



**MEMORIAL ELEMENTARY SCHOOL
PARENT & STUDENT HANDBOOK
2019-2020**

Please visit our school website: www.montvalek8.org

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**MEMORIAL ELEMENTARY SCHOOL
53 W. Grand Avenue
Montvale, NJ 07645
201-391-2900**

Dear Parents, Guardians and Students,

We are looking forward to an exciting school year. This handbook has been developed to provide a primary source of information about our school. The purpose of this handbook is to outline the rules, routines, procedures and programs that shape Memorial School. Parents and students should use this handbook as a reference throughout the school year. Please take time to read and talk about this handbook before the school year begins. Your cooperation and compliance of these rules and procedures will ensure a rewarding and enriching educational experience. The faculty and staff welcome your active participation in your child's education. We encourage you to join the Montvale Parent/Teacher Organization, volunteer to assist with class or grade level events, and support the efforts of the Montvale Education Foundation. All of us at Memorial Elementary School are dedicated to providing a safe learning environment for your child. We look forward to working collaboratively with everyone during your years at Memorial School.

Sincerely,

The Memorial School Staff

MISSION STATEMENT

The Montvale School District is dedicated to educational excellence for our students, providing the academics, environment, and experiences necessary to develop both an enthusiasm for learning and the skills needed for students to reach their maximum potential as contributing members of society.

In partnership with parents, staff, and the community, the schools will:

- respond to the unique and changing needs of all students,
- maximize academic and artistic achievement,
- develop self-esteem,
- stimulate life-long learning,
- encourage participation in our ever-changing, democratic society,
- stimulate open-mindedness and individuality,
- utilize state-of-the-art educational methods and technologies,
- ensure the consistent modeling of effective behaviors by all staff,
- provide for continuous growth and improvement through ongoing assessment.

WE BELIEVE

In excellence for our students and our school system.

Each child is important and deserves academic success, appropriate challenge, and life skills to meet the future.

Children learn best when exposed to enthusiastic teachers who respect and nurture them, and raise their self-esteem.

Children need consistent modeling of well-balanced, communicative behavior by the primary adults in their lives who are all active partners in their education.

Children need parental support and encouragement that is reinforced by the schools.

Children need to learn how to become responsible for themselves and to others.

WE BELIEVE

The purpose of education is to provide scholastic skills and knowledge which enables children to become life-long learners, good citizens, and contributing, self-sufficient members of society.

Education should encourage objectivity, open-mindedness, and individuality.

A good education includes qualified and caring educators who attend to students' academic needs and are responsive to students' emotional needs.

In accountability for all members of the education community.

The essential elements of a quality education are involvement and communication among all members of the community.

The community contributes to education by being involved with and supportive of the school system.

ABSENCE VERIFICATION PROCEDURE

The Montvale Public School maintains an absence verification procedure for all grade K-8 students. In order to verify student absences, the following procedures shall be followed:

1. If you know that your child will not be attending school, you can leave a message that evening or early the next morning on the attendance voicemail (201) 391-2900 ext. 3164.
2. The message should state the child's name, reason for absence, his or her teacher and if the child will be absent more than one day.
3. Messages related to homework assignments, general school routines or questions for the teacher may be directed to the teacher's voice mailbox.
4. The Attendance Officer may be sent to the home if telephone contact cannot be made on the first day.
5. If the absence continues unexplained for 2 days, the Principal shall notify the Superintendent of Schools.

****After an absence, the student must present a written excuse signed by her/his parent or guardian to the homeroom teacher.** According to the school laws of New Jersey, the legal reasons for absence are illness of the student, death in the immediate family, religious holiday recognized by the State of New Jersey and quarantine. When a pupil has been absent consecutively or cumulatively, in any one school year for:

7 days: The Assistant Principal will notify the parents in writing about the absence concern.

10 days: The Assistant Principal will meet with the pupil's parent or legal guardian and notify them in writing alerting them of the danger of non-compliance.

15 days: The Assistant Principal will notify the school Principal and Superintendent of Schools. The school Principal will communicate with the parents and schedule a meeting to develop a plan of action.

20 days: The school Principal will notify the Superintendent of Schools and the child's parents. An official report will be filed with Bergen County Division of Family Guidance, Juvenile Family Crisis Intervention Unit.

ARRIVAL

Memorial School believes in a positive start to every morning! Beginning the school day in a safe and orderly way can only be accomplished under the watchful eye of the teacher. Teachers meet their classes each day in their classrooms after the students enter the building from the playground at 8:40 a.m. On the playground, each class has an assigned spot where they line up. In case of inclement weather, the students will line up in the gymnasium. Staff supervision is in place beginning at 8:25 a.m. Please do not drop your children before that time. Parents are requested not to enter the building with their child for security purposes.

BICYCLES

Students at Memorial School are permitted to ride their bicycles to school. Please adhere to the following rules when riding your bicycle to Memorial School:

- Always wear a helmet.
- On school days, always cross the road with the help of a crossing guard.
- No riding on school property.
- Park bicycles in racks - locked.
- Ride single file on right side of road.
- Obey all traffic rules - do not ride double.

BUS SAFETY

All students must adhere to the following rules when riding the bus at any time during the school year:

- Students must be seated at all times.
- Speak quietly on the bus.
- Keep all body parts inside the bus.
- Do not disturb the bus driver.
- Be aware of emergency exits.
- Never cross the street behind the bus.
- Always cross the street ten feet in front of the bus.
- No eating on the bus.
- Children must always wear their seatbelts.
- Memorial School students must always be seated in the front of the bus. Fieldstone students sit in the back.

CAFETERIA

All students in grades K-4 will eat lunch each day in the Multi-Purpose Room with their class and grade level. Students may bring lunch from home or purchase lunch through the PTO or an outside hot meal vendor. Information will be provided before school reopens in September. Milk can also be purchased annually.

Cafeteria Rules for Students:

1. Listen to and follow all directions given by the cafeteria aides.
2. Remain seated and raise your hand for assistance.
3. Keep your hands to yourself. Please do not share food.
4. Use an inside voice and speak with peers at your lunch table.
5. Respect the cafeteria property. Clean eating areas before leaving the cafeteria.

CHANGE OF ADDRESS/TELEPHONE

It is very important that parents maintain an up-to-date address and telephone number record at the school office. Please make the changes right away in the student database system RealTime, and notify the school immediately if you have a change of address, telephone, or cell number during the school year.

CO-CURRICULAR ACTIVITIES

Memorial Elementary School offers a wide variety of co-curricular activities. All students are encouraged to take an interest and participate in one or more phases of our co-curricular program. Participation in co-curricular activities is a very important part of our school experience, and gives every student an opportunity to develop special interests and talents. All students must be picked-up on time at the end of the activity. **Failure to do so, will result in the termination of the student to participate in an after school activity for the rest of the year.**

DAILY TIME SCHEDULE

Full Day Schedule

Outside supervision	8:25
Teachers Report	8:30
Students Enter	8:40
Classes Begin	8:50
Lunch/Recess-K	11:05-11:55
Lunch/Recess-3&4	11:55-12:40
Lunch/Recess-1&2	12:45- 1:30
Students Dismissal	3:02

Pre Kindergarten Schedule

A.M. Class (M-F)	8:40-11:10
P.M. Class (M-F)	12:40-3:02

One-Session Day Dismissal

Grades K-4	12:55
Pre K A.M. Class	8:40-10:35
Pre K P.M. Class	11:00-12:55

Please note: Lunch is not served on a one-session day.

