

# PEQUANNOCK ELEMENTARY SCHOOLS



## PARENT/STUDENT HANDBOOK

2021-2022

**DISTRICT ADMINISTRATORS**

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**DIRECTOR OF CURRICULUM & INSTRUCTION**

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- Joseph Blumert, President
- Cara Shenton, Vice President
- Sam Ciresi
- Megan Dempsey
- Danielle Esposito
- Timothy Gitin
- Greg MacSweeney
- Leonard Smith
- Brian Senyk

**EDUCATIONAL EQUITY POLICY**

It is the policy of Pequannock Township School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, pregnancy or handicapping condition. The district is bound by law to guarantee one’s civil rights, equal employment opportunity and protection from sexual harassment. Inquiries regarding compliance may be directed to the Educational Equity Officer.



## School Contact Information

### **Stephen J. Gerace Elementary School**

59 Boulevard

Pequannock, New Jersey 07440

(973) 305-5615

Principal: Mr. Matthew Reiner

[Matthew.Reiner@pequannock.org](mailto:Matthew.Reiner@pequannock.org)

Secretary: Mrs. Kristie Deitch

[Kristie.Deitch@pequannock.org](mailto:Kristie.Deitch@pequannock.org)

### **Hillview Elementary School**

206 Boulevard

Pompton Plains, New Jersey 07444

(973) 616-6080

Principal: Mrs. Allison Stager

[Allison.Stager@pequannock.org](mailto:Allison.Stager@pequannock.org)

Secretary: Mrs. Carol Kane

[carol.kane@pequannock.org](mailto:carol.kane@pequannock.org)

### **North Boulevard Elementary School**

363 Boulevard

Pompton Plains, New Jersey 07444

(973) 616-6070

Principal: Mr. Theodore Loeffler

[Theodore.Loeffler@pequannock.org](mailto:Theodore.Loeffler@pequannock.org)

Secretary: Mrs. Karin Aug

[karin.aug@pequannock.org](mailto:karin.aug@pequannock.org)

### **Our Mission:**

*Character, Commitment, Communication, Critical Thinking*

*"The Pequannock Township School District, supported by a community rich in pride and tradition, educates and inspires all students to become lifelong learners. We provide a safe and dynamic learning environment that fosters individual creativity and maximizes potential to succeed in an ever-changing world."*

*It is the expectation of this school district that all pupils achieve the New Jersey Student Learning Standards at all grade levels.*

This handbook is provided as a reference guide for students and parents. It is intended to provide an understanding of school protocol, functions and offerings. We strive to create an effective teaching and learning environment, one that is safe, caring, challenging, transforming and respectful of the rights of others.

**PEQUANNOCK TOWNSHIP SCHOOL DISTRICT  
2021-2022 SCHOOL CALENDAR**

<b>2021</b>	<b>September</b>	<b>7 &amp; 8</b>	<b>Professional Development Days (Staff only reports - Students off)</b>
	<b>September</b>	<b>9</b>	<b>First Day of School for Students</b>
	<b>October</b>	<b>8</b>	<b>Professional Development Day (Staff only reports - Students off)</b>
	<b>October</b>	<b>11</b>	<b>Columbus Day - Schools Closed</b>
	<b>October</b>	<b>26</b>	<b>Early Dismissal for Students, Staff PD</b>
	<b>November</b>	<b>4-5</b>	<b>NJEA Convention - Schools Closed</b>
		<b>18-19</b>	<b>Early Dismissal (Elementary Conferences)</b>
		<b>25</b>	<b>Early Dismissal (Thanksgiving Recess Begins)</b>
		<b>25-26</b>	<b>Thanksgiving Recess - Schools Closed</b>
	<b>December</b>	<b>7</b>	<b>Early Dismissal for Students, Staff PD</b>
		<b>23</b>	<b>Early Dismissal (Winter Recess Begins)</b>
		<b>24-31</b>	<b>Winter Recess - Schools Closed</b>
<b>2022</b>	<b>January</b>	<b>3</b>	<b>Schools Reopen (Winter Recess Ends</b>
		<b>17</b>	<b>Martin Luther King Day - Schools Closed</b>
	<b>February</b>	<b>1</b>	<b>Early Dismissal for Students, Staff PD</b>
		<b>21</b>	<b>Presidents' Day - Schools Closed</b>
	<b>March</b>	<b>1</b>	<b>Early Dismissal for Students, Staff PD</b>
	<b>April</b>	<b>15</b>	<b>Good Friday- District Closed</b>
		<b>18-22</b>	<b>Spring Recess - Schools Closed</b>
	<b>May</b>	<b>30</b>	<b>Memorial Day - Schools Closed</b>
	<b>June</b>	<b>21</b>	<b>Early Dismissal (PV Graduation Day)</b>
		<b>22</b>	<b>Early Dismissal (PTHS Graduation Day/Last day of School)</b>

*Four (4) emergency closing days are built into this calendar. Any unused emergency closing days will be added back into the calendar.*

**PEQUANNOCK ELEMENTARY SCHOOLS**

**2021-2022 SECONDARY CALENDAR**

**FIRST TRIMESTER**

**09/09/2021 - 12/03/2021**

Trimester 1 Begins	September 9, 2021
Trimester Ends	December 3, 2021
Report Cards	December 10, 2021

