

# Rockaway Valley School Parent Handbook

2021-2022

Boonton Township Board of Education  
11 Valley Road  
Boonton Township, NJ 07005



## **Important School Numbers**

**Main Number: 973.334.4162**

**Fax Number: 973.316.6956**

School Office	Extension 369
Superintendent/Principal	Extension 321
Assistant Principal	Extension 369
Director of Special Services	Extension 370
School Nurse	Extension 361
Transportation	Extension 357
Technology	Extension 312
Reporting an Absence	Option "1"
Home & School Association	Email: <a href="mailto:hsa@btrvs.org">hsa@btrvs.org</a>
Education Foundation/4-Kids	Email: <a href="mailto:btefnj@gmail.com">btefnj@gmail.com</a>

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## Welcome

Welcome to the Boonton Township School District! The District consists of one elementary/middle school educating approximately 400 students. Another 240 students attend Mountain Lakes High School on a tuition sending-receiving basis.

Rockaway Valley School (RVS) operates a Pre-Kindergarten to 8th grade program that combines modern teaching strategies and techniques with manageable class sizes to produce a very unique educational environment. We pride ourselves on being large enough to offer a wide variety of special programs, yet small enough to offer individualized attention.

As you look through this handbook, you will read about the variety of programs and services offered at RVS. In addition to the core curriculum programs, RVS offers a creative arts program, vocal and instrumental music programs, health and physical education, foreign language, computer literacy and an interscholastic athletic program as well. Please share this valuable information with your child. If you have any questions, feel free to contact the school at 973.334.4162, extension 369. We hope you find this handbook helpful and we wish you and your child an enjoyable and productive school year.

## District Mission

The mission of the Boonton Township School District is to provide a solid educational foundation for all students, while challenging them to fulfill their individual potential. This potential is best achieved through a diversified curriculum designed to meet the needs and aspirations of all students, while fostering self-esteem, independent thinking and respect for individual differences.

To accomplish this mission, instruction shall be presented in an exciting manner designed to challenge all levels of capabilities and encourage, on behalf of our children, a lifetime love and appreciation of learning. For this mission to succeed, all facets of the school and community must work together effectively.

## BOONTON TOWNSHIP BOARD OF EDUCATION 2021-2022

Barry Brantner, President	9 Maple Drive	973-334-0464
Christine Cabana, Vice President	18 Devon Road	973-335-8177
Ann Bentrovato	104 Hillside Avenue	973-263-4022
Charles Eaton	20 South Rockaway Drive	973-945-9632
Leigh Hermey	5 South Rockaway Drive	973-917-3161
Jonathan LeVar	28 Meadowbrook Road	973-924-0581
Grace McBride	28 Cresthill Drive	973-334-2636
John Sierchio	27 Old Denville Road	973-263-9944
Melissa Signore	19 Old Denville Road	973-265-4543

## **District Goals and Objectives**

**The Boonton Township Board of Education believes all pupils should be helped to:**

- Develop skills associated with effective communication (reading, writing, speaking, and listening) and demonstrate the ability to seek, examine and use information.
- Demonstrate proficiency in their ability to obtain information, solve problems, think critically and communicate effectively by performing activities that require observing, measuring, estimating, calculating, analyzing, reasoning and synthesizing.
- Demonstrate the ability to accurately solve numerical problems, use numbers to express ideas, and understand numerical relationships.
- Demonstrate proficiency in applying acquired skills to real life decision making and problem solving.
- Develop a desire for a lifetime pursuit of learning and an appreciation for the role education plays in our increasingly complex and changing society.
- Learn through an interactive process, information pertaining to the principles of the physical, biological, and social sciences, the historical record of human achievement and failure, and current social issues.
- Develop pride in their efforts, and a positive feeling about their self-worth and abilities.
- Acquire an understanding of ethical principles and values, and be given opportunities to apply them to his/her own life, including opportunities to demonstrate an appreciation of civic responsibility.
- Develop an appreciation for culture and beauty and be able to express themselves in the fields of fine and performing arts.
- Develop neuromuscular skills, perceptual motor skills and social emotional behaviors that will facilitate an active interest and understanding in the lifelong benefits of physical fitness, and cooperative team and individual sports.
- Acquire an understanding of and the ability to form responsible relationships with a wide range of people including, but not limited to, those with social and cultural characteristics different from their own.
- Develop the ability to acquire knowledge and the skills necessary for the meaningful application of this knowledge.