Delayed Opening K-4

School opens at 10:10	
Pre-K AM	10:10-12:10
Pre-K PM	1:00-3:02

(Please do not drop your children off before 10:10)
Please note: Lunch is served on a delayed opening.

DANGEROUS STRANGER

Please review with your child the following rules for their protection:

- Turn down gifts from strangers.
- Refuse rides offered by strangers.
- Get the license number of the car.
- Remember the color of the car.
- Avoid dark and lonely streets.
- Know your local police officers.

DISCIPLINE / STUDENT RESPONSIBILITIES

Although young, students are taught that they can help make their school a positive and safe environment in which to grow and learn. **Students are always taught to respect other individual's space, time, possessions, and ideas.** Consistent use of consequences will reduce bullying and are a necessary component of effective prevention. Our school consequences involve the loss lunch with peers, structured time with the Assistant Principal or loss of extracurricular activities. Other situations may require a student to be removed from the classroom setting for a period of time. Consequences should be perceived as a punishment to help a student understand what he/she did was wrong, and be used as an opportunity to support the child in helping them understand how they can improve their behavior and respond to situations more appropriately in the future.

DISMISSAL

Teachers walk their classes to their dismissal location each day at 3:02 p.m. Pre-K, Kindergarten, and Grade 1 & 2 teachers dismiss students only to a parent or guardian. Grade 3-4 students have a general dismissal. A monitor escorts all K-2 students to bus and MCC locations. For parents who are arriving by car, we ask that you set a proper example for the children by following the parking regulations and rules of safety. Children will be present in the pick-up areas, so please use extreme caution during pick-up time. Students riding buses are supervised from the time they board the bus until the time they leave the bus at the designated stop.

The final bell for dismissal from school rings at 3:02 p.m. At that time, students who are taking the bus home report to the Multi-Purpose Room and those whose parents pick them up assemble outside the Community Entrance. All students are free to stay for co-curricular activities and extra help on different days. Board policy states that any parent who does not wish his/her child to participate in "General Dismissal" for the school year must provide written notice to your child's teacher. That child would then wait in the school office to be picked up by the parent.

All students must be picked up by a parent at the end of the school day, unless they are staying after to participate in a school activity. **Any change in a student's normal dismissal must be made on the Pikmykid app.** The main office secretaries are not available to supervise your child if you are going to be late for pick-up. Please arrange for someone to pick up your child(ren) or register them for the Montvale Child Care program.

DROP OFF LANE

If you use the drop off lane at the Red Shed during arrival, please remain in your car. If you need to walk your child to the school, please park your car in one of the designated spots. Also, please drive out of the lane as soon as your child or children exit your car so the cars behind you can advance and other children can be dropped off.

ELECTRONIC DEVICES & CELL PHONES

In order to promote social skills, electronic handheld games, iPods, iPads, etc. are not to be brought to Memorial School. Cell phones may be brought to school if a parent feels it is necessary. They must be turned off and left in the child's backpack from 8:40-3:02. The administration may confiscate cellular phones or other electronic devices that are visible or turned on. Parents will be required to pick-up the device after school and the student will be subject to appropriate disciplinary action.

EMAIL "BLAST" and PAPERLESS COMMUNICATION

The Montvale School District utilizes an email communication dissemination system as the primary, and, in many cases, the only print communication between home and school. It is critical that all families sign up for the district's email service. Doing so will provide you electronic access to all school and district notices. If a parent would like to be added to the e-mail distribution list, he or she should indicate that in the RealTime student database by checking the appropriate box.

EMERGENCY CLOSING

1. The Montvale Police Department, Department of Public Works, bus contractors, and personal observations are used to make closing or delayed opening decisions.
2. Information can be obtained from Cablevision Channel 12 and Verizon Fios Channel 1, which is informed by 6:00 a.m. In addition, emergency closings, delayed openings, and early dismissals will be posted on our website (www.montvalek8.org) and our automated phone system message will be activated. A message will also be recorded on our school main phone numbers.
3. On delayed openings, school will start at 10:10 a.m. for students. Bus riders will be picked up approximately 90 minutes after their regularly scheduled time.
4. In the event it becomes necessary to close schools before the regular dismissal time due to weather or any other emergency, student dismissal will be at 12:55 p.m.
5. All after school and evening activities are cancelled when school is cancelled due to inclement weather or emergencies.

EMERGENCY INFORMATION

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name,
2. Complete and up-to-date address,
3. Home phone, parent(s) work phone, and cell numbers,
4. Emergency phone number of friend or relative who is permitted and able to pick the child up, if needed,
5. Physician's name and phone,
6. Medical alert information.

EXTRA ACADEMIC ENRICHMENT PROGRAMS & SERVICES

The Montvale School District applies the Enrichment Model developed by Dr. Joseph Renzulli of the University of Connecticut for students in the district. This approach was selected by the district because the development of "gifted" behaviors is viewed as the goal of the schoolwide enrichment program. Also, this model gives recognition to an integrated instructional approach. Classroom teachers and the teachers of the Academically Talented will share and exchange materials, resources, and time. This exchange will benefit all students who are potentially able to display "gifted" behavior, and, in the process, help to generate a "radiation of excellence" through the entire school district.

All students are included in enrichment activities to ensure that they have the opportunity to observe and connect what they have learned in the classroom with real-world situations. These experiences are designed to stimulate new interests or expand the scope of experiences within the curriculum.

Students are offered additional opportunities by the Enrichment teachers, which are beyond regular classroom instruction. These enrichment activities are designed to develop higher-level mental processes in both the cognitive and affective domains. Objectives in this level include developing skills in creative thinking, problem solving, and critical thinking skills. Examples of this level of enrichment opportunities include Brain Busters, At-Home Enrichment Projects, Challenge Packets, and Summer Packets.

In order to support the Montvale Board of Education's dedication to educational excellence for all students, the Board recognizes its responsibility to provide educational programs for students who are in need of Extra Academic Enrichment. To that end, the Board directs that each student with exceptional levels of academic talent and skill be identified. Outstanding academic abilities are present in students from all cultural groups and in all areas of learning. Students in need of Extra Academic Enrichment will be defined as those who, by virtue of their outstanding academic abilities, perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment. These students exhibit high performance capability in intellectual areas. In addition, they may demonstrate the ability to produce original, novel, and unique ideas or products (creativity) or excel in specific academic fields. Therefore, these students in need of an academic program beyond that which is ordinarily provided by the school receive a pull-out program with the Extra Academic Enrichment teacher. A well-defined criterion ensures the appropriate identification of students who require Extra Academic Enrichment. These students are clustered in small groups by grade level in order to enable them to have the opportunity to work with others who have similar abilities. They are able to meet together with their Enrichment teacher twice a week to pursue enrichment activities.

Individual projects are designed to facilitate meaningful inquiry into specific areas of interest. Investigative activities in which the learner assumes the role of first hand inquirer will be the major emphasis. Students are provided with opportunities to apply their interests, knowledge, creative ideas, and task commitment to self-selected areas of study.

In addition, we provide the REACH program every three weeks to all classrooms grades one through four, where the students participate in critical thinking, deductive reasoning, problem solving and creativity inspiring activities.

Programs for Extra Academic Enrichment will be periodically evaluated for their continued efficacy and adjusted accordingly.

