

# Nutley Public Schools



## Elementary School Parent and Student Handbook

2019-2020

Mr. Daniel A. Carnicella, President  
Mr. Charles W. Kucinski, Vice President  
Ms. Lisa Danchak-Martin  
Mr. Frank A. DeMaio  
Mr. Salvatore Ferraro  
Mr. Kenneth J. Reilly  
Mr. Fredrick Scalera  
Mrs. Theresa Quirk  
Ms. Erica Zarro

**District Administration**

Dr. Julie Glazer	Superintendent of Schools
Mr. Kent Bania	Director of Curriculum, Instruction, and Assessment 6-12
Mrs. Janine Hess Loconsolo	Director of Curriculum, Instruction, and Assessment PK-5
Mrs. Karen Yeamans	Business Administrator
Mr. Joseph Piro	Director of Athletics
Mrs. Meredith Gerckens	Coordinator of School Counseling
Mrs. Helen Doyle-Marino	Director of Special Services
Mrs. April Vitiello	Supervisor of Special Services

**Building Administration**

Mrs. Lorraine Restel	Lincoln School Principal
Mr. Michael Kearney	Radcliffe School Principal
Mrs. Laurie LaGuardia	Spring Garden School Principal
Mr. Douglas Jones	Washington School Principal
Mr. Frank Francia	Yantacaw School Principal

**Department Coordinators**

Dr. James Riley	K-12 Coordinator of Fine and Performing Arts
TBD	K-12 Coordinator of Health and Physical Education
Mrs. Brooke Benavides	K-12 Coordinator of Language Arts
Ms. Leann Martin	K-12 Coordinator of Mathematics
Mrs. Carly Johnson	K-12 Coordinator of Science
Mr. Joseph Dwyer	K-12 Coordinator of Social Studies
Mrs. Julie Mitschow	K-12 Coordinator of World Languages and ESL/Bilingual
Dr. Jessica Shoja	K-12 Coordinator of Integrated Instructional Technology



## **Mission Statement**

The mission of the Nutley Public Schools is to challenge, inspire, and empower students to become creative, confident, passionate, self-directed citizens who actively and purposefully contribute in our global society.

## **Values**

We Value:

- challenges that foster curiosity, growth, and confidence.
- integrity in person, action, and process.
- safe, inspirational communities.
- respectful, supportive, resourceful, and independent citizens.
- persistent, collaborative, open communicators.



## **Elementary School Parent and Student Handbook**

**2019-2020**

Welcome to the Nutley Public School District. The early years of education are some of the most important times in a child's life. At this stage, children are inquisitive, asking questions about and discovering their surroundings. During these years, a child will develop a love for learning that he or she can carry throughout a lifetime.

This parent and student handbook is designed to provide specific information related to the Nutley Public School District. Please refer to this handbook for reference throughout the school year as information may be subject to change. If you have additional questions, contact the staff at your child's elementary school. They will be happy to assist you.

In the interest of positive communication, contact your child's teacher to discuss progress, classroom programs, and pertinent information about which you have questions. Please feel free to contact your building principal at any time with questions.

## Contents

District and School Contact Information	5
Registration	6
Attendance	7
School Hours	8
Security	9
Pupil Records	10
Meals and Snacks	11
Progress Reports/ Grading	12
Code of Conduct/Discipline	13
Student Services	15

## District and School Contact Information

District Offices		
District Office	Staff Member	Phone
Superintendent	Dr. Julie Glazer	973-661-8796
Curriculum & Instruction Grades 6-12	Mr. Kent Bania	973-661-8801
Curriculum & Instruction Grades PK-5	Mrs. Janine Hess Loconsolo	973-661-8792
Literacy	Ms. Brooke Benavides	973-661-8861
Mathematics	Ms. Leann Martin	973-661-8827
Science	Mrs. Carly Johnson	973-661-8858
Social Studies	Mr. Joseph Dwyer	973-661-8857
Health & PE	TBD	973-661-8855
ESL/World Language	Mrs. Julie Mitschow	973-661-8823
Instructional Technology	Dr. Jessica Shoja	973-661-8966
School Counseling/ Guidance	Mrs. Meredith Gerckens	973-661-8837
Special Education	Ms. Helen Doyle-Marino, Director	973-661-8814
Special Education	Mrs. April Vitiello, Supervisor	973-661-8814

