Carlstadt Public School
550 Washington Street ◇ Carlstadt, NJ 07072
Phone: 201-672-3000 ◇ Website: www.carlstadt.org

Student Handbook

2026-2027

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CARLSTADT BOARD OF EDUCATION

2026-2027

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PHILOSOPHY OF EDUCATION/DISTRICT MISSION STATEMENT

Free public education for all children is a cornerstone of a democratic society that values the worth and dignity of each individual. The primary goal of this Board of Education shall be to offer each child in this district the educational opportunity that will enable him/her to function politically, economically, and socially in that democratic society.

The Board, as the agent responsible for the education of the children of the district, will provide a planned program of learning that incorporates into its curriculum the lessons and experience, within the classroom, needed to realize the educational goals of this district. The Board appreciates the need for constant improvement of the instructional program and will strive unremittingly to provide an educational system that assists each pupil in becoming a self-respecting individual who can function effectively and satisfyingly.

It is the expectation of this school district that all pupils achieve the New Jersey Student Learning Standards at all grade levels. The Board will seek out and work cooperatively with the available resources of home and community including business and industry, in the improvement of the educational program.

The Board will endeavor to employ a high caliber, well-prepared staff of adequate size and wide-ranging abilities. Moreover, the Board will provide pupils and staff, as needs dictate and means permit, with adequate educational supplies, equipment, and facilities.

The purpose of education in the schools of this district is to facilitate the development of each child to his/her greatest potential. The school staff shall recognize individual differences among pupils and encourage their achievement and progress. The school staff shall help pupils to understand our democratic society; to believe in it and to act fairly in their relationships with others; to develop themselves attitudes of respect and helpfulness toward others; to want, and to be able to perform well, some portion of the work of the world; to acquire knowledge and skills necessary to do this with satisfaction to themselves and society; to understand and use effective methods in framing the questions and tackling the problems that they encounter in their lives to the end that they may function politically, economically, and socially in a democratic society.

Academic Dishonesty BOE Policy 5701

The Carlstadt BOE expects all students to be honest in their academic work and to follow all individual teacher testing rules. Academic dishonesty, which includes cheating, plagiarizing, and falsification, is considered a serious violation of the school rules. Teachers will use a variety of methods including software programs to review student work products. A student who is found guilty of academic dishonesty will be subject to a full range of penalties including but not limited to, a reprimand and loss of credit for the disqualified work. It is expected that students will follow the guidelines outlined in BOE Policy 5701. The use of AI to aid in academic dishonesty is included in the board of education policy.

Affirmative Action

The Carlstadt Public School district does not discriminate on the basis of race, color, religion, age, national origin, ethnicity, sex, gender, gender identity or expression, sexual orientation, mental or physical disability, or genetic information. The Board of Education has an established policy that provides equal educational opportunity.

Any individual who has been subjected to harassment or discrimination, or who has witnessed any incident of such harassment or discrimination, should report the matter without delay to the school Affirmative Action Officer.

Any inquiries regarding Affirmative Action should be made to:
Mrs. Diana Gutierrez, Affirmative Action Officer
201 672-3000 x 3111

Alcohol, Drug and Narcotic Use

The Board of Education regards the buying, selling, possession or consumption of alcohol, illegal drugs, non-authorized or non-medically prescribed prescription drugs and narcotics in a school building or on school grounds a very grave matter.

Any student who is suspected of purchase, possession, consumption, distribution and/or sale of illegal drugs/narcotics and/or alcohol in a school building or on school property or at any time when the student is accountable to the school for his/her conduct, shall be reported immediately to the building principal. The principal will investigate the incident and act in accordance with Board Policy.

Middle School Math Courses

To enter the 8th grade Algebra and 7th grade Pre-Algebra courses, students must meet multiple criteria: high scores on the entrance exam and LinkIt Form C, high end of year average, and teacher recommendation.

A parent/guardian may also put a request in writing to the principal. The teacher, principal, and appropriate administrators will review the request and make the best placement decision in conjunction with the parent/guardian.

Students do not need to maintain a specific grade average; however, if a student struggles with the content, s/he may ask to transfer to the general math class. Once the change has been made, the student may not reenter the Algebra/Pre-Algebra class that year.

Attendance

The Board of Education has an obligation to require that the pupils of this district be present in school in order that they may be taught. This policy is for the benefit of the pupils, their parents, and the community at large.

Pupil participation in all regularly-scheduled classroom learning activities in each area of study is essential in order to receive the maximum benefits of a thorough educational program. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Therefore, any pupil who for any reason fails to attend a minimum of **160** days of school, within any academic year, shall be subject to an administrative review by the building principal before the pupil can be considered for promotion. **Any Student who attends less than 150 instructional days shall be permitted to move to the next grade level only for extenuating circumstances (Board Policy 5410).**
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. The following individuals may assist the principal in this review: superintendent, teachers, school counselor/member of the child study team.

The New Jersey Administrative Code also requires school districts to make a mandatory referral to the court program designated by the New Jersey Administrative Office of the Courts for 10 or more "unexcused" absences. We encourage you to have your child attend school regularly.
Work missed during all absences must be made up outside of regular school hours and within a reasonable time. If work is not made up, pupils will receive no credit for the work missed.

PARENT/GUARDIAN PROCEDURE FOR REPORTING ABSENCE

1. Parent/Guardian must report their child absent from school for each day they are absent and include the reason for the absence. Please logo onto the Genesis Parent Portal and click on the attendance link by 8:45 AM. When necessary additional information may be shared with the school nurse by calling 201-672-3012 and leaving a message any time of the day or night.
2. We remind you that students should remain at home until they are fever free for 24 hours and /or until vomiting symptoms have been resolved.
3. Attendance is updated daily in the Genesis parent portal. Parents/Guardians shall utilize the portal to monitor student attendance and follow up with school staff if necessary.

PROCEDURE FOR CHECKING PUPIL ABSENCE

1. On the first day of pupil absence, the principal or his/her designee shall call the home of the absent pupil to determine the reason for absence. Telephone communication must be made with the parent, guardian or designated individual.

2. If a satisfactory reason is given for the absence, all subsequent steps of this procedure are not necessary.

3. The building principal shall report to the Attendance Officer any absence that cannot be confirmed. The Attendance Officer shall make a visit to the home to determine the reason for absence and report the nature of absence to the building principal.

