

ROBERT L. CRAIG SCHOOL
PARENT/ STUDENT HANDBOOK
2025 – 2026
MOONACHIE PUBLIC SCHOOLS

**Moonachie School District
Request for Supervision
at Dismissal from School Form
2025-2026**

Any parent of a pupil attending a Moonachie School District operated program in grades K to 8, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the Robert L. Craig School not release the pupil to walk home after dismissal unless the pupil is released to the parent or escort(s) designated by the parent. The parent designated escort(s) must be at least 18 years old. The parent requesting their child(ren) only be released to a parent or parent designated escort after dismissal must submit this completed Request for Supervision at Dismissal from school Form to the Superintendent/Principal.

Only those parents requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent or designated escort need to complete the Request form.

Student _____

Grade _____ Homeroom Teacher _____

Parent(s) authorized to pick-up child(ren)
(please print) _____

Escort(s) authorized to pick-up child(ren)
(please print) _____

Parent Signature _____ Date _____

Greater Parental Involvement Leads to Greater Student Achievement

The research is abundantly clear: Nothing motivates a child more than when learning is valued by schools and families/community working together in partnership.

The most accurate predictor of student academic achievement is the ability of the student's family to create a home environment that encourages learning; to communicate high, yet reasonable, expectations for achievement; and to become involved in the student's education.

The Moonachie School District has prepared this Parent/ Student Handbook to provide a variety of information about the Robert L. Craig School. We encourage communication between parents/ guardians and their child's teacher during the school year. It is essential that the family and school work closely together.

**ROBERT L. CRAIG SCHOOL
2025–2026 CALENDAR
(All dates are subject to change)**

Regular School Day

School Hours: 8:50 a.m. – 3:05 p.m.

One Session Day

School Hours: 8:50 a.m. – 1:00 p.m.

Delayed opening

School Opens at 9:30 a.m.

Rec Nights will be announced on the 2025-2026 Monthly Calendar		
<u>September</u>	2	Teachers In-Service – PTO Welcome Back Breakfast
	3	Teachers In-Service
<u>September</u>	4	First Day of School –Dismissal 1:00 pm
	4	1 st Marking Period Begins
	16	Board Meeting – 6:30 pm
	17	Back To School Night – 6:30 pm
		PTO Meeting – 7:00 pm – Cafeteria (TBD)
		Board Meeting – 6:30 pm (TBD)
<u>October</u>	6	Student Council Nominations-week of 10/6
	9	Picture Day
	10	Progress Reports (Parents will be notified)
	10	School Closed – Teacher-in-Service
	13	School Closed – Columbus Day
	14	Board Meeting – 6:30 pm
<u>November</u>		PTO Meeting – 7:00 pm – Cafeteria(TBD)
	10	1 st Marking Period Ends
	11	2 nd Marking Period Begins
	4	Student Council Elections
	11	Report Cards Distributed
	6	School Closed NJEA Convention
	7	School Closed NJEA Convention
	11	Board Meeting – 6:30 pm
	10	First Student Council Meeting-week of 11/10
	12	Parent/Teacher Conferences Dismissal 1:00 pm

	13	Parent/Teacher Conferences Dismissal 1:00 pm
	26	Dismissal 1:00 pm
	27	School Closed – Thanksgiving Recess
	28	School Closed – Thanksgiving Recess
<u>December</u>	10	Progress Reports (Parents will be notified)
	8	Picture Day Re-Takes
	9	Board Meeting – 6:30 pm
	23	Dismissal 1:00 pm
	24-31	School Closed - Holiday Recess
<u>January</u>	1	School Closed
	2	School Closed
	6	Board Meeting – Re-Organization 6:30 pm
		PTO Meeting – 7:00 pm – Cafeteria(TBD)
	19	School Closed – Martin Luther King Jr. Day
	27	2 nd Marking Period Ends
	28	3 rd Marking Period Begins
	27	Report Cards Distributed
<u>February</u>	13	School Closed – President’s Weekend
	16	School Closed – President’s Weekend
		Board Meeting – 6:30 pm (TBD)
	25	Progress Reports (Parents will be notified)
<u>March</u>		Read Across America (TBD)
	20	School Closed- Teacher in Service
		Board Meeting – 6:30 pm (TBD)
<u>April</u>	2	Dismissal 1:00 pm
	3-10	School Closed – Spring Recess
	2	3 rd Marking Period Ends
	3	4 th Marking Period Begins
	2	Report Cards Distributed
		Board Meeting – 6:30 pm (TBD)
<u>May</u>	4-8	Teacher Appreciation Week
	8	Progress Reports (Parents will be notified)
	22	Field Day – 9:00 am – 1:00 pm Dismissal 1:00 pm
	25	School Closed – Memorial Day
		Board Meeting 6:30 pm (TBD)
<u>June</u>	TBD	Curriculum Expo
	TBD	8th Grade Graduation

	19	Dismissal 1:00 pm
	22	Last Day of School - Dismissal 1:00 pm
	22	4 th Marking Period Ends - Report Cards Distributed
		Board Meeting – 6:30 p.m. (TBD)

Number of Days:

September	19
October	21
November	16
December	17
January	19
February	18
March	22
April	16
May	20
June	15
TOTAL	183

The Moonachie Board of Education reserves the right to change the calendar.
This calendar includes three emergency school closing days, which will be deleted if not needed.

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ABSENCE PROCEDURES

1. A written excuse from the parent or doctor is required for the record and must be submitted upon your child's return to school. Consequences will be provided for students not submitting a written excuse. For ten or more unexcused absences, the school must make a referral to the court program required by the New Jersey Administrative Office of the Courts.

An "unexcused" absence is designated by the school for the following reasons (among others):

- Family travel
 - Performance of household or babysitting duties
 - Student is working
 - Recreational activities
2. The only excused absences are for:
 - A student's illness
 - A student's uncoverable and/or uncovered weeping skin lesion
 - A death or critical illness in the student's immediately family
 - Quarantine
 - Observance of the student's religion on a day approved by that purpose
By the State Board of Education
 - A student's suspension from school
 - A student's required attendance in court
 - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day
 3. The Moonachie School District conducts a required **Absence Verification Program**. Our intent is to ensure the safety and well-being of our children by verifying that the child you sent to school arrives safely. **You are required to notify our Attendance Officer, Lucrezia Maurin at 201-641-5833 ext. 120 by 8:30 a.m. whenever your child will be absent due to illness or for any other reason.** A voice mail is provided for your around-the-clock convenience.
 4. Mrs. Maurin will call the parent and when necessary, conduct a home visit if the school is not notified regarding a student absence.
 5. **A child who has been absent is required to present a WRITTEN NOTE OF EXPLANATION, signed by parent or legal guardian, upon returning to school.**
 6. In order to protect the health of all pupils, we ask that a child be kept at home for observation if he shows any of the following symptoms: abnormal temperatures; running nose; cough; sneezing or other signs of the common cold; rashes; peeling or sores on the skin; sore throat or earaches; swollen glands; vomiting or nausea. It is advisable to call the School Nurse and report any illness that make it necessary for a child to remain at home. In the case of a child having a contagious disease, the other children in school who may have had contact with him/her may be observed more closely.

Under state health regulations, pupils with the noted diseases should be kept home for the number of Days specified.

Chickenpox – 7 days
Mumps – 7 days
German Measles – 4 days
Measles – 10 days
Influenza (the flu) – 7 days

- Fever – allow your child to have a normal temperature for 24 hours before sending to school.
7. Students absent from school during the day will not be allowed to attend evening activities (Rec. Night, etc.)
 8. Students who have flu-like symptoms (fever greater than 100° F, cough, headache, bodyaches, sorethroat, lack of appetite, fatigue and sometimes nausea, vomiting and diarrhea), SHOULD STAY HOME FROM SCHOOL. Please follow up with your child's doctor.

GUIDELINES FOR RETURN TO SCHOOL

The Robert L. Craig School is concerned about the possible spread of germs and disease among our students. Please follow these basic guidelines before sending your child back to school.

- a) If your child was sent home for vomiting, be sure your child rests and is able to keep down regular food for 24 hours before returning to school. Your child SHOULD NOT RETURN TO SCHOOL THE NEXT DAY.
- b) If your child vomits in the evening or during the night, they should NOT attend school the next morning.
- c) Take your child's temperature. A normal temperature is less than 100°. If your child has a fever (a temperature greater than 100°) in the evening, he/she SHOULD STAY HOME the next day. A child's temperature will always be lower in the morning. The fever may return later that day. Keep your child at home until his/her temperature is below 100° for 24 hours. Sending your child to school with a fever will make other students sick
- d) If your child has a cough or sore throat for more than 3 days, GO TO THE DOCTOR. Follow your doctor's instructions.
- e) Please notify the school nurse if your child has strep throat, chicken pox, head lice or any other contagious disease.
- f) If your child is injured, please get a doctor's note for school regarding returning to school and gym participation.
- g) A rash may be a sign of a contagious illness. If your child has a rash, DO NOT SEND THEM TO SCHOOL. Contact your doctor. A doctor's note will be needed to re-enter school.

9. **HOMEWORK FOR ABSENT CHILDREN**

We believe that children from school due to illness should not be burdened with school work. Let the children recuperate first and “make-up” the work when he/she returns to school. If an absence of 3 days occurs, you may contact the school office at 201-641-5833 ext. 100 for work or fax the school office at 201-641-3723.

This does not apply to students leaving school before the conclusion of the school year as per Attendance Policy.

10. **MAKING UP TESTS OR ASSIGNMENTS AFTER AN ABSENCE**

Students are allowed to make up tests and assignments missed because of an absence. Students are not permitted to make up credit for a test missed during an unexcused absence.

Students are allowed to make up tests because within a reasonable time at the discretion of the teacher. If an absence occurs for an extended period, parents may request an extended make-up period through the office. Children are responsible for making up missed classroom work and homework. One school day is allowed for each day of absence. For student’s grades 6-8, parents should pick up homework at the school office after 3:05 p.m. Parents must request homework prior to 9:30 a.m.

A parent must schedule an appointment with the Superintendent/Principal prior to taking a student out of school while school is in session for a vacation.

Suspension - Students will be allowed to make up a test missed as a result of suspension with a limited window of time as designated by the teacher.

