

**WE  
ARE** **NORWOOD**

HOME OF THE EAGLES

# Family and Student Handbook

## 2021-2022

Please visit our website at: [www.wearenorwood.org](http://www.wearenorwood.org)

*"Think ~ Lead ~ Serve"*

177 SUMMIT STREET • NORWOOD, NEW JERSEY • 07648  
PHONE: 201-768-6363 • FAX: 201-768-0630

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## **NORWOOD PUBLIC SCHOOL BOARD OF EDUCATION**

Mr. Michael Sprague, President  
Dr. Carlos Guzman, Vice President  
Mr. Ed Cammarata, Trustee  
Ms. Heather Garcia, Trustee  
Mrs. Jennifer Mendoza, Trustee  
Mr. Rahul Vaghasia, Trustee  
Ms. Kelly Wilson, Trustee

### **OUR MISSION STATEMENT**

The Norwood Public School District is dedicated to educational excellence. In partnership with the family, staff and community, our mission is to meet the educational needs of each child by providing the programs and environment necessary to:

- Enable every child to reach his or her full potential;
- Promote self-esteem, respect, responsibility and appreciation of diversity;
- Develop knowledge, skills and academic achievement consistent with the New Jersey State Core Content Curriculum Standards;
- Prepare each child for continued education and responsible citizenship;
- Instill a life-long passion for learning.

### **OUR DISTRICT GOALS**

District Goal 1: Norwood Public School district will provide a safe learning environment that maximizes in-person learning and supports the social-emotional needs of students and staff.

District Goal 2: Norwood Public School District will refine instructional practices and explore new opportunities to create learning experiences that accelerate academic growth and support the competencies established in the Norwood Portrait of Graduate.

District Goal 3: Norwood Public School District will reestablish a culture that prioritizes collaborative partnerships and communication within our school community.

District Goal 4: Norwood Public School will continue to foster a culture that celebrates individuality and diversity, values different perspectives, and promotes equity and inclusion.

## Staff Directory

ADMINISTRATIVE STAFF	
Ulmer, Kevin	Superintendent
DeLaura, Vito	Principal
Zahn, JoAnne	Instructional Supervisor
Regina, Keri	Supervisor of Special Services
Tevis, James	Business Administrator
CLASSROOM STAFF, K-8	
Kiss, Jennifer	K
Portera, Mary Kate	K
Strickland, Linda	K
Davis, Tara	1
Marano, Kerri	1
Pulgrano, Sara	1
Alberti, Ann	2
Brunck, Robin	2
Shea, Chelsea	2
Didato, Betty	3
DiGiorgio, Lynne	3
Brogan, Kelly	3
Servideo, Alison	3
Findlay, Danielle	4
Griffith, Alison	4
Leocata, Mary	4

Hill, Nicole	5
O'Donnell, Marijean	5
Stodnick, Lyndsey	5

SUBJECT AREA STAFF, 6-8	
NAME	POSITION
DeCandia, Gianvito	SS 7 & 8
Eliya, Helen	Science 5 & 6
Flyge, Lauren	LA 8
Links, Seth	Science 7 & 8
McGee, Patricia	LA 7
Preolo, Tracey	Spanish 7 & 8
Princing, Laurie	LA 6
Stearns, Erica	Math 6, Spanish 6, Trep\$
Slotter, Zach	LA 5, Math 7
Wesley, Michelle	Math 7 & 8

SPECIAL AREA STAFF, PreK -8	
NAME	POSITION
Audi, Ariella	Pre-K
Brown, Barbara	Music
Cooper, Marie	Art
D'Errico, Paul	Phys Ed

DeSantis, Mauro	ELL
Froeder, Anna	Nurse
Gomez, Erika	Reading Specialist
Petroulas, Susan	Technology
Kelly, Melissa	Guidance K-4
Kim, Patricia	Guidance 5-8
LeCount, Victoria	Music
Luciano, Joan	Math Interventionist
Mazurek, Lisa	TAG
Rienas, Michelle	Media
Walsh, Amy	Phys Ed

SPECIAL EDUCATION STAFF	
Baird, Lisa	Teacher
Belfiore, Elizabeth	Speech
Brigida, Grace	Teacher
Cabiroy, Helena	Teacher
Cicchetti, Debra	Social Worker
DeStefano, Christie	Teacher
DiCaterina, Franyfe	Occupational Therapist
Esposito, Shelley	Speech
Graham, Ashley	Teacher
Kopf, Jamie	Teacher
Malora, Bonnie	LDTTC
Mazzella, Francesca	Teacher
Morris, Marianne	Teacher

Rondinelli, Lauren	Teacher
Stanzione, Catherine	Psychologist

SUPPORT STAFF	
NAME	POSITION
Canas, Maura	School Secretary
Hennessey, Gina	Principal Secretary
Hong, Ann	Nurse/Library Secretary
Grazioso, Linda	Payroll Clerk
Meyers, Mark	Supervisor of Building and Grounds
D'Ercole, Dawn	Administrative Assistant to the CSA
Rzucidlo, Chris	Technology
Sullivan, Sue	Board Office Assistant
Weissenborn, Linda	CST Secretary

# Norwood Public School Calendar 2021-2022

September 2021						
Su	M	Tu	W	Th	F	S
			1	2	3*	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24*	25	26	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23*	24	25
26	27	28	29	30	31	

January 2022						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21*	22*	23	24	25
26	27	28	29	30		

## HIGHLIGHTED DATES

Full Staff Prof. Development Sept. 1 & 2  
 ½ Day for Staff Prof. Development Sept. 3  
 Labor Day (School Closed) Sept. 6  
 Rosh Hashanah (School Closed) Sept. 7 & 8  
**FIRST DAY STUDENTS** Sept. 9  
 Yom Kippur (School Closed) Sept. 16  
 Teachers' Convention (School Closed) Nov. 4 & 5  
 Minimum Session Day\* Nov. 24  
 Thanksgiving (School Closed Nov. 25-26)  
 Delayed Opening-Students\*\* Dec. TBD  
 Minimum Session Day\* Dec. 23  
 Holiday Recess Dec 24-Jan.1  
 Professional Day (School Closed for Students) Jan. 17  
 Winter Recess Feb. 21-25  
 Delayed Opening for Students\*\* Mar. TBD  
 Spring Recess Apr. 15-22  
 Memorial Day (School Closed) May 30  
 Minimum Session Day\* June 21  
 ½ Professional Day June 21  
**Last Day of School**  
 Minimum Session Day\* June 22

\*Indicates Minimum Session Day-12:20 Dismissal  
 \*\*Indicates Delayed Opening-10:00am Start Time

NUMBER OF DAYS

	Students	Teachers
September	15	18
October	21	21
November	18	18
December	17	17
January	20	21
February	15	15
March	23	23
April	15	15
May	21	21
June	16	16
<b>TOTAL</b>	<b>181</b>	<b>185</b>

If deemed necessary by unexpected closings, the February and/or Spring breaks and the end of school in June, may be altered in part or in whole. Therefore, plans related to those dates that cannot be changed should not be made. Additional school days will be added in this order-spring recess, up to June 30<sup>th</sup> and then February recess.