4. A pupil who is absent from school without the knowledge of the parent(s) or guardian shall be considered truant.

5. Early dismissal for medical reasons is to be discouraged. Whenever it is necessary for a student to be dismissed from school early, a written request, signed by a parent or guardian must be submitted to the building principal. The parent(s) or guardian must come to school for the child. This must be adhered to as a safeguard for the school as well as the student. A student will not receive credit for the school day if they do not meet the four hour requirement (not inclusive of the lunch period).

PROCEDURE REQUIRED UPON RETURN TO SCHOOL

1. Even though telephone confirmation is temporarily acceptable, the pupil must, upon return to school or within two (2) school days, present a written

explanation to the classroom teacher signed by the parent(s) or guardian, stating the reason for and the date of absence(s).

UNEXCUSED ABSENCES

2. In the event of an unexcused absence, a conference shall take place to include the parent(s) or guardian, pupil, principal, superintendent and attendance officer.

2. As a last resort, suspension will be necessary, and a hearing before a special committee of the Board of Education shall be required before re-admitting the student.

UNCONFIRMED ABSENCES

1. The principal must notify the local law enforcement agency and report a child as "potentially missing" when it is impossible to confirm an absence of three (3) consecutive days, in accordance with Chapter 228, P.L. 1984.

PARENT RESPONSIBILITIES AT END OF DAY STUDENT DISMISSAL

2. Parents/guardians are reminded of the need to make arrangements for the prompt pick-up of primary grades at the end of the school day.

3. Students in grades 4-8 may walk home after school only if the crossing guards are still on duty. After their shift ends at 4:00 pm, students will need to be picked up by an adult. We understand that occasional problems can happen that may delay your arrival to pick up your child and we assure you we will safeguard your child until your arrival. We also ask you to understand it is unreasonable to expect teachers and office staff to provide after school daycare on multiple occasions.

Bell Schedule

Daily Schedule				
Grade Level	**Arrive**	**Enter**	**Tardy**	**Dismissal**
Grades K-8	8:30 a.m.	8:35 a.m.	8:40 a.m.	3:00 p.m.
Pre-K CPS	8:30 a.m.	8:35 a.m.	8:40 a.m.	2:30 p.m.
Pre-K Clarian & Learning Tree	8:45 a.m	8:45 a.m	8:50 a.m	2:45 p.m.

Children are asked to arrive at school by 8:30 AM. We urge parents to help us in maintaining good habits of punctuality.

One-Session Day				
Grade Level	**Arrive**	**Enter**	**Tardy**	**Dismissal**
Grades K-8	8:30 a.m.	8:35 a.m.	8:40 a.m.	12:45 p.m.
Pre-K CPS	8:30 a.m.	8:35 a.m.	8:40 a.m.	12:30 p.m.
Pre-K Clarian & Learning Tree	8:45 a.m	8:45 a.m	8:50 a.m	12:45 p.m.

Delayed Opening				
Grade Level	**Arrive**	**Enter**	**Tardy**	**Dismissal**
Grades K-8	9:45 a.m.	10:00 a.m.	10:05 a.m.	3:00 p.m.
Pre-K CPS	9:45 a.m.	10:00 a.m.	10:05 a.m.	2:30 p.m.
Pre-K Clarian & Learning Tree	9:45 a.m.	10:00 a.m.	10:05 a.m.	2:45 p.m.

PROCEDURE FOR TARDINESS

1. Any pupil in grades 6-8 who is tardy without a written excuse from his/her parent or guardian must serve an after school or lunch detention. If the student fails to attend detention, they will be required to make it up the following day. If they fail to attend the makeup detention, one demerit will be issued and possible suspension may occur.
2. After 10 student tardies, the teacher (with the support of an administrator) and parent(s)/guardian shall have a conference to discuss the seriousness of the matter and establish an action plan.
3. After 15 tardies, the student will be considered for I&RS referral.

Board of Education Meetings

The Board of Education is a nine — member elected board. Regular meetings of the board shall be held at 6:30 p.m. in the Cafeteria at Carlstadt Public School, 550 Washington Street, Carlstadt, as per the calendar posted on the district website.

The meeting date for the January Reorganization meeting will be determined at the December meeting. Meeting dates for January through July will be determined at the Reorganization meeting.

Note: The Annual Election will be held November 3, 2026.

Cafeteria / Food Service

The following criteria are established for the lunch program:

The lunchroom will remain a closed program. This will require all students to remain within school during their respective lunch periods.

Anyone requesting a refund of unused funds in their lunch account, must do so by submitting a written request. Students leaving the district need to submit the refund request before the end of their last year in the district. After that, the refund is forfeited.

Any parent who wishes to take their child home for lunch must sign their child out at the front office. Upon return, parents must sign their child back in at the front office before the end of the lunch period. For the safety of the students, parental telephone calls requesting that their child walk home during the lunch period will be denied. There will be no exceptions to this rule.

You will be receiving additional information regarding the lunch program in September.

Parents/Guardians will be responsible for a $20.00 returned check fee.

Cafeteria Code of Behavior

Any student who violates these lunchroom rules will be reported to the Principal and subject to disciplinary action.

1. Use kind words and an inside voice.
2. Clean up your area.
3. Follow directions.
4. Be respectful of all lunch staff.
5. Keep your hands, feet, and objects to yourself.
6. Walk in the lunchroom.
7. Show off your manners - please and thank you.
8. Respect others' food preferences and restrictions.

Care of School Property

Pupils should realize that the school buildings, grounds, and all other facilities provided for their education are paid for out of general tax funds. Marking, damaging or destroying school property is inexcusable and is subject to fine and punishment for those responsible. Students and parents/guardians will be held financially responsible for the damages. Pride in our building should be evident from the care we show as we use it.

Students in grades K-8 will be issued an individual Chromebook and charging cord for their educational use during the school year. It.is expected that students will take reasonable care of this device and use it according to the guidelines outlined in the CPS Acceptable Use Agreement. Students who lose their Chromebook and/or charging cord will be charged $300 for the Chromebook and $25 for the charging cord.

Gum chewing is not permitted in school or on school grounds. Fines may be imposed to repair the damage. The consequence for repeated gum chewing during school hours shall be 1 demerit for insubordination. Dogs, cats and other animals are not permitted on school property at any time without administrative permission.

Carlstadt School Goals

Each year, goals are developed by the board, staff and community members and approved by the Board of Education. Please visit our website under the Board of Education tab to review our goals.