11. **VACATION MAKE-UP**

It is expected that arrangements for extended vacations be made in conjunction with the school calendar, which allows ample time for family outings. However, on rare occasions this may not be possible and we ask parents to be aware of the following constraints concerning make-up assignments:

1. Parents should provide the office with a note explaining reasons for absence and the length of time involving at least three days prior to the absence.
2. Students will make arrangements with their teacher(s) to obtain a general outline of assignments that will be missed.
3. Upon reporting back to school, it is the student’s responsibility to obtain all work missed. The student will then have two days for the first day missed and then one day for each day afterward to hand in all missed assignments.

12. **VACATION PRE-K – 3**

At the discretion of the teacher and according to subject matter, student work in grades Pre-K – 3 may be provided in advance.

13. **VACATION – NO MAKE-UP**

A day of attendance is defined as a day when the school is officially open and a student is present for the required number of hours under the guidance and direction of a teacher engaged in the teaching process.

A student is either present or absent or excused for religious observance or receiving home instruction every day that school is officially open, and he or she is not officially enrolled elsewhere.

An excused absence is for religious observance and does not include illness, quarantine, suspension, extended family vacations, homelessness or other prolonged absence.

Therefore: students leaving school before the conclusion of the school year (for family vacations, etc.) will:

1. Must speak to the Superintendent in advance
2. Be recorded as absent
3. Have no guarantee of Promotion to next grade

ADMINISTRATION

Mr. James Knipper, Superintendent/Principal

Mrs. Laurel Spadavecchia, Business Administrator/Board Secretary

Mrs. Dana Genatt, Director of Curriculum & Instruction

Mrs. Sandy Diaz, Assistant to the Business Administrator

Mrs. Natasha Dillon, Director of Special Services

Mrs. Melanie Vocaturo, Secretary

Mrs. Linda Esposito, Secretary

Mrs. Debra Weigelt, Secretary

AFFIRMATIVE ACTION

The Moonachie School District is an Equal Opportunity/Affirmative Action institution. We do not discriminate on the basis of race, gender, color, religion, national origin, age, or physical capability in the operation of our educational program or activities (enrollment, access to programs, physical education, athletics, counseling, use of facilities, and school sponsored extra-curricular activities).

Our Affirmative Action Complaint Officer is Brian DeSantis. He should be contacted for the resolution of discrimination related concerns at 201-641-5833.

AHERA YEARLY NOTIFICATION

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis. In 1986, Congress passes the Asbestos Hazard Emergency Response Act (AHERA) that requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Moonachie School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected.

The law further requires an asbestos management plan to be in place by July 1989. Moonachie School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

It is the intention of, Moonachie School District to comply with a federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in Board Office during regular business hours.

ANNUAL SCHOOL ELECTION

Moonachie's annual school board election is Tuesday, November 4, 2025. On that day, Moonachie voters must select School Board members.

ARRIVAL

In the interest of safety and order, it is important that children do not arrive at school much in advance of the starting time, both morning and afternoon. In no instance should a child arrive at school before 8:10 a.m. **Please abide by this since there are no teachers or aides on duty before this time.**

Students are not to leave school property upon arrival. If students do not participate in the Breakfast or Early Morning Program, they are to enter the building by 8:45 a.m. through the gym door and go directly to homeroom. Once the student enters the building he/she is to remain in the building. Pre-K students enter at the gym door located at the front side of the building.

ATTENDANCE

In order for the Moonachie Board of Education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance.

Regular attendance is a high priority of the Robert L. Craig School. The State requires that students attend a minimum of four (4) hours in order for the school to record the student present for the school day.

The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully.

A pupil must be in attendance for 156 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than one hundred fifty days during the school year.

Therefore, pupils exceeding 25 days of absences without a doctor's note will be subject to one or more of the following:

- Attendance in summer school.
- Retention
- Other appropriate consequences as deemed appropriate by the Superintendent/Principal

BACK TO SCHOOL NIGHT

You are cordially invited to attend the Robert L. Craig Back to School Night on **Wednesday, September 17, 2025**. The Program will begin promptly at **6:30 p.m.**

Staff members will explain briefly the content of each program offered at the school and tell you their requirements and expectations of students. The Moonachie School District wants to assure you that we will do our best to help your child(ren) experience academic, social, and emotional growth. In order not to disrupt classes, please remember to leave you child(ren) home with the babysitter.

BICYCLES

- In the interest of safety, STUDENTS ARE NOT PERMITTED TO RIDE BICYCLES TO AND FROM SCHOOL.
- SCOOTERS and SKATEBOARDS are NOT PERMITTED on school property at any time.

BOARD MEETINGS

Meetings of the Board of Education:

The work and regular meetings of the Moonachie Board of Education are scheduled mostly for the second and fourth Tuesday of each month.

After opening exercises at 6:00 pm, the Board will immediately adjourn into Executive or Private Sessions for litigation, personnel and matters of attorney/client privilege. The Board will reconvene into Public Session at 6:30 pm. The meetings of the Board of Education of the Borough of Moonachie for the year 2025-2026 will be held in the Cafeteria of the Robert L. Craig School, on the dates listed below (except as otherwise noted).

<u>2025</u>	<u>2026</u>
September 16	January 6 – Re-Organization
October 14	February – TBD
November 11	March – TBD
December 9	April – TBD
	May – TBD
	June - TBD

BREAKFAST PROGRAM

The Robert L. Craig School offers a breakfast program for all students in grades K-8. The cost of the program is the following:

	<u>Cost</u>
Child Nutrition Program – Free lunch status	.0
Child Nutrition Program – Reduced fee status	.0
Regular fee(Breakfast/Lunch)	\$3.00/\$4.95

Money is collected during the breakfast program consistent with lunch program procedures. Students requesting breakfast must report to the cafeteria between 8:10 am – 8:30 am:

BUILDING, USE OF

- It is the desire of the Board of Education to have the Robert L. Craig facility used by community groups as much as possible.
- The Board has established a policy regarding the use of the school building. The policy can be obtained from the Secretary to the Board of Education.
- Groups must complete a Facility Request Form to utilize any room in the school. Forms are available in the Board office.
- Any organization wishing to make use of the facility must provide a certificate of insurance. In the case of organizations that are officially affiliated with the Borough of Moonachie, the Borough provides the certificate of insurance.
- Smoking and the possession of or consumption of alcoholic beverages in the school facility is strictly prohibited.
- Appropriate decorum is expected at all times.
- Be sure to police the area for anything left behind, (clothing, garbage, etc.)
- Organizations canceling/changing events must notify the Board Office at least three days prior to scheduled event.
- Requests must be submitted in writing.
- Notification of approval or denial will be provided in writing to Organizations prior to scheduled events. Please call the Board Office if you do not receive your notice within 7 days.

- Groups requesting to use this facility must present sufficient proof that seventy-five (75%) of the members of the group currently reside in the Borough of Moonachie.

BUS TRANSPORTATION

1. Parents should see that their children have ample time to arrive at the bus pick up stations.
2. Parents must submit a note to the homeroom teacher when their child will not be taking the bus.
3. School bus transportation is a privilege that is conditioned on good behavior and strict observance of the rules.
4. Following bus rules are important to the safety of the children. Transportation will be denied if they are not obeyed (See Transportation Safety).
5. Students will be assigned bus seats for the school year.

PICK-UP / DROP-OFF SCHEDULE:

	<u>REGULAR OPENING</u>	<u>DELAYED OPENING</u>	<u>APPROX. RETURN</u>
CORNER OF UNION & ANDERSON STS.	TBD	TBD	TBD
METRO TRAILER PARK	TBD	TBD	TBD
CORNER OF OAK & ANDERSON STS.	TBD	TBD	TBD
VANGUARD TRAILER PARK	TBD	TBD	TBD

**NOTE: AM Drop Off – 8:10 a.m. Regular Opening
9:30 a.m. Delayed Opening**

CAFETERIA – EXPECTATIONS

Lunch

Grades K – 8 – Location – Cafeteria

1. Walk to and from assigned tables.

2. Students will use low-level voices.
3. Stay in your seat.
4. Wait to order – wait for directions to lineup.
5. Raise hand and await permission to go to restrooms.
6. Keep tables clean on top and underneath.
7. Give me Five Rule – A staff member raises his/her hand and says “Give Me Five”
- Immediate Silence.
8. Students will follow the directions of the staff on lunch duty.

Recess

1. Students must remain within designated area outside of gym.
2. Music – maintain at a low level.
3. Play non-competitive basketball games (students exhibiting aggressive behavior will be denied the opportunity to play).
4. Students must follow the directions of staff on lunch duty.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all materials, supplies, and furniture supplied by the school. Tampering with computer systems, technology equipment or data files is prohibited. Any one who disfigures property, breaks windows or does other damage to school property or equipment will be required to pay for the damage done and to serve appropriate consequences. Parents/guardians retain financial liability. Students may also be required to perform Community Service.

CARE OF TEXTBOOKS AND WORKBOOKS

All school books assigned to a student must be covered the day they are received. Damage or loss of school materials will result in a replacement charge and/or community service.

CASH

Students are not to carry large amounts of cash in school. Students are not to exchange cash for any reason.

CELLULAR PHONE

Cellular phones are permitted in school with the following conditions:

1. Cell phones must be off between 8:10 a.m. – 3:05 p.m.
2. Students are not allowed to carry cell phones while school is in session between 8:10 a.m. – 3:05 p.m.
3. Grades K-5 – cell phones must be maintained in backpacks.
4. Grades 6-8 – cell phones must be maintained in lockers.
5. Cell phones will be confiscated for students not following above guidelines.
6. Text messaging is not allowed.
7. Use of Cell phone during recess or lunch must be with the permission of the Superintendent.

CODE OF CONDUCT

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all pupils can contribute to the effectiveness of the school and the value of their education.

The Board expects all pupils in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;

6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

The Superintendent/Principal shall, in consultation with staff members, parent(s) or legal guardian(s), and, where appropriate, pupils, develop a statement of specific pupil behaviors that exemplify these expectations and shall publish both this policy and the statement of behaviors to all pupils, parent(s) or legal guardian(s), and professional staff members.

The following specific behaviors exemplify the conduct expected of pupils, in accordance with Policy No. 5500.