FIELD TRIPS

The teacher coordinating the trip will distribute materials detailing the date, time, cost, and place to be visited. A permission slip with a deadline date for its return, together with a due date for any monies, will be included. It is the student's responsibility to see that these materials are brought home to the parent/guardian.

In order to participate, all students must return pertinent materials by the stated deadline. No child will be permitted to participate in a class activity unless the above conditions are met.

Parent/Guardian Responsibilities:

It is the parent's/guardian's responsibility to see that the student returns all materials to the trip coordinator by said deadline. In the event of a child's absence, the parent/guardian **MUST** contact the trip coordinator on or before the deadline date. Money lost is not refundable.

FIRE DRILLS

Fire drills are held once a month. Students are expected to follow their teacher's directions and leave the building silently and in an orderly manner. Exit door signs are posted in every classroom. If an exit customarily used is blocked, proceed to the nearest exit.

FOOD ALLERGIES

Please be mindful of food allergies when planning your child's snack for the day. All of our classrooms at Memorial are peanut/tree nut free. Our "Safe Snack" list can be found on our school website. If you have any questions, contact the school nurse at ext. 3505. **There will be no food allowed in the building when it comes to school celebrations.**

GIFTS TO STAFF

Students and their parents are discouraged from routine presentation of gifts to district employees. Letters to staff members expressing gratitude or appreciation are deemed to be more appropriate by the Board.

GUM CHEWING

Careless disposal of gum in drinking fountains, on furniture and floors presents sanitation and cleaning problems and costly repair. **Therefore, gum chewing is not permitted.**

HARASSMENT/DISCRIMINATION-AFFIRMATIVE ACTION

It shall be the policy of the Board of Education to maintain a safe learning and working environment that is free from harassment and discrimination. Violations of this policy should be reported to the Affirmative Action Officer.

HEALTH PROGRAM

Student Physical Examinations

For the protection of health and safety, a physical examination will be required for all students in the following categories:

1. All pre-school children entering kindergarten.
2. All children in grade 3.
3. All children in grade 6.
4. All new students entering Montvale Schools.
5. All students who intend to participate in an interscholastic sport.

A physical examination form will be provided by the school which is to be completed by the student's family physician and returned to the school no later than one month after the beginning of the school year, or one month after a transfer student has enrolled in the school. No new student will be permitted to participate in physical education or athletic activities until the form has been returned to the school nurse.

Immunizations

The School Board requires that each child in the schools of this district be immunized in accordance with the requirements of the *New Jersey State Law (Chapter 150, P.L. 1974, N.J.S.A. 26:1A-9) as listed below and that proof of immunization dates be presented to the school nurse when the child is registered. Dates of immunization are required for:

- a. Diphtheria - Pertussis - Tetanus
- b. Polio
- c. Measles
- d. Rubella
- e. Boosters

*State Sanitary & Health Code requires student suspension for non-compliance.

Communicable Disease or Contagious Illness

Communicable Disease: Regulation regarding isolation and exclusion are determined by the County Board of Health. The discretion of the school nurse and/or school physician shall determine whether a note from the family physician is required for a nuisance disease (impetigo, ringworm, scabies, pediculosis, acute conjunctivitis), communicable disease or an excessive school absence.

Any student or staff member shall be removed from school if and when the individual has weeping skin lesions which cannot be covered, in accordance with the N.J.A.C. 8:61:1.1.

It shall be understood that if a doctor gives a "return to school" note that the student will have followed the prescribed treatment for the recommended length of time before readmission to school.

HOME INSTRUCTION

Tutorial instruction is offered to children who are confined in their home or in the hospital for at least two weeks. The request for instruction should be made by the parent through the building Principal. A doctor's note stating the problem, with the expected length of convalescence, should accompany the request.

HOMEWORK

The term "Homework" refers to assignments which achieve their purpose best when prepared outside of class, or which require independent work at home. Assigning homework at the elementary grades should help young children develop good study habits, foster positive attitudes toward school, and communicate the idea that learning requires work at home as well as at school.

- The purpose of homework is to improve the learning process; to aid in the mastery of skills; to create and stimulate independent research; to have experiences in budgeting time; and to gain confidence and success in carrying out learning activities.
- It is not a mandatory daily requirement, nor is it assigned for punitive reasons.
- When a student is absent, the teacher will determine what homework should be made up. Each teacher will discuss with his/her class the procedures for making up class work.

Reading is an important component of the complete education of every student. Therefore, reading to and with your child and encouraging her/him to read independently for **twenty to thirty minutes** each night should be a part of each night's work.

ILLNESS/INJURY

Even though your child's daily attendance is essential to his/her growth in school, we suggest that your child be kept home when feeling ill.

- A written excuse must be presented when your child returns to school.
- If you know your child will not be attending school, you should leave a message that evening or early the next morning on the attendance office voicemail (201-391-2900 ext. 3164).
- A child developing a sudden illness while in school (or a child who is injured in school or on the school playground) is examined by the school nurse and symptoms or injury noted. If the child is injured, simple first aid will be given.
- If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.
- If the illness or injury is minor, the child is provided a place to stay until feeling better before returning to the classroom.
- If it is deemed necessary to have the child sent home, the parent is notified of any temporary or permanent physical health conditions which require special attention. A doctor's certificate may be required.

INSURANCE

During the beginning of September, you will receive an email from the school with an offer to purchase student accidental insurance.

- Monarch Management Corporation will be the vendor for the plan available to you.
- If you are interested, please complete all sections and return it to school with your payment.
- If you are not interested, kindly disregard the email.

KINDERGARTEN AND KISS & GO

Our goal is to provide all of our kindergartners with a safe and secure environment as they wait for their teacher to invite them into the classroom at 8:40 a.m. Therefore, we ask that parents say good-bye at the doors and allow the students to enter and walk by themselves to their individual lines under the watchful eyes of the morning supervisors. We ask that you respect our requests and allow us to provide a safe and orderly morning procedure so that your child can begin each day in an uncrowded, quiet, and safe environment. If you experience separation difficulties with your child, we encourage you to call the guidance counselor. She will arrange to meet you at the annex doors to assist in the separation process.

LIGHTNING DETECTION SYSTEM

For all athletic fields in Montvale:

A lightning warning has been installed in Montvale. When the lightning system is activated, a horn will sound and the amber light will turn on. When this occurs, the fields are closed and everyone is to leave the field immediately. When the storm passes and there is no longer a threat of lightning, the horns will sound an all clear and the amber light will shut off. **YOU MUST LEAVE THE FIELD WHEN THE SYSTEM IS ACTIVATED. THERE ARE NO EXCEPTIONS.** In the morning, when the light or sound of the newly installed lightning detection system is activated, you are allowed to drive to the front of the building and drop off your children. If the sound or the light is activated at dismissal, MCC and BUS students go to the MPR as usual. **ALL OTHER STUDENTS WILL ASSEMBLE IN THE GYM FOR EMERGENCY PICK UP. PARENTS WILL BE ALLOWED TO DRIVE DOWN THE KINDERPATH ALONG THE SIDE OF THE BUILDING CLOSEST TO THE BACK DOORS OF THE GYM, AND DRIVE OUT ON TO MEMORIAL DRIVE.** Lookouts with walkie-talkies will convey the names of the students to those supervising the students in the gym. All four back doors of the gym will be used to dismiss students safely to the family's vehicle.