First Trimester Number of Days – 56 Days

**SECOND TRIMESTER**

**12/06/2021 - 03/11/2022**

Trimester 2 Begins	December 6, 2021
Trimester Ends	March 11, 2022
Report Cards	March 18, 2022

Second Trimester Number of Days – 62 Days

**THIRD TRIMESTER**

**03/14/2022-06/22/2022**

Trimester 3 Begins	March 14, 2022
Trimester Ends	June 22, 2022
Report Cards	June 30, 2022

Third Trimester Number of Days – 66 Days

2021-2022 School Year Total Days – 184 Days

### **Bell Schedule (Regular Day 2-lunch Schedule)**

Preschool begins at 8:15 (Doors open at 8:10)

Classes Begin at 8:30 (Doors open for K-5)

MD Classes begin at 8:40 (Doors open at 8:30)

<b>Block</b>	<b>Time</b>
1	8:30-9:19
2	9:19-10:07
3	10:07-10:55
4	10:55-11:43 (A.M. Preschool ends at 11:05)
5	11:43-12:33 (P.M. Preschool begins at 11:55)
6	12:33-1:23
7	1:23-2:11
8	2:11-3:00 (P.M. & Full Day Preschool end at 2:45)

### **Delayed Opening**

Two-hour delay -- K-5 School starts at 10:30 A.M, Preschool starts at 10:15 A.M., MD Starts at 10:40 A.M.

A.M. Preschool is cancelled

Full day Preschool begins 10:15

P.M. Preschool begins at 11:55

Doors open for full day preschool at 10:10

Doors open for K-5 at 10:20

### **Single Session Day/Early Dismissal**

Doors open for full day and A.M. preschool at 8:10

Full day and A.M. Preschool begins at 8:15 -- (A.M. and P.M. Preschool sessions will alternate days)

Doors open for K-5 at 8:20

K-5 Day begins at 8:30

K-5 Dismissal 12:40 P.M. (no lunch will be served)

AM Preschool ends at 11:05

PM Preschool cancelled

Full day preschool dismissal is at 12:25

MD dismissal is at 12:50 P.M.

### Bell Schedule (3 Lunches)

Preschool begins at 8:15 (Doors open at 8:10)

Classes Begin at 8:30 (Doors open for K-5 at 8:20)

MD Classes begin at 8:40 (Doors open at 8:30)

<b>Elementary</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30-9:19	Period 1	Period 1	Period 1	Period 1	Period 1
9:19-10:07	Period 2	Period 2	Period 2	Period 2	Period 2
10:07-10:54	Period 3	Period 3	Period 3	Period 3	Period 3
10:54-11:44	Period 4 / Lunch	Period 4 / Lunch	Period 4 / Lunch	Period 4 / Lunch	Period 4 / Lunch
11:44-12:34	Period 5 / Lunch	Period 5 / Lunch	Period 5 / Lunch	Period 5 / Lunch	Period 5 / Lunch
12:34-1:24	Period 6 / Lunch	Period 6 / Lunch	Period 6 / Lunch	Period 6 / Lunch	Period 6 / Lunch
1:24-2:12	Period 7	Period 7	Period 7	Period 7	Period 7
2:12-3:00	Period 8	Period 8	Period 8	Period 8	Period 8

PM and Full day preschool dismiss at 2:45

MD Dimisses at 3:10

## Bell Schedule (2 Lunches)

Preschool begins at 8:15 (Doors open at 8:10)

Classes Begin at 8:30 (Doors open for K-5 at 8:20)

MD Classes begin at 8:40 (Doors open at 8:30)

Elementary	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:19	Period 1	Period 1	Period 1	Period 1	Period 1
9:19-10:07	Period 2	Period 2	Period 2	Period 2	Period 2
10:07-10:55	Period 3	Period 3	Period 3	Period 3	Period 3
10:55-11:43	Period 4	Period 4	Period 4	Period 4	Period 4
11:43-12:33	Period 5 / Lunch	Period 5 / Lunch	Period 5 / Lunch	Period 5 / Lunch	Period 5 / Lunch
12:33-1:23	Period 6 / Lunch	Period 6 / Lunch	Period 6 / Lunch	Period 6 / Lunch	Period 6 / Lunch
1:23-2:11	Period 7	Period 7	Period 7	Period 7	Period 7
2:11-3:00	Period 8	Period 8	Period 8	Period 8	Period 8

PM and Full day preschool dismiss at 2:45

MD Dimisses at 3:10

Please refer to the [district calendar](#) for scheduled days off and early dismissals. In the event of a planned early dismissal, students will dismiss at 12:40 P.M.

*Note: Our practices and procedures listed in this handbook are being adapted by the guidance provided in the [Pequannock Township School District 2020-2021 School Reopening Plan](#). Please refer to [this plan](#) during our Hybrid Learning Model and other forthcoming phases for adaptations during our current circumstances.*

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## **Academics and Specials**

At the Pequannock Township Elementary Schools, our curriculum includes reading/ language arts, mathematics, social studies/ humanities, STEM, world cultures, art, music, health, physical education, and technology instruction. Additional support and programs are available to address more specific educational needs.

The reading and language arts curriculum combines reading, writing, speaking, viewing, and listening in a balanced literacy approach.