Cell Phones

1. Cell phones will be turned off and stored in the student's locker upon entering the building and cannot be turned on again until dismissal or with permission of a faculty member.
    a. First Offense
        i. The internet enabled device shall be taken from the student by a school staff member and turned into the Principal's office for the remainder of the school day. It's the students responsibility to turn off the internet enabled device and have the device password protected.
        ii. The student will be permitted to pick up the device at the end of the school day. Students will have the device returned upon signing an acknowledgement of their first offense for their school year.
        iii. This will be entered as a warning into genesis (0 point demerit) for grades 5-8. For students in grades K-4 a message will be sent home to parents via email or parent square. Students in grades K-8 will be required to drop off/pick up their device to the main office for 1 week.
    b. Second Offense
        i. The internet enabled device shall be taken from the student by a school staff member and turned into the Principal's office for the remainder of the school day. It's the students responsibility to turn off the internet enabled device and have the device password protected.
        ii. The device must be picked up by a parent at the end of the school day. If a parent cannot pick up the device by the end of the day the parent may pick up the device before the end of the next or any subsequent school day. The parent shall be required to sign receipt of the device with notice provided of a second offense.
        iii. Students in grades 5-8 will receive one demerit and be assigned one detention. Students in grades K-8 will be required to drop off/pick up their device to the main office for 2 weeks.
    c. Third Offense
        i. The internet-enabled device shall be taken from the student by the school staff member and turned in to the Principal's office for the remainder of the school day. It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled

device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device.

ii. The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day. If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day. The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a third offense in a school year for their child.

iii. Students in grades 5-8 will receive one demerit and be assigned one detention. Students in grades K-8 will be required to drop off/pick up their device to the main office for 3 weeks.

d. Fourth Offense

i. The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day. It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device into the school staff member.

ii. The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day. If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day. The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a fourth offense in a school year for their child.

iii. Students in grades 5-8 will receive a one day suspension (10 demerits). Students in grades K-8 will be required to drop off/pick up their device to the main office for 4 weeks.

e. A student who violates the provisions of this Regulation and Policy 5516 more than four times during a school year shall, for the remainder of the school year, be prohibited from bringing an internet-enabled device on school grounds during the school day, on a school bus before and after school, or while participating in school-sponsored programs which include, but are not limited to: during before and after school programs. This violation will also include a two day suspension (15 demerits).

2. Smart watches will be treated with the same restrictions as cell phones.
3. Students are not permitted to wear air pods or other headphones while in the school building.

Lost Electronic Devices
Students are responsible for the safe keeping of their own cell phones and other electronic devices and accessories. These devices need to be secured in their own locker with the lock fully closed and engaged. The Carlstadt BOE is not responsible for misplaced items. The recommended option is to leave these devices safe and secure at home unless absolutely necessary.

Chromebook Fee

All students in grades 3-8 will be charged a non-refundable $20 chromebook maintenance fee. Fees must be paid prior to October 1.

Classroom Treats

Birthday treats are not permitted at any grade level. Please refer to Board Policy 8505, School Nutrition, for additional information.

Clubs/Activities

A variety of after-school clubs and activities may be available based upon staff availability and student interest. Be sure to check digital notices for information about how students can join clubs and activities.

Demerit / Merit System

The following Merit/Demerit system shall be used for all 5th-8th grade students attending the Carlstadt Public School to encourage good behavior throughout the school year and provide additional consequences for negative actions when they occur. The Board of Education believes that students need to "take responsibility for their own behavior" and that student "attitudes and acts" help "to create a positive school environment".

1. Demerit Categories and Accompanying Demerit Points: (Per Occurrence)

a. Suspension (in or out of school) 1 day or less	10 points
b. Suspension (in or out of school) more than 1 day	15 points
c. Cheating	2 points
d. Discipline Problem	2 points
e. Late to class	1 point
f. Skipping Detention	1 point

2. Students who continue to exhibit inappropriate behavior will be excluded from the following activities when their demerit points reach the indicated level:

a. 7 or more Demerits
   i. Removed from Student Council (BOE Policy 2430)
   ii. Fall Festival Helper
   iii. Removed From Other Classroom Activities (with approval of the Principal)
   iv. Request for Administrative Review of Merit Points must be received two (2) weeks before the event.*

b. 10 or more Demerits
   i. Gobble Games
   ii. Movie Day
   iii. Assembly Programs
   iv. Halloween Activities
   vii. Request for Administrative Review of Merit Points must be received two (2) weeks before the event.*

c. 15 or more Demerits
   i. School Musical (at time of tryout)
   ii. Student/ Faculty Volleyball Game
   iii. Student Faculty Basketball game
   iv. Requests for Administrative Review of Merit Points must be received two (2) weeks before the event.*

d. 20 or more Demerits
   i. Junior Olympics
   ii. Wellness Fair
   iii. Cougar Cup
   iv. Request for Administrative Review of Merit Points must be received two (2) weeks before the event.*

e. 25 or more Demerits
   i. 8th Grade Trip
   ii. 7th Grade Trip
   iii. 6th Grade Trip
   iv. 5th Grade Trip
   v. Other school trips where applicable
   vi. Request for Administrative Review of Merit Points must be received two (2) months before trip.

f. Additional consequences and exclusions may be imposed by the building principal.

3. The BOE expects that all students will take responsibility for their own behavior and display good citizenship throughout the school year.

*Late submission *of a parent/guardian request for administrative review for Merit Points will result in the request being denied due to the advanced planning requirements of event and trip logistics.*

4. Additionally, students who acquire 40 or more demerits may face suspension from school after administrative review. Additional suspensions may be given if the student continues to accrue demerit points.

5. Merit Program

a. Parents/guardians may request an Administrative Review of their child's demerit point totals for possible reduction by awarding Merit Points.
b. The Administrative Review will consist of, but is not limited to, determining whether the student has 1) accepted responsibility for their actions, 2) corrected their problematic behavior, and 3) not received any additional demerits in the past 30 days.
c. The request for an Administrative Review must be received within the indicated time frames listed in 2.a-d above.
d. Late submission of a parent/guardian Request for an Administrative Review of Merit Point consideration will result in the request being denied due to the advance planning requirements of event and trip logistics.
e. Students may be granted up to 4 merit points for each month they go without receiving additional demerits.
f. Merit points may not accumulate past the amount needed to offset the accumulated demerits at the time the merit points are awarded and may not be used to offset demerits given for suspensions.
g. This arrangement must be approved in advance by the building principal and is subject to administrative and/or BOE review.
h. Should problematic behaviors return, merit points may be removed as determined by administrative review.