LOST AND FOUND

All clothing, lunch boxes, or toys that are found or left in the school are placed on the lost and found shelving and racks located near the gymnasium. Money, glasses, jewelry, or any other articles of value are turned into the office. Periodically, we will send out a reminder so that students can look for their missing items. After a reasonable amount of time, all unclaimed items are donated to charity.

MEDICATIONS

New Jersey State Law prohibits administration of any medication, including Tylenol, Advil, or any other "over the counter" medication without a doctor's order and a parent's or guardian's written consent.

- All over the counter medications must be supplied from home, and labeled with the student's name.
- Students may not carry any medication on their person for the purpose of self-administration.
- Any medication administered in school must be in its original container, and labeled with the student's name.
- A fax will be accepted from the prescribing physician, and a parent or guardian, if your child needs to take

medication in school. It is the parent's responsibility to call the doctor to request a medication order.

- Any medication that is a "controlled substance" (ex. Ritalin, Adderall, Conceeta) must be brought in by a parent or guardian.
- The number of pills must be verified with the school nurse.

MEMORIAL DRIVE PARKING PROCEDURES

Proper drop off and pick up procedures are a major concern for the safety of our children.

- When dropping off students on Memorial Drive, the students must exit the car from the passenger side only.
- Please do not Double Park in the FIRE ZONE.
- Do not double or Triple Park on Memorial Drive. The Montvale Police will ticket your car if it is double/triple parked in front of the school.
- NO pick up or drop off in front of school from 8:30-8:50 and 2:50-3:20.
- Drive slowly on Memorial Drive. Park only in designated spaces and don't cross the yellow line to go in the opposite direction.

MONTVALE CHILD CARE PROGRAM (MCC)

The Montvale School District provides before and after school care for children in kindergarten through grade four. The program is held at Memorial School. For information about the program, please contact the Assistant Principal, Mr. Pellegrino, at 201-391-2900 ext. 3506.

NURSE

We have a full time nurse available at Memorial in order to provide first aid services and to maintain health records and other services to students. No medication can be given to any pupil without prior completion of a proper medical form. The school nurse is a valuable resource for discussing children's health problems (201-391-2900 ext. 3505). All necessary medical forms and releases are found on the district website.

PARENTS, VISITORS AND VOLUNTEERS

- All visitors must part their vehicles either on Memorial Drive or in the designated visitor's parking spots in front of the building. **DO NOT PARK IN THE STAFF ASSIGNED PARKING SPOTS!**
- Classroom visitors must be pre-arranged by the teacher prior to arriving at the school.
- All parents, visitors, and volunteers are required to report to the office and sign in when they enter the building and should only be in the building on school related business.
- Parents and visitors should not be waiting in the hallways and in front of the classrooms when school is starting or at dismissal time.
- Parents should report to the office when bringing their children late to school and when arrangements have been made for early dismissal.
- We value our parent volunteers! When you are here to help with a specific activity, we request that you remain in that location and sign out when your job is complete. Parents should not visit other areas of the building while classes are in session.
- Confidentiality is an important trait of any volunteer working with children.

PETS

No pets of any kind are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special classroom activity or unit of study. However, under no circumstances is a potentially dangerous pet to be brought to school.

PHYSICAL EXAMINATIONS

A physical examination is required for all students as follows:

- All pre-school children entering kindergarten.
- All children in Grade 3 (recommended).
- All new students entering Memorial School.

A physical examination form will be provided by the school which is to be completed by the student's family physician and returned to the school, if possible, not later than one month after a transfer student has enrolled in the school. No new student will be permitted to participate in physical education or athletic activities until the form has been returned to the office of the school nurse or the main office.

PLAYGROUND RULES

We ask parents' cooperation and support in reinforcing posted rules regarding appropriate behavior on play structures. Morning blacktop rules include:

- No running.
- No play structure.
- No ball playing.

School personnel supervise the playground beginning at 8:25 a.m. Please do not bring your children earlier unless you are staying on the blacktop to supervise them. Lunch Aides are on the playground during regularly scheduled lunchtime recess periods. Students are to remain on the play field or blacktop play area during outdoor recess. When the fields are muddy, it will be off-limits to everyone. Tackle football, skateboarding, piggyback riding, rock throwing, and snowball throwing are not permitted. Misuse or destruction of playground equipment will not be tolerated. The playground is not supervised after school and the students are expected to head for home immediately following dismissal.

PUPIL TRANSFERS

Parents of pupils moving out of our district are required to:

- Return all books and school materials to the teacher.
- Provide the main office information concerning their new address so that a proper transfer card may be issued.
- Sign a Release Form for the student's records in order that they can be sent to your child's new school.

RECESS POLICIES

Weather permitting; students have an outside recess period each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

REPORT CARDS AND PARENT TEACHER CONFERENCES

- Students in kindergarten through grade four are scheduled for one conference in the fall. A late spring conference is also held to review a student's progress over the course of the year.
- In addition to parent teacher conferences, parents of children in grades one through four receive three report cards during the course of the year (December, March, & June).
- Parents may request a conference with their child's teacher at any time by calling or emailing the teacher to schedule an appointment at a mutually convenient time.

SCHOOL SAFETY DRILLS

Once a month, Memorial School will conduct a school security drill that is required by the State of New Jersey. While this type of drill may sound a bit scary for elementary school students, we will take every precaution to name and practice this drill in a developmentally appropriate manner. Parents are encouraged to take time to discuss with their child the importance of practicing these drills.

SCHOOL SERVICES

Guidance

During the course of the year, there are times when everyone encounters problems both academically and socially that are difficult to resolve without some help. Every student should be aware that in addition to the Guidance Counselor, any teacher on the staff, or the principal would be eager to assist you.

Procedures for Interventions in General Education

A staff member or agency shall provide in writing a request for intervention services for students ages 3-14, to the building principal or designee. The request shall contain the following:

- a. Reason for request,
- b. Descriptive behavior of student performance; and
- c. Indication of the prior interventions.

Teachers and other school personnel, as appropriate, will be in-serviced annually by the building principal or designee regarding the procedures for initiating and providing interventions in the general education program. Staff members are also provided information regarding the identification of students through each building's student handbook which is located on the Montvale School District's website. In addition, information regarding the identification of students is contained in staff handbooks and in a manual which is distributed in the elementary school.

Parents are apprised of the role of the I&RS team and how to access them, through the district's website and student handbooks, which are distributed annually at Fieldstone Middle School and Memorial Elementary School.

Outside agencies are apprised of procedures for interventions in general education through the district's website. The Superintendent or designee will oversee the district's implementation and effectiveness of the procedures for interventions in the general education program.

An Intervention and Referral Services Committee (I&RS) will be in place in each school building pursuant to N.J.A.C. 6A:16-8.1.

The Building Principal or designee will be responsible for the following:

- a. The implementation and effectiveness of building level I&RS Committee;
- b. Will identify the roles and responsibilities of building staff who participate in planning and providing intervention services; and
- c. Review, assess and document the effectiveness of the services provided in achieving the outcome identified in the intervention plan.

The I&RS Committee shall:

- a. Plan and provide appropriate intervention services;
- b. Actively involve the parent(s) in the development and implementation of intervention plans;
- c. Develop an action plan for an identified student which indicates specific tasks, resources, persons responsible, completion dates, date for review;
- d. Coordinate the services of community based social and health provider agencies;
- e. Process and complete the documentation forms;
- f. Review and assess the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan; and
- g. Ensure the type, frequency, duration, and effectiveness of the interventions are documented.