We strive to develop our students' skills so that they become independent readers and develop a greater interest and love for reading. Using the framework from Teachers College Writing Workshop, our goal is to develop lifelong writing skills. We also incorporate a leveled reading approach that provides students an opportunity to receive reading instruction at their reading level. Using the Scholastic Reading Inventory (SRI), Literably, and the Developmental Reading Assessment (DRA), we are able to provide our students with a more differentiated approach.

In mathematics, several resources are utilized to challenge our students and are applied in our curriculum alignment to the New Jersey Student Learning Standards. This program focuses on the mastery of concepts in each grade and integrates manipulatives to help students better understand mathematical functions, patterns, and concepts. Students are taught to think critically and to solve problems creatively. Our goal is to develop learners who can compete within the global learning community.

Our social studies program helps students develop the knowledge, skills, and values needed to become responsible members of society. Our students learn the importance of ethnic and cultural diversity in Pequannock, New Jersey, America, and the world.

In science, a hands-on approach is used. Students observe, measure, describe, compare and contrast, collect and classify information, experiment, make predictions, draw conclusions and make inferences through discovery and investigation. The scientific method is stressed at all grade levels.

Technology is an integral learning tool. Students are instructed in the Library Media Center using programs that reinforce their curriculum studies. Under teacher supervision, students use the Internet as a valuable research tool. We have also invested in iPads and Chromebooks to help our students develop their technology literacy skills. We currently have a 1:1 technology device ratio for students. The SmartBoards in each classroom are a valuable resource for teacher instruction, concept/skill modeling, and student demonstration. Technology is consistently infused into the daily curriculum.

Our students also take part in health and physical education where they learn the importance of good health and nutrition, the value of exercise and the importance of teamwork and sportsmanship. In art, students learn the foundations of art and develop an appreciation for the artwork of others, both in and out of the classroom. Our music program provides our students the opportunity to express themselves in song and instruments and perform for the school and community.

Our fifth graders also get to choose an instrument to begin their musical instruction that can carry over into middle school.

### **Affirmative Action**

Title IX of the Education Amendments of 1972 required that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The Affirmative Action Officer for the Pequannock School district is Mr. John Seborowski, Vice Principal, Pequannock Valley Middle School.

### **Allergies**

Food allergies are a concern in schools across America. Millions of healthy children must watch everything they eat in order to reduce their risk of suffering a severe or even life threatening allergic reaction.

Students in many of our classes have serious peanut or tree nut allergies. A child with a serious peanut or tree nut allergy can suffer a reaction merely by touching a food containing a peanut/nut. Many of our students also suffer from other food allergies as well as environmental allergies. Therefore, we have instituted the following safety guidelines:

1. Students will not be permitted to share/trade food.
2. Students will be required to wash hands after consuming a peanut product.
3. Tables will be washed after each lunch.
4. Elementary schools will limit exposure to allergens in the school setting, i.e. placement of students in the lunchroom. Curriculum will not have activities that involve allergens. Procedures may differ in certain classrooms/buildings based on the needs and severity of allergies.
5. All students will be educated on the importance of following safety guidelines.

The allergy safety guidelines that will be used throughout our Elementary Schools were derived from the [FAAN](#) (Food Allergy and Anaphylaxis Network) and Pequannock Township [Policy 5331](#) and [Policy 5331R](#) – Management Of Life Threatening Allergies In Schools.

Policy 5331--There will be occasions when food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration. Because the ingredients of these food and beverage products may be unknown to the food preparation person and/or server, a pupil with anaphylaxis to food should not consume any food products for which he/she is unsure of the ingredients. The teacher will provide, whenever possible, advance notice of the classroom experience, field trip, or celebration in order for the pupil to bring a food or beverage product from their home so they may participate in the activity.

If you have any questions or concerns, please contact your school nurse.

### **Assembly Programs**

Our Home and School Associations help to provide our students with assembly programs that enrich our academics, themes, and character education programs. The HSA Enrichment Committees also provide opportunities for educational and informational programs throughout the year. Assembly programs may be in person or virtual depending on COVID-19 restrictions.

### **Attendance - Policy #5200**

Teachers will take daily attendance for in-person and remote students (when quarantined only) by 9:00 A.M. each day. Remote students are expected to log on to the first scheduled virtual meeting of the day, whether it be for the regular classroom or special area in order to be marked present.

The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention.

### **Attendance Procedures**

Parents must call/email the school **prior to** the beginning of the school day (**8:15 A.M. for pre-K, 8:30 for K-5, 8:40 for MD**) to report anticipated absences. Students must make up all the work. A call from a parent **does not** excuse the absence; however, if no call from parents is received, the absence will be considered a truancy.

Students who are absent shall present, upon returning to school, a note signed by their doctor, parent, or guardian setting forth the reasons for the absence and the date of the absence. Written notes for absences must be presented the day the student returns to school. If the note is not received, the absence is considered a truancy. Students must be present to participate in extracurricular activities and evening events occurring on the same day.

For students who are unable to participate in physical education or need any type of medication, a doctor's note must specify the diagnosis, limitations and medications.

All medications taken during school must be approved and administered by the school nurse.

Students are required to complete home assignments while they are absent for excused absences whenever this is physically possible, and to make up the work missed as soon as they return. The amount of time required for make-up work should be approximately equal to the number of days absent.