- A. Pupils will prepare themselves mentally and physically for the process of learning by:
 1. Being well-nourished, rested, clean, and properly dressed and groomed;
 2. Being free of drugs and alcohol and refraining from smoking; and
 3. Developing attitudes that will prepare them for listening, participating, and learning.
- B. Pupils will respect the person, property, and intellectual and creative products of others by:
 1. Being always honest, forthcoming, and courteous;
 2. Displaying care for the property of others;
 3. Acknowledging the intellectual work of others when it is incorporated into their work;
 4. Accepting the rights of others to their own opinions and beliefs;
 5. Resolving disputes and differences peacefully;
 6. Displaying loyalty and good sportsmanship; and
 7. Helping to maintain school facilities that are neat and clean.
- C. Pupils will take responsibility for their own behavior and learning by:
 1. Recognizing that academic endeavor is the primary purpose of school attendance;
 2. Completing all homework, classwork, and assigned projects on time;
 3. Preparing for each class by bringing necessary supplies and equipment;

4. Making personal choices that are based on sound reasoning and decision-making;
 5. Accepting constructive criticism; and
 6. Acknowledging and accepting the consequences of their own actions.
- D. Pupils will use time and other resources responsibly by:
1. Attending school regularly and promptly and striving for a perfect attendance record;
 2. Using study periods and library time for school work; and
 3. Using books and other equipment appropriately.
- E. Pupils will share responsibilities when working with others by:
1. Cooperating with others in the work of the group;
 2. Contributing talents and services as appropriate;
 3. Accepting leadership when appropriate; and
 4. Respecting the rights and opinions of others in a group setting.
- F. Pupils will meet the requirements of each course of study by:
1. Participating actively and appropriately in the scheduled class;
 2. Following the rules and procedures established for the class by the teacher;
 3. Bringing to class the textbook, clothing, and other materials necessary for participation; and
 4. Observing school rules for the safe handling of class equipment and materials.
- G. Pupils will monitor their own progress toward school objectives by:
1. Carefully planning courses of study and schedules;
 2. Promptly seeking staff assistance as required; and
 3. Maintaining records of progress.
- H. Pupils will communicate with parent(s) or legal guardian(s) and appropriate school staff members about school matters by:
1. Discussing progress in school with parent(s) or legal guardian(s) and relaying necessary information

to parent(s) or legal guardian(s);

2. Transmitting school letters, forms, and notices to parent(s) or legal guardian(s) and returning required responses to school staff members;
3. Conferring with appropriate staff members when a problem occurs; and
4. Developing with parent(s) or legal guardian(s) a clear idea of their educational goals.

COMPUTER NETWORK & INTERNET ACCEPTABLE USE POLICY

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 - 6. Gains or seeks unauthorized access to resources or entities;
 - 7. Forges electronic mail messages or uses an account owned by others;
 - 8. Invades privacy of others;
 - 9. Posts anonymous messages;
 - 10. Possesses any data which is a violation of this Policy; and/or
 - 11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries.; The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the Moonachie Board of Education (individual or office) a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;

4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

COMMUNICABLE DISEASES

A student may be excluded from school by the School Nurse upon suspicion of a contagious disease (Impetigo, Covid-19, Conjunctivitis, Chickenpox, German Measles, Mumps, Measles, Poliomyelitis, Whooping Cough, Diphtheria, Meningitis, Pediculosis or Scabies).

For all the above mentioned diseases, the School Nurse must be notified. The Health Department must be notified for German Measles (Rubella), Mumps, Measles (Rubeola), Poliomyelitis, Diphtheria and Meningitis.

A child who has been absent from school with a communicable disease must present a release from the family physician to the School Nurse before he/she will be readmitted to school.

COMPUTER EDUCATION

Computer instruction begins in Pre-Kindergarten and continues through eighth grade. Primary emphasis in the school's computer education program is placed on developing the student's computer awareness, literacy, problem solving skills and keyboarding proficiency. Students are constantly encouraged to envision the computer as a learning tool which will enable them to develop logical thinking skills, organize and process information, communicate ideas, accomplish tasks, learn new ideas, and reinforce prior learning.

RULES

1. Respect the equipment
2. Use the computer during scheduled times
3. Only the Technology Coordinator is to install, edit, or delete any computer programs or passwords.

COMPUTER GAMES

- Hand held computer games are not permitted in school.

CONFLICT RESOLUTION

- Meets during the lunch period to help students find appropriate ways to diffuse and handle problems between students.
- Referrals are usually made by school personnel; however, students may request participation in the program.

CONTRABAND

The following is a list of items not allowed on school grounds and/or in the possession of students. This includes on the bus. Possession of any weapon means immediate confiscation and police involvement. The school will not return any confiscated weapons. Additional items not mentioned may also be considered contra ban subject to the County Prosecutor's Office guidelines as interpreted by the Superintendent/Principal. According to the County Prosecutor's office, a weapon is ANYTHING a person brings to school without a just reason that may cause injury or threat of injury. For example, a baseball bat is a weapon since there is no need for a student to bring one to school. The school provides bats for sports activities.

1. Weapons include but are not limited to:

Chains	Pins or pricks
Guns (powder, air, water, stun, toy, etc.	Razor blades or box cutters
Handcuffs	Rope (string, wire, etc)
Knives (any length/any kind)	Sticks (canes, bats, clubs, etc)
Knuckles (made of any material)	Rocks, bricks, etc.
Mace (repellent sprays, stink bombs, etc)	Ammunition
Martial arts (stars, nun-chucks, etc)	Fireworks, Noisemakers, etc.
Scissors	Incendiary Devices
Nail clippers & files	
2. Drugs including but not limited to:

Alcohol in any form	Drug Paraphernalia
Cigars, Black & Mild, Tiporillos, etc.	Hand rolled or tied cigarettes
Controlled substances as defined by the law	Inhalants
Drug facsimiles	Medication not registered at the Office
3. Pagers & Beepers
4. Gambling paraphernalia
5. On-line devices

CURRICULUM EXPO

The Robert L. Craig School will hold its “Curriculum Expo” TBD.

Through creative projects designed by our pre-kindergarten through grade 8 students, the Curriculum Expo is a wonderful opportunity to see the various topics studied by our students.

DELAYED OPENING

When we have a delayed opening, parents will be notified through the Global Connect School Communication System prior to 7:30 a.m. The following plan will be used for a delayed opening:

- The time students must arrive to school and report to homeroom during delayed opening is **9:30 a.m.**
- The Breakfast Program and Early Morning Program are cancelled during a delayed opening.
- Students must not arrive to school prior to 9:30 a.m. during a delayed opening.

DELAYED OPENING BUS PICK-UP SCHEDULE

	<u>Pick-up Time</u>
CORNER OF UNION & ANDERSON STS.	9:15 AM
METRO TRAILER PARK	9:20 AM
CORNER OF OAK & ANDERSON STS.	9:15 AM
VANGUARD TRAILER PARK	9:20 AM

DETENTION

A detention is a consequence in addressing certain student behaviors that are unacceptable. It is important that students are aware that detention is a way for students to be reminded that their actions are important and there is a need for change on their part.

Parents will be notified when a PM detention is given.

- **Parents are required to pick up students from detention ON TIME.**

- **Parents may be required to meet with the Superintendent/Principal and pupil at the conclusion of a PM detention.**

PM DETENTION

- Students are not permitted to talk during a PM Detention.
- Parents or designated adult(s) – must enter the school building, and sign the student out of detention.
- Absent during a scheduled PM Detention – Parents must call the school and schedule another date.
- Cutting or skipping a PM Detention – will result in further disciplinary action.

DISMISSAL

Dismissal times & procedures are changing this year. Please read carefully & let us know if you have any questions:

- **PreK ONLY:** Car & Walker Pick Up will be between 2:45pm-2:55pm. (1 Session Day: 12:40-12:50pm)
- **Grades K - 8:** Car & Walker Pick up will be between 3:00pm-3:15pm. (1 Session Day: 12:50-1:00pm)
 - For Security purposes, K-8 families are NOT permitted to arrive before 3:00pm. If there is an emergency, we need to be able to get first responders to the school without a traffic delay. Therefore, you may no longer arrive before 3:00pm, park in the horseshoe and wait for dismissal. Any cars arriving before 3:00pm, will be asked to leave.
 - To accommodate this change, we have extended the dismissal period to 3:15pm.
 - We will utilize the same procedure as last year of calling children individually as your car arrives.
 - Do NOT leave your car unattended in the horseshoe. Your child will come to your car.
 - If you have a PREK student and a student in another grade level, you will pick up all children between 3:00-3:15pm.
 - Do NOT pass the ‘Do Not Enter’ gate along the parking side of the road. This is a one-way. You must go around the horseshoe to exit.
 - Please Do NOT block the entrance/exit driveway near the playground.
 - Please be patient during the first days of school as we learn new families and vehicles.

DOORS

K – 8 students are to enter and exit the building through only the main door (except for transportation students existing the building).

DRAMA/PERFORMING ARTS PROGRAM

Drama Club is an opportunity for students to learn about theatre and be an active part of two formal performances as well as the more informal exercises, games, and improvisational interactions.

Students must make a serious commitment in attending all program dates. Students absent two consecutive days without a valid reason will be exited from the program.

DRESS CODE

The Moonachie School District recognizes the right of students and parents/guardians to exercise personal judgment within certain boundaries in matters of dress. It is our belief that neatly attired students take pride in themselves; therefore, they are more likely to practice habits of self-discipline and display a positive attitude and demeanor in the school setting. Consequently, school regulations should prohibit student dress or grooming practices which:

- Present a hazard to the safety of the student or to others in the school.
- Interfere with schoolwork by creating disorder or disruption in the educational process.
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

The following regulations shall apply to all regular school activities at the Robert L. Craig School:

1. Clothing and jewelry shall be free of writings, pictures, or any other insignia which contain sexually explicit ideas, profanity or vulgarity; advertise illegal substances or promote any activity the administration considers illegal or inappropriate; or advocates racial, ethnic, sexual or religious prejudice; or encourages the use of drugs or alcohol. Students shall not wear any type of clothing, apparel or accessories that indicates the student is a member of or is affiliated with any gang.
2. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, midriff/half shirts, low-hanging pants, and skirts or shorts shorter than mid-thigh are prohibited. Bra straps must be covered at all times.
3. Hats and caps shall not be worn indoors.
4. Muscle shirts or Basketball Jerseys worn without a T-shirt underneath are prohibited.
5. Shorts may be worn in September and from April to the last day of school or if the temperature for the day is projected to be 90° or above.
6. Winter coats shall not be worn indoors.
7. Pajama pants are not allowed to be worn in school.
8. Jeans with holes are not allowed to be worn in school.
9. Students are not permitted to wear pants below waist or to drag pants on the floor.