**To accomplish these goals, the Board of Education will endeavor to provide:**

1. An integrated and evolving curriculum that encourages interactive classrooms.
2. Instructional activities, which bear a meaningful relationship to the present and future needs and interests of our students.
3. Teachers of high quality who have ample opportunities for professional development.
4. Specialized and individualized educational experiences to meet the needs of each pupil.
5. Instruction that fosters the development of high-level thinking, problem solving and decision making.
6. Adequate resources to allow us to improve, upgrade and expand our ability to employ available technology into the curriculum.
7. Instruction that provides students with the necessary study skills, learning strategies and computer literacy needed to achieve mastery of the subject matter.
8. Opportunities for teachers, parents/guardians, community members and pupils to make recommendations concerning the operation of the district.

9. An environment in which any competition among pupils is positive.

## Boonton Township School District Calendar 2021-2022

(Please check the school's website for the most current calendar.)

July	5	Independence Day	District Closed
September	1-2 6 7 8 16	Staff In-Service Labor Day Rosh Hashanah First Day for Students Yom Kippur	District Closed District Closed Regular Day District Closed
October	20-21	Parent/Teacher Conferences	Early Dismissal 12:15 pm
November	4,5* 8 24 26,27	NJEA Convention 1 <sup>st</sup> Marking Period Ends Early Dismissal Thanksgiving	School Closed/*District Closed District Closed 12:15 pm District Closed
December	23 24-31	Early Dismissal Winter Recess	District Closed at 12:15 pm District Closed
January	3 17 21	School Re-opens Martin Luther King Day/Staff In-Service 2 <sup>nd</sup> Marking Period Ends	Regular Day School Closed
February	18-22 21	Mid-Winter Recess Presidents' Day	School Closed District Closed
March	23-24 29	Parent/Teacher Conferences 3 <sup>rd</sup> Marking Period Ends	Early Dismissal 12:15 pm
April	15 18-22	Good Friday Spring Break	District Closed School Closed
May	30	Memorial Day	District Closed
June	16 22 23	4 <sup>th</sup> Marking Period Ends 8 <sup>th</sup> Grade Commencement Last Day for Students and Teachers	Early Dismissal 12:15 pm Early Dismissal 12:15 pm

This calendar contains **five** emergency closing days. Any additional emergency closing days will be made up during Spring Recess starting with Friday, April 22, then Thursday, April 23, etc.

Unused emergency days will be applied as follows: Friday, May 27, Thursday, May 26, Tuesday, May 31, Wednesday, June 1, Thursday, June 23.

**Boonton Township Administration Contact Information  
2021-2022**

Christian Angelillo, Ed.D.	Superintendent/Principal, School Safety Specialist, Title IX Affirmative Action Officer	Ext. 321
Lia Lendis, Ed.D.	Assistant Principal, Director of Curriculum, HIB Specialist, 504 Officer	Ext. 369
Katherine Bickerton	Administrative Assistant	Ext. 321
Debby Cuozzo	Administrative Assistant/School Secretary	Ext. 369
Christine Voorhees	Director of Special Services/Learning Disabilities Teacher Consultant	Ext. 370
Mary Drugac	Transportation/Administrative Assistant	Ext. 357
Debi Neretich, RN, CPNP, CSN	School Nurse	Ext. 361
Gabriela Brown, Psy.D.	School Psychologist	Ext. 211
Cira Giarratano	School Counselor/Social Worker	Ext. 239
John Gaertner	Coordinator of Technology	Ext. 312
John T. Murray II	School Business Administrator/Board Secretary	Ext. 325
Sarah Frederico	Administrative Assistant	Ext. 324
Lisa Ruocco	Board Office Assistant	Ext. 328
Enrique Corona	Buildings & Grounds	Ext. 380
David Pickett	Buildings & Grounds	Ext. 380
Norman Eckstein	Treasurer of School Monies	
Matthew J. Giacobbe, Esq.	Board Attorney; Cleary, Giacobbe, Alfieri, Jacobs, LLC	
Nisivoccia & Company, LLP	Auditor	
Patricia M. Renz, MD	School Physician	