Elementary Schools			
School	Address	Phone	Principal
Lincoln School	301 Harrison Street	973-661-8883	Mrs. Lorraine Restel
Radcliffe School	379 Bloomfield Ave.	973-661-8820	Mr. Michael Kearney
Spring Garden School	59 S. Spring Garden Ave.	973-661-8983	Mrs. Laurie LaGuardia
Washington School	155 Washington Ave.	973-661-8888	Mr. Douglas Jones
Yantacaw School	20 Yantacaw Place	973-661-8892	Mr. Frank Francia

## Registration

The following is a checklist of the documents needed to register your child/children into the Nutley Public School system. All documents must be presented at the time of registration. Failure to produce any of the documents will result in making a new appointment. Please call the Registration Office at (973) 320-8494 for an appointment.

1. Registration packet must be completed in its entirety.
2. Proof of Residency
  - Renters must have a notarized Landlord Statement Form (form included in packet) and a current valid lease PLUS three supporting items from (2A) below.
  - OR
  - Home owners must have a mortgage statement or tax bill PLUS three supporting items from (2A) below.

(2A) The three proofs of residency must include items from the following categories: cable bill, telephone bill, PSE&G bill, cell phone bill, insurance bill, water bill, bank statement, New Jersey Driver's license, or recent paycheck/stub.

3. Birth certificate for child/children with raised seal.
4. Up-to-date immunization record.
5. Custody/Adoption papers (if applicable)
6. Court orders or state agency agreements (if applicable).

## Transfers and Withdrawals

Students who withdraw and transfer from Nutley Schools must complete the proper forms. Please call the Registration Office at (973) 320-8494 for an appointment.

Transfer Students must provide all the above and note the following:

1. Transfer students must be signed out of prior school at time of registration.
2. Transfer students must provide an unofficial transcript and report card. Students coming from a public school in NJ must obtain a transfer card with the State Identification number from prior school.
3. If your child has special needs and has an IEP or Section 504 Accommodation Plan, please indicate at time of registration.

## Attendance

### Absences

Parents or guardians must call the phone number below to report student absences no later than 9:00 a.m. on the day of the absence:

Lincoln School	(973) 320-8307
Radcliffe School	(973) 320-8308
Spring Garden School	(973) 320-8309
Washington School	(973) 320-8310
Yantacaw School	(973) 320-8311

All absences must be reported by the start of the school day

Indicate the following information:

- ○ Student's first and last name
- ○ Homeroom teacher
- Date of absence(s)
- Reason for absence(s)
- Requests for homework:
  - Requests for homework must be made at the time the absence is reported.
  - Requests for homework will be limited to absences derived from illness
  - Requests for homework for non-illness (such as vacation or other personal matters) will not be accommodated. Students will be provided with make-up work upon return to school and a timeline for completion of assignments.

Parents or guardians will be sent notification following 10-, 15- and 18-day cumulative absences as well as each absence following the 18<sup>th</sup> absence. Promotion may be impacted by absences. Excessive absences may result in retention.

### Tardiness

Students who are late to school are considered tardy. School personnel will inform parents or guardians of tardy students. Promotion may be impacted by excessive tardies and could result in retention.



## **School Hours**

### Preschool

Full Day	8:55 a.m. – 2:55 p.m.
AM Session	8:55 a.m. – 11:25 a.m.
PM Session	12:30 p.m. – 3:00 p.m.

### Single-Session Day

AM Session	8:55 a.m. – 10:25 a.m.
PM Session	10:30 a.m. – 12:00 p.m.
Full Day	8:55 a.m.- 11:55 a.m.

### Delayed Opening

AM Session	10:00 a.m. – 11:30 a.m.
PM Session	12:30 p.m. – 3:00 p.m.
Full Day	10:00 a.m .- 3:00 p.m.

