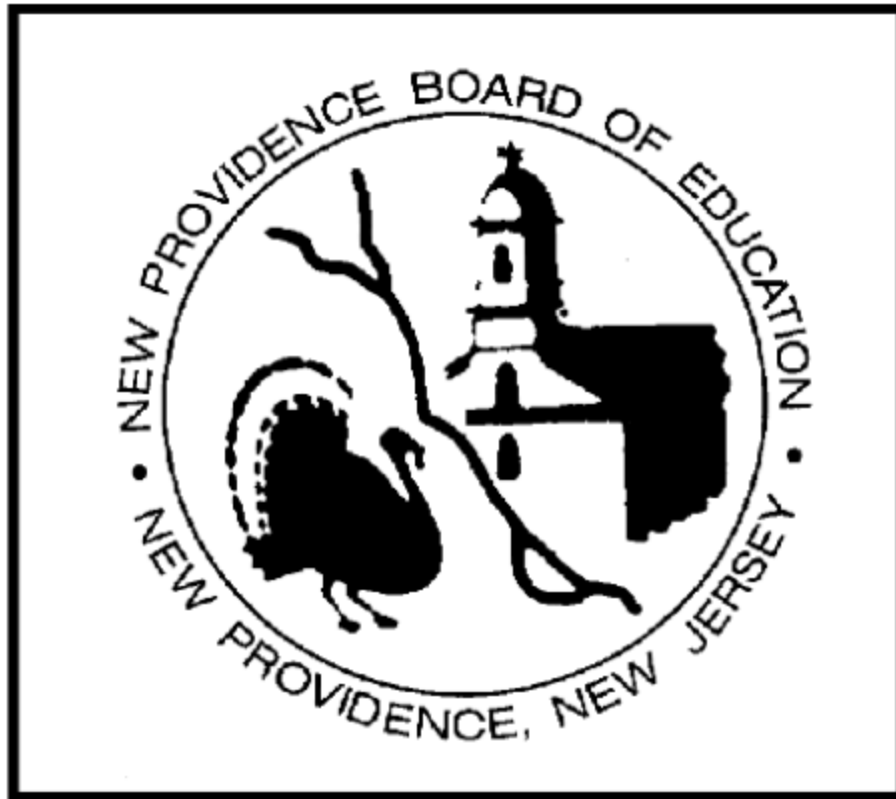


NEW PROVIDENCE BOARD OF EDUCATION



ELEMENTARY HANDBOOK **2025-2026**

**Allen W. Roberts School
and
Salt Brook School**

**NEW PROVIDENCE BOARD OF EDUCATION
Administrative Offices
356 Elkwood Avenue
New Providence, NJ 07974
Telephone: (908) 464-9050**

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ABSENCE

Regular attendance is essential for success in school. When a student is absent, it is his/her responsibility to see that work is made up within a reasonable amount of time. Parental reminders of make-up work, while necessary in the primary grades, should not be needed as frequently for ten, eleven, and twelve-year-old students. Excessive absences will have an adverse impact on performance and can prevent promotion to the next grade level.

Attendance should be submitted on each day of the child's absence by completing the Absence Reporting Form that can be found on the homepage of the school's website. This form should be submitted by 8:30 a.m. or parents should notify the school office by 8:30 a.m. on each day of the child's absence. Attendance messages can be left on the telephone absentee line on a 24/7 basis. In addition, a note from the parent/guardian should accompany the child on the day he/she returns to school after an absence.

Notice of a planned absence, such as for religious holidays, doctor and dentist appointments, and other family needs should be sent in the day before the student is to be excused. **Parents are urged to schedule out-of-town family trips during the five school breaks or over the summer vacation from school.** If an out-of-town trip must occur when school is in session, the make-up work will be given before and after the trip.

A pupil who is absent for more than ten consecutive days because of an illness or injury may obtain homebound instruction. A physician's letter, including the diagnosis and probable duration of the illness or injury, is required. Homebound instructional services can begin following the tenth consecutive day of absence.

ARRIVAL AND DISMISSAL - SCHOOL GROUNDS

Before School

1. All students are expected to be in school on time at the beginning of the school day unless there is a valid excuse. The school day begins at 8:30 AM for grades K-6.
2. Students should plan to arrive no earlier than 8:15 AM (fifteen minutes before the school entrance bell) unless directed to do so by a teacher or the principal. **Supervision of students begins at 8:15 AM.**
3. Prior to the entrance bell, students are to report to their designated areas. There is to be no running, pushing, or throwing objects. Ball playing and the use of playground equipment before school is not permitted. Salt Book Only - During inclement weather, signs will be posted at the main entrances

instructing students to enter the building at 8:15 AM. (Students are not to enter any school building before the first bell unless they have specific written permission from a teacher or principal).

Dismissal During the School Day

1. When a student leaves the school building prior to 3:00 PM, he/she must be picked up by a parent/guardian or designee, who will report **first** to the office to obtain the release of the student. Notice of a parent's intent to remove a child before the normal dismissal time should be submitted to the main office by completing the Absence Reporting Form that can be found on the homepage of the school website. A written notice of a parent's intent to remove a child before the normal dismissal time should be received in the main office that morning. The note should include the reason for early dismissal, the time of pick-up, and the authorization for anyone other than the parent or guardian to pick up the child. **Only the school secretary or building principal/assistant principal is authorized to release a student during the school day.**
2. When a student returns to school during the school day, he/she must report to the main office. Salt Brook Only - a parent or authorized adult must sign his/her child in before being readmitted to class.

Dismissal at Close of School Day

Students should leave all school buildings by 3:10 PM and the school grounds immediately after dismissal, unless they are staying for a school-supervised activity, a PTA-sponsored activity, or are with a teacher or the principal/assistant principal.

All school grounds are closed to students and the public after dark unless the persons are participating in an activity authorized by the school district.

On the Contact Information Form, to be filled out each September, the approved plan for emergency dismissals and departures will be detailed by the parent of each child. In the event of an early dismissal, this form will also be used to provide instructions for the child's departure to his/her home or parent-approved location.

Any variation to the plan for dismissal must be submitted on the Absence Reporting Form which can be found on the school's website or received in writing on the morning of the change in procedure. This includes play dates and carpool changes.

***Please refer to the Board of Education policy *Student Supervision After School Dismissal*.**

ASSEMBLIES

Students are to sit in their assigned areas and conduct themselves as a proper audience. Whistling, inappropriate clapping, talking, and boisterous behavior during the program are not permitted. No one is to leave during the program except in case of emergency (Lavatory needs should be taken care of prior to the assembly).