**Daily Schedule**

Grade	Students Report	Homeroom	Lunch/Recess Periods	Dismissal
Preschool	8:30 AM		10:58 AM - 11:37 AM	1:30 PM
K-2	7:50 AM	7:52 AM	11:39- AM - 12:18 PM	2:21 PM
3-6	7:50 AM	7:52 AM	10:58 AM - 11:37 AM	2:21 PM
7-8	7:50 AM	7:52 AM	11:39 AM - 12:18 PM	2:21 PM

**Half Days:** Students report at 7:50 AM and are dismissed at 12:15 PM. There is no lunch period.  
 Preschool reports at 8:30 AM and is dismissed at 11:15 AM.

**Delayed opening days:** Students report to homeroom at 9:50 AM.  
 Children may not be dropped off at school before 7:37 AM (or 9:30 AM on a delayed start day.)  
 Students must be picked up by 2:30 PM if not taking the bus home.

## Rockaway Valley School - Staff Directory 2021-2022

Assignment		Name	Ext.	Room
Kindergarten		Joanne Kuhl	213	13
		Lauren Laing	219	19
First Grade		Kirsten Allen	214	14
		Matthew Spender	216	16
		Melanie LaRusso	218	18
Second Grade		Kim Richardson	205	05
		Cindy Snider	203	03
Third Grade		Alyssa Berner	220	20
		Jacklyn Sidney	222	22
Fourth Grade		Olivia Cuzzo	225	25
		Michelle Salmon	223	23
Fifth and Sixth Grades	Language Arts 5 <sup>th</sup>	Catherine Scivetti	224	24
	Language Arts 6 <sup>th</sup>	Lisa Gemma	227	27
	Mathematics 5 <sup>th</sup>	Ninetta Esposito	228	28
	Mathematics 6 <sup>th</sup>	Karen Flaherty	230	30
	Science 5th/6th	Kelly Ennis	229	29
	Social Studies 5th/6th	Jennifer Rothacker	232	32
	Spanish 5th/6th	Nicoleta Pop (including 4 <sup>th</sup> )	226	26
Seventh and Eighth Grades	Language Arts 7 <sup>th</sup>	April Lehman	247	47
	Language Arts 8 <sup>th</sup>	Tammy Mongon	245	45
	Mathematics 7 <sup>th</sup>	Bryan Monaco	246	46
	Algebra 8 <sup>th</sup>	Lauren Savage	243	43
	Science 7th/8th	Michael Ennis	244	44
	Social Studies 7th/8th	Ladd Turner	234	34
	Spanish 7th/8th	Georgette Toles	248	48
Special Services	Elementary Multiple Disabilities (EMD)	Christina Paul-Badini	217	17
	Learning and Language Disabilities (LLD)	Diane Lorber	221	21
	Preschool	Pamela Reitter	209	09
		Nicole Formato	309	09
	Resource Teachers	Megan Ambrose	201	01
		Stacey Klesitz	202	02
		Kellie Milos	201	01
Jennifer Scarfone		212	12	
School Psychologist	Gabriela Brown, Psy.D.	211	11	
School Counselor/Social Worker	Cira Giarratano	239	39	