### Kindergarten through Grade 6

Full Day	8:30 a.m. – 3:20 p.m.
Single-Session Day	8:30 a.m. – 12:30 p.m.
Delayed Opening	10:00 a.m. – 3:20 p.m.

## **Field Trips**

Field trips will be planned by school personnel. Homeroom teachers will be responsible to obtain permission slips from parents or guardians prior to the field trip. All Board of Education policies apply to field trips.

## **Security**

### **Drop-off and Pick-up**

#### Stop Drop Go

- Parents or guardians should pull forward, drop off the student, and leave the drop off area.
- Parents or guardians must follow Stop, Drop, and Go rules.

If a parent or guardian needs to get out of his/her car for any reason, he/she must park in a clearly marked space out of the Stop, Drop, and Go area.

### **Visitor Protocol**

#### During School Hours

- Visitors are by appointment only.
- Parents may drop off student belongings/ forgotten lunches in the designated bins at the entrance of each building.
- Use main entrance only and report directly to the main office.
- Visitors will be buzzed in. Please do not open the door from the inside or hold the door for any other person entering the building.
- Visitors must sign in and out.
- Visitor passes will be provided by personnel in the main office. The visitor pass must be displayed at all times.

### **Emergency Drills**

Each month school personnel practice a variety of emergency drills. In the event of an actual emergency, parents or guardians will be notified by Central Office personnel.

#### a. Fire Drills

Fire drills occur on a monthly basis. Students and staff must take the drills seriously. Fire drill instructions are posted in every classroom. Teachers will assist the students in becoming familiar with these instructions from each of their locations during the school day.

#### b. Security Drills

The practice of state-mandated security procedures is taken seriously by the administration and staff. These procedures must be taken seriously by the student body. The student is to become familiar with each type of procedure and follow the instruction of the classroom teacher or room supervisor. Be sure to comply with all school rules while these procedures are in progress. The use of electronic devices is not permitted during drills (cell phones, iPods, etc.). Failure to adhere to teacher or administrative instruction will result in disciplinary action.

## **Pupil Records**

Parents/guardians and adult pupils are advised that they have the right to review pupil records in accordance with NJAC 6A:32-7.5, and the Nutley Board of Education Policy Manual. Such requests must be directed to the building principal for prior approval.

## **Health Office Information**

### **Health Policies**

School nurses provide first aid and respond to student health issues. School health services include vision, hearing, scoliosis, height, weight and blood pressure screenings.

### **Emergency Contact Information**

Emergency contact information should be completed for each student on the parent portal as well as any documentation sent home by the school and kept up to date for use in emergency situations. Information should be completed by the first week of school in September.

### **Medications**

Parents or guardians are responsible to bring to the nurse all over the counter and prescribed medication to be provided during the school day. All medication must be in the original labeled container, accompanied by written direction from the physician, and a note from the parent or guardian specifically requesting that the medication be taken during the school day. Medication will be kept in the nurse's office for dispensing at the proper time. Please make arrangements to pick up medications at the end of the school year.

### **Immunizations and Physical Examinations**

All student records must be updated in the nurse's office to reflect proper immunization. Physical examinations are recommended on a yearly basis. Please refer to the registration packet for required immunizations.

\*Mantoux is required if a student is transferring from outside of the U.S. and comes from certain countries with a high incidence of Tuberculosis.

### **Medical Excuses from Physical Education**

Gym excusal in excess of one day requires a note from a physician. A parent may provide written consent to excuse his/her child from physical education on a one-time basis. Long-term medical excuses from physical education must be provided from a physician with appropriate documentation and end date.

### **Insurance**

Student insurance protection coverage (optional plans) is approved by the Board of Education and made available to all students each September. This insurance covers all school activities except for interscholastic athletics. (A Board of Education plan covers athletic participation in conjunction with the family's personal insurance.)

## **Meals and Snacks**

(District Policy 8505)

Congress passed the Hunger-Free Kids Act in 2010, to help ensure every American child had access to the nutrition they need to grow into healthy adults. One goal of the law was to help reduce America's childhood obesity epidemic and reduce health risks for America's children by helping schools across the country produce balanced meals so children had access to healthy foods during the school day. USDA based the new school meal standards on independent, expert recommendations from the Institute of Medicine to ensure kids are being fed healthy food while they are at school.