BASIC SKILLS INSTRUCTION

The academic progress of each student is monitored each trimester and a determination is made at the end of each year whether Basic Skills instruction should be offered for the following year. Eligibility for the Basic Skills Program is determined by student performance on the standardized achievement tests (InView and NJSLA), classroom academic progress, and additional assessment measures. Small group instruction is offered in Language Arts for grade 1 and Language Arts and/or Mathematics for grades 2-4. An in-class support BSI model is offered for Language Arts and/or Mathematics in grades 5 and 6.

BICYCLES

1. All students are permitted to ride bicycles to or from school with parental permission. It is recommended that students 8 years and younger ride with an older sibling, parent, or friend. Bicycle helmets must be worn at all times.
2. Bicycles must be walked at all times **when on school property**.
3. Bicycles must be parked and locked at the designated bike rack. No one may use another's bicycle.
4. Bicycles should not be used when weather conditions (heavy rain or snow on roads) create hazardous situations.
5. Skateboards and rollerblades are not permitted on school grounds. Wheelies may not be used in the buildings.

BOARD OF EDUCATION

Board of Education meetings are usually held at 7:30 PM on the second and fourth Thursday of each month. These are work sessions and regular meetings, respectively. Most meetings are held in the High School/Middle School Media Center. Annual schedules of board meetings are posted in each school, the Borough Hall, the board offices, and on the district website.

Board of Education meetings are open to the public and parents are encouraged to attend.

CLASSROOM GUIDELINES

1. Students are expected to be in class on time and to arrive fully prepared with all required materials and assignments.
2. Notebooks (where required) are to be kept current, complete, and legible.
3. All textbooks should be covered (and re-covered as necessary) throughout the year.

4. Homework is to be completed as accurately and fully as possible and should be handed in on the day it is due. If the homework was not understood (by the student) or if it required excessive time, the parent should send a note to the teacher.
5. Long-range assignments should reflect the appropriate amount of effort over the allotted time as required by the teacher.
6. Classwork should be completed neatly and submitted on time.
7. At the end of class, students should wait for a dismissal signal from the teacher rather than responding to the clock.
8. Copying of another person's work (whether classwork, test, or publication) is strictly prohibited. Because homework is a diagnostic tool, parents' work should never be substituted for children's work. Parents can best help through providing guidance, supervision, and an orderly, quiet place of study every weeknight.

Each teacher has his/her own procedures for operating a safe and productive classroom. It is each teacher's responsibility, and within his/her authority, to see that these rules and procedures are enforced.

CODE OF CONDUCT

In order to provide all students with a safe and secure environment, through the consistent enforcement of school procedures, the following code of behavior has been prepared. Input from teachers, parents, students, and administrators has been obtained.

It is very important for the home and school to function as partners if each child is to develop his/her full potential socially, emotionally, and academically. We, therefore, ask that parents review this handbook and Code of Conduct with their children so that all parties will understand the school's rules and will be made aware of the partnership between the home and school. Hopefully, through this partnership and the consistent expectations of appropriate behavior, each child will grow in maturity, responsibility, and self-esteem.

Expectations of Student Behavior

The behaviors listed under each expectation are examples only and do not represent the full range of expected behaviors.

Students should:

- **Prepare themselves mentally and physically for the process of learning.**
Students are nourished, rested, clean, and properly dressed and groomed.
Students are free of drugs and alcohol. Students come to school prepared to learn.
- **Demonstrate respect for people and property.**
Students are honest, courteous, and cooperative.
Students respect the property of others.
Students accept the rights of others to their own opinions.

Students settle differences peacefully.

Students display good sportsmanship at school-related functions.

Students participate in the maintenance and cleanliness of school facilities and property.

- **Take responsibility for their own behavior and learning.**

Students recognize that academic development is the primary purpose of school.

Students complete all homework, classwork, and exams.

Students make personal choices based on reasonable decision-making processes.

Students accept constructive criticism and disagreement when necessary and appropriate.

Students accept the consequences of their actions.

- **Use time and other resources responsibly.**

Students attend school regularly and punctually.

Students use study periods and library time for school work.

Students use books and other equipment appropriately.

- **Share responsibilities when working as members of a group.**

Students cooperate, contribute, and share in the work of the group.

Students accept and assume leadership when appropriate.

Students listen to the points of view of others.

- **Meet the unique requirements of each class.**

Students participate actively in class work.

Students follow class rules and procedures.

Students bring class textbooks, clothing, and other materials necessary for participation.

Students observe rules for the safe handling of class equipment and materials.

- **Communicate with parents and school personnel about school-related matters.**

Students take time to discuss academic learning and school progress with parents and school personnel.

Students transmit information to parents and return papers to appropriate school personnel in time.

Students learn the appropriate people to report to when problems occur.

The following behaviors are strictly prohibited:

1. Fighting in any form
2. Disruption of class or any school activity
3. Disobedience/disrespect toward any school employee
4. Bullying, harassment, or intimidation in any form (See below)
5. Stealing and/or destruction of school property or the possessions of others
6. Any behavior deemed dangerous to self or others, including physical aggression
7. Use of profanity, obscene gestures, pictures, signs, or writing
8. Wearing clothing or accessories which disrupt the instructional atmosphere at school or jeopardize the student's health or safety

9. Skipping or cutting class
10. Leaving the classroom or school grounds without permission
11. Throwing of objects, with the exception of playground balls
12. Bring MP3 players, iPods, electronic games or other devices, unless with prior approval for school-related purposes
13. Bringing or possessing alcoholic beverages, tobacco, and unauthorized drugs or medications
14. Eating or chewing gum, candy, or foreign objects in class
15. Bringing skateboards, rollerblades, hard bats, sticks, and hard balls to school. (Only rubber or plastic balls and untaped plastic bats are allowed).
16. Use of cell phone during school hours

* **“Harassment, intimidation, and bullying”** means any gesture, any written, verbal, or physical act, or any electronic communication, as defined in N.J. S.A. 18A:37-14, 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 students; 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 student or damaging the student’s property, or placing a student 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 student or group of students; or
6. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

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

* **Please refer to the Board of Education policy on *Harassment, Intimidation, and Bullying*.**

DISCIPLINARY PROCEDURES

A. Initial Misbehavior

These first-time misbehaviors are generally handled by the teacher. If they occur rarely and are in contrast to the student's normal behavior, the teacher may choose to administer consequences without informing a building administrator. These types of misconduct could include:

1. Disturbing the class

2. Being late for class
3. Not doing an assignment or not following directions
4. Mild disrespect to teacher or classmate
5. Plagiarism
6. Cheating
7. Inappropriate use of school technology

Initially, the teacher will remind the student of the correct behavior and will assign consequences depending on the severity of the situation. The misbehavior may result in a telephone call, a note home, and additional classroom or after-school consequences. Parents may be called in for a conference as well. The conference may include other teachers who work with the child if they have observed similar problems.