The Chief School Administrator reserves the right to adjust the school's time schedule when it is deemed necessary in order to ensure a continuity of student instruction. This calendar includes 1 additional day built in for snow or other unexpected closings.

In an event it is not necessary, the days will be re-scheduled on vacation days.

## **CORE CURRICULUM**

Our curriculum reflects the high expectations of the Common Core Curricular Standards adopted by the State of New Jersey in order to prepare students for success in our twenty- first century, global society.

The use of differentiated instruction at all grade levels and content areas ensures that the needs of learners are met in all content areas. This is accomplished through a workshop approach in the area of Language Arts Literacy. One specially trained teacher provides leveled Literacy Intervention for students reading below grade level. At each grade level there is a literature-based reading program developed with the goal of developing comprehension skills, vocabulary enhancement, higher order thinking skills, and the ability to think critically about the ideas presented in text. Students are immersed in experiences that develop their writing skills in both fiction and non-fiction texts. Reading and writing units are integrated around interdisciplinary genre studies.

The mathematics curriculum is continually being reviewed and revised at all grade levels, and for this purpose, the Big Ideas program was implemented. The overarching goal of the mathematics program at Norwood Public School is to enable students to utilize mathematics in real world situations while developing proficiency in mathematical practices. Students are grouped according to demonstrated mathematical aptitude in seventh and eighth grades.

Science instruction is inquiry-based in grades K-8 and promotes scientific modes of higher order thinking and discovery and is aligned with the NJCCS. Close reading of scientific texts and synthesis of learning are assessed through lab reports and research papers. Scientific processes, physical science, life science, and earth science are integrated across the grade levels.

World Language instruction begins on an exploratory level in grades K through 6 through thematic units of study. In grades seven and eight students begin an intense study of Spanish.

The Social Studies curriculum integrates the New Jersey Common Core Curricular Standards for Social Studies and stresses global awareness, active citizenship, critical thinking, collaborative skills, and technology skills along with knowledge and skills related to historical understanding. The application of research techniques can be found at each grade level.

Technology instruction is provided through infusion into all subject areas and grade levels as well as through weekly courses taught in grades 5 through 8 by the technology teacher. Carts of either laptops or I-Pads are available to each grade level beginning in Kindergarten. The school's media center also houses many computers for individual student or class usage, and the library/media specialist works with students in all grade levels in order to foster research skills and access to high-quality materials.

## **VISUAL AND PERFORMING ARTS**

We offer opportunities for students to express themselves creatively through the following programs:

- **Music:** comprehensive K-8 and instrumental in grades 4-8 which produce choral concerts, choir, marching and concert bands, and music show opportunities
- **Art:** program which allows students to create and present works of art.

## **TALENTED AND GIFTED PROGRAM**

In the area of gifted education we provide a continuum of Talented and Gifted (TAG) programs. In-

classroom services include whole class enrichment lessons (K-2), collections of grade level and subject area enrichment materials (K-8), voluntary enrichment projects (K-3), and curriculum compacting (K-6). Services extend beyond the classroom with our Olympics of the Mind Enrichment Program (3-8) and our Academic Pentathlon Team (7-8). Finally, pull-out scheduling and outreach activities are added for formally identified students in the spring of grade 2 and continue through grade 8. For additional information, contact Lisa Mazurek, Norwood's Talented and Gifted teacher, at 201-768-6363, ext. 60034 or via e-mail, [mazurek@wearenorwood.com](mailto:mazurek@wearenorwood.com).

### **SPECIAL EDUCATION**

In the area of special education, we provide a broad continuum of services for children with educational disabilities. In collaboration with parents, we seek the least restrictive environment for each identified child. Special education services are provided through self-contained classes for every grade level, content-specific resource center programs, and inclusion support in the regular classroom. Additional services may be provided in order to meet student needs. For additional information, contact Mrs. Keri Regina, Norwood Child Study Team Chairperson at 201-768-6363, ext. 60249 or via e-mail, [reginak@wearenorwood.com](mailto:reginak@wearenorwood.com).

### **ACADEMIC SUPPORT**

Students who fall below district/state proficiency levels in reading, mathematics and written language expression are eligible for participation in the Leveled Literacy Intervention Program. Class performance, report card grades, standardized test scores, and teacher recommendation/input verify the need for instructional assistance.

### **ENGLISH LANGUAGE LEARNERS (ELL)**

Support is provided to English language learners through meaningful instruction for successful language acquisition. We provide integrated support for students within mainstreamed classrooms in accordance with the New Jersey Core Curriculum Standards, TESOL Standards and WIDA Standards. These services are provided through a pull-out program consisting of a minimum of 150 minutes of instruction per week. The ELL teacher collaborates with the mainstream teacher regularly so that learning goals can be matched to the grade level curriculum. In addition, ELL techniques and modifications are presented to the general education teachers so they can further support these students. For additional information, contact Mauro DeSantis, Norwood's ELL teacher @ 201-768-6363, ext. 60008 or via e-mail, [desantis@wearenorwood.com](mailto:desantis@wearenorwood.com).

### **HEALTH EDUCATION**

A comprehensive health education program is offered at each grade level that focuses on the New Jersey Core Curriculum Content Standards. These strands include wellness; integrated skills of communication, decision making, planning and goal setting, character development, leadership, advocacy, service, health services and careers; drugs and medicine; and human relationships and sexuality.

### **PHYSICAL EDUCATION**

We offer a comprehensive physical education curriculum that meets the requirements of the New Jersey Core Curriculum Content Standards. Features of our program include the President's Physical Fitness Program, group sports skills, sportsmanship, and square and social dancing.

The requirements for students are noted below:

Grades K-3: sneakers only

Grades 4-8: sneakers, tee shirts, shorts or sweatpants

Students who are not prepared to participate in PE class will be expected to make up the class on Monday, Tuesday, or Wednesday from 3:00-3:30. Teachers will make this arrangement with individual students. If your child needs to be excused from gym for any reason, you need to provide a written note which should be given to the nurse by 8:30 a.m. Any student who must be excused for five or more consecutive days must have a written excuse from his/her physician.

# School Procedures

**ARRIVAL AND DISMISSAL**

**Doors open at 8:15 am.**  
**Students should enter through the door that corresponds with their homeroom or advisement. Please use designated doors to avoid congestion.**  
**Dismissal is through the same doors as arrival.**

**Schedule**

Period	Time
Advisement/Responsive	8:20-8:45
1	8:45-9:30
2	9:30-10:15
3	10:15-11:00
4	11:00-11:45
5	11:45-12:35 (Grades 5-8 Lunch/Recess)
6	12:35-1:25 (Grades K-4 Lunch/Recess)
7	1:25-2:10
8	2:10-3:00
Dismissal for K-2	2:55
Dismissal for 3-8	3:00

## **EMERGENCY CLOSINGS**

When serious weather conditions prohibit the opening of school:

1. The school's automated telephone calling system will be activated at the earliest possible time. Please inform us of any changes to your telephone number or other contact information so that you can be reached when necessary.
2. An email blast will be sent.