Procedures for Referral to the Child Study Team

Referral procedures to the child study team are presented to school personnel electronically in the beginning of each school year. Each staff member is required to read the powerpoint and sign that they have received and reviewed the document. Information in the document shall include that students may be referred to the Child Study Team even if they are advancing from grade to grade. In addition, all new staff members will meet with the Supervisor of Special Services and the Child Study Team to review policies and procedures as they relate to the referral process. Annually, parents/guardians are apprised of the referral procedures through student handbooks and the district's website. Outside agencies are apprised of the referral procedures to the Child Study Team through the district's website.

1. The I&RS may refer the child to the child study team, if it determines that interventions in the general education program are not effective in alleviating the educational difficulties. The committee forwards documentation of all interventions tried, and their results to the child study team.
2. When a teacher believes that a child's problems are so severe that they require direct referral to the child study team, the teacher notifies the Principal, and begins the referral process to the child study team.
3. Parents/Guardians may make a written request directly to the child study team for an evaluation to determine eligibility for services.
4. When the Supervisor of Special Services receives a written request for referral, the following procedures will be followed:
 - a. A request for Child Study Team Services form which includes the family's native language is forwarded to the general education teacher to complete background student information. Immediately following this, the Principal reviews the information and immediately forwards the form, along with any supporting school documentation required by the referral form, to the Supervisor of Special Services.
 - b. The school nurse is notified immediately that a health appraisal form must be completed which includes a vision and audiometric screening.
 - c. A file will be initiated to include a timeline for processing the referral, the date that initiates the twenty-day timeline for conducting the referral/identification meeting and forms used to open a case.
 - d. The secretary in the Office of Special Services date stamps the receipt of the written request, assigns a case manager from the child study team, and within twenty (20) calendar days, excluding school holidays, but not weekends or summer vacation, schedules an identification meeting attended by the child study team, parent, general education teacher, and any relevant staff member, with knowledge of the student's educational performance or the district's programs. The purpose of this meeting shall be to review existing data, and determine whether an evaluation is warranted. If so, the nature and scope of the evaluation will also be determined. If it is a preschool child or the suspected disability includes a language disorder, a speech-language specialist shall also attend this meeting. If the parent/guardian(s) are limited English proficient, attempts shall be made to secure an interpreter for this and all ensuing special education meetings.
 - e. The child study team secretary will contact the parent(s) in writing, or through an interpreter if necessary, to provide the date and time of the identification meeting and send written confirmation, along with the Parental Rights in Special Education (PRISE) booklet. If the parent(s)/guardian(s) are unable to make the meeting, the meeting will be rescheduled to determine a mutually agreeable time and date.

TARDINESS

Punctuality is a very important part of a child's ability to succeed in the school setting. Arriving on time and starting each day with classmates allows a child to hear all of a teacher's instructions about the day's plans, morning work and/or special happenings. Students unpack and begin their day in a relaxed, organized manner.

Entering the building and the classroom well after the other students have started the day places a child in a difficult position. He/She has to play "catch up" to find out what opening instructions have been given, where work should be placed and what is in store for the day's activities, etc.

All children who arrive after the scheduled time for beginning school will be counted as tardy. Punctuality is a most important habit and should be established at an early age with your help. Any student who arrives at school after 8:50 a.m. is considered tardy and must report to the office. A parent or guardian must sign their child in and the child receives a late pass before going to their classroom.

TELEPHONE

The office phone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school).

VACATION DURING SCHOOL TIME

Going on vacation during school time is a family decision. Parents assume responsibility for their child's schoolwork during this time. Parents should notify the principal in advance regarding any non-scheduled vacations. **Students will not be given schoolwork in advance.** Teachers will keep a folder of all work assigned during the student's absence. It will be given to the student upon his/her return to school. Teachers will not be expected to correct any work in this folder. Tests administered during this absence must be made up and will count in determining the child's grades. Long-term assignments that are due during the planned absence must be completed prior to the absence in order to receive credit.

MONTVALE PUBLIC SCHOOL COMMUNITY CODE OF CONDUCT

Memorial Elementary School

&

Fieldstone Middle School

www.montvalek8.org

Board Approved October 22, 2007

INTRODUCTION

One of the goals generated by the Montvale Public Schools' Strategic Planning Council was the development and implementation of a school-wide code of conduct. As a result of this collaborative effort, the Montvale Public Schools' Code of Conduct serves as a guide for parents, staff, and students in the Montvale school community.

During the 2006-07 and 2007-08 school years, Montvale served as a model site for the New Jersey Department of Education and the New Jersey Center for Character Education to demonstrate how social and emotional learning and character education can serve as a basis for the now state-mandated Student Code of Conduct regulations.

The Montvale Public Schools recognizes the excellence of its student citizens and approaches student behavior issues with a positive, proactive philosophy. An effective behavior management program is one which contains preventive strategies to assist students in behaving appropriately and to avoid making mistakes. It is also a program which provides support services for all students, with special attention to those students who may need additional help. Finally, it is a program which assigns appropriate consequences for students who choose to be uncooperative and/or unresponsive to staff direction.

MISSION STATEMENT

The Montvale School District is dedicated to creating a school environment that fosters ethical, responsible and caring young people. In partnership with parents, staff, and community, our schools will strive to instill in our students essential core ethical values, including citizenship, achievement, respect, empathy, and strength (Montvale CARES). The Student Code of Conduct and our character education programming provide a foundation for the development of knowledge, skills, and abilities that enable our learners to make informed and responsible choices in a healthy, safe environment. At its best, our district's programs will integrate positive values and the practice of social/emotional skills into every aspect of our school community.

Montvale C.A.R.E.S.

CITIZENSHIP.....ACHIEVEMENT.....RESPECT.....EMPATHY.....STRENGTH

Citizenship	Achievement	Respect	Responsibility	Effort	Tolerance
Family/Community	Goals	Manners	Friendship	Determination	Cooperation
Accountability	Patience	Integrity	Commitment	Honesty	Empathy
Strength	Compassion	Enthusiasm	Understanding	Pride	Kindness
Courage	Awareness of Self/Others	Spirit			

We believe that this can be accomplished when:

- Teachers, parents, administrators, and other adult members of the Montvale community, model respectful and responsible behavior toward one another in support of our core ethical values;
- Individuals acknowledge differences, demonstrate a respect for diversity, and recognize the worth of each individual;
- Individuals communicate concerns and/or suggestions in an appropriate and direct manner;
- Individuals utilize effective problem-solving and conflict-resolution strategies; and
- The dignity of every individual is protected and maintained.

In order for this document to be effective, the entire school community must make every effort to promote and practice its contents. This Code of Conduct will be reviewed annually by parents, students, staff, and community members. In addition, the Superintendent of Schools shall report annually on the implementation of the Student Code of Conduct to the District Board of Education at a public meeting. The Code of Conduct will be disseminated annually to school staff, parents, and teachers in order address the changing needs of the school community. Its effectiveness rests with everyone's awareness and understanding of its purpose and its contents.