10. Students are not permitted to wear clothing that is too big.
11. Students are not permitted to wear clothing that presents a safety issue.
12. Footwear
 - Grades 5-8 – Open back shoes and flip flops are permitted in grades 5-8. However – shoes or sneakers must be worn during physical education classes. Students not prepared for gym will receive a zero for the day.
 - Grades K-4 – Shoes or sneakers must be worn at all times.
 - Bedroom slippers are not permitted to be worn at any grade level.
 - Shoes/sneakers with “wheels” are not permitted in school.

Students who chose not to comply with these regulations, shall be subject to the following disciplinary actions:

First offense: Verbal Warning.

Second offense: 1 Day P.M. Detention.

Third offense: 2 Day P.M. Detention.

Fourth offense: 1 Day out of School Suspension

Every additional offense will be punished with a minimum one day out of school suspension at the discretion of the Principal.

The school Superintendent/Principal, or his designee, reserves the right to make the decision as to whether or not a student’s attire fits the above categories.

DROPPING OFF STUDENTS

Parents: Please-

1. Drive into the horseshoe circle as far up as possible.
2. Pull as close as possible to the curb.
3. Children are to exit the car from the curb side.
4. Do not park in the horseshoe circle.

DRUG FREE SCHOOL

The Moonachie School District adheres to all of the Drug Free Zone Laws. Students are prohibited from possession, use or distribution of drugs, alcohol and the use of tobacco on school property, or as part of any activities. Violations shall incur disciplinary action as well as reporting to appropriate agencies.

EARLY ARRIVAL

- 1. Students are allowed to enter the building at 8:10 a.m.
- 2. All students will proceed to homeroom class period.
- 3. Students may pick up breakfast, if nessecary, and bring with them to homeroom.
- 4. Students will be allowed to read, complete assignments, etc. between 8:10 a.m.-8:45 p.m.
- 5. School staff will be available between 8:10 a.m. – 8:45 a.m. to monitor students.
- 6. **Students must not arrive to school prior to 8:10 a.m. The school is not responsible for students prior to 8:10 a.m.**
- 8. Students demonstrating inappropriate behavior in the Early Arrival Program will not be allowed to enter the building until 8:45 a.m.

EARLY DISMISSAL

- The student dismissal time for a scheduled one-session day is 1:00 p.m.
- Please mark your home calendars regarding the following one-session days:

September 4, 2025	April 2, 2026
November 12, 2025	May 22, 2026
November 13, 2025	June 19, 2026
November 26, 2025	June 22, 2026
December 23, 2025	
- In the event of an early school closing because of inclement weather, the dismissal time is 1:00 p.m.

ELECTRONIC SURVEILLANCE

The Board of Education authorizes the use of an electronic surveillance system in the school building and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district’s buildings and grounds. Therefore, the Robert L. Craig School building and school grounds are monitored using such devices in accordance with Board Policy.

ENGLISH LANGUAGE LEARNERS (ELL) PROGRAM

The ESL Program at the Robert L. Craig School is designed to sequentially develop the skills necessary for the students to be able to understand and use English in their regular school curriculum. The ESL Program is divided into three levels – beginning, intermediate, and advanced. Within each level, provision is made for pronunciation, vocabulary, grammar, reading, and writing according to the individual learner’s needs and proficiency. The ESL Program employs a combination push-in/pull-out method where students in grades Kindergarten through Grade 8 receive services to meet their needs.

EVACUATION DRILLS

Training and simulations of real emergencies can enhance overall school emergency preparedness. Therefore, school evacuation drills coordinated with the local Police Department will be held during the school year.

EVACUATION SITES

The following site shall be an alternate shelter in the event the school building needs to be evacuated.

Alternate Site

Moonachie Borough Hall
70 Moonachie Road
201-641-1813

Grades

Pre-K - 8

EXCHANGING ITEMS

Students are not to exchange any goods or items.

1. Students are to refrain from exchanging money.
2. Students are to refrain from exchanging any items whatsoever.
3. Any violation will result in disciplinary action.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the Superintendent/Principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the Superintendent/Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

2. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

FIELD TRIPS

1. Only students with written permission on file will be allowed to participate in any trip.
2. Staff will send a notice home to every parent/guardian describing the trip and its purpose.
3. Parent/guardians have the option to deny students' permission to attend any field trip.

4. Students must report to school at the prescribed time. Buses will depart on schedule.
5. It is the parents' responsibility to notify the school in a timely manner in the event a child may be late arriving at school.
6. Students not participating in a field trip activity are expected to attend school.

FINES

Sometimes it becomes necessary to charge a fine for damage done to school books or school property.

Textbooks, workbooks, and library books are a serious responsibility. Pupils with lost or damaged books will be fined accordingly (up to and including replacement costs). Report cards will be held until fines are paid.

FIRE DRILLS

The school will conduct fire drills on a regular basis. The Superintendent/Principal maintains a written record of the date, time and efficiency of each drill. The Superintendent/ Principal will coordinate the drill. During a fire drill, **all** students and staff will immediately vacate the premises following these procedures:

1. Each room in the school contains an evacuation map. The map tells which exit should be used. Please take note of these evacuation maps found in each room.
2. Classes should wait together as a group in an orderly fashion.
3. Administration will give an ALL CLEAR. DO NOT re-enter the building for any reason without administrative permission.

FUND RAISING - Pupils

A. Approval of Fund Raising Activities

1. Request for approval of fund raising activities must be submitted in writing to the Superintendent/Principal no later than thirty working days prior to the scheduled beginning of the activity.
2. The request must include the name of the requestor, the name of the organization that will receive the funds collected, the purpose of the collection, and the name of a responsible adult member of the collecting organization.
3. Approval will be granted only for fund raising that is carefully planned and dedicated to specific objectives.

4. Approval will not be granted for the collection of funds:
 - a. Without a specified purpose;
 - b. For the purpose of qualifying pupils for membership in an organization;
 - c. For the purpose of selling raffle tickets or conducting any activity that is based upon gain by chance;
 - d. When the activity requires pupils to collect funds; or
 - e. When the activity requires pupils to conduct sales door-to-door.

B. Time and Place of Fund Raising

1. The Superintendent/Principal will determine the times and places in which fund raising may take place, in accordance with these regulations.
2. Fund raising activities cannot interfere with the orderly operation of the instructional program. A class should not be interrupted for the sale of items.
3. No food, candy, soft drinks, or the like may be sold as part of fundraising activities. All fund raising activities must follow Wellness & Nutrition Policy guidelines.
4. Fund raising activities should be coordinated to the greatest extent possible in order to control and limit the potential disruption to school operations.

C. Accounting for Funds

1. All funds collected by pupils must be promptly turned over to the adult responsible for the fund raising activity.
2. Funds collected for school organizations must be promptly deposited and reported to the School Business Administrator/Board Secretary. The report must include any New Jersey sales tax collected.

D. Infractions

A pupil who collects money for an organization without having first secured approval in accordance with Policy No. 5830 or who misrepresents a fund raising activity in order to gain approval or who collects money for his/her own benefit must be reported to the Superintendent/Principal and will be subject to discipline in accordance with Policy No. 5600.

E. Parent/Student Communication

1. Communication regarding student fund raising activities must be conducted through the homeroom teachers.
2. Parents in charge of fund raising activities are not allowed to address students during the school day.
3. Fund raising concerns, such as lack of student participation, must be addressed through the homeroom teachers.

GRADE PLACEMENT

Grade placement is the responsibility of the Superintendent/Principal. When making decisions, the Superintendent/Principal is guided by the classroom teacher(s) and all of the consultant personnel available.

GRADING PROCEDURES

- The Robert L. Craig School encourages staff members, under the direction of the Superintendent/Principal to employ a comprehensive approach to the use of appraisal and evaluative techniques in monitoring pupil's progress.
- Parents should monitor their child's progress by using the Realtime Parent Portal and Website homework postings.
- The school's approach is broad and comprehensive enough to permit the exercise of each teacher's best judgment because of differences that exist among grades and among subjects taught.

Evaluation Symbols

Grades 3 –8

A+ = 97 - 100

A = 93 - 96

A- = 90 - 92

B+ = 87 - 89

B = 83 - 86

B- = 80 - 82

C+ = 77 - 79

C = 73 - 76

C- = 70 - 72

D = 65 - 69

F = 64 - Or below

Grade Level Standards Pre-K – 2 – Aligned with Performance Rubrics

4 – Student exceeds standards for this objective

3 - Student consistently meets grade level standards for the objectives

- Consistently meets district grade level expectations
- Consistently meets higher level thinking and problem-solving skills
- Thoroughly and successfully complete tasks

2 – Student is sometimes meeting grade level standards for this objective

- Sometimes meets district grade level expectations
- Sometimes uses higher level thinking and problem-solving skills
- Will occasionally need adult support to complete the task

1 – Student does not yet meet grade level standards for this objective

- Seldom meets district grade level expectations
- Has difficulty completing task(s) without teacher’s support
- Still developing the basic skills needed

NA – Not assessed during this marking period

ESL – Pass/Fail

Physical Education/Health

Grades K-2 – 4, 3, 2, 1

Grade 3-8 – Letter Grades

GRADUATION

Participation in the 8th grade Commencement Exercise is a privilege. Students must maintain appropriate behavior consistent with the rules and standards of good conduct. Students not maintaining appropriate behavior will not be eligible to attend graduation night.

HALLOWEEN PARADE

Grades Pre-K – 8

Date: October 31, 2025

Time: TBD

Place: Robert L. Craig School

Students in grades Pre-K – 8 are allowed to wear Halloween costumes to school. Masks and blow up costumes are prohibited.

HARASSMENT, INTIMIDATION AND BULLYING

On January 31, 2023 the Board of Education approved a revised policy that prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment.

Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop, acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the school staff member.

Consequences and Appropriate Remedial Actions

Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Harassment, Intimidation, and Bullying Off School Grounds

This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

HEAD LICE

Check Regularly – Treat Quickly Help Keep Head Lice Off Your Child

Any time children come together, such as the beginning of the school year and at sleepovers, head lice cases commonly increase. Please encourage your child not to share or trade personal items such as hats, combs, brushes, headbands, or barrettes.