## **MINIMUM SESSION DAYS**

### **Delayed Openings (10:00 a.m. - 3:00 p.m.)**

When we have a delayed opening, parents will be notified through the school's automated telephone system. If the delay is due to a weather emergency, office staff will arrive at 9:15 a.m., teachers at 9:30 a.m., and students at 10:00 a.m. Buses will arrive at approximately 9:30 a.m. depending on your position on the route.

Period	Time
Advisement/Responsive	10:00-10:10
1	10:10-10:40
2	10:41-11:11
3	11:12-11:42
4	11:43-12:13
5	12:14-1:04 (Grades 5-8 Lunch/Recess)
6	1:05-1:55 (Grades K-4 Lunch/Recess)
7	1:56-2:26
8	2:27-3:00
Dismissal for K-2	2:55
Dismissal for 3-8	3:00

### **Single Session Days (Planned Early Dismissals 8:20 a.m. - 12:20 p.m.)**

Period	Time
Advisement/Responsive	8:20-8:42
1	8:42-9:12
2	9:12-9:43
3	9:43-10:14
4	10:14-10:45
5-6	10:45-11:16
7	11:16-11:47
8	11:47-12:20

## **LUNCH**

We have a closed lunch policy. If you decide that you would like to take your child out at lunchtime, you must come to school and sign him/her out in the front office. Because classroom interruptions are a disturbance, please tell your child in the morning of your plans so he or she can meet you by the office.

Students may bring lunch from home or purchase through the Norwood PTO. Information on ordering lunches can be accessed at [www.norwoodpto.com](http://www.norwoodpto.com). Only, in the event of an emergency, you may deliver a lunch before 11:30 AM. Because of safety and security concerns, commercial deliveries of food from private vendors will not be accepted.

## **LUNCH GUIDELINES**

The following lunch rules are posted in every classroom and are reviewed with students. We ask parents to please reinforce these expectations at home.

- Remember you are responsible for your own conduct.
- Be sure you have everything with you for lunch. You will not be allowed to return to your classroom or locker.
- Speak softly.
- Stay in your seat. Raise your hand if you need assistance.
- Be respectful of the servers and the staff.
- Do not share food. Remember some of your friends may have allergies.
- Remember there is no borrowing of money.
- Clean up after yourself.
- Please do not bring any games, sports equipment or toys from home for recess.

## **EARLY DISMISSAL**

Dental, medical and other appointments should be made outside of regular school hours. If it is necessary for you to take your child out of school during the school day, please follow these procedures:

1. Send an email to the homeroom teacher and front office staff ([canas@wearenorwood.com](mailto:canas@wearenorwood.com) or [hennessey@wearenorwood.com](mailto:hennessey@wearenorwood.com)) informing the school of your request for an early student dismissal.
2. Come to the main office, inform the office staff of your arrival, and sign the "sign out" sheet. (The sheet provides space for the date, time, child's name, your name and reason for the request.)
3. Once you arrive, your child will then be called from the classroom. You should not leave until your child is present.
  - If your child is leaving early for an appointment that is time sensitive, please arrive a few minutes prior to the requested dismissal time. Students will not be called for dismissal until a parent or guardian is physically present in the building. Additionally, you may not sign your child out and then wait in your car. You must remain in the vestibule until your child arrives at the main office.

## **LATENESS**

Students who enter the classroom after the advisement/responsive bell at 8:20 a.m. are tardy. Students who are tardy must obtain a late slip from the office prior to being admitted into the classroom. Teachers will not admit students arriving after that time unless they have a late slip from the Main Office.

## **ABSENCES**

It is important that a child be present each day that school is in session unless illness prevents attendance. Frequent absences may negatively impact a child's academic achievement.

The Norwood Public School conducts a required Absence Verification Program. Our intent is to ensure the safety and well-being of your children by verifying that your child arrives safely. You are requested to report absences at 201-768-6363, ext. 60128 whenever your child will be absent for any reason. A telephone answering machine is available 24 hours each day. If we receive no notice of a pupil's absence and we are unable to reach anyone at home or at the emergency numbers, we will notify the police. A child who has been absent is required to present a written note of explanation to the homeroom teacher signed by parent or legal guardian upon returning to school.

The only excused absences are for illness, death in the immediate family, or state designated religious holidays. Absence from school or lateness on religious holidays is excused if a note signed by the parent or legal guardian is presented to the teacher upon the child's return to school. Students should be free from fever and/or vomiting for 24 hours before returning to school.

Please advise our school nurse with regard to any illnesses that make it necessary for a child to remain at home. In the case of a child having a contagious disease, the other children in the classroom who may have had contact with him/her may need to be monitored for illness.

### **HOMEWORK FOR ABSENT CHILDREN**

If a child is expected to be out of school for longer than three days due to illness or injury, parents are encouraged to contact the school and arrange for homework assignments. Homework is usually not provided when a child is out of school for only one day. In order for the teacher to have sufficient time to prepare the materials, requests for homework should be called into the nurse's office no later than 9:30 a.m. The teacher will make the homework available in the nurse's office before afternoon dismissal for parent pickup.

Teachers are not required to provide homework for students who are absent from school for a non-excused reason, i.e., family vacations when school is in session. Teachers receiving such requests should direct the parent(s) to the Principal or Supervisor of Instruction.

### **MAKING UP TESTS OR ASSIGNMENTS AFTER AN ABSENCE**

Students are allowed to make up tests and assignments missed because of an absence. Children are responsible for making up missed classroom work and homework. One day is allowed for each day of absence. Parents should pick up homework and books in the homework drawer, in front lobby, on the second day of absence. Locker items may be removed after 3 P. M.

### **ILLNESS DURING THE SCHOOL DAY**

If a student is unable to complete a day's session, the school will notify the parents. Parents will be required to sign an early release form when taking their child out of school. Emergency cards should be kept updated during the school year. Please list all information necessary for us to reach an available person during the day.

### **USE OF BUILDING**

It is the desire of the Board of Education to have the school building used by community groups as much as possible. Please note that animals are not permitted on school premises. The Board has established a set of rules and regulations regarding the use of school buildings. A list of these regulations and application forms for the use of the buildings can be obtained from the Secretary to the Board of Education by calling 201-768-6366, ext. 60121.

## **COMMUNICATION VISITORS AND TEACHER CONFERENCES**

### **Back to School Nights:**

K-4: Monday, September 20, 2021

5-8: Wednesday, September 22, 2021

As indicated in Board Policy Regulation No. 9150, unscheduled visits to your child's classroom are not allowed in order to ensure the continuity of instruction. However, we encourage home/school communication via email, telephone or scheduled conference.