	Speech Language Therapist	Diana Hayes	215	15
	Reading Specialist	Samantha Martino	302	02
	<b>Assignment</b>	<b>Name</b>	<b>Ext.</b>	<b>Room</b>
Specials	Art	Eve Fusco	238	38
	Technology Education	Beverly Johnson	212	12
	Library	Deanna Fox	206	06
	Music, Instrumental	Nicole Covart	235	35
	Music, Vocal	Sara Bartel	233	33
	Health/Physical Education	Victoria Gaffney	242	41A
	Health/Physical Education	Craig Ellard	341	41B
	Health/Physical Education	Amy Fudala	342	41A
	Technology Education/Gifted and Talented	Pati Link	204	04
Child Study Team	School Counselor/Social Worker	Cira Giarratano	39	239
	LDTC	Christine Voorhees		370
	School Psychologist	Gabriela Brown, Psy.D.	11	211
	Speech Language Therapist	Diana Hayes	15	215

## Home and School Association (HSA)

The Home and School Association, composed of volunteers, serves as a liaison between the school and the parents. The Home and School organizes fundraising activities in order to furnish funds for a variety of programs and special projects. Some of the programs and committees sponsored by the Home and School Association are:

- Cultural Arts Committee - arranges assemblies and cultural arts programs
- Class Parents: organize and participate in classroom events
- Lunchroom Support: provides hot lunches daily
- Library Volunteers: provide assistance in the Library/Media Center

**MONTHLY MEETINGS** are open to the public and are held on the first Tuesday of each month. Meetings begin at 7:30 PM and are held in the RVS Library. Please attend a meeting and lend your support. The more ideas and help we have, the better we can serve our children's school. You may contact the Home and School Association via their email address [hsa@btrvs.org](mailto:hsa@btrvs.org).

### Home and School Officers 2021-2022

President	Lara Da Rocha	973.477.7714
Vice-President	Sandy Fayo	973.207.8439
Treasurer	Tonianne Sportelli	973.714.4124
Recording Secretary	Kathleen O'Driscoll	862.213.1803

\*The HSA and Rockaway Valley School share contact information as a means to communicate effectively with the school community. If you would like to opt out of sharing your contact information, please email the School Secretary: [dcuozzo@btrvs.org](mailto:dcuozzo@btrvs.org)



## Lunch Volunteering

The Home & School Association relies on and needs parent volunteers for the lunch program, Monday through Friday from 10:30 AM-12:30 PM. Please contact the Home and School via their email address [hsa@btrvs.org](mailto:hsa@btrvs.org).

## Boonton Township Education Foundation (BTEF)

BTEF is an independent community based nonprofit organization dedicated to supporting and enhancing quality education programs for all Township children. The Foundation represents parents, educators, business people, school alumni and interested citizens. To accomplish this mission, the Foundation reaches out to the community to secure funds and resources. We celebrate the importance, value and achievements of our students, teachers and schools. We currently fund after school enrichment programs, the RVS school play and provide grants to RVS and MLHS in recognition of excellence in both teaching and the academic performance of our children. Their email address is [btefnj@gmail.com](mailto:btefnj@gmail.com)

## Boonton Township Education Foundation Officers 2021-2022

President	Stephani Wright	973.476.7762
Vice-President	Megan Johnson	508-269-9671
Secretary	Natalie Stoller	973.479.6922
Treasurer	Janie Wu	973.338.5899

\*The BTEF and Rockaway Valley School share contact information as a means to communicate effectively with the school community. If you would like to opt out of sharing your contact information, please email the School Secretary: [dcuozzo@btrvs.org](mailto:dcuozzo@btrvs.org)

## Office Hours

School office hours are daily from 7:30 AM-3:30 PM. All visitors will be buzzed in through the main entrance doors and then directed to sign in at the main office. Homework may be picked up between the hours of 2:30-3:30 PM in the main lobby, after you have been buzzed in.