6. The BOE expects that all students will take responsibility for their own behavior and display good citizenship throughout the school year.

Discipline

The Board of Education has the authority to make reasonable and necessary rules governing the conduct of students in school. These rules will apply to all students going to, during, and returning from school, and while visiting another school in the district. Teachers have the responsibility for maintaining a suitable environment for learning. They may send a student to the appropriate school official for disciplinary action needed to maintain that environment.

Administrators have the responsibility for maintaining and facilitating the educational programs. The principal is authorized by the state statute to suspend students for cause. The Principal will forward to parents the Student Code of Behavior in September. Board policy regarding code of conduct can be found here.

Dress Code

The Board of Education believes that what students wear to school should be appropriate, should be within reasonable limits, and should not distract from educational activities.

This dress code discourages unsuitable clothing in the school and all clothing that is dirty and unsightly. It stresses that there is a difference between school clothes and Saturday play clothes, and the latter has no place in school. On the other hand, the dress code encourages clothing that is neat and clean, that will make students aware of their social responsibility, that will promote high standards of personal conduct, and that will not only bring credit to our school and community, but also instill a sense of pride.

1. Dresses, skirts and shorts will be no shorter than “fingertip” length.
2. No clothing of military issue.
3. No clothing that has any symbols that hold the American flag up to ridicule.
4. No signs, patches or symbols that are offensive to public decency or morals or promote the use of drugs, alcohol, tobacco or violence.
5. No written language that has negative connotation or is subject to suggestive language.
6. No midriff sweaters or shirts.
7. No tank tops for girls or boys.
8. No fishnet or perforated tops.
9. No excessively short or tight fitting clothing that is deemed to be inappropriate.
10. No clothing that is dirty or unsightly.
11. No hats or hoodies (with the hood up) at any time in classrooms or hallways

12. No unsafe clothing, including but not limited to metal taps, platforms, high heels over one (1) inch, clogs, flip flops and any other shoes without back straps.

When students are inappropriately dressed, parents may be called to bring in a change of clothes. If a student repeatedly violates the dress code, demerits will be issued.

Early Intervention

Early Intervention services are available for children from birth to three years old who exhibit delays in communication, motor skills, cognition, or behavior. Call the County Office at 201-336-6875 or the Student Personnel Services Office (800) 322-8174 for additional information.

http://www.nj.gov/health/fhs/eis/

CHILD FIND

Elevator Use

The school elevator is reserved for staff and identified students. Students must be granted permission from school administration or nursing staff to use and access the elevator. Students must display the elevator pass at all times while using the elevator. Any student caught using the elevator without permission is subject to disciplinary action including demerits and possible suspension.

Emergency School Closing and Delayed Openings

During the year there are times when the weather is such that it would be better for the students to remain home than come to school.

When school is canceled for a full day due to emergency conditions:

1. School closure will be posted on www.carlstadt.org.
2. Parents will be notified by telephone via emergency notification system (ParentSquare).

When school is canceled for the afternoon session:

1. School closure will be posted on www.carlstadt.org.
2. The students will remain in school until 12:45 p.m.
3. Parents will be notified by telephone via emergency notification system (ParentSquare).

VERY IMPORTANT: Please arrange with your child, early in the school year,

where to go if it is necessary to have a one-session day due to emergency conditions. This is especially important if you are a working parent and will not be at home. Sometimes it is not possible to contact each parent when this is deemed necessary.

When a delayed school opening is planned:

1. School delay will be posted on www.carlstadt.org.
2. Students will report at 9:45 a.m. and lunch will be served at the regular time.
3. Parents will be notified by telephone via emergency notification system.
4. Should students be asked to report at 11:00 a.m., Lunch **will not** be served.

The delayed school opening will be used when it appears that we cannot open school at the regular time, but improving weather conditions are forecast. An example of this would be icy road conditions that will thaw with rising temperatures.

VERY IMPORTANT: Please DO NOT call Police Headquarters. In times of emergency, their telephone lines need to be clear. Y.M.C.A. – The program is canceled when school closes for either one-session or full day.

Entrance Ages

1. No child may be admitted to the Pre-Kindergarten unless he/she has reached the age of three (3) on or before October 1st, in the year he/she proposed to enter school.
2. No child may be admitted to the Kindergarten unless he/she has reached the age of five (5) on or before October 1st, in the year he/she proposed to enter school.
3. No child may be admitted to the first grade unless he/she has reached the age of six (6) on or before October 1st, in the year he/she proposes to enter school.
4. After October of any school year, a child who has not previously been enrolled in any Kindergarten program may not be registered without approval of the Board of Education.

Board policy regarding entrance age can be found here.

ENTRANCE PROCEDURE – PRE-KINDERGARTEN AND KINDERGARTEN

1. Pre-registration for the pre-k lottery will be open in the winter. Parents must present valid residency proof, birth certificate and immunization record to be eligible for the lottery. Families will be notified of lottery selection in the Spring. Additional information regarding our Pre-K program can be found here.
2. Kindergarten registration is rolling throughout the year. Please visit the school website for more information. Additional information can be found here.
3. In the summer, a pre-kindergarten orientation shall be conducted for the child

and parent. The program shall be arranged by the building principal in conjunction with other staff members.

Field Trips

Field trips may be planned by the teachers to places of interest or for the purpose of enriching the child's experiences. These trips are properly chaperoned by the faculty and, when advisable, by parents of the children. Chaperones will be selected based on a lottery system. Chaperones will also be responsible for completing proper conduct forms and are responsible for paying costs associated with their participation and attendance. The consent of the parents is necessary before pupils are allowed to go on these trips. Proper conduct is stressed so that the trip can be orderly and that the maximum amount of pleasure and knowledge can be gained by all the participants. Teachers may exclude pupils with prior behavior problems from participating in class trips after administrative consultation.

The cost is divided among those taking part in the trips. These costs will vary, depending on the distance traveled and admission charged. When a pupil is absent the day of the trip, there may not be a refund.

Any student, who fundraises money and is not allowed to go on a trip due to disciplinary reasons, may not be entitled to a refund.