**Parent/Teacher Conferences** for the 2021-2022 school year will be scheduled as follows:

Teachers of students in grades K-4 will conduct parent-teacher conferences between 11/2 and 12/8/21. Conferences will be scheduled directly between teachers and parents.

The evening of November 2<sup>th</sup> will be reserved for parents that require a night conference.

Parents of students in grades 5-8 will be contacted by teachers if a conference is needed.

All conferences will be scheduled and confirmed through the Parent Portal. Additional information about these procedures will be provided in October.

Guidelines for visitation with your child's teacher:

- Visitors are to sign in at the front office, and wear a visitor's badge.
- Appointments must be scheduled in advance with the teacher.
- Communication is an on-going process. Appointments throughout the year may take place before the school day, during a teacher's preparation time or after the school day.
- Occasionally, parents/guardians of the children or other guests may be invited by the teacher to visit the class. The teacher, with the approval of administration, shall determine such visits.

### **PARENT-TEACHER ORGANIZATION**

All parents, teachers, and others interested in public education are invited to join. Notices of meeting dates and times will be sent via email and will be posted to the PTO website. Please get involved.

### **PRODEDURES FOR PROCESSING CONCERNS**

Our goal is to resolve misunderstandings as soon as possible.

In order to address concerns, students and parents should follow these steps:

1. Begin by expressing your concern to the teacher. Discuss the issue with the teacher.
2. If the matter is unresolved, speak with the supervisor of instruction or principal, who will conduct a meeting with the teacher and you.
3. If still unresolved, you may appeal to the superintendent who will conduct a meeting with the parties involved.
4. If you feel the situation warrants further attention, you may submit a written statement to the superintendent who will respond in writing.
5. If you believe that your situation has not been resolved, an appeal process will be presented to you. It could involve formal communication with our Board of Education.

## **PARKING ON SCHOOL GROUNDS**

Parking on the school driveway and in front of our dumpsters is prohibited in order to allow access for emergency vehicles. Those who find it necessary to wait for a child should do so on the street or in the parking lot across the street. The area adjacent to the patio of the school is reserved for those with handicapped parking permits and visitors. All other spaces adjacent to the building are reserved for staff only. Visitors are asked to park in the designated visitor spots and across the street in the large parking lot. Parking on the circle is prohibited. If you park on a local street, please do not block driveways.

## **WALKING**

Children should stay on sidewalks wherever possible, and where there are no sidewalks, stay close to the side of the road. Please instruct your child to always go directly to school and return home directly after school. Additionally, please caution him or her to never accept rides from persons they do not know or approach strangers.

The Police Department should be notified if a stranger is seen talking to a child. If the stranger is in an automobile, the license number and description of the driver and car should be noted. If your child fails to arrive at home within a reasonable time after school, please notify the school. Pupils are not permitted to linger on school grounds.

## **BICYCLES**

In the interest of safety, pupils below 3<sup>rd</sup> grade are asked to ride a bicycle to school only under parental supervision. Students in grades 4<sup>th</sup> – 8<sup>th</sup> are encouraged to ride their bicycles to school.

Children should ride on the right side of the road with traffic, staying as close to the curb as possible. When riding in a group, children are encouraged to ride single file unless they're moving to the front of the group at which point they should check for traffic and move quickly up the side of the group. As per state regulations, all children should wear helmets.

Racks are provided for the security of bicycles ridden to school. Bicycles should be placed in racks upon arrival and should not be taken from racks until departure. It is required that chains and locks be used. Bicycles should not be ridden on the school grounds. Children should dismount at the sidewalk and walk their bicycles to the rack.

## **CROSSING GUARDS**

Crossing guards are on duty at the following posts:

1. Broadway & Summit Street
2. Summit Street & Holy Family Inter-Parochial School
3. Summit Street & Norwood Public School
4. Summit Street & Blanch Avenue
5. South Avenue & Livingston Street
6. Blanch Avenue & Tappan Road
7. Tappan Road & Vervalen Street
8. Blanch Avenue & Broad Street
9. Hudson Street & Tappan Road
10. Broadway & Broad Street
11. Tappan Road & Kensington Avenue
12. South and Summit Street

### 13. Tappan & Villa Court

While children are waiting for the bus, the police department patrols in the vicinity of the school and along Piermont Road. Crossing guards are not on their posts until 7:45 A.M. Younger children should gauge their time so they do not leave for school before the posts are covered. Crossing guards are on duty from 7:45 - 8:45 a.m. and 2:45 – 3:45 p.m. No guards are on duty mid-day since we have a “closed lunch” policy.

### **LIBRARY MEMORIAL BOOK PROGRAM**

Our school library has for several years maintained a collection of memorial books. These books are placed in honor or in memory of members of the community. Gifts of any monetary amount over \$15.00 are appropriate for memorial gifts. Each acquisition is plated with the name of the honoree and donor. An appropriate letter will be sent to the honoree (or family) as the book is shelved.

A Birthday Book program is also available. A new book will be purchased in honor of your child's birthday for a \$15.00 donation. The book will be plated with your child's name, birthday date and donor. Your child will be the first to check-out the new book to enjoy at home! If you want a creative way to make a statement, contact Mrs. Rienas at 201-768-6363 X60127 for more details.

### **INSURANCE**

The Board of Education does not provide any accident insurance. However, if parents wish, they may secure accident insurance offered by a duly authorized insurance company. This policy is offered as a convenience for the parents of children attending our school. The Board of Education assumes no expense or liability under this policy. You may privately insure your child against accidents occurring while traveling to and from and while at school.

### **MEDICATIONS/ALLERGIES**

No child is to carry or take medicine in school on his/her own unless directed by a physician. If a child must have medication during school hours or for emergency purposes, *the parent must bring the medication to the Nurse's Office along with a written permission slip from the doctor.* Medication must be supplied in its original pharmacy container. Neither prescription drugs nor inhalants are to be shared by siblings. Prescriptions need to be clearly labeled with the following information: the child's name, name of drug, dosage and directions for use. Over-the-counter medication must be supplied in its original packaging. Neither prescribed nor over-the-counter medication will be dispensed unless it is accompanied by a physician's written order and the parent's written permission. Parents must notify the school nurse if a child has severe allergies or other medical conditions. This information is especially critical when planning field trips. A parental note is required for cough drops.

### **LOST AND FOUND**

Misplaced clothing items are placed in bins outside the nurse's office in the APR. If your child has lost something, please ask him or her to check the bins. You will be notified when lost and found items are on display in our APR. Unclaimed items are donated to charity. Clear identification on clothing will help us to find the owner.

### **ACCIDENT REPORTS**

Report all accidents to the nurse so that a school accident report can be completed. The Board of Education does not provide accident insurance.

