (4) cumulative absences, the principal or designee (i.e. secretary, guidance counselor, nurse) shall notify the student’s parent(s)/guardian(s) and possibly request a conference.

- For between (5) and (9) cumulative absences, the principal or designee (i.e. secretary, guidance counselor, nurse) shall request a mandatory conference with the student's parent(s)/guardian(s) to determine the cause of the absences and develop an action plan specifying interventions to support the student's regular attendance.
- For (10) or more cumulative absences, the principal or designee (i.e. secretary, guidance counselor, nurse) shall continue to consult with the parent(s)/guardian(s) through a mandatory conference as this is considered "truancy" under the guidelines of the state of New Jersey. The student's absence history will be reported to Bergen County Crisis Intervention. This agency will assign a caseworker to be sent to the home. A determination regarding the need for a court referral will be made at this point. ***A student with fewer than 150 days attendance in grades PK-8 may not be promoted to the next grade level. Extenuating circumstances may be taken into consideration by the Building Principal.***

Please note: The only exception for an absence is observance of a religious holiday and students must return to school with a note stating such. Medical and dental appointments as well as extended vacations when school is in session are not permitted. ***Any student who is absent for ten consecutive school days without a doctor's note must re-register at the Board of Education. Please refer to the school calendar before making vacation plans.***

Tardiness:

Tardiness also affects a student's performance in school. Negative effects of tardiness include anxiety, disorganization, and falling behind in all subject areas. At the discretion of the principal and/or teacher, students with an excessive number of tardies may be assigned disciplinary consequences. Parents will also be notified when students are excessively tardy. Students with tardies will not be considered for perfect attendance.

TECHNOLOGY

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 card 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.

HEALTH SERVICES

HEALTH PROCEDURES:

To ensure 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.
- Head Lice or Nits—if you suspect or if you have treated your child for lice please contact the school nurse for clearance to return to school.

COMMUNICATION WITH THE SCHOOL NURSE:

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.

HEALTH SCREENINGS:

The following services are performed by the school nurse at each grade level. Parents will be notified of any deficiencies. Your health care provider should be notified if a deficiency is found. A report from the health care provider should be sent to the school.

Audio Screening – Grades K, 1, 2, 3, 7, and 11

Vision Screening – K, 2, 4, 6, 8 and 10

Heights and Weights – K, 1, 2, 3, 4, 5, 6 and for Sports Physicals

B/P Screening – Grades 1, 2, 3, 4, 5, 6 and for Sports Physicals

Scoliosis Screenings - Grades 5, 7, 9, and 11

*In Grade 5, female students will receive instruction in growth and development from their school nurse. If you would like to excuse your daughter from these services, please contact your school nurse. There is a letter available under parent resources on the district website. If further information is needed please contact the school nurse at the following number:

PHONE NUMBERS FOR SCHOOL NURSES:

School Three
201-313-2334

School Four
201-313-2346

School Five
201-313-2352

School Six
201-313-2362

**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, and student multimedia projects.

_____ **YES** I do give my consent to the Cliffside Park School District to use pictures taken of my child in outside publications including but not limited to The Bergen Record, and school Social Network sites such as Facebook, Instagram, Twitter. Student may be identified by first and last names.

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_____ **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, social media sites (Facebook, Instagram, Twitter) or outside publications including but not limited to The Bergen Record.

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 **Information and Policies** within 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)