## Visitors

For your child's protection, all the doors to the school will be locked at all times. The only access to the school for visitors is to buzz in the front door by the main office from 7:30 AM-3:30 PM. All visitors must be identified and buzzed in by school personnel. If we do not know you, we will ask for identification. A visitor's badge must be worn while in the building. No child will be released to anyone without a note from a parent.

## Electronic Surveillance

The Board of Education authorizes the use of an electronic surveillance system in the school and on school grounds to enhance the safety and security for school district staff, pupils, and community members, and to protect the school district's building and grounds.

## Research

Parents are notified that research by an outside group, usually in the form of a survey, may be conducted at Rockaway Valley School. Prior notice will be given to families in each of these rare occurrences. Please refer to Boonton Township Board of Education Policy 6162.5 for more information.

## School Communications

There are several means that we use to provide good communication between our school and the home. These include:

1. **Virtual Backpack** – All notices, flyers, newsletters and publications are disseminated through the Virtual Backpack which is located on the school's website. The backpack is updated every Friday with the current week's flyers. To access, click on Virtual Backpack on the left column. The password is falcon. An alert will be sent out on Fridays with a reminder to check the Virtual Backpack.
2. **School Messenger** – Emergency messages will be sent out via the Honeywell Alert system. Instructions to set up your Honeywell account are included in the student packet sent home on the first day of school. Please remember to keep your phone numbers and email addresses updated on your Honeywell account.
3. **Website**: please visit our website to access teacher pages for up-to-date classroom information.
4. **Facebook** – Follow RVS on the official page for Rockaway Valley School.
5. **Don't forget to check out exciting school happenings on our Twitter page @RVsfalconpride.**

## General Residency Requirements

Attendance at public school is free to any child who is 5 years old on or before October 1<sup>st</sup> of the school year. Children must actually be domiciled in the school district. The Superintendent/Principal must be notified immediately if a family is moving into the Township and the date the move is completed. Similarly, notification must be made of the date a family ceases to reside in the Township. This procedure also applies to students in grades 9-12 attending Mountain Lakes High School. Our Preschool Program is for 3 and 4-year-old children and educates children with special needs and typically developing children. The hours of operation are 8:30 AM to 1:30 PM, Monday through Friday. Tuition for typically developing students can be further discussed with Christine Voorhees at Ext. 370.

## Kindergarten Entrance Requirements

The Board of Education's policy (#5111) states that children entering Kindergarten must fulfill the following requirements:

1. Be five (5) years of age on or before October 1<sup>st</sup> of that school year.
2. Provide an original birth certificate and proof of residency at the time of enrollment.
3. Submit an acceptable certificate of immunizations.
4. Present results of a physician's examination on the form provided. If proof is presented to the nurse that the cost of such examination and immunizations are prohibitive, the school will provide for an examination through the school physician.

## First Grade Entrance Requirements

Any child residing in the district shall be admitted to grade one provided:

- A. The child will have attained the age of six years on or before October 1<sup>st</sup> of that school year.
- B. The child has been in the first grade in another state-approved school or in a state-approved kindergarten with a recommendation for placement in the first grade. Transfer records from the previous school must be presented.
- C. Initial placement shall be made on the basis of the records, but adjustments may be made at the discretion of the administration when a functional and/or other assessment indicates that such adjustments would be beneficial to the child. Parents/guardians shall be informed of this policy at registration.
- D. Birth certificate and proof of residency shall be furnished at the time of enrollment.
- E. An acceptable certificate of immunization and physical examination shall be furnished to the school on the form provided.

## NJ State Immunization Requirements

***New Jersey state immunization requirements are as follows:***

### **DTP**

A minimum of four doses; one dose of which shall have been given on or after the child's fourth birthday.

### **Tdap**

Every child born on or after January 1, 1997, and entering Grade Six on or after September 1, 2008 shall have received one dose of Tdap (Tetanus, diphtheria, acellular pertussis) given no earlier than the 10<sup>th</sup> birthday (and five years have elapsed from the last DTP/Td dose).