Gifted and Talented Program

CRITERIA FOR ELIGIBILITY

By October 1 of each school year, the gifted and talented teacher, supervisor, and principal will identify and notify families of students in Grades 3 - 8 of a child's acceptance into the gifted and talented program for that school year. **Students must re-qualify each year for entry into the gifted and talented program.**

Kindergarten – Grade 2

1. Above grade level scores on the Fountas and Pinnell Reading Assessment from the previous June
2. Link-It Benchmark Assessment – Exceeding on Form A for math of current grade
3. Report Card Assessment
4. Teacher Recommendation

Grade 3

Meet 3 or more criteria:

1. CogAT score above 110
2. Above grade level scores on the Fountas and Pinnell Reading Assessment from the previous June
3. Link-It Benchmark Assessment – Exceeding on Form A for math or language arts of current grade
4. Report Card Assessment - Exceeding in reading, writing, and/or math
5. Teacher Recommendation

Grades 4 - 8

Meet 3 or more criteria:

1. CogAT score above 115
2. Above grade level scores on the Fountas and Pinnell Reading Assessment from the previous June
3. Link-It Benchmark Assessment – Exceeding on Form A for math or language arts of current grade OR exceeding expectations on the immediately previous grade's NJSLA assessment
4. Report Card Assessment - Exceeding in reading, writing and math OR 90 or above in the core subjects
5. Teacher Recommendation

QUESTIONS OR ADDITIONAL INFORMATION:

- Any parent/ guardian who has questions regarding the program, entry requirements, or needs additional information regarding the program, please review the Carlstadt Public School's Gifted and Talented policies and procedures.
- If a further complaint needs to be filed regarding entrance into the program, please contact the Superintendent who will file a complaint with the board of education where at the next board meeting, the board will then issue a decision in writing to affirm, reject or modify the district's action in the matter.
- For additional information please click here.

Grading System - Report Cards

The grading system provides for four (4) marking periods for students in grade 5th through 8th grade and three (3) marking periods for students in Kindergarten through 4th grade.

Parents will be notified of their child's progress at the end of each marking period through the report card. Report cards are made available to parents through the Genesis Parent Portal accessible through the school website www.carlstadt.org.

*Parents/Guardians are expected to log on to the Genesis Parent Portal and check their child's academic progress by reviewing report cards each marking period. The posting dates are listed in the next section of this handbook under "Important Dates." Parents/Guardians are expected to review student grades at least once every two weeks. Questions and concerns about grades are best addressed with your child's teacher as they are posted.

The Pre-K will have two (2) marking periods at this grade level.

The grading systems are as follows:

GRADES K - 4

Key for skills (An explanation of your child's progress toward grade level skills):
- E - Exceeds the standard
- 3 - Meets the standard
- 2 - Approaches the standard
- 1 - Does not meet the standard

Key for behavior expectations in special area classes:
- 4 - Excellent
- 3 - Good
- 2 - Inconsistent
- 1 – Does not meet expectations

Interim reports will use the same evaluation key.

Students in grade K-4 will be assessed in the following areas on the Interim report
- Reading
- Writing
- Speaking/Listening
- Mathematics
- Social Studies

- As a Learner (work habits)
- As a Class Citizen (conduct)

GRADES 5 – 8
Students shall receive numerical grades rounded to the nearest whole number. No student in grades 5-8 shall receive less than a 55 in any major or special area subject for a marking period.

Note: Students that participate in the Grade 7 Pre-Algebra and Grade 8 Algebra programs must have no less than an 84 average and a teacher recommendation.

To remain in the Grade 8 Algebra program, a grade no less than an 84 as a final average in Grade 7 is required with a teacher recommendation.

Graduation Honor Guard

A Graduation Honor Guard will be selected from the 7th grade class to serve at the 8th grade graduation buffet and graduation ceremony. A total of seven students will be selected based upon the following criteria:

1. Honor Guard pupils will be selected from the 7th grade class.
2. The selection will be based upon the highest combined cumulative academic average in language arts (LA), mathematics, science, and social studies. In addition, pupils shall not receive less than a B in all other subjects.
3. The averages shall be tabulated by May 31st of the final marking period.
4. Students with demerits as of May 31st are not eligible to be selected as honor guard.
    a. If a merit review is requested, it must be received by May 15th. Requests received after May 15th will not be honored.
5. Students who have exhibited problematic behavior during their 7th grade year are ineligible for selection to the honor guard. Such behavior shall consist of, but not be limited to, discipline problems, code of conduct violation/confirmed HIB, cheating, plagiarizing, stealing, suspension(s), lateness and truancy. Students exceeding 10% of unexcused absences and/or tardies are ineligible for honor guard.
6. Membership in the 7th grade Honor Guard is intended for students who exemplify academic and behavioral excellence and are not accumulating demerits points.

Harassment, Intimidation and Bullying Policy (HIB)

Carlstadt Public School is committed to maintaining a positive and safe learning environment for all students. As such, the district fully supports the New Jersey

Anti-Bullying Bill of Rights. In accordance with the law, please find the contact information for our district Anti-Bullying Coordinator and Anti-Bullying Specialists as well as the Board of Education HIB Policy and Regulation 5512 on our school website http://www.carlstadt.org.

Health Services

Pupils are provided with the following health services:

- Vision Screening – Grades Pre-K, K, 2, 4, 6 and 8 and as needed.
- Hearing Screening – Grades K – 4 and Gr. 7 Annually and as needed.
- Heights and Weights – Grades Pre-K – 8 Annually and as needed (including blood pressure)
- Head and Hair Inspection – Grades Pre-K – 8, as needed
- Scoliosis Screening – Grades 5 & 7- with parental consent.

Any atypical findings in the above examinations are followed up by the nurse. Parents are notified and urged to consult their family physician for advice. The nurse will refer parents as necessary, if private physician care is not possible.

Parents are reminded about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage:

Early Childhood – (Pre-K - Grade 3)
Pre-adolescence – (Grades 4 - 6)
Adolescence – (Grades 7 – 12)

Health evaluations are made to ensure the well-being of our students and to aid in the prevention and control of communicable diseases. This may include observations by the classroom teacher, inspection by the nurse of absentees upon returning to the classroom, and necessary follow up when communicable diseases are present.

Cooperation and confidentiality are maintained between home and school for the better understanding of the individual child by means of conferences and home visits.

A cumulative health record including vaccinations, is maintained for each child showing his/her growth and development.

High School

Upon graduation from our elementary schools, the pupils are sent to either Henry P.