At the discretion of the administration, a doctor's note may be required for absences that occur immediately before or after a school related activity. If a satisfactory note is not provided, the absence will be considered a truancy.

All absences from school are cumulative. Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in NJAC 6A:16-7.8(a)4. In addition, unexcused absences from school or from classes within the school day shall subject a pupil to the disciplinary rules of the Board, which may include the denial of a pupil's participation in co-curricular activities and/or athletic competition.

Repeated truanancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any pupil from the course of study during which absences have occurred or the suspension or expulsion in accordance with Policies [5610](#) and [5620](#).

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for

each school in the district. Whenever the average daily attendance rate for the district or for a school in the district does not meet the New Jersey Department of Education requirements, the Superintendent or designee shall develop performance objectives to improve pupil attendance pursuant to NJAC 6A:32-12.2(a)3.

### **Attendance -Early Dismissals**

In rare cases when a student must be picked up prior to the end of the school day, parents should send in a note to the teacher providing the time the child will be picked up, the specific reason for the dismissal and the person picking up the child (only those designated on the emergency contact list). Written parental notice must be submitted in order to add someone to your emergency contact list. This must be done prior to the dismissal.

### **Attendance -Tardy/Late Procedures**

Punctuality is a crucial life skill and tardiness disrupts learning for the late student and his/her class. When it is necessary for a child to arrive late to school, the main office should receive a phone call alerting us of the child's tardiness. Upon arrival, a note should be provided with the reason for the late arrival.

Repeated tardiness to school or absenteeism will result in parent notification regarding the concern and may result in disciplinary action for the child or family intervention.

### **Birthday and Holiday Celebrations**

All treats that are distributed to students in a classroom must be to be **store bought and prepackaged**. Treats **MUST** be brought to the main office in the morning. Sugar cannot be the first main ingredient. Students with a food allergy should provide their own safe snack from home.

Any planned celebrations must first be approved by the classroom teacher. We strongly discourage any treats that contain any form of nuts or nut oil.

Students who wish to distribute invitations in school must invite either all classmates or all classmates of a gender. Distribution will be managed by the teacher in a manner that does not interfere with instruction. **No other items or gift bags will be distributed.**

### **Bicycles**

Students who have permission from their parents via policy [8601](#) to ride their bicycles to and from school must secure their bicycles in schoolyard racks. Students who ride bicycles to school must have helmets ([Title 39: 4-10.1](#)). Students should not ride bicycles on school property. Bicycles should be walked once a student enters school grounds.

## **Bussing**

Students who come to school on the bus should return home on the bus unless they have a note from the parent/guardian submitted to the principal. Improper conduct on the buses will result in that privilege being suspended. Only regularly scheduled bus students are to ride the school bus. The office aide will assist with students getting on the bus.

## **Behavior Expectations/Discipline**

The establishment of an orderly, safe learning environment is the goal of our discipline program. The creation of such an educational setting is critical to our success, both individually and collectively. Of fundamental importance to maintaining this environment is our philosophy of discipline and its role in our school program. Our behavioral interventions and consequences are intended to be supportive, positive, and educational. We aim to help students learn to avoid problem behaviors and develop an understanding of making better choices. We realize that children will make mistakes as they learn right from wrong, and our responses play an important role in this process.

Misbehavior often reflects poor decision-making, and so we provide direction and assistance in developing better judgment in conjunction with potential consequences and outcomes. When combined with cooperation and support from parents and guardians, discipline should be a positive experience that imparts life lessons and positions students for long-term success.

Good conduct consists of the observation of a few necessary rules and treating others as you would have them treat you. Our school rules enable large numbers of people to live and work together harmoniously. Students should be aware that the rules pertaining to good conduct include being:

1. Courteous at all times
2. Considerate of others and their belongings
3. Respectful of others and their personal space (no touching)
4. On time to school and class
5. Careful and responsible when going to/from school
6. Orderly when waiting to come into school and when walking in the hallway
7. Appropriate and safe in the lunchroom and at recess
8. Honorable by not using cell phones or other communication devices, such as smart watches, in school
9. Respectful by not bringing toys to school

Pupils who do not follow rules of safety and respect will face appropriate consequences such as loss of recess, parent phone calls, removal from class, removal from planned assemblies or trips, or out-of-school suspension. See [Policie 5600](#) PUPIL DISCIPLINE/CODE OF CONDUCT.

### **Child Study Team**

The Child Study Team consists of a school psychologist, social worker, and a learning disabilities teacher-consultant. The Child Study Team will review all referrals to determine if a child requires a full evaluation. Written permission is required before the child can be evaluated. The parent will be invited to a meeting to have the evaluations explained. If the child meets the eligibility requirements for classification, an individualized educational plan (IEP) will be developed. A member of the Child Study Team is designated to be the child's case manager and will assist parents, children, and teachers to implement the child's program.

In cases in which other conditions exist that may warrant accommodations but do not fall under the auspices of classification, school level intervention plans may be developed through your child's building level RTI and I&RS processes. These processes are initiated at the teacher level and follow a tiered system of interventions. In cases that exhaust this process, a 504 plan may be considered.