## **NURSE'S SCHEDULE**

The school nurse will be available every day school is in session. Screenings for vision, hearing, height, and weight will be provided annually for all students. Periodic scoliosis screenings will be provided for middle school students.

## **ADMISSION TO KINDERGARTEN AND FIRST GRADE**

The Norwood Board of Education has adopted the policy that children who have reached their 5th birthday by October 1st during the current school year will be admitted to kindergarten. Those who have reached their 6th birthday by October 1<sup>st</sup> will be admitted to first grade. There are no exceptions to this policy.

## **BUS TRANSPORTATION**

Bus transportation is available to children who live two miles or more from the school. *No other children may ride the buses.* Students should arrive at the bus stations by approximately 8:05 A.M. Please send a note to your child's homeroom teacher if he/she will not be taking the bus home. Only those students who are registered to take the bus are permitted on the bus.

## **SCHOOL BUS REGULATIONS**

1. Students must show their bus pass every day.
2. Student conduct on school buses shall be orderly at all times and shall conform to standards for conduct in classrooms.
3. State school law places the driver in complete charge of the bus and students. Students must obey the driver.
4. Students riding the school buses must observe the following rules:
  - Never stand in the roadway while waiting for a bus
  - Walk on the left side of the road facing traffic
  - Talk to the driver only when necessary
  - Keep all parts of the body inside bus windows at all times
  - No object is to be put outside the bus window or passed through the bus window.
  - A student who fights on a school bus or who is willfully disobedient and/or who destroys property may lose his/her transportation privilege.
  - Students shall be on time at their designated school stops (the bus will not wait for students)
  - Use appropriate language at all times
5. Public school bus transportation is a privilege that is conditioned on good behavior and strict observance of these rules.

## **STUDENT CODE OF CONDUCT**

**Please refer to Board of Education Policy Number 5600**

### **I. Introduction**

The Norwood School Community believes that the behavior of students contributes to the quality of their own lives, the lives of fellow students, and to the school climate. Our mission is to provide a safe and challenging learning environment for every student. Together, the family and school share the responsibility for educating each child. This code includes: the elements of good conduct, standards of good conduct, rewards for positive behavior, consequences for negative behavior, and parental involvement.

## **II. Elements of Good Conduct**

### **A. Respect**

Students will:

- respect themselves and each other
- listen politely to other's thoughts
- appreciate diverse races, religions, ethnic backgrounds, genders
- respect people's privacy and property, cooperate with others
- communicate with teachers and peers in a constructive manner  
be courteous towards each other, staff, visitors, etc.
- use our electronic communicating systems appropriately as per Policy 7523.

### **B. Responsibility**

Students will:

- take responsibility for their behavior
- display academic honesty
- develop a sense of civic responsibility
- share responsibility with peers in group situations
- dress appropriately in attire that shall not distract classmates or staff

### **C. Self-Control**

Students will:

- model behavior that develops self-esteem
- follow established rules
- problem solve conflicts without physical contact
- refrain from harassment and bullying
- use appropriate language

### **D. Appearance**

The basic responsibility for the appearance of the student rests with the parents. Please consider age, weather, community norms, safety and the need to take the process of education seriously. Please especially take note of what your child wears during the warmer months. For safety reasons and playground play, no flip-flops or crocs are to be worn. Students will:

- dress appropriately
- refrain from wearing unsafe or unhealthy attire
- avoid clothes that display messages or graphics with illegal substances, violence, lewdness, profanity, or prejudice (anti-religious, racist, etc.)
- abstain from wearing costumes, recreational outfits/uniforms, short skirts or short shorts, halters/midriff tops, hats, spaghetti straps, brief tank tops, etc.

## **III. Standards of Good Conduct**

The Norwood students, parents, teachers, administrators, and the Board of Education expect students to maintain the highest standards of conduct. Our standards of behavior include, but are not limited to those listed below.

### **A. Appropriate conduct is exemplified by:**

1. Greeting others politely
2. Taking turns during a group discussion
3. Being prepared for class by bringing paper, pencil, pen, books, and other needed supplies
4. Completing all class work and homework on time
5. Following rules and regulation in class, in the hallways, during lunch/recess, and field

- trips
- 6. Focusing on learning activities
- 7. Being kind to someone in need
- 8. Taking care of and returning textbooks, library books, or other school-owned materials
- 9. Using free-time constructively
- 10. Acting responsibly in school and at all school-sponsored events regardless of location, including bus transportation.

**B. Unacceptable conduct includes, but is not limited to:**

- 1. Rudeness, disrespect, disobedience, and defiance
- 2. Plagiarism
- 3. Using profanity and other offensive language or gestures
- 4. Some examples of unhealthy and unsafe behavior include:
  - Gum chewing
  - Eating outside the All Purpose Room
  - Running in the hallways
  - Throwing objects
- 5. Misbehaving on a school bus by distracting the driver, eating or drinking, disobeying safety rules, harassing another student, etc.
- 6. Various acts of mischief
  - Bringing distracting items to school (e.g. electronic devices, toys)
  - Damaging or defacing school property
  - Using gang related gestures and/or signs
  - Inappropriate use of any computer hardware, software, or network including use of the Internet (e.g., deleting files, sending obscene messages, etc.)
- 7. Bullying, harassing, intimidating, “hazing”, or fighting (e.g. verbal abuse, actual or threatened physical harm, extortion, destruction of personal property, or “cyber-bullying”-the misuse of “electronic communication as per policy File Code 5131A)
- 8. Committing sexual acts, engaging in verbal and/or physical harassment, or exposing oneself
- 9. Illegal behaviors
  - With any form of electronic technology (e.g., threats, viruses, insults or slander, etc.)
  - Possessing or igniting fireworks or smoke/stink bombs, lighters, matches, etc.
  - Possessing, using, or selling of tobacco products or other illegal substances
  - Gambling
  - Pulling false alarms or making bomb threats.
- 10. Use of cell phones during the school day is prohibited.  
It is important that your child come prepared to school. Please do not encourage your child to call home during the day. The office phone is for school business.

**IV. Rewards for Positive Behavior**

The Norwood Board of Education believes: "in educating each child by promoting self-esteem and respect and by developing individual talents while recognizing divergent needs." Accordingly, our mission is for faculty and parents to collaborate in fostering appropriate social skills.