Becton Regional High School or upon application and acceptance, the Bergen County Technical High School / Academies. During the school year our school counselor will discuss courses and answer questions which the pupils might have regarding high school. It is the duty of the parents to discuss with their children the courses which they are able to take. High School pupils become the responsibility of the Carlstadt — East Rutherford High School Board of Education.

Home Instruction

Qualified teachers are provided by the Board of Education to give home instruction to children who are confined at home for extended illness or injury for periods of two weeks or more consecutive days and a doctor's note is required.

Parents of such children should contact the principal for additional information.

Honor Roll

There will be an honor roll system in grades 6-8 to promote and recognize high academic achievement.

GRADES 6 – 7 – 8

The honor roll will be divided in two (2) sections:

High Honor
Minimum of a 92 in all subjects in Grade 6 through 8. A pupil receiving 15 or more demerits will be ineligible for the honor roll.

Honor
Minimum of an 88 in all subject areas. A pupil receiving 15 or more demerits will be ineligible for the honor roll.

Important Dates

The following reports will be issued on the dates indicated. Reports for Grades K-8 will be available on our school website by clicking on the "Parents Portal" link found on the Carlstadt Public School home page.

Parents of students in Grades K-8 may email it@carlstadtps.org or parentsupport@carlstadtps.org for assistance using the Parent Portal or help with your "User Name" or "Password".

PROGRESS REPORTS – Pre-K
February 5, 2027
June 23, 2027

REPORT CARDS – K - 4
December 15, 2026
March 30, 2027
June 23, 2027

REPORT CARDS – Grades 5 – 8
November 16, 2026
February 2, 2027
April 16, 2027
June 23, 2027

Insurance for Students

The Board shall make available to parents, for a cost, on a voluntary basis, student accident coverage from Bob McCloskey Insurance Agent. For more program information or to purchase coverage online, log onto the Carlstadt website under Families, Student Accident Insurance.

This coverage insures students:

1. While attending a regular school session.
2. Traveling directly and uninterruptedly to and from home and school for regular school sessions.
3. Official school activities and participating in school sponsored activities.

Parents also have the opportunity to get the "Round–the–Clock" Plan, which extends coverage to a full 24 hours per day.

Intervention & Referral Services

The Intervention & Referral Services (I&RS) Committee is in place to review student academic and behavioral issues before a referral is made to the Child Study Team (CST). This referral is initiated solely by the classroom teacher or special area teacher. See Response to Intervention (RTI).

Lockers – Grades 4 – 8

Students will be assigned lockers in the corridors for storing coats and books. Each is provided with a combination lock. Students are urged to keep combinations secret once they are assigned. A charge of $10 will be imposed for lost locks.

In Compliance with state law and Board Policy 5145.12 you are hereby informed that your child's locker in school is subject to search by the building principal. This search will be conducted in the interests of school safety, sanitation, discipline and enforcement of school regulations. Law enforcement officials will be permitted to conduct a search upon presentation of a proper warrant.

The Principal is authorized to conduct the search provided there are reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. You are requested to discuss this with your child and if you have any questions, please feel free to contact the Principal.

The following procedures shall also be established:

A. Students will be allowed to utilize their lockers before the a.m. homeroom, prior to lunch, and at the completion of lunch.

B. Students are not permitted to go to lockers during the passing of classes.

C. Periodically throughout the school year, a locker clean-up will be announced and students should clean out all unnecessary materials from their lockers.

D. No pictures or decals of any kind are permitted inside or outside of student lockers. Any defacing, kicking, or deliberately damaging a locker by a student will result in appropriate administrative action and discipline.

Media Center

The media center has a collection of books, magazines, newspapers, computers and audiovisual materials and is a pleasant place to work. The Carlstadt Public School follows the universally accepted practice of allowing students to sign out selected material from our media center.

Those students who use the media center should obey normal media center conduct and observe the following rules:

1. Reference books, such as encyclopedias and dictionaries should be used in the library.
2. Borrowed material is expected to be returned back to the library by the due date.
3. Fines will be charged for overdue materials.
4. Damage to books beyond reasonable wear and books lost shall be paid for by the pupil.

Medication in School

Some children require medication during the regular school day, due to chronic illnesses and/or specific disabilities.

If under these circumstances a pupil is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication, only a school nurse shall administer the medication.

PROCEDURE

1. The parent/guardian shall provide a written request to the building principal for the administration of the prescribed medication at school.
2. A written order, signed by the private physician, shall be submitted to the building principal and shall include:
    a) Child's Name
    b) Name of Medication
    c) Diagnosis or type of illness involved
    d) Dosage
    e) Time of administration
    f) Possible side effects
    g) Termination date for administering medication
3. The medication shall be brought to the school in the original container, appropriately labeled by the pharmacist or physician.
4. The school physician shall review and approve, in writing, the order of the private physician.
5. The nurse shall provide a secured, locked space for the safe storage of the medication. Prescription drugs shall be kept locked at all times.
6. The records or documentation for administering medication to pupils must be maintained by the school nurse.
7. The school nurse or parent/guardian may administer medication in the schools.
8. The parent/guardian must assume responsibility for informing the school nurse of any change in the pupil's health or change in medication.
9. Non-prescription medication, such as aspirin, shall not be administered to children under any circumstances.
10. The building principal, in conjunction with the school nurse, retains the discretion to reject requests for administration of medication.
11. A copy of these procedures shall be given to the parent/guardian when a request is

made.

Parent Teachers Association

The Parent Teachers Association fosters a desirable working relationship between the home and the school and encourages cooperative activities for the development of the child.

The association sponsors dances, assembly programs, scholarships, graduation awards, and many school activities which contribute greatly to both the school and the community. To contact the PTA, please email: pta.carlstadt@gmail.com.

Photographs

Individual and class photographs will be taken of pupils in grades Pre-K through 8 in September. Parents are under no obligation to purchase the photographs. Further details will be announced prior to the taking of the pictures. Graduation pictures for Grade 8 will be taken in the Spring.

Physical Education

The state law requires every pupil, insofar as he/she is physically fit and capable of doing so, to take part in the physical education program. Sneakers are required for all pupils taking physical education in Grades Pre-K – 8. Sneakers that are secured with velcro or laces are fine. Examples of unacceptable sneakers: zip-ups, backless, sling backs, platform or slip-ons.