Consequences for misconduct will depend on the severity of the incident and previous verbal warnings, but these generally involve recess/lunch detention and time-outs. Before- or after-school detention may also be assigned as a consequence of infractions of school rules.

When given detention, it is expected that the student will complete it on the day of the infraction if his/her parent can be reached. In the event neither parent can be reached, the detention will be served on the day following the infraction. If there is a medical appointment, music lesson, or religious commitment immediately following school on the afternoon of the scheduled detention, before-school detention can be assigned at the principal's discretion, from 7:45 AM - 8:25 AM. Social and recreational activities such as ball games or practices, parties, and so forth will not be considered valid reasons for rescheduling detention.

B. Frequent or More Serious Misbehavior

These misbehaviors will be handled by the observing teacher/s and a building administrator. Misconduct which requires more severe consequences could include, but may not be limited to, the following:

1. Continuation of any behavior listed above in section "A"
2. Cutting classes
3. Using obscene, profane, or abusive language toward others
4. Insubordination toward a staff member
5. Physical aggression
6. Harassment, intimidation, and bullying of another student, whether verbal or physical
7. Vandalism
8. Theft (taking items belonging to the school or to another person)
9. Bringing weapons or illegal substances to school
10. Threats involving the safety of others
11. Use of cell phones to violate the privacy of others

Misconduct that could harm other people or cause damage to property will not be tolerated.
Therefore, these behaviors may result in suspension from school for 1-3 days.

Students who exhibit either frequent or serious misconduct will first meet with a building administrator. After talking with other school persons involved, the administrator will then call the parents of the student/s responsible; consequences will be explained to the parents; and a conference may need to be held, either prior to the consequences or following a suspension. If the behavior falls under the category of harassment, intimidation, and bullying, in accordance with state law and district policy, building administrators will follow appropriate reporting and investigation procedures (please refer to policy 5512 for specific guidelines).

New Providence School District: Salt Brook Elementary and Allen W. Roberts Elementary Schools
Code of Conduct: Student Infractions and Interventions

The Principal/Designee may use discretion to impose interventions within levels or different consequences based upon the context, student's age and abilities and repeat offenses.

Level	Range of Interventions *
1	<ul style="list-style-type: none"> Teacher reprimand Student/Teacher conference Temporary removal from classroom Administrative reprimand Parent contact Teacher detention Loss of privilege
2	<ul style="list-style-type: none"> Teacher reprimand Parent contact Teacher detention Loss of privilege Administrative reprimand Parent conference with administration Administrative detention Referral to school counselor
3	<ul style="list-style-type: none"> Parent conference with administration Multiple administrative detentions Restitution Loss of privilege Referral to school counselor Suspension
4	<ul style="list-style-type: none"> Parent conference with administration Suspension Referral to school counselor Restitution Loss of privilege Multiple day suspension Referral for Treatment/Evaluation Police notification

**Interventions may not be imposed in the order shown*

Code of Conduct Infractions	Level of Interventions*
Disruptive behavior	1-2
Dress code violation	1-2
Late to class	1-2
Possession of non-approved digital device	1-2
Violation of recess rules	1-3
Use of inappropriate language	1-3
Forgery/Cheating/False reporting/Plagiarism	2-3
Leaving class without permission	2-3
Leaving school grounds without permission	2-3
Vandalism/defacing school property	2-4
Inappropriate use of school technology	2-4
Defiance of school authority/insubordination	2-4
Theft	2-4
Possession of weapon in school	2-4
Creating a disturbance that causes undue concern or alarm	2-4
Inappropriate pulling of fire alarm	3-4
Threat of harm to others	3-4
Bullying/Harassment/Intimidation	3-4
Negative physical contact	3-4
Physical assault of another student	3-4
Physical assault of staff	4
Drugs/Alcohol - Use or possession	4
Tobacco/E-cigarettes – Use or possession	4

**Interventions can be higher in cases with aggravating factors. In certain cases, legal action may also be required. The school administration may impose a consequence for unacceptable student conduct not specifically listed or included in this chart.*

In accordance with the agreement between the school district and the Union County Prosecutor's Office, some of the behaviors listed above must be reported to the New Providence Police Department Juvenile Officer.

DOGS ON SCHOOL GROUNDS

The Board of Education makes every reasonable effort to maintain school grounds in a condition appropriate for the activities of school pupils. Hence, for the safety and security of all students, no dogs are allowed on school property at any time.

DRESS (APPROPRIATE SCHOOL APPAREL)

All students are expected to dress in a manner that is appropriate for school and in accordance with good taste. Beach and casual attire such as halter tops, backless tops, and midriff-revealing clothing are examples of inappropriate dress for school. Miniskirts and sundresses, while fashionable, must not be extreme. Shorts and skirts must provide adequate coverage of the upper thigh area and buttocks at all times. The wearing of hats, caps, or bandanas is not permitted inside the school building. T-shirts, which refer to alcohol or drugs in any manner or which contain inappropriate phrases and/or symbols, are not permitted to be worn at school.

State law requires that shoes be worn at all times, for safety reasons, and flip-flops are not considered shoes. **In the interest of the children's safety, shoes with rubberized soles and sandals with backs are recommended for recess. Sneakers are required for gym class.**

In all instances, the building administrators will make the determination of the appropriateness of attire. Parents of students wearing inappropriate clothing will be contacted and asked to bring appropriate clothing to school for their child. (Clean clothing of all sizes are also available in the health office).

EMERGENCY CLOSING OF SCHOOLS

The decision to close the schools during the school day (for storms, heating problems, or other emergencies) will be made only by the superintendent of schools. The New Providence School District utilizes an emergency telephone calling system for mass notifications to parents and staff. Within minutes of an emergency, such as a school closing, each registered telephone number will have been called and messages will be left on answering machines and voicemails in the event the call is not answered.

The contact numbers for each student include a primary contact number and one alternate phone number, which are on file in each school building. Emergency school closings will continue to be broadcast on the New Providence community access channels and on the district website.

Parents who do not expect to be home during the school day must make prior arrangements for a responsible person to pick up their children should an emergency school closing occur. **This must be planned in advance and the children must know what they are supposed to do when an emergency arises. The Contact Information Form on file in each school will verify these plans.**

The New Providence Police Department has asked that they not be called with questions about school closings.