Direct head-to-head contact is the usual method of transmission. Lice do not jump, fly, or swim. They are, however, good crawlers. Check your child's head weekly for lice and/or nits (eggs). Mature lice, which are not larger than a sesame seed, avoid light and are hard to see. Lice eggs, called nits, are usually found very close to the scalp, typically with $\frac{1}{4}$ of an inch. They look like tiny whitish ovals that are glued to the hair shaft. Unlike dandruff and styling product residue, they cannot easily be flicked away.

Head lice do not spread disease and are not a serious medical condition. They cannot survive on pets. If you find head lice on your child, please treat them before sending them back to school and contact the school nurse. Continue to examine all family members for 3 weeks, treating any lice found and combing out nits on a daily basis.

HEALTH SERVICES

- All children attending school **MUST** be immunized against Diphtheria, Pertussis, Tetanus, Measles, Polio, Rubella, Mumps and Hemophilus B, Hepatitis B, and Varicella **before entry** into school.
- Every child entering 6th Grade must have one dose of Tdap and one dose of meningococcal vaccine.
- Every Pre-K student must receive annual flu vaccine between September 1, 2025, and December 31, 2025.
- Every Pre-K student must receive a Pneumonia vaccine on or after 1st birthday.
- Periodically you will be notified by letter that your child needs an update as required by NJ State Department of Health. If these requirements are not met the child will not be permitted to attend school. When your child receives additional immunizations, please bring a doctor's note so the date and information can be added to the record.

HELPLINE

2nd Floor®New Jersey's Youth Helpline

The New Jersey Youth Helpline, 2nd Floor is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2nd Floor at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board!

HIGHLY QUALIFIED TEACHERS/NCLB

The Elementary and Secondary Education Act is our country's most important federal education law. In 2001 this law was reauthorized and is now called the No Child Left Behind Act (NCLB). NCLB was designed to make changes in teaching and learning that will help increase academic achievement in our schools.

The law requires that all schools receiving Title I funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our school receives Title I funding and we are happy to share this information with you at your request.

We believe that nothing is more important to your child's education at school than having a well-prepared and highly qualified teacher. The law requires that all teachers who teach in core content areas must meet a specific legal definition of "highly qualified" in order to teach in schools that receive Title I funding. The legal definition of a "highly qualified teacher" has three parts. It states that the teacher must have the following:

1. A four-year college degree
2. A regular teaching certificate/license
3. Proof of his/her knowledge in the subject they teach

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the Moonachie School District. All our regular teachers have college degrees and many have advanced degrees. The state of New Jersey has always required a teaching certificate/license for all teachers. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

Most teachers already meet this legal definition of highly qualified. Teachers in the state of New Jersey are required to meet this definition.

To ensure that every child in every classroom has a highly qualified teacher, the state of New Jersey and our school district are working together to help teachers meet the requirements of the federal law by providing several options. Teachers may take a content Praxis test, or they can demonstrate their expertise through a college major in the content.

A highly qualified teacher knows what to teach, how to teach, and has a full understanding of the subject matter being taught. We believe that every teacher in our school is fully qualified and dedicated to teaching your child, and we will do everything possible to help our teachers who may not yet meet the legal definition required by the federal government.

I encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on NCLB, and the role of parents, please visit the United States Department of Education (USDE) Web site at www.ed.gov/nclb. By partnering, families and educators can provide your child with the best education possible.

- **All regular education teachers with primary responsibility for direct instruction in one or more of the core academic content areas have demonstrated they satisfy the federal definition of a Highly Qualified Teacher.**

HOMEROOM

Students are required to report to homeroom for attendance at 8:50 a.m. At that time, students may request to use the restroom. All students are to be back in homeroom by 8:55 a.m.

HOMEWORK

- A desirable environment for study includes:
 1. A quiet place free from distraction.
 2. A comfortable desk and chair.
 3. Good lighting.
 4. Proper temperature and ventilation.

TIME EXPECTATIONS:

Some pupils will require more time to do homework assignments than others, depending upon attention span, interest, and speed of learning. In general, the amount of time spent each night will vary according to your child's ability, temperament, and personality.

HOMEWORK ASSISTANCE

Students who need assistance with their homework can obtain it between 8:10 a.m. – 8:50 a.m.

HONOR ROLL

Honor roll has been established in grades 6 through 8. The criteria for making honors and high honors is as follows:

Honor Roll – Grades 6-8

High Honors – The student must achieve no lower than an “A” in Math, Science, Social Studies, Language Arts, Reading, World Languages, Art, Music, Physical Education, Health and G & T.

Honors – The student must achieve no lower than a “B” in Math, Science, Social Studies, Language Arts, Reading, World Languages, Art, Music, Physical Education, Health and G & T.

Principals List

The child must achieve no lower than an A+ in all subjects.

*** Student behavior will affect Robert L. Craig school honor roll status.**

End-Of-The-Year Honors: Student must receive a letter grade of **B** or higher for each marking period and in the FINAL GRADE column of the report card for ALL classes.

End-Of-The-Year High Honors: Student must receive a letter grade of **A** for each marking period and in the FINAL GRADE column of the report card for ALL classes.

HONOR ROLL – BEHAVIOR CRITERIA

Students exhibiting the following inappropriate behavior during a marking period will not be eligible to achieve honor roll status:

- Using profanity and/or other offensive language
- Challenge Staff authority
- Cheating
- Cutting or leaving class without permission
- Forged note or excuses
- Sexual harassment
- Using obscene gesture
- Disobedience and Defiance
- Misbehaving
- Unhealthy and/or unsafe behavior
- Conduct that is physically dangerous to self or others
- Possession of drugs/weapons
- Theft
- Vandalism
- Verbal threats
- Destructive to School Property

HOURS OF SCHOOL SESSIONS

Regular School Day

School Hours: 8:50 a.m. – 3:05 p.m.

One Session Day

School Hours: 8:50 a.m. – 1:00 p.m.

Delayed opening

School Opens at 9:30 a.m.

ILLNESS DURING THE SCHOOL DAY

When, because of illness, a student is unable to complete a day's session, the school will notify the parents or guardian. For everyone's protection, we cannot excuse students in response to telephone requests. Parents will be required to sign an early release form when taking their child out of school. Emergency information must be updated during the year if changes are necessary.

INTERNET

Robert L. Craig staff review the Computer Network and Internet Acceptable Use Policy with students before accessing the Internet. The school must have a signed linkage on file from the student & parent before allowing a student access to the Internet. Students must be sure to read and sign the guidelines before using the Internet. No student is to use the Internet without a staff member directly supervising. Internet use is to be consistent with the assigned activities. (Please refer to the Computer Network and Internet Acceptable Use Policy).

INTERVENTION AND REFERRAL SERVICES

Mission Statement

Intervention and Referral Services (I&RS) is an educational, building-based, decision-making team consistent with our district's goal of increasing the capacity of regular education to serve all students with learning and/or behavioral needs. I&RS increases effective instructional programs through collaborative problem-solving and enhances existing methods of operation within the school. It seeks creative ways to optimize the use of available general education resources to best meet individual students' needs. Therefore, all considerations for educational program changes should be identified and processed through I&RS.

What is the purpose of I&RS?

The purpose of I&RS is to support and assist the referring staff member or parent/guardian in addressing the educational needs of an individual student by providing recommendations, interventions, and/or strategies for referred students. Interventions could include curricular changes, new instructional methods or materials, and/or other assistance provided in the regular education setting. The I&RS team considers suggested recommendations and develops a coordinated action plan. Parents/guardians are initially informed of I&RS's intent and procedure by the referring staff member and are involved throughout the process.

What are the I&RS meeting procedures?

1. Problem Identification
2. Goal Setting
3. Solution Generation/Development
4. Parent Contacts/Reporting

Procedures

1. Staff member or parent states a concern regarding a student's performance. In order to request an I&RS meeting, the appropriate forms must be completed by the referring staff member:
 - *Initial Referral Form*
 - *Prior Strategies Checklist*
 - *Data Collection Form*
2. Once completed, the entire packet of forms is forwarded to the school nurse.
3. The nurse completes the *Nurse/School Health Form* and forwards the packet to the Supervisor of Curriculum and Instruction.
4. The Supervisor of Curriculum and Instruction sends an *Information Request* to special area teachers and/or those teachers who have contact with the student and schedules a meeting with appropriate personnel and parents.

***PLEASE NOTE:** *Any incomplete forms will be returned to the referring staff member for completion/clarification before a meeting will be scheduled.*

JUICE MACHINES

Please do not ask the Board or School Office for change to use the juice machines.

LATENESS

- Encourage your child to be on time. Parents are required to present a written note of explanation to the Homeroom Teacher when lateness occurs.
- Lateness will be addressed as a serious issue of parental and student responsibility.
- Late students must report to the Superintendent/Principal to register as tardy.
- Repeated lateness will result in disciplinary action as determined by the Superintendent/Principal.

LEAVING SCHOOL GROUNDS

- Students are not permitted to leave school grounds during lunch unless they are picked up or accompanied by a parent/guardian or another designated adult.
- The police will be contacted for any student leaving school grounds without permission, and will also result in disciplinary action as determined by the Superintendent/Principal.

LOCKDOWN DRILLS

It is a reflection of the changes in our society that we must add variations to our safety drills. As per the guidance provided to us by the Moonachie Police Department the Robert L. Craig School will be practicing a drill known as a **“lockdown”** periodically throughout the year. Lockdown is used in cases of perceived danger within the school or in close proximity of the school. The teachers will be instructing students regarding their role during a drill of this kind. The procedures the school is expected to follow include closing and locking all inside doors, and keeping staff and students in rooms while the lockdown drill is practiced. The role of everyone in the building is to remain quiet and calm until they are notified of “all clear” over the intercom for the purpose of the practice. No one is allowed to enter or leave the building during a lockdown procedure.

Exercising crisis response plans with realistic scenarios will help ensure the Moonachie School District can safely and effectively manage emergencies.

LOCKERS

Students in grades 6-8 are given the use of hall locker units and are held responsible for proper care and regulations regarding their use.

Lockers are considered school property and school authorities may open and inspect them if it is deemed advisable to do so without notification. Lockers will be emptied for clean-ups prior to each vacation and supervised by the homeroom teacher.