### **Dress Guidelines**

We expect all students to be appropriately dressed based on the weather and general appropriateness. Students participating remotely are expected to abide by these guidelines. Items such as hats, bandanas, chains, or anything that may be deemed disrespectful, disruptive or unsafe by the administration are prohibited. We encourage students and parents to ensure that students are dressed appropriately for a positive learning environment. Open toe shoes or flip-flops are not appropriate for recess, physical education, or quick safe exits during emergencies. Therefore, we expect students to wear closed toe footwear with heels covered, or sneakers during the school day.

Administrators and nurses will work together in the event of inclement weather or when temperatures approach 32 degrees. For recess, students should dress appropriately and be prepared for outdoor weather, hot or cold. Parents should apply sunblock prior to arrival, when necessary.

### **Harassment, Intimidation, and Bullying**

Definition of HIB:

1. Any gesture, written, verbal, physical, or electronic, that is perceived to be motivated by an actual or perceived characteristic (race, color, religion, gender, etc.) OR
2. It disrupts or interferes with the orderly operation of the school or rights of other pupils OR
3. A reasonable person should know the act could harm a pupil or a pupil's belongings, place a pupil in fear of harm or damage to his/her property, or insult or demean a group of students OR
4. The act creates a hostile environment by interfering with the pupil's education or severely or pervasively causing physical or emotional harm to the pupil.

## Conflict vs. Bullying

1. Conflicts involve two or more aggressors toward one another. In bullying situations, there is a clear aggressor/s and clear victim/s with behavior meeting the above criteria.

## Teasing vs. Bullying

1. Teasing becomes bullying when it is repetitive or when there is a conscious effort to hurt another.
2. Bullying is an overt act of aggression with motivation to assert power over another.

The District HIB Coordinator is Ms. Carrie Thomas. She can be reached at (973) 616-6000 x5041. Each school has a HIB Specialist and a School Safety Team. To report an issue of HIB, you may contact your child's teacher, your school's principal, or the HIB specialist: Mrs. Jacqueline Griffith (SJG), Ms. Nicole Hydock (HV), or Mrs. Misty Lynes (NB). They will work along with the school principal to ensure that the issue is addressed according to HIB law and policy.

Please review our [HIB policy](#).

## **Home and School Association**

One of the reasons for the success of our elementary schools is the dedication of our Home and School Associations. Our HSA Boards are dedicated to the overall success of our students. Our highly involved HSAs play an active role in our schools, providing numerous activities for our children and assisting our staff with the goals of the school. The HSA provides us with educational and informational programs for both our students and parents. Parents and staff work together on various committees, enriching the quality of education our children receive. We encourage all our parents to get involved and become active members of our Home and School Associations.

## **Homework**

Well-designed homework assignments relate directly to class work and extend students' learning beyond the classroom. To make the most of what they learn from doing homework, students should work diligently in a designated location where they can fully concentrate.

Students should complete the work on their own, under the supervision of a guardian. It is important for the teachers to see the actual understanding and retention of the child through the assignments. Though students should complete the homework on their own, we ask that parents be available to fully support children in their work in order to ensure its completion. Younger students may need assistance with directions, getting organized, and carefully placing the work back in their book bags.

Students are responsible for completing each night's homework and returning it to school the next day. In cases of absences, we ask that the students bring in the homework when they return. When a child is

ill, parents may request homework prior to 8:30 to provide the teacher sufficient time to assemble the work and materials. It will be ready for pick-up at 3:00.

If the homework is requested, please make it a priority to pick up the work from the main office.

Homework assignments do not just supplement the classroom lesson; they also teach students to be independent learners. In general, there are four types of homework assignments:

1. Preparation homework - helps students inform themselves about the next day's lesson.
2. Practice homework - provides students with needed review and reinforcement about material presented in a previous lesson.
3. Extension homework - guides students so they can expand on concepts that were taught in class.
4. Creative homework - includes analysis, synthesis and evaluation. This type of homework is inventive and resourceful.

It is generally acknowledged that homework, when used appropriately, can be a powerful instructional tool. Prominent among the reasons homework is assigned are to:

1. develop independent study skills and work habits
2. stimulate further interest in topics taught
3. encourage individualized and creative learning
4. provide a vital link between school and home

Homework assignments are provided on a regular basis by teachers at all grade levels, with consideration given to the age, grade level and the needs and abilities of the learner. In addition, students will often be asked to engage in "study time," which will vary from individual to individual. It is expected that some type of homework assignment will be given on a daily basis with the following guidelines:

Grades K-1    20 minutes total per night  
Grades 2-3    30 minutes total per night  
Grades 4-5    45 minutes total per night.

Per Policy [2330](#), In order to support strong families and encourage students, there should be no homework assigned over school holiday periods (Thanksgiving, Winter Recess and Spring Break). In grades 3 - 5, students will gradually be introduced to long-term projects.

## **Lunch**

The designated lunch/recess window for Pequannock Elementary school students is 11:43 - 1:23 for a 2-lunch schedule and 10:54-1:24 for a 3-lunch schedule. Pomptonian provides opportunities for students to purchase hot lunch daily. Orders must be submitted online before 8:00 A.M. and the monthly menu is available on each school's website. Students should bring a bag lunch if they are not purchasing a school lunch.