Required Uniform (Grades 6-8)

Royal Blue Shorts (Carlstadt Physical Education) Gold
T-Shirt (Carlstadt Physical Education)
Athletic Socks
Sneakers

Optional Outerwear (Grades 6-8)

The following outerwear may be worn over (not in place of) the required P.E. uniform:

- Hooded Sweatshirt
- Crew Sweatshirt
- Sweatpants
- Outerwear may be purchased through the school.

Outerwear worn to school may not be used during the P.E. class. In addition, outwear may only be worn indoors during the physical education class with permission from the P.E. teacher.

Locks and Lockers

1. Students will be assigned a gym locker. They are not to share lockers with other students.
2. A school lock will be provided to each student (no other locks may be used).

Students should not share the combination with other students. In the event that a student loses a lock, a fine of $10 will be charged.

Other Regulations

1. No gum, candy, etc. will be permitted.

2. Uniforms must be kept clean and worn without tears, or wording outside of name box provided. It is strongly suggested that uniforms be laundered on a weekly basis.

3. Students may only be excused from active physical education for medical reasons. A note must be provided by the parent(s), guardian(s) or school nurse, and may not exceed three (3) consecutive P.E. classes. After 3 classes, a note must be provided from a physician. It should include an end date to return to class, or a release note must be provided before a student may re-enter class.

4. No rings, watches, hair clips/bands, jewelry, etc., which could be a hazard, will be permitted.

Exceptions:

a) Medical Alert necklace (taped to body) or bracelet.
b) Small round post earring for pierced ears.

5. To be eligible for nomination as a captain during the Junior Olympics, a student may not have received a grade lower than a "B", or any negative disciplinary indicators, during any marking period within the school year in Physical Education.

Play Areas Code of Behavior

Any student who violates these playground rules will be reported to the Principal and subject to disciplinary action. These rules also apply to students returning to school who are not in the lunch program.

1. Students must remain in designated areas AT ALL TIMES.

2. Students may not leave school property without permission.

3. If a child is hurt while outside, he/she is to inform a supervisor. As necessary, the supervisor will assist or direct the student to the office.

4. Excessive rough play such as wrestling, pushing, punching or tripping is not permitted.

5. The throwing of rocks, snow, ice or any other object is strictly prohibited.

6. Ball playing will be permitted in designated areas only. Only soft nerf or playground balls may be used in an appropriate manner.

7. No profanity is permitted.

8. No harassment of any other student will be tolerated.

9. When the bell rings, students are to line up immediately and maintain order while entering the building.

10. Playground equipment, toys and games should be used properly and safely.

11. We discourage bringing expensive items. If the item is lost or stolen, **the school is not responsible**. For example: Cell phones, air pods, electronic devices, large amounts of money, etc.

13. No food or beverages, including gum and candy are permitted on the playground.

Promotion Policy

*The standards for promotion are as follows:

KINDERGARTEN
Promotion will be dependent upon the physical, mental and social maturity of the pupil and in the judgment of the teacher and principal, the child's readiness and ability to perform satisfactorily in the first grade.

GRADES 1 – 3
Promotion will be based upon satisfactory progress in reading, writing and mathematics with teacher recommendation and principal approval.

GRADE 4
Promotion will be based upon a passing final average in 4 of the 5 major subjects shown below:

Reading
Writing
Mathematics
Social Studies
Science

GRADES 5 – 8
Promotion will be based upon a passing final average (above a 70) in 3 of the 4 major subjects shown below:

Language Arts
Mathematics
Social Studies
Science

* Students in grades 6-8 who fail to meet the required promotion standards may be eligible to attend a certified summer school program. This program will be at the parent's expense and if successfully completed, the child will be eligible for promotion to the next grade level. Any student who attends less than 150 instructional days shall be permitted to move to the next grade level only for extenuating circumstances (Board Policy 5410).

Pupil Records

In accordance with New Jersey Administrative Code title 6 – Education "Pupil Records", you are hereby informed that you are entitled to the right to view and make notes of the contents of your child's records.

No individual or agency outside of the school district will be permitted to inspect your child's record without your written permission.

Response to Intervention (RTI)

The learning program shall be designed and operated so as to be developmental and to avoid the necessity for remedial education. When remedial instruction is needed, however, the Board shall provide remedial instruction for students in need of remediation. All programs are in compliance with federal regulations.

Restraint – Notice of

The Board of Education is required by state regulation (P.L. 2017, C. 291) to inform you annually about the district's policies regarding restraint and seclusion. District Policy: 5561- Use of Physical Restraint can be found on the district website under Carlstadt Bylaws and Policies. Carlstadt Public School emphasizes appropriate de-escalation techniques and the use of Positive Behavior Supports as mechanisms to avoid the need for the use of restraint and seclusion.

Returned Checks Statement

Parents/Guardians will be responsible for a $20.00 returned check fee.

Right to Foreign Language Translator/ Interpreter

Foreign language translators or interpreters and sign language interpreters for the deaf shall be provided by the district board of education at no cost to the parent, upon parental request, when necessary.

Safety

Accidents are undesirable, unplanned occurrences which may result in tragic consequences, bodily harm, loss of school time, property damage, legal action and even fatality. It shall be the policy of the Board to guard against occurrences by taking every possible precaution to protect the safety of all students, employees, visitors, and others present on district property or at school-sponsored events.

Storage of Hazardous Material

The law prohibits schools from using or storing these chemicals when school is in session. If this were to occur for any reason, parents would be given 48 hours notice.

The safety of children is the concern of both the home and the school. We should be aware of the hazards our children are likely to meet and work together to build proper habits of safety.

Safety Between Home and School

A child should:

1. Arrive to school early enough so that he/she does not have to rush. Walk on the sidewalk.

2. Cross streets at intersections only and where crosswalks are painted. Stop and look both ways before crossing.
3. Cross the street from the curb only when the crossing guard tells you. This applies to corners that are protected by the crossing guards.
4. Encourage them to get out of automobiles at a curb and cross the street only where crossing guards are watching.
5. Refrain from touching or playing with strange dogs, cats and other animals at any time.
6. Refrain from playing in the streets on the way to and from school.
7. Help other children, especially the smaller ones, to come to school and go home safely.

Smoking

Smoking and/or the possession of tobacco products or delivery systems such as but not limited to cigarettes, pipes, and or vaping devices by students while in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school-sponsored event is prohibited. SMOKING OR VAPING IS PROHIBITED BY ANYONE ON SCHOOL PROPERTY. BOE Policy #5533

On the first offense of smoking/vaping, a student shall receive a mandatory three (3) day out-of-school suspension and/or referral to a SAP (suspension alternative program). Upon administrative review, students may also be required to complete a drug test prior to their return to school. Subsequent offenses by the student during the school year shall be cause for the student and parent(s) or guardian to appear before the Board of Education for a possible long term suspension from school.