STAFF, PARENT, AND OTHER ADULT COMMUNITY MEMBERS' RESPONSIBILITIES

The Montvale Public School Community believes that in order to instill in each student an understanding of, and an ability to demonstrate appropriate behavior, its members have a responsibility to:

- Clearly define behavioral expectations, boundaries, and behavioral supports;
- Implement evidence-based programs for social/emotional learning to promote the development of abilities needed to fulfill the behavioral expectations established by the school district;
- Provide positive recognition for good conduct and academic success that include supportive interventions and referral services, when appropriate;
- Be firm, fair, and consistent in responses to violations of students' behavioral expectations;
- Provide an educational experience that enables each student to attain his/her full potential and contribute positively to the school community in support of our core ethical values (Montvale CARES);
- Act as an effective role model for students to emulate;
- Act respectfully toward students, as well as toward each other;
- Use appropriate and acceptable language when communicating with students.
- Keep appropriate, direct, and timely communication between home and school. Positive and effective communication serves as the foundation for the home-school partnership (see Chain of Communication below).
- Work in partnership to provide each student an appropriate educational program.

STUDENT CONDUCT AND RESPONSIBILITIES

An important component of the Montvale Public Schools Mission is to have students behave ethically and lawfully. Students will be recognized for appropriate behavior. Students who break school rules and regulations can expect specific consequences and/or other interventions. Certain disciplinary actions are guided by state and federal laws and may require a report to the police department (i.e., Zero Tolerance; Drug Free School Zone; Policy Prohibiting Harassment, Intimidation, or Bullying; Removal of Students for Weapons Offenses). Therefore, every student is called upon to:

- Learn the Student Code of Conduct;
- Learn the skills needed to follow behavioral expectations;
- Use behavior that reflects our core ethical values;
- Respect themselves and all members of the Montvale school community;
- Welcome visitors and all those who contribute to the school community and extend them courtesy, respect, and assistance;
- Attend and be on time for school daily. Those students who are absent from school are not permitted to participate in after-school activities or attend evening performances/events without Principal/designee approval for extenuating circumstances. Such regular attendance shall be during all the days and hours that school is in session. (Refer to N.J.S.A. 18A:38-25 through N.J.S.A. 18A:38-31, and N.J.A.C. 32-8, and 13.1, and 6A:16-7.8 and also see Policy 5113.);
- Report to homeroom and class on time; students who are late must report to the school office for a late pass;
- Be prepared for school and classes;
- Complete all academic work as assigned and be responsible for one's own learning; in the case of absence be responsible to contact the teacher(s) for all missed assignments;
- Refrain from gum chewing on school grounds and on the bus;
- Refrain from the recreational use of cell phones, iPods, electronic games, etc., in the school;
- Maintain a drug free environment; students may not possess, consume, or sell tobacco, drugs, or alcohol in any form while at school, on school grounds, or attending a school-related function;
- Use appropriate and acceptable language;
- Refrain from fighting, gambling, and possessing dangerous or inappropriate objects or substances. Bullying, harassment, intimidation, or coercion of any person is not permitted. (Refer to N.J.S.A. 18A:37-13 et seq. and N.J.A.C. 6A:16-7.9, also see Policy 5131.)

STUDENT RIGHTS (SEE BOARD POLICY 5114 SUSPENSION AND EXPULSION)

- The right to advanced notice of behaviors that will result in suspension or expulsion under the authority of N.J.S.A. 18A:37-2 and Board Policy No. 5114 which states that “No pupil otherwise eligible for attendance shall be removed from the instructional program to which he/she has been assigned unless that pupil has materially and substantially interfered with the maintenance of good order (i.e., indulged in disruptive behavior) or removal is necessary to protect the pupil’s physical safety or emotional wellbeing.”
- The right to an education that supports development into productive citizens.
- The right to attendance in a safe and drug free school environment.
- The right to attendance at school irrespective of marriage, pregnancy, or parenthood.
- The right to freedom of speech and expression.
- The right to privacy and free association.
- The right to equal protection.
- The right to be free from harassment, intimidation, and bullying.
- The right to defend one's actions when accused of a wrongdoing.
- The right to be treated without discrimination.
- The right to parental notification of disciplinary action involving detention, suspension, or expulsion. Parent notification will be consistent with the policies and procedures established pursuant to N.J.A.C. 6A:6.2(b). Protections pursuant to; 20 U.S.C. 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6A:32-7, Student Records; 45 CFR 160, Health Insurance Portability and Accountability Act; 20 U.S.C. 6301, Title IV (A)IV 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records; Maintenance and Retention, Security and Access, Regulations; Non-liability; N.J.A.C. 6A:14-2.9, Student records; as well as other existing federal and state laws pertaining to student protections.
- The right to due process of law in cases of suspension and expulsion pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C.6A:14-2.7 and 2.8., **and N.J.A.C. 6A:16-7.2-7.6**. Specifically, no pupil shall be suspended from the public schools of this District without notice of the charges made against him/her and an opportunity to be heard before the person or body with the authority to reinstate.
- The right to protections with regard to the maintenance and security of pupil records pursuant to Board Policy No. 5114–(m).

STUDENT PRIVILEGES

It is important for students to understand that the behaviors that reflect the Student Code of Conduct and Montvale CARES are expected at all times. The following are considered privileges, not rights, and may be revoked by the principal/designee:

- Participation in assembly programs, dances, parties, and other school-related functions;
- Participation in day field trips and overnight field trips, such as the Washington, D.C. trip;
- Access to the school Internet and building network;
- Participation in extra-curricular activities;
- Possession of a locker; and
- Participation in promotion exercises.

RECOGNITION FOR ACHIEVEMENT (SEE BOARD POLICY 5126 RECOGNITION FOR ACHIEVEMENT)

A program of recognition for academic achievement and positive reinforcement for conduct that reflects the district's core ethical values shall include, but is not limited to:

Memorial School

- **Montvale CARES Assemblies** – Montvale C.A.R.E.S. teaches students who consistently demonstrate the characteristics of respect, responsibility, kindness, effort, caring, honesty, strength, and leadership. Students at each grade level, participate at bi-monthly Montvale C.A.R.E.S. assemblies.
- **Friendship Week** – This program recognizes students for performing random acts of kindness throughout the school day. “Smiley faces” are awarded to students from adults in the school.
- **Academic Awards** – Students may participate in, and earn awards for, the following competitions: Geography Olympiad (gr. 2-4); Math Challenge (gr. 2-4); Language Arts League (gr. 3 and 4); the Regional Spelling Bee (gr. 4 representatives); and the school-wide Poetry Contest.
- **MVP Awards** – The MVP (Most Valuable Person) Program recognizes students for performing random acts of kindness throughout the school day. MVP cards are awarded to students from adults in the school.

STUDENT SUPPORT PROGRAMS

- **MS/FMS Guidance Program** – The Guidance Department provides services to all children as well as their families. Their objective is to educate, build strong character for all students, and provide quality school counseling programs designed to meet the child's specific developmental needs.
- **MS/FMS Connections Mentoring Program** – The Connections Mentoring Program has been designed to provide students with an opportunity to develop positive relationships with the teachers and other staff at Fieldstone. As part of this program, selected students meet with a teacher mentor on a weekly basis to participate in activities, such as, athletics, reading, or just talking. Through “Connections,” students find adults who care about them as individuals.

STUDENT DRESS (SEE BOARD POLICY 5132 DRESS AND GROOMING)

Parents/guardians and school staff are expected to cooperate in the matter of student dress. The school administration reserves the right to make a final decision regarding appropriate dress in school and at school-sponsored events.