Modeling and reinforcement are promoted by:

- Praise to pupils for specific behaviors and accomplishments
- Communication with parents to share successes (via telephone or in writing)
- Commendations on report cards, handwritten notes, stickers, etc.
- End of Year Awards

**V. Consequences for Negative Behavior**

The Norwood Public School promotes positive behavior and kindness from its student body. However, misbehavior or violations in code will warrant points. The following details potential violations and their values:

Lunchroom/ Recess Infraction	1 point
Running/ Pushing in Hallways	1 point
Gum Chewing/ Littering	1 point
Cell phone violation	1 Point
Abusive and/or indecent language and/or gestures directed at school employees or students	2 points
Repeated dress code violations (3+) <i>As per policy #5511</i>	2 points
Vandalism/ Destruction of school property <i>As per policy #5513</i>	3 points
Cheating in any academic (includes plagiarism) or extra-curricular activity	3 points
Excessive tardies (3+per Trimester) <i>As per policy #5200</i>	3 points
Violation of computer use policy	3 points
Insubordination	3 points
Fighting/ Physical Aggression	5 points
Suspension/ In School Suspension/ HIB Violation	6 points

If a student accumulates a certain number of points, the following are the consequences:

5 points	Detention *
10 points	Second Detention*
15 points	Loss of Field trips, school wide events, overnight trips.

Points will be accumulated via Realtime and available to view at all times throughout the Student/ Parent portal.

All disciplinary action taken against any student is in accordance with NJ State Law under the N.J.S.A. Title 18A, as well as the Norwood Public School District policy. Disciplinary action against a student is not subject to negotiation by parents/ guardians.

\*Parents will receive from the front office with 24 hours notice of the date and time of a detention. Failure to report will result in further disciplinary action.

### **Point Reduction**

In an effort to reinforce positive behavior, a student may reduce his/her discipline point record by one (1) point for every (30) thirty days s/he does not receive a point. Please note that a student's record cannot be reduced below zero.

The following disciplinary protocols have been established and may be used as needed.

Offenses NOT related to student/ staff safety and well being or destruction of school property.

- Verbal warning
- Detention
- Conference with guidance counselor
- Parent Teacher conference

Offenses RELATED to student/ staff safety and well being or destruction of school property.

- Referral to Principal
- Detention
- Exclusion from extra curricular activities/ class trips
- In-School Suspension
- Suspension
- Expulsion

## **VI. Parental Involvement**

We believe in a partnership of the family, community and school to develop and support the learning of universal values, such as love, respect, honesty, integrity and responsible citizenship. The State Department of Education's Guide to Student Codes of Conduct asserts that: "Values should first be taught within the family structure." Parents retain fundamental influence over the behavior of their children. This is true, even during early adolescence, when youngsters strive for independence by seeming to reject established family dynamics and questioning the boundaries of their childhood. Without consistent parental support, we cannot fulfill our mission. It is critical for parents to become aware of the school's standards for behavior and to explain these standards to their children.

### **Parental Support Of The Student Code of Conduct**

1. Read the code with, or to, your child.
2. Discuss the content with your child.
3. Remind your child that the family is financially responsible for property damage caused by acts of violence, vandalism, or arson.
4. Compare the standards with your family values and expectations.
5. Relate personal experiences that involved standards of behavior in the work world.
6. Ask questions of faculty and administration if any component is unclear.
7. Below is a sample contract. You will receive an official copy to sign and return during the first week of school.

### **Student Code of Conduct**

#### **SAMPLE OF GRADES 5 - 8 CONTRACT**

***(Please Keep this sample in your handbook)***

This document creates a partnership of success! It empowers each student, parent, and Norwood staff member to work together in support of the Norwood Public School Student Code of Conduct.

I \_\_\_\_\_ have read and understand the expectations as set forth in the Norwood School Code of Conduct. I also understand that if at any time I need to reach out to a school staff member for help, clarification or assistance I may do so. I will strive to contribute positively

to my own development, the quality of daily life for all students and safety of our school. I understand that I have an obligation to my school, classmates, family and my town to bring my very best self to Norwood School everyday.

The following signatures represent our pledge to give my personal best in meeting all rules and standards in class and in all school related activities both on and off campus. I have specifically reviewed the school policy on Harassment, Intimidation and Bullying. When needed throughout the year, I will seek the assistance and guidance of my teachers, school staff, guidance counselor and/or administrators.

(Do Not Sign) \_\_\_\_\_  
 Student's Signature Date

(Do Not Sign) \_\_\_\_\_  
 Parent's Signature Date

\_\_\_\_\_   
 Instructional Supervisor Date

\_\_\_\_\_   
 Principal Date

**APPROPRIATE USE OF TECHNOLOGY**

**Please refer to Board of Education Policy #2361 Acceptable Use of Computer Network/Computers and Resources**

Student access to technology has increased tremendously over the last decade. What was once considered beyond a child’s capacity for use (text messaging, social media, etc.) has become commonplace in the world of many students. As with any tool it can be used for positive or negative purposes and we encourage our parents to have conversations with their children about these matters. As noted elsewhere in this handbook, the school’s approach to Harassment, Intimidation and Bullying has fundamentally changed with the introduction of new state laws.

We ask that mobile phones, personal computers and tablet computers, unless being used as part of a class or school activity, be turned off and unused by students during the course of the school day. Students who are unable to meet this baseline expectation will have these returned by school administration to their parents with possible behavior consequences.

On a general note, Norwood School highly recommends that parents impress upon their children the permanency of what is said, posted and displayed on the Internet, including social media sites as well as personal webpages. All parents and students will need to acknowledge having accessed and read the Board of Education Policy regarding Acceptable Use of Computer Network/ Computers and Resources. Please review Policies and Regulations 2361/7523, which can be found on the homepage of our school website.

**REPORTING GRADE K-4 PROGRESS**

The Standards Based Report Card: Highlights most important student skills in each subject area and grade level assesses “how well a child mastered each skill” within a subject area. It identifies areas of student strength and weakness to better inform Instruction.

This report card allows parents and students to understand more clearly what is expected at each grade level. With this understanding, parents will be better able to guide and support their child helping him/her to be successful in a Rigorous academic program.

Teachers use a variety of methods and tools to assess students proficiency levels based on the Standards for that grade level. They look at evidence of student proficiency by analyzing work samples and reviewing student performance on activities, projects and assessments such as quizzes and tests, as well as collecting classroom participation and anecdotal notes. This collected evidence of a

student's learning is compared to what a student is expected to know or do according to the District grade level standards.

The Standards:

**4-Exceeds Standard**

The student independently and consistently exceeds marking period benchmark standards. Earning a "4" demonstrates academically superior skills in that specific area. This student shows initiative, challenges himself or herself, and demonstrates this advanced knowledge at school. A "4" indicates unusually high achievement.

**3-Grade Level Expectations**

The student meets marking period benchmark standards. Earning a "3" means the student has proficient understanding and meets grade level expectations. We want all of our students to reach a level "3". A student receiving a "3" is right on track with our high academic expectations. A "3" is something to be Celebrated!

**2-Progresses toward Meeting Standard**

The student demonstrates progress toward meeting marking period benchmark standards. Earning a "2" means the student has basis understanding and partially meets grade level expectations. A student receiving a "2" understands the basic concept or skill, but has not yet reached the Proficient level. A "2" should indicate to parents that their child may need some extra help or extra time to practice/understand this concept.