*** Please refer to the Board of Education policy on *Student Supervision After School Dismissal*.**

EMERGENCY DRILLS

The procedures for fire and emergency evacuation drills are as follows:

1. When the fire alarm sounds, students are to follow the directions of the person in authority.
2. Windows and doors are to be closed and lights turned off as students leave their classrooms.
3. Students should walk quickly and directly out of the building without stopping.
4. Students should remain silent at all times and stay with their classes while attendance is checked.
5. A fire drill chart is posted in each classroom. One fire drill is held per month.

A comprehensive crisis incident plan has been developed by the district in conjunction with the New Providence Police Department in case of a potentially dangerous situation within or around any school. In the event of a crisis, school district policies will be followed and the procedures outlined in the crisis plan will be implemented. A minimum of one (1) fire drill and one (1) school safety drill will be held each month.

EQUAL EDUCATIONAL OPPORTUNITY

As required by law, New Providence has submitted to the state a Multi-Equity Plan guaranteeing equal educational opportunity for all students in all facets of their schooling. Every effort is made to ensure full compliance with state and federal regulations. Copies of Board Policy (Classroom Practices and Employment Practices) are available for examination through either the building principals or the district office. Should a student or a parent have any concerns along these lines, the building principal or the affirmative action officer for the district may be contacted:

Joseph Ugialoro, Assistant Superintendent of Educational Services
(908) 464-9050 ext. 4222
New Providence Board of Education, Administrative Offices
356 Elkwood Avenue
New Providence, NJ 07974

FIELD TRIPS

Parents are notified of field trips well in advance and parental permission slips must be signed and returned promptly. Trip costs (entrance fees, buses, etc.) require financial support from parents. Checks should be made out to the school sponsoring the field trip and the fees are non-refundable. (Assistance is available, on a confidential basis, for children whose financial situations are limited).

Parent chaperones for field trips are recruited by room parents at the teacher's request. Parents of students requiring medication must be given the first opportunity to accompany their child's class. Therefore, room parents do not automatically go on class field trips.

If a student shows disregard for those in authority or for the safety of others, he/she cannot be allowed to go on field trips off school grounds. He/she will remain at school during the field trip.

FOOD AND NUTRITION

In accordance with state regulations, the following foods of minimal nutritional value are prohibited to be served, sold, or given to students anywhere on school property at any time during the school day.

There are no exceptions to this list.

Soda (carbonated beverages)	Water ice
Chewing gum	Hard candy
Jellied candy	Marshmallow candies
Fondants	Licorice
Spun (cotton) candy	Candy-coated popcorn

GIFTED/TALENTED PROGRAM

Enrichment education is an integral part of the New Providence School District's curricular program, including services for students identified as "gifted and talented" and for all students as an extension of the New Jersey Student Learning Standards, grades K-6. Enrichment education is an opportunity for students to expand their intellectual and creative capacities at an appropriate level commensurate with students' educational and social development and their specific abilities, talents, and interests. The New Providence School District's K-6 Gifted and Talented Program is committed to identifying students who exhibit characteristics of general intellectual ability and to meet their special learning needs. Our responsibility to provide an excellent education for these children requires the development of their special abilities and talents as well as addressing their social and emotional needs. In addition, the program is committed to stimulating educational opportunities which encourage each child to strive for excellence and fulfill his/her potential. The New Providence School District Gifted and Talented Services are centered on a three-tiered approach to afford flexibility to meet the varying needs, abilities, and interests of students. Further information can be found on the New Providence School District website.

GRADING

Students in grades K, 1, 2, and 3 are graded on performance benchmarks according to standards and descriptors. It is based on a four-level system:

- 4 = The student consistently exceeds expectations.
- 3 = The student successfully meets expectations.
- 2 = The student is progressing toward expectations.
- 1 = The student needs support in order to meet expectations.

Students in grades 4, 5, and 6 receive letter grades on their report cards, using the following numerical equivalents:

- A+ = 95 - 100
- A = 90 - 94

B+ = 85 - 89
B = 80 - 84
C+ = 75 - 79
C = 70 - 74
D+ = 65 - 69
D = 60 - 64
F = 59 or below

For further information, refer to policy and regulation 2624.

Online Gradebook Access Grade 4 - 6: Parents/guardians have access to their child's current grades through PowerSchool. Individual access information is sent home in September. It is important to keep your passwords confidential.

We have created the following sets of timelines regarding the entry of grades into the virtual guidebooks:

Tests and quizzes: 5 Days

Short-term projects: 5 Days

Long-term projects and published pieces: 10 Days

For other types of assignments, teachers will try to get the grades posted in a timely manner. Please understand that these are guidelines and sometimes, there are extenuating circumstances that will lead to a delay. If a parent has a question about any grade, as always, please contact the teacher to discuss.

Due to the ability of having online access, the school will send home "Warning Notices" only to students that are in danger of failing.

GYM EXCUSE

A child may be excused from physical education for up to three days with a note from the parent to the school nurse. If the time is to be extended beyond three days, a note from the child's physician is required.

HALLS

No student should be out of any class without permission from his/her teacher. Students are not to cut through the gymnasium, media center, or cafeteria between classes. Students are to walk quietly, promptly, and stay to the right when passing from one class to another. Please stay to the right when exiting and to the left when entering the buildings.

HEALTH SERVICES

A nurse is available on a full-time basis for general health services and for health instruction in both elementary schools. Students should not report to the nurse between classes but should report to the classroom teacher and obtain permission to go to the nurse. In case of an emergency, students should always go to the nearest teacher for help. Emergency care in school is limited to first aid for accidents or illnesses occurring in school. When needed, a parent will be reached to take the child home or to the family doctor. The school nurse will not treat any injury that did not occur in school.

Students in all grades are screened annually for height, weight, and blood pressure. Vision screening is performed at a minimum biennially. Hearing screening is performed for grades K-3. Scoliosis screening is performed biennially beginning at age 10 (grade 5). Physical examinations are required for all newly registered students.

Mantoux tuberculin testing is required of newly registered students who were born outside of the United States or are transferring in from another country (except for certain excluded countries as outlined by the NJ Department of Health). The above-listed examinations are mandated by the New Jersey State Department of Health, and the above information constitutes prior notice to parents that these examinations are part of the Board of Education policy. Should parents have a concern or objection regarding their child's involvement in this program of preventive health care, they should contact the school nurse at the beginning of the school year to discuss the matter.

Medication: In instances where students must take medication during school hours, orders from the physician is required. A parental authorization form is also required, giving permission for the school nurse to dispense the medication. The medication must be brought to the nurse's office in the original container. It must specify the prescribed dosage and the scheduled time/s for administration. No child may keep medication with them in the classroom unless proper authorization has been obtained (for example, in life-threatening situations). This applies to all prescription and over-the-counter medications, including cough drops.