Special Services

The Carlstadt Public School Department of Special Services, in compliance with New Jersey Administrative Code, provides high quality education in the least restrictive environment to its students with disabilities who require special education services. Emphasis is placed on facilitating inclusion in general education settings to the fullest extent possible.

Special Services staff is comprised of experts in their fields who are dedicated to developing education plans and delivering services vital to meeting each student's needs and include the Director of Special Services, Social Worker, School Psychologist, LDT-C,

Behaviorist, Speech Therapist, Special Education Teachers, Occupational Therapist and Physical Therapist.

A student may be referred to the Child Study Team for evaluation by teachers, parents/guardians, counselors, and/or building administrators, by submitting a request for evaluation to the Director of Special Services.

Speech- Language Services

The development of age-appropriate speech and language skills is essential to the learning process and to a student's social and emotional growth. The goal of the speech/language program is to help students develop speech and language skills necessary to achieve academic success and to facilitate effective communication skills. Parents may contact the child study team for additional information if necessary.

Student Council

All 6th, 7th, and 8th grade students shall be eligible to participate in the Student Council. Membership is intended for students who exemplify behavioral excellence and do not accumulate demerit points. Eligibility requirements, election procedure, and removal shall be governed by Board Policy #2430. Members are also required to adhere to the student council bylaws.

Students with Disabilities 3-21: Project Child Find

The Carlstadt Public School district recognizes the importance of providing services to children with special needs through its Project Child Find efforts. CPS annually seeks to identify children residing in the Borough of Carlstadt, from the ages of 3 through 21 who may be at risk for learning disabilities. Children in this age group who exhibit developmental delays in language, cognition, physical and/or emotional development, may be eligible for services from the public school. If your child is determined to be potentially eligible for services, the local public school district will evaluate your child. The evaluation is available to preschoolers; to highly mobile students with disabilities, such as migrant and homeless students; and to all students who may have a disability. Children found to be eligible for special education and related services are entitled to free and appropriate special education programming and related services. Parents should contact the district, if they have concerns, when their child is 2 years, six months of age.

If you suspect that your child has a disabling condition or you would like further information, please call the Office of Special Services at (201) 672- 3000 extension 3111.

Information is provided to parents of children from birth through 3 years of age regarding early intervention services.

Suggestions for Parents

1. Encourage your child to go home immediately after school is dismissed. Loitering children are likely to get into unsafe situations.
2. Your child is not to bring distracting articles to school.
3. Put your child's name on articles of outer clothing: gloves, hats, coats, sweaters, raincoats, overshoes, etc.; have your child's name on his/her lunchbox.
4. Instruct your child never to converse with a stranger, nor to get into a car with a stranger.
5. Encourage healthy sleep habits each night.
6. Encourage your child to eat a healthy breakfast each morning.
7. Contact your child's teacher should concerns about your child arise during the school year.
8. Log on to the Genesis Parent Portal regularly to keep informed on student grades, attendance and demerits.
9. Classroom information will be posted on parent square and/or google classroom.

Surveillance

The Board of Education authorizes the use of electronic surveillance monitoring devices in the school building and on school grounds. Therefore, the school building and school grounds within the school district may be monitored using such devices in accordance with Board Policy.

Suspension of Student

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Students who fail to serve their assigned detention will be subject to suspension. Pupils being given in or out of school suspensions shall be assigned work by their teachers to be turned in upon their return to regular classroom schedule. Assignments not completed shall receive a zero.

All suspended pupils shall have the right to make up any additional work missed during the suspension period. All make-up assignments and/or tests must be completed within one week of return to school. If the work is not made up within this time period, the pupil shall receive a zero for all missed work.

Pupils may not attend or participate in any school-sponsored activities while under suspension.

Technology – Appropriate Use

Parents are expected to review this policy with their child and are required to sign into the Genesis Parent Portal to sign the online form indicating that they agree to the terms of this policy. The form must be signed for the student to use school equipment.
https://www.carlstadt.org/families/genesis

Testing Program

The testing program is designed to provide information concerning the proficiency of all children in the district on standardized tests of academic achievement.

The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to your child's teacher in diagnosing individual strengths and weaknesses in order to provide more effective instruction.

During the year the following tests will be administered to the pupils in the Carlstadt Public Schools:

NJSLA Science	Spring	Grades 5 & 8
NJSLA (ELA & Math)	Spring	Grade 3 - 8
CogAT	Winter	Grades 2, 4, 6
Access for ELLS	Winter	Grades K - 8
LinkIt!	Varies	Grades K - 8
DIBELS	Varies	Grades K - 3

Textbooks and Workbooks

Textbooks and workbooks are furnished by the Board of Education without charge to the pupils. When the student receives the books, he/she assumes the responsibility of maintaining the books in good condition. Any loss, damage or deliberate defacing of the books is the responsibility of the student, and he/she will be fined in accordance with policy.

Transfers

Any student who is transferring out of Carlstadt Public School must be withdrawn by the parent/guardian. Please contact the Main Office at 201-672-3000. A release to transfer records to the new school must be signed.

Truancy

The compulsory education law (N.J.S.A. 18A:38-28 through 31) requires all children between the ages of 6-16 to attend school. Unauthorized absence from school is considered truancy and will be treated as such. This includes absence from any class during the school day for which the student is scheduled. Family vacations do not count as excused absences. Parents/guardians are strongly advised to schedule vacations during times when school is not in session. Students are responsible for making up all missed work and truancy will be reviewed whenever the issue of retention is being considered. Parents are also advised that excessive absences will be referred to the Bergen County Division of Family Guidance and/or Municipal Court.

Weapons

Weapons (guns, knives, other) are not allowed on school property at any time. Students should understand that they face immediate removal from the school's general education program and that the appropriate law enforcement agency will be notified. BOE Policy #5611

Working Papers

Every child between the ages of 14 and 18 is required to have working papers in order to be legally employed in New Jersey.

For pupils attending elementary schools, please contact the Guidance Office in the Carlstadt Public School.

For pupils attending high school, please contact the Main office at the Henry P. Becton Regional High School. By law, these working papers must be obtained before a child can commence working.