Seats will be assigned by class and may only be changed with the permission of the classroom teacher or building principal. Students who do not follow the following rules, or are unsafe or disrespectful will be referred to building administration:

1. Any pupil who persists in being noisy, leaving his/her seat unnecessarily, or causing a messy condition at his/her table, will be reported to the office.
2. Each pupil is held responsible for the cleanliness of the area surrounding his/her seat.
3. Students may not leave the lunchroom unless they have been excused by one of the aides on duty or a staff member assigned to the lunchroom.
4. When the lunch period is over and the area has been properly cleaned up, the pupils will be dismissed by the aide assigned to their class.

Our lunch aides are valued adults in our building and it is expected that our students treat them respectfully. We encourage those who are interested in lunch-aiding to apply for district approval.

## **Nurses**

Each school has a school nurse available to assist you and your child when needed. If your child has a medical issue, please contact the school nurse. If your child requires medication, it must be accompanied by an official doctor's note. Students are **NOT** permitted to use cough drops or give themselves any form of medication. Parents/guardians should consult with the school nurse for a plan to administer the child's medication.

If a child is not participating in physical education due to an illness or injury, please provide the doctor note to the school nurse or call regarding the situation. Students with physical education excuses may be used as timekeepers, record or scorekeepers, etc., or act as observers if at all possible, depending upon the reason for the excuse.

Any questions regarding immunizations or health, please contact the following school nurses: Mrs. Jackie Griffith (SJG), Ms. Nicole Hydock (HV), Mrs. Lorraine LaTempa (NB).

## **Office Personnel**

Each school has a welcoming staff that can assist you:

SJG: Mrs. Kristie Deitch

Mrs. Susan Arena

Ms. Ann McKay

HV: Mrs. Carol Kane

Mrs. Kelliane Esposito

Mrs. Judy Brown

NB: Mrs. Karin Aug

Mrs. Lee Ann Gregg

## **Parking**

Each school has designated parking areas. All drivers must abide by the rules of general respect and law when dropping off and picking up students. No one is permitted to stop or park along yellow-painted curb areas, as this is illegal. Busses get priority at all schools. All parked cars must be in legal spots. No cars are to be double-parked or in locations that are not designated parking spots. Cars are to proceed slowly and stop for pedestrians, especially at a crosswalk. Cars are not permitted to stop in a travel area to drop off or pick-up students. This impedes traffic and can be extremely dangerous for your child.

Please be respectful of our school staff and our student safety patrol monitors. School personnel may ask you to move your car to an appropriate location. We understand that parking is limited, as it is in many school districts, but student, staff, and parent safety cannot be sacrificed for convenience.

We ask that everyone use common sense and always proceed with safety and respect in mind. These are the goals we try to instill in our students. Please be role models for your children and abide by the rules and laws.

## **Pets**

Pets are strictly prohibited from school grounds unless specifically authorized by the building principal and/or approved by the Board of Education.

## **Report Cards**

Report cards are issued three times a year through Realtime. Teacher and parent communication is crucial for ensuring that students work to their potential. Open communication and accurate reporting of student growth help them achieve that goal.

Teachers are able to utilize our student management system, Realtime. Parents may access this system using their specific login information.

### **Pupil Supervision After School Dismissal**

Parents and guardians are expected either to pick up children at dismissal or to make arrangements for aftercare. Per Board Policy [8601](#)– PUPIL SUPERVISION AFTER SCHOOL DISMISSAL, families may also designate escorts with whom students may walk or ride home. These individuals must be taken from their emergency contact list and then be listed on the [After School Dismissal Form](#). That form may also be completed to indicate that a child does not have permission to walk home until escorted by a parent or guardian.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to parents, legal guardians or designated escorts, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The request form must be resubmitted at the end of the duration period. In addition, parents/guardians may rescind their request by written request to the principal indicating the date in which they no longer request the school provide supervision of their children after school dismissal.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff members who supervise the pupil at dismissal time. The supervising staff member shall retain supervision of the pupil when other pupils are dismissed from school.

In the event that parents, guardians or designated escorts do not arrive to pick up their children after the dismissal time of school, the principal or designee will attempt to contact them using the district's emergency call procedures. In the event that a parent or legal guardian or designated escort is unable to pick a student at dismissal, the pupil will be relocated to the main office briefly. Children who cannot be picked up within a reasonable period of time or who are picked up late repeatedly will be moved to the aftercare program; parents/guardians will be responsible for any fees incurred from the aftercare program. **Parents and guardians should also have a backup plan in the event of an early dismissal.**

### **Response to Instruction (RTI)**

RTI is a research-based process designed to equip teachers with strategies for working with students who struggle with learning and/or behavior. The process starts at the classroom level with the teacher in consultation with the principal or supervisor, who collaborate on interventions and track progress.

Students who need additional support are moved to RTI Level II and then I&RS (Intervention and Referral Services), which committee assistance that may include the principal or designee, a regular education teacher, and may include one or more of the following: MLSP, Reading Specialist, School Nurse, Learning

Disabilities Teacher-Consultant, School Social Worker, School Counselor, School Behaviorist, School Psychologist, or Speech-Language Specialist.

The primary role of the committee is to help students with learning and/or behavior difficulties receive assistance they need within the regular education setting. An intervention plan with strategies may be developed and put into place for a specified period of time and monitored throughout that period.

Follow up meetings are scheduled to evaluate the effectiveness of the plans. If necessary, a second plan can be formulated.

### **5860 –SAFETY PATROL**

The Board of Education recognizes the value of a school safety patrol as a means of preventing accidents, modeling good habits, and providing opportunities for leadership training.