RULES FOR STUDENTS REGARDING LOCKERS:

1. **Do not share your locker combination with other students.**
2. Students will keep their books, notebooks, other school related items and coats in their lockers.
3. Lockers are not to be used to house personal valuables or volatile materials, etc.
4. Lockers will be kept locked by the students and opened with a combination assigned to that student.
5. Lockers remain the property of the district even when used by students.
6. Lockers may be subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations.
7. Law enforcement officials may search a locker upon presentation of a proper warrant.
8. Students are expected to keep their locker in an orderly manner.
9. Students may not deface their lockers either inside or out in any manner.
10. Locker inspections will be done on a regular basis by either the homeroom teacher or by the Superintendent/Principal.

Locker Decorations – Students are not allowed to decorate lockers for birthdays or other occasions.

LOST AND FOUND

Identification on clothing helps us find the owner. Each year we accumulate a number of articles in our Lost & Found Department. Clothing items are placed in the nurse's office, and jewelry, wallets, and other valuables in the school office.

Unclaimed articles and money will be given away to worthy organizations at the conclusion of each month. Notification will be forwarded when lost and found items are on display.

LUNCH

- **DROP OFF**

Please **do not** drop off student lunches during the morning school hours. All student lunch arrangements should be made prior to the start of the school day.

- **WARMING UP**

The heating of meals brought from home is not permitted during lunch.

LUNCH PROGRAM

1. The cost per day is \$4.95.
2. Reduced lunch cost per day is .00.
3. Lunch money will be collected on Mondays.
4. Money should be submitted in an envelope.
5. List name of student on the envelope.
6. Indicate Homeroom teacher.

7. Select days and choices.
8. Indicate week of.

LUNCH RECREATION / RECESS – EXPECTATIONS

1. Everyone can play.
2. Play your spot – don't run into another team member's position.
3. Be supportive of others. Refrain from put-downs, teasing, or making negative comments.
4. Show good sportsmanship:
 - a. offer encouragement,
 - b. offer praise,
 - c. practice with someone who wants extra help,
 - d. play for the enjoyment of the game.
5. Consequences will be provided for negative comments, put-downs, teasing, failure to cooperate with team or adults, or inappropriate behavior.
6. Please do not bring into school your own basketballs and other sports equipment.

MAIN OFFICE – STUDENTS

1. Students are to behave as expected in a corporate setting while in the main office.
2. Students need staff permission before visiting the Main Office.

MARKING PERIOD SCHEDULE

Marking Period	Marking Period Begins	Progress Reports Distributed	Marking Period Ends	Report Cards Distributed
1	Thursday, September 4, 2025	Wednesday October 1, 2025	Monday, November 10, 2025	Monday, November 10, 2025
2	Tuesday, November 11, 2025	Wednesday, December 10, 2025	Tuesday, January 27, 2026	Tuesday, January 27, 2026
3	Wednesday, January 28, 2026	Wednesday, February 25, 2026	Thursday, April 2, 2026	Thursday, April 2, 2026
4	Friday, April 3, 2026	Friday, May 8, 2026	Monday, June 22, 2026	Monday, June 22, 2026 (Last Day of School)

* Report cards will be sent home with students.

MEDICAL AND DENTAL EXCUSES

When medical and dental appointments cannot be made outside of school hours, the following procedure must be observed if early dismissal is requested for this purpose.

1. Send a note to the child's homeroom teacher one day in advance requesting dismissal for this purpose.
2. **Children must be signed out at the main office.**

MEDICATION

1. Staff members are prohibited from the administration of medication to students. When a child requires medication his/her parents are responsible for its administration and may come to school to do so, or the parents may obtain written orders from the family physician authorizing the school nurse to give medication on a regular basis. The school nurse will keep all medical records up to date.
2. Medication prescribed by the doctor must be brought to school by an adult in its original pharmacy container. Have the pharmacist give you a second labeled bottle when you have the prescription filled. The label must contain the child's name, medication name, doctor's name and directions before it will be accepted. A doctor's note directing it to be given at school with diagnosis and length of time to be given must be included.
3. Cough syrups, cold pills, Tylenol, Advil, Motrin, and cough drops should not be taken at school.
4. Students are not permitted to take medication during the school day or on school property, unless under observation of the school nurse.
5. Some children with life threatening illnesses, who use inhalers, may carry them at school. Keep in mind that forms must be completed by the doctor and parent before students may carry an inhaler.

MRSA

MRSA stands for Methicillin Resistant Staphylococcus Aureus. It is a staph infection caused by bacteria that is resistant to many traditionally used antibiotics. Staph bacteria typically cause only minor problems in healthy people. But in older people, people with weakened immune systems, people who are ill, or young children (whose immune systems are not developed), MRSA can cause serious problems.

Staph infections generally start as small red bumps that resemble pimples or bug bites. These can quickly turn into pus filled, painful, swollen areas that require surgical draining, by a doctor.

The following list is what you can do to protect yourself, your child and the RLC School community from MRSA:

1. Keep personal items personal. Do not share towels, sheets, razors, clothing and athletic equipment. Teach your children to do the same. MRSA spreads on contaminated objects and through direct contact. Do not touch other's bandages. Clean daily surfaces such as counters, vanities and bathroom surfaces.
2. Keep wounds covered. Clean your children's cuts and scrapes with soap and water. Dry and apply a band-aid. Keep all cuts and scrapes covered until they heal. Keep a supply of band-aids at home. DO NOT use bar soap. Bacteria lives in bar soap. Use liquid soap.
3. Examine your child's skin daily. Check and recheck any bug bites for increased pain and swelling.
4. Have any oozing wound (a wound with pus) evaluated by a doctor. Have the wound tested for MRSA. Notify the school nurse.
5. Sanitize linens. If you or your child has a cut or sore, wash towels and bed linens in HOT water with added bleach. Dry all linens in a HOT dryer to kill the bacteria. DO NOT SHARE TOWELS.
6. Wash your hands. Use any liquid soap and scrub hands briskly for 15 seconds. Encourage your children to wash their hands often. Keep your child's fingernails short. Cut them weekly. Clean the dirt from under their fingernails daily.

At the Robert L. Craig School, we take the health of our students and faculty seriously. We have developed the following plan to prevent MRSA infections.

1. Encourage frequent hand washing by students and employees. Hand sanitizers are available in every classroom when hand washing must be delayed. Use of hand sanitizer will be followed ASAP with hand washing with soap and water.
2. Sanitizing wipes are available in every classroom to be used as needed throughout the school day.
3. All students or staff members with a suspicious or oozing skin lesion will be excluded immediately for medical evaluation by a doctor. A written doctor's note will be required for readmission to school. All medically treated wounds must be covered at all times for a student to remain in school.
4. Staff and students will be encouraged to practice proper personal hygiene (daily showers, wearing clean clothing, etc.).
5. If MRSA is diagnosed, the school nurse will interview the student and parent to investigate the possibility of other cases among Robert L. Craig staff and students. All cases of MRSA will be reported to the Superintendent and then to the County Superintendent of Schools. More than one case will be reported to the local health department.

Please feel free to contact Donna Gallo, School Nurse at (201)-641-5833 Ext. 106 with any questions or concerns.

NONDISCRIMINATION (AMERICANS WITH DISABILITIES ACT – SECTION 504)

The Moonachie School District does not discriminate on the basis of gender, race, creed, color, religion, age, national origin, ancestry, marital status, familial status, veteran status, sexual orientation, handicap or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquires concerning the district’s compliance with the regulations implementing the Americans with Disabilities Act (ADA) or section 504 is directed to contact: Mrs. Dana Genatt, 504 Coordinator, 201-641-5833 Ext. 110.

Mrs. Genatt has been designated by the Moonachie Public School District to coordinate the District’s efforts to comply with the regulations implementing the ADA and Section 504.

NOTES FROM PARENTS

- The Robert L. Craig School needs to know at all times the request being made is actually being made by the parent. Therefore, we require a note from the parents each time there is to be a change in your child’s schedule. For example, “yesterday’s absence”; “today’s early dismissal”; etc. The note for early dismissal must give the reason for the request.
- Students may be subject to disciplinary action for missing notes.

ONE-SESSION DAY

School Hours - 8:50 a.m. – 1:00 p.m.
Pre-K Program – 8:50 a.m. – 1:00 p.m.

PARENT CONFERENCES

Parents will be required to attend a conference with the Superintendent/Principal and/or teacher(s) when–

- A pupil is unable to adhere to the Student Code of Conduct.
- A pupil does not complete homework assignments and/or projects.
- A pupil is consistently absent and/or tardy without a valid reason.

PARENT GUIDELINES

1. Please sign in and out as a visitor at all times.
2. Please meet with Robert L. Craig staff through scheduled appointments
3. Please schedule appointments to meet with the Superintendent/Principal.
4. Please do not park in front of the school.
5. Please do not drop off lunch for your children.
6. Please inform the school regarding changes with home information (ex. New phone number).
7. Please notify the school in writing regarding any changes from the norm- (child not taking the bus, picking up student early, etc.)
8. Please wait outside the school building (do not block exit) when picking up your child(ren).
9. Please follow the chain of command regarding concerns:
 - 1st the teacher
 - next the Superintendent/Principal
 - and then the Board of Education

PARENT RESPONSIBILITIES ON FIELD TRIPS

1. Always know which students are directly in your charge as part of the larger group. Actively chaperone your group at all times.
2. Actively assist with keeping your group together with the rest of the group, especially when walking over a distance is involved. Refrain from separate socializing (including optional cell phone conversations) during activities.
3. Notify the trip leader (a faculty member) of any difficulties that arise. Clear any action involving students with the trip leader before acting.
4. Be supportive of curricular assignments in connection with the trip. Reinforce that assignments have a purpose and are to be completed as assigned.
5. Maintain proper conduct and language as befits a well-mannered adult. You are a role model when you are on a school-sponsored trip.
6. Be actively attentive to all presentations and activities to reinforce and demonstrate correct behavior in these situations for the students.
7. Whenever possible, chaperones are encouraged to participate in the activities.

8. Disperse and monitor students while on the bus. Organize snacks for ride to and from trip site.
9. Follow instructions from the teacher in charge concerning student activities and behavior during the trip.
10. Be an example for students to follow (refrain from talking while instructors are talking, follow lead teachers' instructions, stay with your student group etc.)
11. Be discrete when discussing matters to which you, as a chaperone are privileged.