In order to comply with the federal regulations, we are recommending that students bring “Smart Snacks” to school, according to USDA standards. These snacks include foods which are:

- “Whole grain-rich” products
- Fruits, vegetables, dairy and proteins
- Low sugar and with reduced saturated fat
- Non-carbonated beverages

For additional information, please visit:

<http://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

The district is dedicated to providing an environment that promotes healthy eating and enabling pupils to make informed choices about the foods they eat, and to discourage the consumption of snacks high in fat and sugar.

### **Meals**

The school will provide meals, for purchase, which comply with federal regulations. For students bringing lunch, nutritious and healthy meals are recommended. Additionally, please note the following:

- Meals should be packaged and ready to eat.
- Foods that require heating, should come in an appropriate container that can retain heat, as district staff will not be permitted to reheat foods.
- Carbonated beverages, candy and gum are strongly discouraged.

### **Snacks**

Nutritious and healthy snacks are recommended. Snacks are limited to one snack per day. Additionally, please note the following:

- Snacks should be packaged and ready to eat.
- Foods that require heating, should come in an appropriate container that can retain heat, as district staff will not be permitted to reheat foods.
- Carbonated beverages, candy and gum are strongly discouraged.
- Water bottles, with a tightly sealed lid, are permitted. Students will be granted access during the day, as needed.

### **Celebrations**

Special events will be celebrated throughout the school year. Parents should consult with classroom teacher prior to bringing in snacks.

### **Progress Reporting/ Grading Criteria**

Students are assessed based upon their work related to standards. A rubric which includes grading criteria for each assessed standard by content area and grade level can be found in Realtime. Please visit the district website for trimester/report card dates.

## **Code of Conduct**

(District policy 5600 and 5600R)

### **Introduction**

The Nutley Public Schools Code of Conduct is designed to promote and support the values, mission, and vision of the district. Academic excellence cannot exist without a set of expected behaviors that will ensure an environment that ensures order, safety, and respect.

The success of the Code of Conduct relies on the cooperative efforts of students, teachers, administrators, all school staff, parents, and guardians.

### **Stakeholder Responsibilities**

#### **Students will...**

- treat all others with kindness and respect.
- always move in a quiet and orderly manner when entering, exiting, and traveling through the building.
- demonstrate courtesy and polite behavior both in and out of class, including during assemblies, on field trips, and while participating in extracurricular activities.
- work cooperatively and contribute to group work
- listen to the contributions of others and demonstrate respectful turn-taking in discussions.
- respect the cleanliness, order, and safety of the school building.
- treat school property and materials with care and respect.
- accept the responsibilities for their actions and the consequences of their behavior, as outlined in the Code of Conduct.
- Adhere to all policies and procedures of the School District.

#### **Parents/Guardians will...**

- assist students in arriving to school promptly.
- support students in adhering to school policies.
- contact school authorities to address any concerns about behavior of their own children or that of others.
- exercise respect and civility in all interactions with staff, students and members of the community.

#### **School Staff will...**

- establish and support policies that ensure a safe, orderly, and productive learning environment.
- encourage thoughtful and responsible behavior among all students.
- demonstrate kindness, understanding, inclusiveness, and consistency in managing all procedures.
- Model positive modes of behavior and good manners.
- Foster an emphasis on positive behaviors, creating an atmosphere of mutual respect amongst staff, students, parents and community members.

- Comply with the requirements of New Jersey Administrative Code and District policies and procedures.

### **Dress Code**

To ensure the safety and well-being of students, they must adhere to the following general guidelines:

- Students should wear appropriate and safe footwear.
- Students must wear sneakers for physical education.
- Skirts and shorts shall be fingertip length or longer when arms are in resting position at the student's side.
- Strapless and/or midriff shirts are not permitted.
- Clothing with profanity or inappropriate words or phrases is not permitted.

### **Technology Use**

(District Policy 2360, 2361, 2361R, and 2363)

Unless determined appropriate for school use according to district policy, cell phones, video games, and other hand-held devices must be turned off and put away during school hours.