### **Polio**

A minimum of three doses; one dose of which shall have been given on or after the child's fourth birthday.

### **Rubella**

One dose on or after the first birthday or Documented Laboratory Evidence of rubella immunity.

### **Mumps**

One dose on or after the first birthday or Documented Laboratory Evidence of mumps immunity.

### **Rubeola or Regular Measles**

Two (2) doses of a live measles-containing vaccine, such as the MMR (measles, mumps, rubella) vaccine. The first dose shall have been administered on or after the child's first birthday and the second dose not less than one month after the first dose. Children who present Documented Laboratory Evidence of measles immunity shall not be required to receive the measles vaccine.

### **Hepatitis B**

Three (3) doses prior to entry to school.

### **Meningococcal Vaccine**

Every child born on or after January 1, 1997 and entering or attending Grade Six on or after September 1, 2008 shall have received one dose of a meningococcal-containing vaccine.

### **Varicella**

Every child born on or after January 1, 1998, shall have received one dose of varicella vaccine on or after the first birthday; documented laboratory evidence of varicella immunity, a physician's statement, or parental statement of previous varicella disease is also acceptable.

***Pre-school students are required to also have:***

**Hib**

A minimum of one dose on or after the first birthday.

**Pneumococcal Conjugate Vaccine**

One dose on or after the first birthday.

**Influenza Vaccine**

A minimum of one dose of influenza vaccine between September 1 and December 31 of each year.

**Medical Exemptions**

A child shall not be required to have any specific immunization(s), which are medically contraindicated. A written statement from a physician is required indicating that an immunization is medically contraindicated for a specific period of time, and the reason for the medical contraindication, based upon valid medical reasons.

**Religious Exemptions**

A child shall be exempted from mandatory immunization if the parent or guardian objects thereto in a written statement submitted to the school signed by the parent or guardian, explaining how the administration of immunizing agents conflicts with the pupil's exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.

\*Children with medical and/or religious exemptions from receiving immunizing agents may be excluded from the school during a vaccine-preventable disease outbreak or threatened outbreak as determined by the NJ Commissioner, Department of Health and Senior Services.

**Student Assessment**

Student progress at RVS is assessed using both quantitative and qualitative criteria. These criteria include: teacher developed tests, textbook generated unit tests, exams, standardized tests, class projects, homework, and class participation. Should parents have any questions regarding a child's grades or performance reports, they should request a conference with the child's teacher to discuss their concerns. The state testing schedule for the 2019-2020 school year follows.

**STATEWIDE ASSESSMENT SCHEDULE 2021-2022**

**Start Strong  
for English Language Arts, Mathematics and Science (Grade 6 only)**

Grades 4, 5, 6, 7 & 8                      September 28 & 29  
Grades 6 (Science only)                      September 30

**New Jersey Student Learning Assessment (NJSLA)  
for English Language Arts and Mathematics (Grades 3-8)**

Grades 3, 4 & 5                                      TBD  
Grades 7 & 8    TBD

**New Jersey Student Learning Assessment - Science (NJSLA-S)  
Grades 5 & 8    TBD**

## **Student Records and Parent Portal**

Parents may request to see the contents of their child's records at any time and may submit a challenge to any of the material contained within. Pupil record information is available to employers and educational institutions at parental request or for research, guidance, social work or State personnel with the approval of the Board of Education and notification of parents.

All students in grades K-8 receive report cards four times a year; issued electronically on the parent portal at the end of each marking period.

Parents will have online access to their son or daughter's grades by using our Student Information System, Genesis, only if they have completed the required forms at the beginning of each school year. Please go the URL, <https://parents.genesisedu.com/boonton>

Your username is your email address  
Your password is: abc123

The system will make you change your password upon your first login. Teachers are working diligently to keep grades updated in the system. However, please allow for one week turn around for grading of homework, tests, and quizzes, and two weeks for larger projects or major writing assignments. Parents are encouraged to access the Genesis parent portal to periodically check on individual student progress throughout the year.