Per [Policy 5860](#), the Board authorizes the establishment of a school safety patrol of pupils in grade five (5). These students are supervised by a staff member and governed by the rules set forth in [5860R](#).

All eligible pupils may apply for appointment to the safety patrol. No pupil may serve without the written consent of his/her parent(s) or legal guardian(s). All applicants must acknowledge the possible hazards of safety patrol duty and agree that in the case of injury no liability will be attached to the Board or to any employee of this Board. Selection among applicants will be made on the basis of the applicant's demonstrated sense of responsibility, good citizenship, leadership capacity, maturity, and academic proficiency. Members of the safety patrol must attend a training program before they may assume duties. Safety patrol members shall serve for a term assigned by the advisor. A member may be removed from the safety patrol for violation of school rules or failure to maintain the high standard of conduct expected of school safety patrol members.

Members of the school safety patrol may be assigned to control and direct pupil traffic on school grounds, on school buses, on sidewalks and paths adjacent to a street or roadway, and across streets and roadways. No school safety patrol member shall be permitted to direct or place himself or herself in the path of traffic.

All pupils shall be instructed to respect the authority of school safety patrol members in the performance of their duties.

No liability shall attach to the Board or any person holding office, position or employment under the Board, by virtue of the organization, maintenance or operation of a school safety patrol organized, maintained, and operated under authority of N.J.S.A. 18A:42-1.

### **School Security Drills**

According to law, each school must conduct a fire drill and school security drill each month. School security drills can include bomb threat, non-fire evacuation, lockdown, reverse evacuation, trespasser drill, or a meeting conducted by teachers to review and update procedures. The law requires a minimum number of some of these types of drills. These procedures are reviewed with the students within the first days of school. Students are expected to remain quiet and follow the instructions of their teachers. Misbehavior during these drills is not acceptable.

### **Student IDs**

All Pequannock Township students are required to carry an identification card at school-sponsored, off campus activities. The identification card will be issued by the school the student is attending. The card will display the student's picture, name, school, and school contact number. Elementary school identifications will be kept on location and distributed by the principal as needed. Middle and high school students will be required to carry their cards on their persons and produce them when boarding a bus or any vehicle en route to an off-campus event. This includes sporting events, class trips, musical events etc. (as per N.J. Legislation [A-4342](#))

### **Smoking**

Smoking and vaping are strictly prohibited on school grounds or at school functions.

### **Teacher Communication**

We support open communication between teachers and parents/guardians. If you would like to contact a teacher, you may do so through the teacher's email or our main office phone. Additional teacher contact information may be found on our website, district app or through Realtime.

Though teachers may not be able to respond immediately, they will respond in a timely manner based on schedule and availability. Teachers also have staff mailboxes located in the main office. General correspondence could be given to your child to give to the teacher first thing in the morning.

### **Trips**

The use of community resources to enhance the in-school educational program is an effective pedagogical strategy. The schools try to infuse their curriculum offerings with experiences that enhance and extend classroom teaching. Our HSAs assist the schools by providing financial support, when possible. Class parents and/or other parent chaperones may be requested for some trips. If your child has a medical issue, we encourage you to be a chaperone if space allows. You should contact the school nurse if you have any other questions or concerns prior to allowing your child to go on the trip. Proper student behavior is a requirement on all trips. Trips may be in person, virtual, or suspended pending Covid-19 restrictions.

## **Visitors**

Anyone entering the school building that is not a student or employee of the school **MUST** have an appointment, report immediately to the main office, sign-in and obtain a visitor's pass. You will be expected to present a valid driver's license.

Anyone in the building without permission will be reported to the office immediately or escorted out. All staff and visitors are required to wear ID badges.

All visitors must follow our most current health and safety guidelines at the time of your visit based on Covid-19 restrictions.

**\*All BOE policies can be located on our website. Please pay close attention to our BOE agendas and minutes to stay informed of policy updates that happen during the school year.**

## **Important Board Policies & Updates Reference**

### **2320 – INDEPENDENT STUDY PROGRAMS**

2330 - HOMEWORK

2340 – FIELD TRIPS

### **2360 – USE OF TECHNOLOGY**

2361 – ACCEPTABLE USE OF COMPUTER NETWORK - COMPUTER AND RESOURCES

### **2412 – HOME INSTRUCTION**

### **2422 – HEALTH EDUCATION**

### **2433 - ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

5512 – HARASSMENT

5530 – SUBSTANCE ABUSE

5530.1 – STUDENT RANDOM DRUG TESTING

5533 – SMOKING

### **5535 – BREATHALYZER TESTING**

### **5600- Pupil Discipline- Code of Conduct**

5680 – SAFETY PATROL

7510 – USE OF SCHOOL FACILITIES

### **8465 – HATE CRIMES AND BIASED ACTS**

### **8501 – SCHOOL NUTRITION**

## **8601- PUPIL SUPERVISION AFTER SCHOOL**

\* The above policies have been listed because they have been updated, along with others, and can be accessed via the [Board page](#) on the website.