The school district is not responsible for lost, broken, or stolen property.

### **Discipline**

Fair and consistent discipline reinforces expectations for acceptable behavior and individual accountability. Students in a learning community with high standards, who respect themselves and others, demonstrate behaviors conducive to high-levels of learning and caring interactions that promote self-mastery skills and help students to learn from the mistakes that they may make. The elementary school years are vital in building skills that promote social and emotional responsibility, which is why having clear expectations and disciplinary consequences are paramount.

Students are expected to hold themselves to the outline of the Expectations for Pupil Conduct (policy 5500, 5600) at all times. In the event that a student chooses not to conduct themselves by the code of the learning community, disciplinary consequences will be put into effect. We believe that meaningful learning experiences should govern all student experiences in the learning community and therefore, every discipline incident will be handled on a "case-by-case" basis, with consequences assigned to encourage reflection and change inappropriate student behavior. Decisions are made in regard to the specific nature of the offense at the discretion of the principal or designee. Disciplinary consequences will fit the actions of our students with examples listed below: (Note that this is not a full list of potential disciplinary consequences.)

- Conference with the student and/or parent
- Loss of school privileges for a specific period of time
- Detention(s) with teacher or administrator

- Meeting with administrator, school counselor and/or other support staff
- Alternative Education Program
- Out of school suspension

If necessary, the administration reserves the right not to progress through the steps of the discipline matrix and to function at the limits of or outside the discipline matrix progression should an offense require more intensive interventions or work with outside agencies such as the Nutley Police Department.

## **Student Services**

### **Affirmative Action**

A committee of teachers, administrators, and students serves for the purpose of implementing the Affirmative Action Program. Its policy is to provide equal educational opportunity. It is the policy of the Nutley Board of Education not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972 and N.J.A.C. 6:4-1.1 et seq. Inquiries regarding compliance may be directed to the school district's Affirmative Action officer.

### **Child Study Team**

The Department of Special Services provides services for identified students ages three through twenty-one. Students with disabilities who are in need of special education and related services are identified and evaluated as per N.J.A.C. 6A:14. The Child Study Team is comprised of a school psychologist, learning disabilities consultant, school social worker, and/or speech pathologist. The Child Study Team works collaboratively with school personnel and parents to evaluate students in need and provide supports as deemed appropriate in the least restrictive environment. Please contact the Department of Special Services if you have further questions regarding referral and identification at (973) 661-8814.



## **Harassment, Intimidation and Bullying**

(District Policy 5512 and 5512R)

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

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

## **Homebound Instruction**

The Nutley Public School District will provide instructional services to an enrolled student whether a general education student or special education student in kindergarten through grade 12 at the student's home or another suitable out-of-school setting such as a hospital or rehabilitation program when the student is confined due to a temporary or chronic health condition which precludes participation in their usual setting. The District will also provide instructional services to students without a temporary or chronic health condition who meet the following criteria:

- The student is mandated by state law and rule for placement in an alternative education program for violations of NJAC 6A: 16-5.5 and 5.6 but placement is not immediately available;
- The student is placed on short-term or long-term suspension from participation in the general education program pursuant to NJAC 6A:16-7.2 and 7.3; or
- A court order requires that the student receive instructional services in the home or other out-of-school setting.

### **Intervention and Referral Services (I&RS)**

All Nutley schools provide services for identification and early intervention with students having academic, behavioral, or other problems which may interfere with a successful school experience. In some instances, parents/guardians may know of conditions at home which, while not currently affecting school performance, present a risk factor requiring assistance.

Each school has a school resource committee which includes teachers, administrators, and counselors who review and plan strategies to assist students in “maximizing their potential.” This committee accepts referrals from parents, guardians and teachers when students experience difficulty in school.

### **Section 504**

In accordance with Section 504 of the Rehabilitation Act of 1973, students who meet eligibility requirements and are not receiving special educational services will be provided services through Section 504. Section 504 services are provided for students who have a physical or mental impairment that limits one or more major life activities. Parents, students, and teachers are advised to initiate this process through the building principal. Parents may appeal a 504 or seek guidance from the District 504 Officer after exhausting communication with the building principal.