The use of cough drops and over-the-counter medications also requires doctor's orders and written parental authorization forms.

By law, children will not be permitted to enter school without proper medical records.

Please refer to the district website www.npsd.k12.nj.us for additional health office information, a complete list of immunization requirements, and if needed, to download medical forms.

HIGHLY QUALIFIED TEACHER

The New Providence School District takes pride in our longstanding commitment to hiring the most highly qualified teachers available to educate our students. The ongoing achievements of our students speak to the success of our efforts. In 2001, the No Child Left Behind Act established a legal definition of a Highly Qualified Teacher and required that all districts receiving federal funds advise parents of their right to inquire about the qualifications of their child's teacher.

The legal definition requires that teachers have a four-year college degree, a regular teaching license/certificate, and proof of their knowledge in the subject they teach. The state of New Jersey has always required a teaching certificate/license for all teachers. In New Providence, all of our regular teachers have college degrees and many have advanced degrees. In addition, every teacher continues his or her own 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. Our teachers are highly qualified not only according to the legal definition but also according to the highest standards of their profession.

If you have any questions, please feel free to contact the office of the superintendent, at (908) 464-9050.

HOMEWORK

In order to keep up with homework and project assignments, children need to be at home either in the afternoon or the evening of each school day. The purpose of homework in the New Providence School District is threefold. It is assigned to reinforce the learning experiences of the classroom, to develop good study habits, and to encourage the self-discipline necessary for successful academic achievement.

The length of homework assignments can be expected to vary from grade to grade. Generally, increased effort and time are required as the student progresses through the elementary years, in preparation for entrance into the more departmentalized middle school program. A general guideline follows, which assumes that the student is able to study in a quiet area, free of distractions:

Kindergarten and Grade 1:	maximum of 30 minutes per night
Grades 2 and 3:	maximum of 60 minutes per night
Grades 4 and 5:	maximum of 90 minutes per night
Grade 6:	maximum of 30 minutes in any subject area; maximum of 120 minutes total homework

*** Grades 2 - 6 Note: 30 minutes of this time should be used for recreational reading**

Please note that these are average guidelines and will vary, depending on the child's speed, ability to concentrate, and ability to schedule progress on long-range assignments without falling behind. It is important to make note of any homework the child does not understand so that the teacher can review or reteach the following day.

Moreover, each student in grades 2 - 6 is expected to spend up to one-half hour per school night on independent reading within the guidelines of the curriculum. Suggested reading lists are available on the district website and at the public library.

HOMEWORK (Make-Up) REQUESTS

In the event of an absence in excess of three days, the parent or guardian may contact the office to request homework or other assignments. This request should be made **prior to 9:00 AM** on the third day of absence and all of the materials should be picked up at the end of that same day. Parents of students in grades 4-6 may contact the homeroom teacher **before the third day of absence**.

KINDERGARTEN

Children are admitted to kindergarten in September if they will be five years of age **on or before October 1st of that year**. At the time of registration, a birth certificate, proof of residency, parent driver's license, and evidence of immunizations must be presented. A complete physical examination report is also required. It is suggested that this exam be done by your family doctor who is familiar with your child's history. A completed physical exam signed by your doctor is required. Please contact the school nurse if you do not have a family health care provider. For a complete list of immunization requirements, please refer to the Health Services webpage located on the district website.

By law, children will not be permitted to enter school without proper medical records.

Registration for kindergarten is held in early spring and an orientation meeting for parents takes place later in the spring. During the orientation, parents will be advised about the screening program for all registered kindergarten children. The dates, times, and locations of kindergarten registration, orientation, and screening will be published in local newspapers.

LIBRARY/MEDIA CENTER

1. Books may be checked out for two weeks.
2. Books may be renewed after two weeks have passed.
3. If a book is **overdue, no more books** may be borrowed until it is returned.
4. Reference books may be checked out overnight only. There is a sign-out for these books on the circulation desk.
5. Books lost or damaged must be paid for in accordance with current prices.

LOCKERS

A locker is the responsibility of the student to whom it is assigned. Every locker is school property and should be kept neat and clean. When a locker must be repaired due to abuse or misuse, the cost of such repair becomes the student's responsibility. The abuse of lockers through kicking, overstuffing, and hitting them will result also in the loss of locker privileges. (Students should report malfunctioning lockers to the homeroom teacher or main office).

Locker combinations are issued to each student and it is his/her responsibility to keep the combination confidential. These combinations change each year. Students are assigned school lockers with a combination

locking system which can be opened with a master key in case of emergency. *Lockers are part of the school building and are subject to search by school officials whenever there is any reason to believe that material of a potentially harmful or illegal nature is being stored there.*

LOST AND FOUND

A lost and found area is maintained in each school. Parents and students are encouraged to make periodic checks of the lost and found items. Items not claimed are donated at the end of each trimester and in late June to charitable organizations.

LUNCH AND RECESS

When children eat at school, they are sharing the cafeteria with many other students. Please join us in emphasizing the importance of good manners and proper behavior so that all children may enjoy a pleasant lunch. Also, please encourage your children to show respect at all times to lunch aides, custodians, and other school personnel - both in the cafeteria and on the playground during recess.

All children are required to remain in school for a supervised lunch and recreational period. While lunches from home are welcome, the school offers a well-balanced choice of entrees for lunch at a low cost. Milk, juices, and snacks are also available *a la carte*. While lunch is available at a cost, parents are encouraged to pre-pay. Please print your child's name on the check and make the check out to NPBOE or credit your account on Schoolcentral.com.

Cafeteria Rules - please review and explain these rules to your child.

1. Students may be excused from eating lunch only with written permission from a parent/guardian.
2. Lunch passes are for emergency use only. It is expected that **passes will be paid the day after they are used (within 24 hours)**. Students owing for any outstanding lunch pass shall not be allowed to purchase any extra items (*a la carte*) - with the exception of milk.
3. Choosing where one sits is a privilege for those who follow the cafeteria rules.
4. Students will not visit other tables during the meal.
5. Students are expected to stop talking while announcements are being made over the microphone.
6. Conversation should be in a normal, indoor volume of speech.
7. Tables, chairs, and floor are to be kept clean and students should clean up their own debris. Students should leave tables and chairs the way they would expect to find them - clean and pushed in place.
8. All debris from lunch is to be disposed of in the proper containers (garbage or recycled).
9. Students will make one trip only to throw away all trash and return trays, etc. There is to be no rummaging in trash cans for any purpose.
10. Students may not offer food to others at the table and may not ask for food or money from others.
11. Students must obtain permission before leaving the cafeteria for any reason. There is a limit of two persons in each restroom at any given time.
12. Students are not permitted to save places in line or allow another student to "cut in."
13. Students are to remain seated in the cafeteria until dismissed and then they should line up in an orderly

fashion. There will be no eating or drinking while standing in line for dismissal.