**1. Limited Progress toward Meeting the Standard**

Earning a "1" means the student demonstrates limited progress toward meeting period benchmark standards. A student receiving a "1" has academic delays according to our district standards, and interventions may be needed to learn and stay on track with district expectations.

**REPORTING GRADE 5-8 PROGRESS**

Norwood Public School communicates student progress in a variety of ways. The goal of this communication is to provide routine updates on student achievement, as well as formal reports at specified points during the school year. The parent portal provides up-to-date information about student grades and overall progress on an ongoing basis.

Additionally, teachers will notify parents either by email or phone if a student is experiencing difficulty in a particular area. Conferences may be held at the request of a teacher, guidance counselor, or parent. Parents should contact individual teachers to schedule a conference, and when a grade level team conference is warranted, should contract the guidance counselor.

Our school's numerical grading equivalents are (numbers are recorded on the report cards):

<b>A+:</b> 98-100	<b>B+:</b> 88-89	<b>C+:</b> 78-79	<b>D:</b> 65-69
<b>A:</b> 92-97	<b>B:</b> 82-87	<b>C:</b> 72-77	<b>F:</b> 0-64
<b>A-:</b> 90-91	<b>B-:</b> 80-81	<b>C-:</b> 70-71	

**HONOR ROLL CRITERIA  
GRADES 7 - 8**

The Board of Education has defined the purpose of Honor Roll to be: motivating all students to challenge themselves to achieve at higher levels. Our trustees believe that the criteria below will motivate our students to attain the highest level of achievement and enjoy the resulting sense of satisfaction from doing one's best. It is our hope that our student's motivations go beyond the earning of rewards but the intrinsic satisfaction of hard work, effort and pride in oneself.

The Board of Education has defined the purpose of Honor Roll to be: motivating all students to challenge themselves to achieve at higher levels. Our trustees believe that the criteria below will motivate our most advanced students to attain the highest level of achievement and other students to challenge themselves with the hope of gaining some level of recognition.

**-Meritorious Honor Roll**

Achievement of A (90-100) in all Academic Programs. No grades lower than an 82, O or P in any other subject or program

**-Honor Roll**

A Minimum of Four A's (90-100) in Academic Programs. No grades lower than an 82, O or P in any other subject or program

**-Honorable Mention**

A minimum of two A's (90-100) in Academic Programs. No grades lower than an 82, O or "P" in any other subject or program.

-End of Year Meritorious Honor Roll, Honor Roll, and Honorable Mention must have been attained in each of the three trimesters.

Courses in the "Academic Programs" are :

LA - Language Arts

MA - Math

SC - Science

SS - Social Studies

WL - World Language

## **Grades 5 - 6**

**-Meritorious**

Achievement of A (90-100) in all Academic Programs. No grades lower than 82, O or P in any other subject or program

**-Honor Roll**

A minimum of three A's (90-100) in Academic Programs. No grades lower than 82, O or P in any other subject or program

**-Honorable Mention**

A minimum of two A's (90-100) in Academic Programs. No grades lower than 82, O Or P in any other subject or program

- End of Year Meritorious Honor Roll, Honor Roll, and Honorable Mention must have been attained in each of the three trimesters.

Courses in the "Academic Programs" are:

LA – Language Arts

MA – Math

SC – Science

SS – Social Studies

## Marking Period Dates

Marking Period	Beginning Date	Ending Date	Report Cards Issued
Trimester 1	9/9/21	12/15/21	12/16/21
Trimester 2	12/16/21	4/8/22	4/11/22
Trimester 3	4/11/22	6/22/22	Last Day of school

### Northern Valley Regional High School District: Criteria For Placement (9<sup>th</sup> Grade Honors Sections)

The Northern Valley Regional High School District will provide updated placement criteria prior to eighth grade high school course selection meetings during the second trimester.

#### ACADEMIC EXPECTATIONS FOR STUDENTS

Norwood Public School expects all students to fulfill the expectations of the school community, and to:

- prepare themselves mentally and physically for the process of learning
- demonstrate respect for people and property
- take responsibility for their own behavior and learning
- use time and other resources responsibly
- share responsibilities when working as members of a group
- meet the unique requirements of each class
- monitor their own progress toward objectives
- communicate with parents and school personnel about school-related matters

**NOTE:** As per Policy 6145, academic failures shall result in exclusion from athletics, as well as extra and co-curricular activities.

#### HOMEWORK

Homework is considered an important component of a student's educational program. The student is responsible for its timely completion.

Parent/guardian involvement and/or monitoring are essential. The cooperation of the parent/guardian toward homework is critical in the development and reinforcement of responsibility, self-direction, self-discipline and sense of pride in the student's accomplishments.

Parents are requested to:

1. Provide an environment conducive for home study;
2. Encourage the use of the school media center, public libraries and other resources;

3. Monitor the timely and appropriate completion of daily and long term assignments; and,
4. Communicate with the classroom teacher/team if there are any concerns.

Homework may take many forms. It may be written or verbal and may involve the use of various materials. It may require independent completion or require interaction with a family member or other individuals. It may be completed in one evening or be part of a long-range assignment.

*Objectives*

1. To reinforce what has been learned in school by providing practice, integration and application of skills;
2. To supplement and enrich school experiences through activities which can be done at home or at other locations; and,
3. To promote transition of school activities into life-long behaviors.

Some pupils will require more time to do homework assignments than others, depending upon attention span, interest and speed of learning.

In general, the amount of time spent each night will vary according to your child’s ability, temperament and personality.

1<sup>st</sup> grade – 30 minutes

2<sup>nd</sup> and 3<sup>rd</sup> grades – 30 minutes

4<sup>th</sup> grade – 45 minutes

5<sup>th</sup> grade – 45 minutes

6<sup>th</sup> grade – 90 minutes

7<sup>th</sup> and 8<sup>th</sup> grade – 90 minutes

If a pupil consistently has difficulty doing homework, requiring an unusually long time to finish, or does not understand the work, a parent conference should be held. Please meet with the parents and record the meeting in your communication log.

Please refer to relevant Board of Education Policy and Regulation for additional information.

**ASSESSMENT AND TESTING PROGRAM**

In order to evaluate our curriculum and learning outcomes for students, it is necessary to administer various assessments during the school year. All assessment program results are evaluated, and the findings are used to help improve our programs as well as to evaluate individual students’ needs and growth. Individual student data will be shared with parents during the school year.

In addition to the assessments listed below, teacher-designed assessments and thematic projects such as book reports, problem-solving exercises, lab reports, and research papers are also utilized to measure student learning.