PARENT/TEACHER– ARTICULATION AGREEMENT

Grading Procedures

3rd – 8th grades

80%	Major Assessments <ul style="list-style-type: none"> • Tests • Projects • Reports • Essays • Labs Minor Assessments <ul style="list-style-type: none"> • Other formative assessments • Do now activities • Quizzes
10%	Class participation
10%	Completion of homework (not accuracy)

**Teachers of specials may use a different formula.

**Any test where a student receives lower than a 70%, must automatically receive some form of remedial opportunity and be given the option of a retake and/or make corrections that demonstrate proficiency of the standard being assessed.

The following will be implemented for the grading process in 6 – 8:

- ❖ Marking Periods 1-4 – For all grades collected over the course of the marking period, anything lower than 50% will default to 50% at the end of the marking period. Faculty members are responsible for keeping data accurate in online gradebooks.

*Student behavior can be reflected in the participation portion of the grade.

The Parent/Guardian Agrees to:

1. Provide your child(ren) with appropriate space and supplies, (paper, pencils, calculators, etc.) to complete homework.
2. Review for completeness but do not correct homework.
3. Encourage child(ren) to strive to do their best and show effort.
4. Encourage child(ren) to be organized.
5. Encourage child(ren) to meet timelines.
6. Talk to your child(ren) each day regarding what happened in school; and ask if any notices have been sent home.
7. Read to your child(ren) on an on-going basis.
8. Utilize E-mail when appropriate to communicate.
9. Plan to attend the Robert L. Craig Back-to-School-Night.
10. Regularly check teachers' webpages to be up to date on upcoming assignments, assessments, and projects.
11. Attend Parent/Teacher conference.
12. Make a good faith effort to attend a minimum of two PTO meetings during the school year.
13. Regularly check the Parent Portal to monitor their child(ren)'s progress.

PARENT/TEACHER CONFERENCES

Individual parent conferences will be held during the following dates and times:

Wednesday, November 12, 2025 1:50 p.m. – 3:05 p.m.

Thursday, November 13, 2025 1:50 p.m. – 3:05 p.m. & 5:30 p.m. – 7:30 p.m.

The goal in conferencing with parents is to foster a better understanding of the Robert L. Craig School program and how it relates to your child. In order to give this matter your full attention, please attend the meeting without your child(ren).

PARENT TEACHER ORGANIZATION

Commonly referred to as our P.T.O., the Parent Teacher Organization provides strong support to our academic endeavors. Parental participation is vital to the success of all the extracurricular activities that our school offers. All parents are encouraged to participate and to volunteer for various activities sponsored by the P.T.O. Meetings are scheduled for 7:00pm on the following days:

September (TBD), 2025 April (TBD), 2026
November (TBD), 2025
January (TBD), 2026

All dates and times are subject to change.

PARENT TEACHER ORGANIZATION SPONSORED 2025-26 SPECIAL EVENTS

PTO Events will be on the school monthly calendars.

PARKING ON SCHOOL GROUNDS

Parking in the school driveway is prohibited. Visitors are asked to park in spots across the street in the parking lot.

PHONE DIRECTORY

<u>Robert L. Craig School</u>	201-641-5833	
Mr. James Knipper, Superintendent/Principal		Ext. 101
Mrs. Dana Genatt, Director of Curriculum and Instruction		Ext. 110
Melanie Vocaturo, Secretary		Ext. 109
Linda Esposito, Secretary		Ext. 123
Debbie Weigelt, Front Desk		Ext. 100
Giuseppina Altilio, School Nurse		Ext. 106

<u>Board Office</u>	201-641-5858	
Laurel Spadavecchia, Business Administrator		Ext. 104
Sandy Diaz, Assistant to the Business Administrator		Ext. 102

Child Study Team

201-641-5833

Natasha Dillon, Director of CST

Ext. 124

Yannique Dawson, School Psychologist

Ext. 112

Deborah Maiorano, Social Worker

Ext. 111

Melanie Vocaturo, Secretary

Ext. 109

PHYSICAL EDUCATION

Physical education is a regular assigned lesson. Activities are under the supervision of the physical education teacher or the classroom teacher whenever necessary. Students are expected to dress properly for class participation.

1. Rules

- a. Remain engaged in an appropriate activity as assigned.
- b. Respect all equipment.
- c. Follow the SAFETY rules for the activities.
- d. Remain with a staff member always.

2. Physical Education Excuses

Excuses from gym require a doctor's note. The note must include the dates the child cannot participate, reason for absences and date of return to class. If the return date is not included, another date will be required before the child can return to gym. If your child is coming to school with a cast, crutches, immobilizer, please call the school nurse ahead of time and bring a note for the teacher so accommodations can be made for the comfort of your child.

3. 8th Grade students

All 8th grade students, beginning the third marking period, will be required to change for physical education classes.

PICKING UP STUDENTS

PARENTS

Please:

1. **Do not park** in the horseshoe driveway.
2. Use the horseshoe driveway only to turnaround.
3. Meet your child at the main door.
4. Pre-k Parents – please be on time to pick up your child.
Repeated failure to pick up your Pre-K child on time will result in termination from the Pre-K program.

PROCEDURE FOR PROCESSING CONCERNS

Any pupil-teacher or program concern should follow the following steps:

1. **Begin by expressing your concern to the teacher.** Discuss the issue with the teacher. Direct and informal communication should generally be your first step.
2. **If the matter is unresolved, make an appointment to speak with the Superintendent/Principal,** who will conduct a problem-solving meeting between you and the teacher.
3. If you feel the situation warrants further attention, you may submit a written statement to the Superintendent/Principal who will respond in writing.
4. If you believe that your situation has not been resolved, your appeal process will be presented to you. It could involve formal communication with the Board of Education.

PROGRESS REPORTS

1. Parents will be notified when we reach the middle of the marking period on the following dates:

1 st Marking Period	Wednesday, October 1, 2025
2 nd Marking Period	Wednesday, December 10, 2025
3 rd Marking Period	Wednesday, February 25, 2026
4 th Marking Period	Friday, May 8, 2026

RECREATION PROGRAM

The Moonachie Board of Education and the Borough of Moonachie work in collaboration for providing a series of recreational activities throughout the 2025-2026 school year. The program of events will be listed on the monthly Robert L. Craig calendars.

Students must adhere to the Robert L. Craig Student Code of Conduct to participate in the Recreation Program.

Students demonstrating inappropriate behavior in school will not be allowed to attend a Recreation Program Activity.

REPORT CARDS

Marking Period Ends

Report Cards Issued

1 st Monday, November 10, 2025	Monday, November 10, 2025
2 nd Tuesday, January 27, 2026	Tuesday, January 27, 2026
3 rd Thursday, April 2, 2026	Thursday, April 2, 2026
4 th Monday, June 22, 2026	Monday June 22, 2026 (Last Day of School)

* Report cards will be sent home with students.

RESPONSE-TO-INTERVENTION

Response-To-Intervention (RTI) is a process that includes the provision of systematic, research-based instruction and interventions to struggling learners. It assumes that the instruction/interventions are matched to student needs and that the monitoring of progress is continuous. Furthermore, RTI is designed as an early intervention to prevent long-term academic failure. RTI is considered a general education service, but can also be implemented in special education settings.

SCHOLASTIC BOOK ORDERS

The Robert L. Craig School will only accept checks payable to Scholastic Books.

SCHOOL CLOSING OR DELAYED OPENING

The following procedures will be observed when, in the opinion of the Superintendent/Principal, it is necessary to close school or a delay the opening of school to insure the health and safety of the students.

1. Parents will be contacted utilizing Realtime Communication System.
2. At times the emergency might be of such a nature that it would be impossible to hold children until the regular dismissal time. In cases such as these, we will dismiss the children when all precautions have been taken for their safety.
**Emergency school closing time –
1:00 p.m.**
2. Please do not call the Police Department to inquire whether or not schools will be opened. Lines must be kept open for emergencies.
- 3.

SCHOOL INTEGRATED PEST MANAGEMENT (“IPM”) PROGRAM

The Moonachie School District uses an Integrated Pest Management (“IPM”) approach to managing pests. The goal of IPM is to protect every student from pesticide exposure by using an IPM approach to pest management. The IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present, as well as any conditions that are conducive to future pest problems.

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

A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when persons other than the Pest Management Professional will not be occupying the area(s) being treated. Notices will be posted in these areas 72 hours prior and will remain posted 72 hours after the pesticide application. Also, a notice will be effectuated to all parties as required by the School IPM Act (parents/guardians, faculty, etc.) **72 hours prior** to the application. The only exception will be when a pest problem is considered emergent, the notification will be effectuated 24 hours prior to the pesticide application.

An IPM informational binder has been placed in the Board Office, located in the Robert L. Craig School, which includes all the necessary reporting forms and material Safety Data Sheets (“MSDS”) for all pesticides that have and/or may be used throughout the year.

If you have any questions, please contact the IPM Coordinator: James Knipper at, (201) 641-5858 Ext. 101, fax (201) 641-3723, e-mail: jknipper@moonachieschool.org, 20 West Park Street, Moonachie, NJ 07074

Pesticides used in the past 12 months: (Common & Trade Name, EPA Registration #):

1. 100-Maxforce Ant Gel
2. 103- Maxforce FC Select Roach Gel
3. 08-ECO/D

SCHOOL PICTURES

Each year the Robert L. Craig students have individual color photos taken by a professional photographer. Proofs are sent home and parents can order packages of pictures if they desire.

Date: October 8, 2025

Make-up/Retakes date: December 8, 2025

SCHOOL SECURITY DRILLS

An exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

SCHOOL VIOLENCE AWARENESS WEEK

All public school districts are required to designate a certain week in October as *School Violence Awareness Week*. During this week the Robert L. Craig School shall provide an opportunity for students, parents, school district personnel and law enforcement personnel to discuss methods for keeping our school safe from violence; to create school safety plans; and to recognize those students in need of help.

SEATBELTS

Seatbelts must be worn by all students when riding in a school sponsored vehicle. This includes:

- Riding on the bus to and from school.
- During all field trips.
- During all special events (DARE sponsored activity, GREAT sponsored events, etc.)

SECURITY

Security for all children and staff is a serious responsibility.

- To enter our facility, press the main door buzzer and sign in at the Front Office.
- Parents are not permitted to visit a classroom without a previously scheduled appointment.

SEXUAL AND OTHER HARASSMENT

All children shall be protected from any form of sexual harassment. Sexual or other harassment of pupils by other pupils shall be dealt with serious disciplinary consequences. Parents should apprise the teacher and then the Superintendent/Principal at the onset of harassment. Open communication is essential for us to work together on this important issue.