Recess Rules

The time remaining after lunch is to be spent outdoors in designated areas on fair days or in a designated indoor location during inclement weather.

In the interest of the children's safety, rubber-soled shoes are recommended for recess.

Except for rainy days or days, the wind chill factor is too low, and the supervised recreation period following lunch is outdoors. It is expected that students will come to school equipped with adequate winter clothing and footwear for wet pavement or snow. **Hats and gloves are strongly recommended during the winter months since recess lasts for twenty (20 minutes). Jackets should be heavily lined or padded.**

Please review these recess rules with your child:

1. No student is to be in the building during recess without permission from the adult on duty or the principal.
2. Students may not enter the teacher's parking lot at any time.
3. Students will share the equipment and the play area; allowing everyone to have a turn.
4. Students will show respect for and cooperate with the staff who supervise recess.
5. Students will use all equipment properly and safely.
6. At the signal to end recess, students will immediately return all equipment to the staff on duty.
7. Pushing, shoving, hitting, tripping, etc. are considered types of physical aggression and will result in disciplinary action (Please see "Code of Conduct").
8. Games may not involve pushing or rough play and may not interfere with other students' games. Games will not include tackling or pushing others.
9. Students must stay in the playground area at all times and may not leave the area without permission of the playground supervisor.

MAKE-UP WORK

Students are responsible for making up all work missed due to **absences, pull-out programs, and special events**. The teacher will announce to the class the times available for making up quizzes and tests, and it is each student's responsibility to schedule a time accordingly.

In the event of an absence in excess of three days, the parent or guardian may contact the office to request access to homework or other assignments. This request should be made **prior to 9:00 AM** on the third day of the absence. Homework may be found in google classroom and/or available for pickup **at the end of that same day**. Parents of students in grades 4-6 may also contact the homeroom teacher **before the third day of absence**.

Students who are absent from school on days when long-term assignments are due, or when major tests are to be administered, will be expected to have the assignment completed and should be prepared to make up the test upon returning to school, at the discretion of the teacher.

MUSIC PROGRAM

Classroom music involves instruction by both the classroom teacher and music specialists. In addition to the regular schedule of general music, the 4th, 5th, and 6th-grade students may participate in Chorus, Band, and Strings. There are 4th - 6th Bands, Orchestra, and a Jazz Band in each elementary school.

The instrumental music program begins with string and band instruments in grade 4. Group instrumental lessons occur during the day on a “pull-out” rotating schedule for grades 4 - 6. Fourth-grade Band and Orchestra occur one period per week, during the school day. Fifth/sixth grade Band and Orchestra each practice once a week before school. Additional sectional rehearsals for Band may be held before school. There are several concerts and recitals held throughout the year in which students are expected to participate.

NJ FAMILY CARE PROGRAM

NJ Family Care is a very important program that provides free or low-cost insurance for children and their parents who aren’t covered.

The state of New Jersey has made a commitment to provide universal health insurance to children and affordable options for parents/guardians. Legislation mandates that all children age 18 and under have health insurance.

Therefore, New Providence School District, in accordance with the New Jersey Department of Education, is now assisting the New Jersey Department of Human Services in its efforts to provide information and help to identify uninsured children and to help families assess free or low-cost health insurance. To assess the NJ Family Care website, go to: www.njfamilycare.org

In addition, facts sheets in other languages (Gujarati, Hindi, Korean, Portuguese, and Tagalog) can also be found at www.njfamilycare.org

NEW JERSEY 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 10-24. Youth can call 2nd FLOOR at 1-888-222-2228 to speak with professional and trained volunteers who listen attentively, non-judgmentally, and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information.

PARENTS CAN HELP (Grades K - 2)

There are many ways parents can be effective partners with the school. One way is to stay involved in school activities throughout the school year. Helping your child master and reinforce some of the skills learned in school is an equally important activity.

Mathematics

Ask your child to identify numbers on displayed items when you go shopping. Older children can add the cost of items and can even calculate change. If possible, give children an opportunity to purchase items.

Demonstrate how to use ads and compare prices. These activities provide practice in number sense as well as computation skills.

Allow your child to help prepare meals. This activity is a wonderful way to learn about measuring, following directions, and cause and effect.

Make references to time within the context of your child's own schedule. For example, when it is time to get up, say: "It is seven o'clock - time to get up."

Language, Reading, Writing

Read to your child daily. During or after reading, ask questions about the story. Give older children an opportunity to read to you and be sure to let your child observe you reading for both information and pleasure.

Visit the library with your child at least once a week, if possible. Help him/her to develop skills in using its resources.

Talk to your child often. Speak clearly and slowly so that your child can learn correct pronunciation and can practice listening skills. Urge your child to express complete thoughts when he/she speaks. Listen with interest to what your child is saying. Look at your child when he/she is speaking, ask questions, and encourage your child to express opinions.

Keep magazines and newspapers in the home so that your child will become familiar with a variety of sources for reading pleasure, as well as for information.

Provide your child with models to build, such as cars or airplanes. In this way, your child can practice moving from abstract ideas to a concrete products.

Encourage your child's writing projects. List-making develops concepts for organizing ideas. Letter writing helps build communication skills. Making books of original stories and poems instills a sense of competency.

Have your child read and then explain to you the rules of the game.

Besides supporting the schools through activities that reinforce academic learning, parents also act as partners with the school staff when they respond promptly and courteously to school communications. Referring to the school and its staff members in a positive manner, even when problems arise, models respect for authority, emphasizes the importance of an education, and protects your child from feeling torn between pleasing the teacher and pleasing his/her parents.

PARENTS CAN HELP (Grades 3-6)

Review the contents of this handbook and refer to it when making decisions throughout the year. Your child should become familiar with its contents and can look up topics as well.

A most important contribution is to remain involved throughout your child's school year, both by participating in parent organizations and by showing your child how interested you are in the classroom and extracurricular activities. Attend programs and other presentations given by the children. Your presence communicates your interest and pride in your child's work.

Review your child's homework and study notes so that you become aware of the strengths and weaknesses in his/her work. **Please refrain from correcting the work or trying to make it look better because the teacher will need to assess each child's homework to determine the need for re-teaching and further practice.** Be sure to add a note if you have questions or if your child appears not to understand the homework. Talk to your child and challenge him/her to think for themselves, evaluate situations, and make decisions. For example, you might discuss local or national events.