### **Current List of Community Based Health and Social Services Provider Agencies and Legal Resources:**

#### **ADULT PROTECTIVE SERVICES CENTER**

Aids those over the age of 18 who are unable to act on their own behalf and who are at risk of abuse, exploitation or neglect. (973) 326-7282

#### **CHILD CARE SERVICES**

The Department of Children and Families, Office of Licensing (OOL), licenses and inspects child care centers and registered family child care providers in New Jersey. For information on a specific child care center, call the OOL at 877-667-9845.

For child care resources in your area, call the Child Care Help Line of New Jersey at 1-800-332-9227.

General information about child care services can be on the [Department of Human Services, Division of Family Development](#) website.

#### **CHILD SUPPORT SERVICES**

It is the responsibility of each parent - both mother and father - to make sure their child has enough food to eat, clothes to wear and a safe place to live. Still, some children do not get the support they need.

The Department of Human Services Office of Child Support Services assists parents to obtain the financial support necessary for their children to prosper in a stable setting, and helps parents understand how critical their participation is in the lives of their children.

Learn how you can apply for child support services [HERE](#) or call 1-877-NJKIDS1.

#### **DIVISION OF BEHAVIORAL HEALTH & PLANNING**

30 Schuyler Place

Morristown

This organization plans, develops, provides and monitors a coordinated services delivery system targeted toward at-risk youth, substance abuse/mental health and human service initiatives. (973) 285-6852

**EMPLOYMENT AND TRAINING SERVICES**

[MorrisHumanServices.org/HS/Employment.asp](http://MorrisHumanServices.org/HS/Employment.asp)

30 Schuyler Place

Morristown

Formerly the Offices of Workforce Development, this division provides Youth programs providing GED preparation, pre-employment training, basic skills remediation, occupational skills training and support services are also available for economically disadvantaged youth ages 14-21. (973) 285-6880

**FAMILY INTERVENTION SERVICES, INC**

106 Valley Street

South Orange, NJ 07079

Phone: 973-275-1570

Fax: 973-275-1568

**JUVENILE DETENTION CENTER**

[MorrisHumanServices.org/HS/Juvenile.asp](http://MorrisHumanServices.org/HS/Juvenile.asp)

Short-term facility to detain juveniles charged with committing a criminal violation, or who have been sentenced to the Center for a maximum of 60 days by the Family Court. (973) 285-2959

**JUVENILE FIRESETTER PROGRAM**

Addresses the problem of juvenile fire setting through fire safety intervention. Goals include reducing the number of fires set by juveniles. (973)631-5264

**LEGAL AID**

30 Schuyler Place, Morristown

Provides legal advice and representation in such areas as custody, divorce, support, visitation, landlord/tenant, family, housing, income maintenance, contracts & collections to financially eligible county residents. (973) 285-6911

**NEWBRIDGE SERVICES**

A non-profit 501(c)(3), is dedicated to helping people find balance in their lives by providing affordable and innovative behavioral health and education programs. (973) 839-2520

## **OFFICE OF TEMPORARY ASSISTANCE PROGRAM SERVICES**

MorrisHumanServices.org/HS/ota.asp

Main Office, 340 West Hanover Ave., Morris Township - (973) 326-7800

Provides a variety of financial, medical and social services to persons/families who meet certain criteria, depending on family size, monthly income and assets/resources. These include Temporary Assistance to Needy Families, General Assistance, Food Stamps, Medicaid and NJ KIDCARE. (973) 989-6015

## **POSTPARTUM DEPRESSION SERVICES**

Postpartum depression (PPD) is treatable, but many people do not know the facts. They wait too long to get help, or never seek treatment. For resources and information call the PPD helpline at 1-800-328-3838 or click [HERE](#).

## **PROBATION**

Administration & Records Building

Court St.

Morristown

91-93 Bassett Highway

Dover

Assists with social rehabilitation of individuals receiving a suspended or indeterminate sentence. Divided into juvenile, adult, child support sections, and family divisions. (973) 285-6510

## **YOUTH SHELTER**

A temporary, out-of-home placement for juveniles determined to be "in-crisis" by the Family Court. The shelter has an integrated program of education, recreation and social activities, with individual and family counseling as ordered by the courts. (973) 285-2970

## **MEDICAID**

If you have children under the age of 18, and you are working, your family may be eligible for a 24- month extension of your Medicaid health benefits. As your income changes, so will your Medicaid eligibility. Exactly when the two years begins depends on the amount you are earning.

If your new job already provides health benefits, you will use those first, then your Medicaid benefits, if needed, to pay for health care costs.

For more information click [HERE](#) or call the Medicaid Hotline 1-800-356-1561.

## **NJ FAMILY CARE**

NJ Family Care is a federal and state funded health insurance program created to help New Jersey's uninsured children and certain low-income parents and guardians to have affordable health coverage. It is not a welfare program. NJ Family Care is for families who do not have available or affordable employer insurance, and cannot afford to pay the high cost of private health insurance.

For more information call 1-800-701-0710.

## **WELFARE SERVICES**

### **Food Stamps**

Food stamps are available to low-income households, including families, couples without children, individuals, seniors, disabled persons, legal immigrants and victims of family violence. For more information click [HERE](#) or call 1-800-687-9512.

## **WORK FIRST NEW JERSEY**

New Jersey's welfare program for families is known as Work First New Jersey Temporary Assistance for Needy Families (WFNJ/TANF). The state also has a program for single adults and couples without children, known as Work First New Jersey General Assistance (WFNJ/GA).

For more information call 1-800-792-9773.