January  
 April, 2022 – May, 2022  
 May, 2022

Algebra Mid-term  
 NJSLA Assessment Grades 3-8  
 NJSLA Science Assessment Grades 5 & 8

June

Northern Valley End-of-Year  
Criterion Referenced Tests:

Science	Grades 2 and 7
Social Studies	Grade 5
Health	Grade 6
Mathematics	Grade 6
Algebra	Grade 8
End of Year Assessments,	Gr. 6-8

### **CARE OF SCHOOL AND PERSONAL PROPERTY**

Students are responsible for the proper care of all materials, supplies, and furniture supplied by the school. Tampering with computer systems, technology equipment or data files is prohibited. Anyone who disfigures property, breaks windows or does other damage to school property or equipment will be required to pay for the damage done and to serve an out-of-school suspension. Parents/guardians retain financial liability.

### **LOCKERS**

Students in grades 5-8 are given the use of hall locker units and are held responsible for proper care and regulations regarding their use. Grade 8 pupils, only, may display appropriate birthday decorations. Lockers are not to be used to house personal valuables or volatile materials, matches, lighters, etc. Lockers are considered school property and school authorities may open and inspect them if it is deemed advisable to do so. Lockers will be emptied for clean-ups prior to each vacation and supervised by the homeroom teacher.

### **CELL PHONES**

Cell phones may not be activated during the school day (8:15 a.m. – 2:59 p.m.). Students in Grades 5-8 must leave their phones in their assigned student locker. Students in Grades K-4 will leave their phone in their assigned storage space in the classroom.

### **CARE OF TEXTBOOKS AND WORKBOOKS**

All school books assigned to a student must be covered the day they are received. Damage or loss of school materials will result in a replacement charge. Failure to cover books may result in disciplinary action.

### **BOOK FINES**

The use of textbooks, workbooks, and library books imposes a serious responsibility. Students with lost or damaged books will be fined accordingly (up to and including replacement costs). Report cards will be held until fines are paid.

### **EIGHTH GRADE GRADUATION REQUIREMENTS**

Students are required to be present at least 162 days.

All students must satisfactorily complete all major subject areas (English language arts, science, social studies, math) in order to be promoted to the ninth grade.

### **ACADEMIC INTEGRITY**

Students are expected to demonstrate what they have learned in a variety of activities, projects, tests, etc. In each instance, student progress and growth can only be authentically assessed if the student work is completed honestly. Plagiarism prevents genuine learning and will result in a failing grade.

## **AFFIRMATIVE ACTION**

The Norwood Public School is an Equal Opportunity/ Affirmative Action institution. We do not discriminate on the basis of race, gender, color, religion, national origin, age, or physical capability in the operation of our educational program or activities (enrollment, access to programs, physical education, athletics, counseling, use of facilities, and school sponsored extra-curricular activities). Our Affirmative Action Complaint Officer is Ms. JoAnne Zahn. She should be contacted for guidance in our Title IX Grievance Procedure for the resolution of discrimination related concerns (201-768-6363 Ext. 60126. Our CSA, Mr. Kevin Ulmer coordinates our on-going internal monitoring, staff training, and state reporting. The Norwood Board of Education guarantees each child in its school equal opportunity to participate in every facet of district sponsored programs, courses and activities regardless of race, gender, color, creed, religion, age, ancestry, national origin, sexual orientation, handicap or disability.

## **HARASSMENT, INTIMIDATION, AND BULLYING**

- Please review policy 5512 which can be found on the homepage of our school website.

### **What is the definition of HIB under the NJ Anti-bullying Bill of Rights?**

HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents, that is reasonably perceived as being motivated by 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 by any other distinguishing characteristic; and takes place on school property, at any school-sponsored function, or off school grounds as provided for in N.J.S.A. 18a:37-15.3; and substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that a reasonable person should know, under the circumstances, 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 person or damage to his property; or has the effect of insulting or demeaning any student or group of students; or 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.

### **Conflict vs. Bullying**

Bullying is not a conflict between students or among groups of students. Conflict is a mutually competitive or opposing action or engagement, including a disagreement or an argument which is a normal part of human development. Bullying is one-sided, where one or more students are victims of one or more person's aggression, which is intended to physically or emotionally hurt the victim(s).

Anti-bullying Coordinator: Mr. Vito DeLaura, Principal  
Anti-bullying Specialist: Ms. Patricia Kim, Guidance Counselor

## **DRUG FREE SCHOOL**

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

## **NONDISCRIMINATION**

### **(Americans With Disabilities Act - Section 504)**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Norwood School District are hereby notified that this district does

not discriminate on the basis of gender, race, creed, color, religion, age, national origin, ancestry, marital status, familial status, veteran status, sexual orientation, handicap or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the district's compliance with the regulations implementing the Americans With Disabilities Act (ADA) or Section 504 is directed to contact: Patricia Kim, 504 Coordinator/Committee Chair, 201-768-6363, Ext. 60248

She has been designated by the Norwood Public School District to coordinate the District's efforts to comply with the regulations implementing the ADA and Section 504.

## **BOARD OF EDUCATION POLICIES**

There are many policies that affect you and your child. Easy access is provided at our website. Key policies and their file code numbers are listed below.

<b>Policy</b>	<b>File Code Number</b>
<b>AFFIRMATIVE ACTION</b>	
District Overview	1140
Nondiscrimination and Pupil Harassment	1510
Instructional Program	2428.1
<b>PUPIL RIGHTS</b>	
Pupil Records	8330
Child Abuse and Neglect	8462
Search and Seizure	5770
Grievance Procedure	5710
Promotion/Retention/Acceleration	5410
<b>PUPIL RESPONSIBILITIES</b>	
Student Code of Conduct, Bullying, Harassment, Hazing	5600&5512
Drug, Alcohol and Substance Abuse	5530
Eligibility Requirements for Participation in Extra Curricular Activities	2430
Graduation Requirements	5411
<b>SPECIAL PROGRAMS</b>	
English As A Second Language	2423
Special Education	2460

## **STUDENT RECORDS**

The policy of the Board of Education as authorized by N.J.S.A. 185A:36-19, N.J.A.C. 6:3-2.1-2.6 allows parents and legal guardians access to pupil records.

If you would like to review your child's school records, please contact our principal at 201-768-6363 Ext. 60120.

## **SAFETY**

### SECURITY GUIDELINES

1. Visitors, substitutes, volunteers, and all employees must wear ID tags.
2. All exit doors must remain locked.
3. Entry is only through the main entranceway.

### SAFETY GUIDELINES

Throughout the school day, all exit doors need to remain locked. All visitors must enter the school by using the buzzer at our front entranceway.

After school hours, hallway gates will be locked whenever we have activities or programs in our APR or gymnasium.

Before 6:00 p.m., students and parents will be allowed to return to the building. A custodian will open the front door. The parent must accompany the student and custodian to the classroom and be escorted back to the exit. Students will not be permitted to return to our building without a parent. After 6:00 p.m., students and parents will NOT be allowed to return to the building. By ordinance of the Norwood municipality, dogs are not allowed on school property. Please do not bring your pets when children are either dropped off or picked up.

In closing, Norwood School hopes that you found this booklet to be informative. If at anytime you need assistance or clarification, please feel free to reach out to any member of our school community.