Encourage your child's special interests and talents. Local organizations, such as the Scouts, the "Y", the Recreation Department, and Little League, all provide supervised experiences.

Provide opportunities for your child to explore and learn about the community through visits to museums, cultural attractions, libraries, and so forth.

Identify a time and a specific area for reading which, like the homework area, is well-lighted and free of distractions. Look for opportunities around the house and in daily life for your child to apply and practice academic skills:

Mathematics: Ask your child to divide a cake or pie; to measure everyday items such as soap, a room, or ingredients for a recipe. Have him/her count and add laundry items such as socks and shirts.

Reading: Ask your child to read and then explain the directions from a recipe or a game. Let him/her use maps to plan trips. Use newspapers (headlines, comic strips, classified ads, grocery ads) to extend vocabulary and to give practice in comprehension.

Science: Provide children with the opportunity to care for plants or small animals. Have them read a thermometer and then determine their own proper clothing for the day. Encourage your child to question and explore how things work.

Social Studies: Discuss local, national, and international current events with your child. Encourage the reading of newspapers and magazines. Stretch your child's mind by discussing political events and differences among various cultures.

PARENT CONFERENCES

Parent-teacher conferences are encouraged when needed. Only by cooperation can a parent and teacher work in concert to help a youngster. Conferences can easily be arranged by a call to the school secretary or by emailing the teacher. Providing advance notice of several days is helpful to teachers who must prepare materials and notes for the conference.

Unscheduled visits regarding academic progress are discouraged because the teacher may be otherwise involved in preparing for class, helping a child, or working with other staff. In any event, the teacher will need time to thoroughly consider the situation before any solution can be formulated.

If you feel that your problem or concern cannot wait for an appointment, you must come to the main office and ask the secretary or principal to contact the teacher for you. **Do not go into school classrooms for any reason until you have signed in with the main office, in accordance to district policy.**

It is the practice of the New Providence School District to resolve all problems at the earliest or lowest level of concern before moving to the next level of authority. Therefore, it is most important to contact the teacher with a concern or problem before bringing it to the attention of any other staff member or the building principal (discussion of concerns about a teacher should never be held with other parents). There are always several sides to every issue and the teacher's direct observations and input must be considered before valid opinions can be formed.

Fall conferences for parents of children in grades 1 through 4 are regularly scheduled during the first week in November and Kindergarten conferences are held in December. Conferences for fifth and sixth graders occur on an as needed basis throughout the school year and they may be requested by the parents or by the teachers. The conference dates for parents are listed in the annual school calendar and letters are sent home well in advance of conference dates.

PARENT-TEACHER ASSOCIATION

The Parent/Teacher Association (PTA) is the largest child-advocacy organization in the United States. Its main objective is to benefit education by enhancing the school experience for every student. PTA activities vary from school to school, including character education support, enrichment sessions, Science Fair, Family Night, Creative Week, Talent Show, mini-grants, Artists in Residence, Author Days, and many others.

The PTA fundraising efforts support a variety of cultural arts assemblies and the purchasing of items not readily covered by the school budget. Any family member can join - grandparents, non-custodial parents, and stepparents included. One need not assist with PTA activities in order to join, but jobs do exist even for those with little volunteer time.

PLAYGROUNDS

There is no supervision on the grounds before 8:15 AM for children, regardless of grade level. Therefore, students must **NOT** arrive at school before 8:15 AM unless they are participating in an approved before-school session. **Please make other arrangements for child care prior to 8:15 AM, should there be no one at home before school to supervise your child.**

PROMOTION AND RETENTION

The Board of Education recognizes 1) that the emotional, social, physical, and educational growth of children will vary and 2) that each pupil should be placed in the educational setting most appropriate to his/her needs in relation to these various stages of growth.

It shall be the policy of the Board that each child in grades Kindergarten through 6 shall be moved forward in a continuous pattern of achievement and growth that is in harmony with his or her own development. A student will be promoted to the next grade level when he or she has:

1. Completed the course requirements at the presently assigned grade;
2. In the opinion of his or her teachers, achieved the instructional objectives set for the current grade level;
3. Demonstrated proficiency to move ahead to the educational program of the next grade level;
4. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade; and
5. Maintained a satisfactory attendance record (less than ten (10) absences per semester).

The superintendent of schools has developed procedures for the promotion and retention of students which:

1. Require that students and parents are informed of the instructional objectives for each course of study;
2. Require that parents are informed in advance of the possibility of retention of a student in his/her grade level (no later than six weeks prior to the close of the school year, if possible);
3. Assure that every effort will have been made to remediate the student's difficulties before retention is proposed;
4. Require the recommendation of the classroom teacher for promotion or retention;
5. Assign to the building principal the responsibility for determining the recommendation for promotion or retention of each student, using all available data; and
6. Permit the parent or guardian to appeal the principal's decision to the superintendent of schools

PUBLICITY

To celebrate the achievements of our students and the great work they do, we like to occasionally publish our students' names, photographs, or achievements in our school publications or local newspapers. We would also like to celebrate our success on the district's website and/or on New Providence access channels.

If you would prefer that your child not be photographed or videotaped for possible school publicity, please indicate this on the Contact Information Form. Otherwise, candid shots and videos of special events that include your child's picture could be published.

PUPIL ACCIDENT INSURANCE

School insurance is offered at a nominal cost through a major insurance company. Details are sent home during the first week of school. For families without a comprehensive health plan, this coverage is quite reasonable and is highly encouraged.

REPORT CARDS

Report cards will be available three times per year for all grades K through 6.

***Warning Notices: Teachers will notify families for only those students in grades 4-6 who are in danger of failing.**

SCHOOL CLOSING/DELAYED OPENING

For information on school closings, please see **Emergency Closings**.

A delayed or late opening of schools will occur when deemed in the interest of student and employee safety. The delayed opening schedule will be used for those inclement days when a full day's closing may not be needed.

The customary starting time for a delayed opening is 10:00 AM for grades K- 6 elementary students. The Pre-Kindergarten AM class will not meet on delayed opening days. The Pre-K PM class will meet at its regularly scheduled time. **Please do NOT call police headquarters. Their phone lines must remain open for emergencies.**

SCHOOL COUNSELING PROGRAM

Elementary School Counselors assist students, teachers, parents, and administrators. In a comprehensive, developmental-based program, School Counselors take a proactive approach as they interact with students in the classroom setting, share in small group sessions, and build a helping relationship during individual counseling. The counselor, as a consultant, helps parents and staff by providing resources and prevention appropriate to all students. The elementary counselor also supports students having personal, social, emotional and/or academic difficulties. A School Counselor is available on a full-time basis in both elementary schools.