SMOKING

Smoking is not allowed on school grounds.

SPECIAL EVENTS

Student attendance and/or participation in a Robert L. Craig School event or activity (i.e. Field Day, Student Day, 8th Grade Dance, etc.) is a privilege. Students may need to earn the right to attend or participate.

STANDARDIZED TESTING PROGRAM

New Jersey Statewide Assessment Schedule **2025-2026 School Year**

NJSLA- Math & ELA Assessment, Grades 3-8: TBD – State has not released this information yet

NJSLA - Science Assessment, Grades 5 and 8: TBD – State has not released this information yet

DLM Testing: (Window) – TBD – State has not released this information yet

WIDA Testing: (Window) TBD – State has not released this information yet

STUDENT COUNCIL

The Student Council is an organized group of students, meeting regularly, sharing in the life of the school. It is students solving problems and making important decisions. The Student council works with the Superintendent/Principal, committees, teachers, parents, the Board of Education and community people. The Student Council is the mind, heart, and hands of school activities. There are eight positions on the council. The President, Vice President, Secretary, and Representatives from grades 5-8. All council members must maintain a C average or above and are elected by their peers, teachers and the Superintendent/Principal.

Student Council Nominations week of **October 6th, 2025**

Student Council Elections – **November 4, 2025**

First Student Council Meeting week of **November 10, 2025**

Students must consistently demonstrate appropriate behavior consistent with the Student Code of Conduct to participate as a member of the Student Council.

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STUDENT GRIEVANCE GUIDELINES

Students who have complaints against, school policy, or rules and regulations are to proceed as follows:

1. Bring such matters to the attention of your teacher.

2. If there is still dissatisfaction, the matter shall be presented to the Superintendent/Principal.
3. If, following consideration by the Superintendent/Principal, there is still dissatisfaction, then the matter can be brought before the Board of Education by the Superintendent who shall set up a conference between the Board and the students concerned.

SUBSTANCE ABUSE PROCEDURES

1. For purposes of this Handbook, “substance” shall mean alcoholic beverages, controlled dangerous substances as defined in N.J.S.A. 24:21-2 or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including but not limited to glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2A:17025.9.
2. “Substance abuse” shall mean the consumption or use of any substance as defined herein for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
3. Any professional staff member to whom it appears that a student may be under the influence of a controlled dangerous substance on school property or at a school function shall report the matter to the School Nurse and Superintendent/Principal or his/her designee if they are unavailable.
4. The student shall be placed in a protective environment for observation and the Superintendent/Principal shall immediately notify the parent/guardian.
5. The Superintendent/Principal or school nurse shall arrange for the immediate examination of the pupil by a doctor selected by the parent or, if the chosen physician is not immediately available, the examination shall be conducted by the school physician or, if the school physician is not available, the pupil shall be accompanied by a member of the school staff, designated by the Superintendent/Principal, to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the child’s parent/guardian if possible and by a member of the school staff appointed by the Superintendent/Principal. This examination must occur within twenty-four hours. The parent/guardian will be responsible for this expense if a physician of their choice is used. The finding of the medical examiner shall be given to the Superintendent/Principal in written form within the twenty-four hour period. Copies of this report will be sent to the school nurse. The student shall remain at home during this period.
6. If the report is negative, the student shall return to school immediately. If the report is positive, the student shall not be readmitted to school until the designated “Chemical Screening Report” is received by the school nurse indicating the pupil is physically and mentally able to return to school. The pupil and parents will report to the school nurse, who will, after consultation with the Superintendent/Principal prepare a written plan including strategies with the student to address his/her needs.
7. POSSESSION AND/OR SELLING A CONTROLLED DANGEROUS SUBSTANCE

- A. Any student found in possession or allegedly selling a controlled substance shall be immediately brought or reported to the Superintendent/Principal.
- B. The Superintendent/Principal shall investigate the matter in a manner, which assures the student of due process. The process may include the searching of the student's locker.
- C. In the event of evidence of either possession or selling, the Superintendent/ Principal shall notify the police and parents and require an immediate conference with the above parties including the student. The student will be suspended until a meeting with the school nurse and/or counselors is held and a plan of action id developed.
- D. Any suspected controlled dangerous substance as defined in N.J.S.A. 24:21-1 pr at N.J.S.A. 2C:35-2, including controlled dangerous analogs and drug paraphernalia, shall be handled in accordance with this procedure.

8. CURRICULUM AND INSTRUCTION

- A. The Robert L. Craig School shall incorporate into the curriculum drug, alcohol, tobacco and steroid education appropriate for pupils given their age, maturity and grade level, in accordance with existing Department of Education guidelines.

SUSPENSION

Parents are notified when a student is suspended. A student will be given a suspension for serious infractions of school rules and regulations.

TARDINESS

All children in grades K to 8 are to be in their homeroom classroom by 8:50 a.m. for the start of the school day. Any student arriving after this time will be marked tardy.

Tardiness disrupts the work of the class and produces confusion, which causes all members of the group to lose. Parents are urged to observe the opening time of school and to emphasize with their children the important of being on time.

*** Tardiness will result in disciplinary action as determined by the Superintendent/Principal.**

Students arriving late to school – (after 8:50 a.m.) are to report to the Superintendent/Principal's office.

A note signed by a parent is required for students arriving late to school.

TOYS

Students are not permitted to bring toys, games, etc. to school.

TRANSPORTATION SAFETY

The safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation.

1. The Moonachie School District expects all students to maintain the highest standards of conduct.
2. Unacceptable Conduct includes, but is not limited to:
 - Rudeness
 - Disrespect
 - Disobedience and defiance
 - Using profanity and other offensive language or gestures
 - Misbehaving on a school bus including but not limited to distracting the driver, eating or drinking, disobeying safety rules, harassing another student or other various acts of mischief

3. Consequences for Bus Disruptions

The consequences as stated will be imposed on a case by case basis taking into account the severity of the infraction, the age of the student, and his/her previous behavior.

- First offense - One detention and warning
- Second offense - One week suspension from bus
- Third offense - Two week suspension from bus
- Fourth offense - Permanent suspension from bus

TRANSPORTING CHILDREN – 39.3 – 76.2 a

Every person operating a motor vehicle other than a school bus, equipped with safety belts who is transporting a child under the age of eight years and weighing less than 80 pounds on roadways, streets or highways of this State shall secure the child in a child passenger restraint system or booster seat, as described in Federal Motor Vehicle Safety Standard Number 213, in a rear seat. If there are no rear seats the child shall be secured in a child passenger restraint system or booster sea, as described in Federal

Motor Vehicle Safety Standard Number. In no event shall failure to wear a child passenger restraint system or to use booster seat be considered as contributory negligence, nor shall the failure to wear the child passenger restraint system be admissible as evidence in the trial of any civil action.

VISITORS

Please make an appointment to meet with a teacher or administrator, unless there is an emergency situation.

WALKING

Children should stay on the sidewalks wherever possible, close to the side of the road where there are no sidewalks; go directly to school; and return home directly after school. Children should never hitchhike or ask for rides; never accept rides from persons they do not know; and never go with strangers when they ask for directions.

The Police Department should be notified if a stranger is seen talking to a child. If the stranger is in an automobile, the license number and description of the driver and car should be noted.

WELLNESS & NUTRITION

Pursuant to Moonachie Board of Education Local Wellness and Nutrition Policy #8505 ———

- Energy drinks are not allowed in school.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans, and the USDA nutrition standards for National School Lunch, School Breakfast and/or After School Snack Programs. The district will regulate the types of food and beverage items offered outside the federal meal requirements, such as ala carte sales, vending machines, school stores, and fund raisers.
- The following items shall not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day:
 - A. Foods of minimal nutritional value as defined by the United States Department of Agriculture
 - B. All food and beverage items listing sugar, in any form as the first ingredient
 - C. All forms of candy
- All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers or served in the reimbursable After School Snack Program, shall meet the following standards:

- D. Based on manufacturers nutritional data or nutrient facts labels:
1. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
 2. No more than two grams of saturated fat per serving.
- E. All beverages shall not exceed 12 ounces, with the following exceptions:
1. Water.
 2. Milk containing two percent or less fat.
- F. No more than 40 percent of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.

The school wellness initiative needs your endorsement and support to be successful. In order to provide a healthy school environment the goals of the Local School Wellness Policy are to:

- Provide students with healthy, nutritious foods.
- Encourage the consumption of fresh fruits and vegetables, low fat milk and whole grains.
- Support healthy eating through nutrition education.
- Encourage students to select and consume all components of the school meals.
- Provide students with the opportunity to engage in daily physical activity.
- Provide a pleasant dining environment with adequate time allowed for student meal service and consumption.
- Recommended that physical education or recess be scheduled before lunch whenever possible.
- Insure that school staff has the necessary skills needed to implement the policy.

Healthy Snack Suggestions for Special School Celebrations and Classroom Parties

- Apples
- Bananas
- Carrots
- Dry cereal (unsweetened, whole grain)
- Edamame (soy beans)
- Fig bars
- Graham crackers w/peanut butter
- Hummus w/whole wheat pita bread
- Individual pudding cups (low fat)
- Juice (100% fruit juice)
- Low-fat cheese
- Mini muffins (low fat)
- Nectarines
- Orange sections
- Pretzels, Popcorn (low fat)
- Rice cakes
- Strawberries, smoothies (fruit and low fat yogurt)

- Tortilla chips (baked) w/salsa
- Unsweetened applesauce
- Vanilla yogurt (low-fat) dip with fruit
- Walnuts
- Yogurt, frozen (low fat)
- Zucchini sticks w/(low fat) ranch dressing

Healthy School Parties

- Fresh fruit
- Raw vegetables/low fat ranch dip/salsa
- Baked chips
- Low fat popcorn
- Baked tortilla chips/salsa
- Nuts & seeds
- Fig cookies
- Low fat pudding
- Soft pretzels & mustard
- String cheese
- Granola bars
- 100% fruit juice
- Bottled water
- Low fat milk
- Animalcrackers

Things to Remember:

- Avoid allergic reactions in the classroom. The most common food allergens in children are eggs, milk and peanuts.
- Food-safety – keep hot foods hot/cold foods cold, avoid cross contamination and wash hands and surfaces often.