The purpose of the school dress code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for the health and safety of the students. In addition, the code is designed to encourage a mode of dress and grooming that is conducive to establishing an effective learning environment, fostering a climate of discipline, order, teaching, and professionalism. Therefore, please note the following:

- All shirts and blouses must cover midriff, back, sides, and all undergarments, including bra straps, at all times. Plunging necklines are not permitted. Boys are not permitted to wear sleeveless tops (Fieldstone Middle School only);
- See-through or mesh fabrics, spaghetti straps, straps that untie, or halter-tops may not be worn unless they are layered with a top which itself follows the dress code;
- All trousers, pants, or shorts are not to be rolled at the waist, and must totally cover undergarments, including boxer shorts;
- Dresses, shorts, and skirts must be no shorter than three inches above the knee. Skirts must comply with the dress code regardless of whether tights/leggings are underneath;
- Clothing and footwear traditionally designed as undergarments or sleepwear are not permissible;
- Tight-fitting, or overly-loose clothing may not be worn in school;
- Clothing with obscene or profane language that references drugs, alcohol, tobacco, racism, or violence is not permissible;
- Head coverings, including hats, caps, and hoods, may not be worn in school. Head coverings worn for religious/cultural or medical reasons are the only exception;
- Footwear must be appropriate for safe participation in all types of school activities and be conducive to a positive learning environment (i.e. no slippers). Flip-flops are not permitted. Backless footwear such as clogs, mules, and sandals are not permissible at Memorial School. They are permissible at Fieldstone Middle School as long as they do not present a safety concern.

RULES OF ACCEPTABLE CONDUCT DURING ASSEMBLIES/PERFORMANCES

- Enter and exit in a quiet, orderly manner.
- No talking or physical contact during the performance.
- Remain in one's seat for the duration of the program, unless one has an emergency or assignment; if one must enter/exit, do so only between selections, not during a performance.
- Any student/child who is not part of the performance must remain seated with an adult.
- Treat the performer(s) in a respectful manner and offer appropriate applause.

APPROPRIATE USE OF COMPUTERS, THE INTERNET, AND THE SCHOOL NETWORK

The rapidly changing, technologically-driven society in which we live presents us with new challenges in our pursuit to encourage ethical behavior for our students. The following regulations will help to guide our students, staff, and Board of Education members in the acceptable use of computers:

1. All are required to read carefully, understand, endorse, and submit an "Acceptable Use Policy" contract.
2. Unauthorized or improper opening or manipulating of files is forbidden.
3. Purposeful changing of system configuration is forbidden.
4. Students are required to follow the directions of their teachers in the use of computers, the Internet, and the network.

FIRE DRILL REGULATIONS AND PROCEDURES

- At the sounds of the alarm, all students are to exit the building according to the directions posted in each room, or at the direction of the adult in charge.
- Students are to conduct themselves in an orderly and silent fashion; misconduct of any kind while leaving or returning to the building is forbidden.
- Students shall leave the building in a rapid walk, but **MUST NOT** run.
- Students are to return to the building when recall signal is given.

GENERAL BUS/BUS STOP REGULATIONS

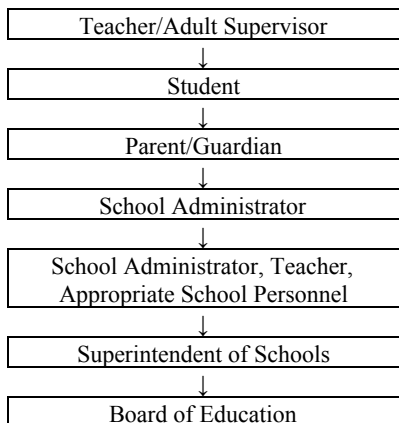
The safety of our students is our primary concern. Any student who does not adhere to the following regulations will be reported to the bus supervisors, the Assistant Principal, or the Principal. Offenders risk the suspension of bus privileges.

- Behavior that reflects the Student Code of Conduct is expected when waiting for and riding the school bus.
- The authority of the school bus driver must be respected while riding the school bus.
- Bus passes are issued to eligible students who are assigned to a bus.
- Bus passes are checked. Students without passes may not be permitted to ride the bus and will need to contact a parent/guardian.
- Students must ride their assigned bus and may be assigned seats.
- Students are only permitted to stand or move around the bus when entering or exiting the bus.
- No arms, heads, or other body parts, objects, etc. are permitted out of windows.
- Students are not permitted to throw items of any kind on or out of the bus.
- The opening of emergency exits is forbidden, unless performing an evacuation or other emergency act.
- Students involved in an after school activity or detention will be able to ride a late bus. A late bus pass must be obtained daily from the school office. Regular bus regulations apply to all riders of the late bus.
- Students must wear seat belts when provided.

CHAIN OF COMMUNICATION

School-related concerns involving a student are usually resolved by the teacher or other school employee with supervisory responsibilities. To effectively and efficiently address these concerns in the best interest of the student, the following chain of communication will be applied. If the concern is not resolved, proceed to the next step in the chain of communication.

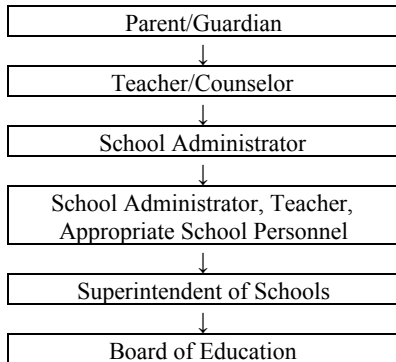
Concern of Teacher/Adult Supervisor



1. Teacher/Adult Supervisor addresses/communicates concern with student(s) involved.

2. Teacher/Adult Supervisor addresses/communicates concern with the parent/guardian.
3. Teacher/Adult Supervisor addresses/communicates concern with a school administrator.
4. Administrator addresses/communicates concern with the parent/guardian.
5. Administrator facilitates communication between parent/guardian, teacher, and appropriate school personnel (i.e., counselors, etc.).
6. Administrator addresses/communicates concern to the Superintendent of Schools.
7. Superintendent of Schools communicates concern to the Board of Education.

Concern of Parent/Guardian of Student



1. Parent/guardian of student addresses/communicates concern to teacher or counselor.
2. Parent/guardian addresses/communicates concern to a school administrator.
3. Administrator facilitates communication between parent/guardian, teacher, and appropriate school personnel (i.e., counselors, etc.).
4. Parent/guardian addresses/communicates concern to Superintendent of Schools.
5. Parent/guardian addresses/communicates concern to the Board of Education.

STUDENT BEHAVIORS THAT RESULT IN DISCIPLINARY ACTION I.E. DETENTION, SUSPENSION, EXPULSION, AND/OR REPORT TO THE POLICE DEPARTMENT

- Disorderly conduct or not obeying school rules;
- Disobedience, disrespect, or insubordination to any teacher or person having authority over a student;
- Use of profanity or disrespectful language;
- Harassment, intimidation or bullying of any kind;
- Fighting or threatening to cause physical injury;
- Physical assault upon another student, a teacher, or any school employee with or without firearm(s) or other weapon(s);
- Jeopardizing the safety of others;
- Willfully causing, or attempting to cause, damage to, or defacing of, school property;
- Tampering with, or damaging, property of other students or staff members;
- Taking, or attempting to take, personal property or money from another student or staff member whether by force or fear;
- Absence from, or tardiness to, school or class of more than ten (10) school days;
- Truancy and/or inciting other students to truancy;
- Cutting a class or assembly;
- Leaving the school or school property without permission;
- Taking part in any unauthorized occupancy of a District facility and refusing to leave promptly when directed to do so by a school employee;
- Triggering or sounding a false alarm;
- Inappropriate bus/bus stop behavior;
- Academic dishonesty;
- Gambling;
- Use or possession of any tobacco product on school property;
- Use, possession, or sale of a controlled dangerous substance, drug paraphernalia, anabolic steroids, or alcohol; and
- Use or possession of weapons, explosives, or other dangerous or inappropriate objects.