What does a School Counselor do?

- Teach classroom lessons on a variety of topics
- Teach classes to the 5th grade, focusing on Character Education
- Provide conflict resolution support to students as needed

- Offer academic counseling to students as needed
- Consult with teachers and assist them in meeting student needs
- Consult with parents and assist them in meeting student needs
- Maintain an information center for parents and teachers
- Serves on the I&RS and 504 committees

The School Counselor is also available as a resource to help those students who are facing particular personal difficulties by meeting with them on an individual basis or in small counseling groups. A child may encounter friendship or behavioral difficulties in the classroom. Family disruptions such as illness, death, or divorce may affect a child's school progress. For ongoing individual or small group counseling, parental permission is required. The School Counselor will work very closely with classroom teachers to avoid using prime academic instructional time to meet with students. In addition, the utmost confidentiality is observed.

The school counseling program also includes school-wide initiatives in Character Education. The School Counselor is the coordinator of the Character Education Committee for the school-wide programs.

In New Providence, we encourage parents and students to utilize the services and expertise of the School Counselor. Parents may confer with the School Counselor either by phone or by appointment during school hours.

SHORTENED SCHOOL DAYS

On shortened school days, sessions end at 12:30 PM. Lunch is not served on shortened school days. Parents will be notified well in advance of shortened school days, in addition to notice in the published school calendar.

AM Pre-K - will attend, following the regular schedule

PM Pre-K **will not** report on this day.

SPECIAL SERVICES

The Department of Special Services provides programs and support services which cannot be provided in the regular classroom. Included among these support services are the following:

- Psychological services
- Small classes for students with language and learning disabilities
- In-class support services for students with language and learning disabilities
- Services from the social worker
- Home instruction
- Services of a learning disabilities specialist
- Psychiatric consultation services
- Preschool programs for children with language and learning disabilities
- Related services (occupational, physical, and speech therapy, adaptive physical education, and

counseling)

Requests to have your child considered for any of these services should be made to the teacher, who will in turn make a referral to the Intervention and Referral Services Committee. After the committee meets with your child's teachers, they will make recommendations to help your child. These will include strategies for the teacher/s to use, suggestions for parents, and possibly further assessment of your child's skills and abilities. More information on the I&RS process is available from the school office or the Department of Special Services (464-9050 ext. 4239).

STANDARDIZED TESTS

In order to assess student academic growth, achievement tests are administered each spring to students in grades 3 - 6. The state of New Jersey mandates that students participate in the New Jersey Student Learning Assessment (NJSLA) to determine student growth in English Language Arts and Mathematics and to measure whether students are on track to be successful in college and their careers.

The InView will also be administered in grades **3 and 5**. This test measures skills and abilities in the areas of verbal reasoning, sequences, analogies, and quantitative reasoning. A letter will be sent to parents as a reminder of the testing dates and parents will also be notified by the building principal when test dates are available. A conference can be scheduled with the child's teacher at that time if requested. **In place of student testing in Kindergarten, first grade, and second grade, student progress is assessed throughout the year through a variety of assessments including Teacher's College (TC) Reading Assessments, Running Records, writing/work samples, math assessments, and iReady Diagnostic Assessments for Math and Language Arts. Student progress is also assessed throughout the year using a portfolio system. These results are shared with parents in conferences.**

STARTING AND CLOSING TIME

Pre-Kindergarten morning session	8:40 AM - 11:10 AM
Pre-Kindergarten afternoon session	11:50 AM - 2:20 PM
Grades K - 6 full-day session	8:30 AM - 3:00 PM

TARDINESS

Students who are tardy for school are to report to the office for an admission slip. All notes for being tardy are to be presented to the office secretary. During the school day, tardiness to class can be excused only if a student has been detained by another teacher.

After-school detention may be assigned in cases of tardiness and recurring tardiness will result in a letter to the home, as well as consequences for the student. Excessive tardiness that impacts the child's academic growth may affect a child's progress to the next grade.

TELEPHONE POLICY

Students should not call home for missing items such as homework, lunch money, band instruments, signed forms, and so forth. Teachers have been asked not to send students to the office to call for these missing items. If a child is being sent home due to illness, the school nurse will contact the parent/guardian.

Cellular telephones and/or smartwatches may not be used by students for any reason during the school day. Students are not permitted to use or wear devices that can make phone calls, send texts, or take photos/videos during the school day. These devices must be turned off and stored in backpacks or lockers from the time students arrive until the end of the school day. The school does not assume liability for cell phones/smartches stored in lockers. For further information about cell phone policy, please refer to Board Policy 5516.

TRAFFIC, PARKING, AND SAFETY

At dismissal times, especially on rainy days, the increase in traffic may cause difficulty. On fair weather days, we encourage families to have their children walk home from school in order to diminish traffic congestion. In inclement weather, parents who wish to pick up their children should have prearranged locations where their children can wait.

The front circle is closed to vehicles from 2:30 PM - 3:30 PM, with the exception of school district buses and contracted daycare vehicles.

Our concern for the safety of all children and adults should be met with courtesy and cooperation by those who are dropping off or picking up children. Please report the license tag numbers of drivers who refuse to follow safe traffic procedures. **Drivers who operate vehicles in an unsafe manner will be prohibited from driving on school property.**

Uniformed adult crossing guards are assigned by the New Providence Police Department to supervise pedestrians at designated intersections and hazardous crossings for at least one-half hour before school and at least one-half hour after the 3:00 PM dismissal, with the exception of the 11:45 AM Kindergarten dismissal. If a child must be detained at school for a period longer than the crossing guard duty, the parents shall have been previously notified and will be responsible for the child's transportation home from school.

VISITORS

A visitor is defined as any person who is not a student or an employee assigned to the school. Located in each of our schools' security vestibules will be a self-service kiosk (iPad), where visitors will be asked to scan their government issued ID or their passport, green card, or other countries' IDs. The visitor's name and date of birth will then be scanned through the state and national sex offenders database. Once the visitor is cleared to enter the school building, he/she will receive a temporary visitor badge from the front office staff to wear while inside the building. Please wait to be escorted to your destination. At the end of the visit, we ask that the visitor stop in the main office to check-out and return the visitor badge or scan his/her badge at the self-service kiosk. Visitors

will be escorted to exit the school building. This regulation applies before and after school hours, as well as during the student's instructional day.

Parents or other visitors are not to go into the classroom for any reason unless they have been checked in and have prior permission.

Articles for students or teachers should be left on the table, with the student's name and homeroom, in the vestibule. The articles will then be sent to the classrooms at a convenient time.