STUDENT CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR AND METHODS OF DISCIPLINE

Students who choose to be uncooperative and/or unresponsive to staff direction can expect disciplinary action as per N.J.A.C. 16-5.5-5.7. In assigning discipline for problem behavior, the nature of the behaviors, the developmental ages of the students, and the students' individual histories of problem behaviors and performance shall be taken into consideration. A continuum of actions have been designed to remediate and, where necessary required by law, to impose sanctions. Disciplinary actions include lunch detentions, teacher detentions,

school detentions, and suspensions. Administration and staff promote positive social skills, and allow students the opportunity to self-reflect and identify positive decision-making skills.

A credible death threat to oneself or others will result in removal from school pending results of an independent psychiatric evaluation by a Board-approved psychiatrist.

For students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14. The code of student conduct shall be applied equitably without regard to 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, pursuant to N.J.S.A. 10:5.

Teacher Detention:

A teacher detention is a period outside of a student's class time during which a student will be detained from his/her regular activity due to inappropriate behavior or failure to complete his/her assigned work. This detention is assigned and arranged by the teacher and may be conducted during a student's lunch/recess period and/or after school in the classroom. The student's parent/guardian will be notified by phone or written note.

Administrative Detention:

An administrative detention is assigned by the school administration and is typically conducted after school until 3:55 p.m. Administrative detentions may also take place at lunch, before school, or on a weekend day. These detentions are served in a central location and are supervised by an assigned staff member. The student's parent/guardian will be notified by telephone, letter, and/or behavior report.

Suspension: (See Board Policy 5114 Suspension and Expulsion)

Disciplinary action for serious infractions could be in the form of in-school or out-of-school suspension. A suspension is the temporary denial of the student's right to attend school. The principal may suspend any pupil from school for a short duration for good cause. In the case of suspension, parents will be notified by telephone and/or letter.

Long-term Suspension: (See Board Policy 5131 Conduct/Discipline)

- Any student, who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function, shall be immediately removed from the school's regular education program for a period of not less than one calendar year.
- Physical violence, including assault with or without a weapon, against another student, a staff member, or a Board member.

Expulsion: (See Board Policy 5114 Suspension and Expulsion)

The power to expel a student from the school system is vested solely in the Board of Education. If the actions or behavior of a student are such to warrant expulsion consideration, the Principal shall refer the case to the Superintendent to be placed before the Board.

STUDENT BEHAVIOR STANDARDS NOT ON SCHOOL PREMISES

Please note that student behavioral standards include school-sponsored events and buses, and also extend beyond school grounds, as per N.J.A.C. 6A:16-7.6 and N.J.S.A. 18A:37-15.3. This applies especially to incidents involving harassment, bullying, intimidation, fighting, substance abuse, and dangerous instruments/weapons.

CORPORAL PUNISHMENT

No employee shall inflict or cause to be inflicted corporal punishment upon a student, as per N.J.A.C. 18A:6-1, but any such person may, within the scope of his/her employment, use and apply such force as is reasonable and necessary to:

- Quell a disturbance threatening physical injury to another;
- Obtain possession of a weapon or other dangerous objects upon the person or within the control of the pupil;
- Maintain self-defense; and
- Protect persons or property.

School employees should not direct students to act for them **in this regard**.

ADDITIONAL RESOURCES

School-Based Resources:

1. Guidance Counselor
2. Child Study Team
3. Intervention & Referral Services Committee
4. Community-based Health, Social, and Legal **Services**

A list of community-based health and social service provider agencies available to support students and students' families includes:

1. Pascack Valley Mental Health Center
114 Kinderkamack Road
P.O. Box 126
Park Ridge, NJ 07656

2. Care Plus – Outpatient Mental Health Center
610 Industrial Avenue
Paramus, NJ 07652
3. 24-Hour Emergency Service
Psychiatric Emergency Screening Program
Crisis Hotline – 201-262-HELP
4. West Bergen Mental Health Center
120 Chestnut Street
Ridgewood, NJ 07450
5. Legal Services of New Jersey
P.O. Box 1357
Edison, NJ 08818
Telephone: (732) 572-9100
(888) 576-5529 (Toll-free)

ACKNOWLEDGMENT

The Montvale Public Schools gratefully acknowledges the efforts of the original Code of Conduct Committee and the Character Education Committee. These committees were comprised of students, teachers, parents, administrators, support staff, and members of the Montvale Board of Education. It is due to the commitment of those who participated that this district-wide Code of Conduct was developed, implemented, and refined over a number of school years.

CODE OF CONDUCT COMMITTEE (1997 – 2000)

Parents: Patricia Avento, Heidi Nelson, Elizabeth Casey, Donna Quirk, Rose Curry, Donna Salerno, Lottie Esteban, Beth Schemmenti, Veronica Vogel, Elissa Goldner, Cynthia Ward, Lori Harris, Patricia Youssef, Renee Yuhas, Debbie Lease, Cindy Myer.

Community Member: Rose Castka

Staff: Debra Ross, Brian Chinni, Rosemarie Rovegno, Paul Semendinger, Arline Frankel, John Smatla, Jim Freeman, Alice Walty, Kathy Grasso, Maureen Hall, Joan Weill, Henry Heluk, Larry Ksanznak, Allen Luster.

Students: Eric Fingerman, Michael Weinstein

DEVELOPMENT OF REVISED CODE OF CONDUCT (2007)

Staff: Debra Ross, John McGinley, Ondrea Bertie, Marilyn Ziedenweber, Mark Maire, Audrey Levi

DEVELOPMENT OF CORE ETHICAL VALUES

Staff: Joyce Bores, Marilyn Ziedenweber, Jackie McLoughlin, Stacy Ury, Cindy Gardner, Frank D'Amico, Jim Freeman, Adam LoPresti, John McGinley, Debra Ross, Susan King, Audrey Levi, Mark Maire, Paul Semendinger

Parents: Susan Guzman, Liane Murtagh, Carole Green, Kathie Ventura, Katie Casey, Susan Amedo, Belle Degenaars, Carmella Heverin, Jeffrey Caspari, Susan Ashkinaze, Allison Morgan, Jane Vindigni

Community Member: Reverend Edward Hasse

Students: FMS students through their health classes

ADOPTION

The Montvale Public School Community Code of Conduct was adopted by the Montvale Board of Education in January 1998. The Code of Conduct was revised/readopted in July 2004, November 2006, and October 2007.

GLOSSARY

Core Ethical Values – A value is a belief about what is good that transcends a specific situation and that guides judgment and decision-making. In order for a value to be a “core” ethical value, it must be of central importance in the life of the individual and the life of the community.

Harassment, Intimidation, and Bullying – Any gesture, written, verbal or physical, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either 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, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students.

Intervention and Referral Service (I&RS) Committee – The Montvale School District shall provide a program of intervention and referral services for **all students** who **may be** experiencing **learning, behavior, and/or health** difficulties to help them function productively and develop positively in the classroom environment.

Child Study Team – The Child Study Team is comprised of a team of professionals, including school social worker, school psychologist, learning disability teacher consultant, and speech and language pathologist. The Child Study Team provides support services to all special education students in the district.