Lost or overdue library books and textbooks, or school property or uniforms that have been lost or not turned in, will result in restricted access to the parent portal until the debt is reconciled.

When you experience a problem with your child and it involves the teacher, please follow the chain of command and first speak to that teacher by arranging a conference. If this does not resolve your problem, call the Assistant Principal or the Superintendent/Principal. In fairness to everyone, the teacher should be given the courtesy of hearing a complaint first hand.

## **Honor Roll**

Students in Grades 5-8 participate and are eligible for earning Honor Roll and High Honor Roll status with each marking period. To earn Honor Roll a student must have all A's and not more than two B's in core academic subjects on their report card. Core subjects are defined as Language Arts, Math, Social Studies, Science and Spanish. To earn High Honor Roll a student must have all A's on their report card. Students that maintain honor roll status consecutively for Grades 6-8 will receive the Scholastic Excellence Award from the Home and School Association. Their names will be placed on an award plaque, which is exhibited on the wall in the main lobby. Students that maintain High Honor Roll status for all three years will receive a gold tassel at their 8<sup>th</sup> grade commencement.

## **Extra Help/Make Up Work**

Teachers will announce their availability for extra help and assistance before and after school hours. The student must initiate appointments for this service. In this manner, your child can make up work, obtain extra help, use the library, and prepare for future assignments.

## Homework Guidelines

Homework, which is properly designed, carefully planned, and geared to the development of the individual pupils, meets a real need in the educational process. It shall be assigned to help the pupil become more self-reliant, learn to work independently, improve the skills that have been taught, and complete certain projects such as book reports and research papers. Home study assignments shall also afford a way for parents/guardians to acquaint themselves with the school program and their children's educational progress. Teachers should inform parents/guardians when assignments are not being turned in.

In general, pupils absent for any reason should make up assignments, class work and tests within a reasonable length of time. Please note that if your child is absent excused he/she is allowed to make up the assignments/homework without penalty. The amount of time given to make up the work should be equal to the amount of time out of school. **However, teachers may exercise discretionary judgment and waive certain assignments and/or homework if they feel the student knows the material missed.** Pupils being excused for field trips, concerts, competitions, etc., must make arrangements with the teachers of the missed classes to make up the work upon return.

Homework is not used for punitive reasons. Homework is used as a diagnostic assessment of independent practice and is reflected in future planning.

Teachers will maintain communication with parents regarding any missing or deficient assignments. The administration will also be informed about any student who consistently does not do his/her homework. Students are strongly discouraged from going on vacation when school is in session unless there is a family emergency. Assignments cannot be provided ahead of time; however, reading a book or keeping a journal is always beneficial to the student. Please make every effort to have your child in school when school is in session.

## Homework Information

Teachers post homework information on their websites to help students complete their daily and long-term homework assignments. Teachers update their websites weekly or daily with homework information. Teachers will maintain communication with parents regarding any missing or deficient assignments.

## Classroom Placements

In the spring, grade level staff meet to determine class lists for September. Having spent nearly a year with the children, teachers meet and utilize several criteria to make up a class and consider the primary teacher. If a parent has a special concern about placement for September, he/she should discuss this with the child's teacher at the March conference in order to identify extenuating circumstances.

## Flex-Time (Falcon Leadership and Excellence) Meetings

In compliance with the 2011 HIB state mandates, our students participate in a character building program in order to maintain our positive safe school culture. Every day students meet from 10:41-10:55 with their teacher team. The flex-time meeting is a critical vehicle in cultivating positive character traits that contribute to social and emotional development while promoting school pride and a safe, positive school culture.

## Parent/Teacher Conferences

Parent/Teacher conferences are held twice a year, using the parent portal in Genesis to sign up. In order to stimulate meaningful dialogue, you are encouraged to make a list of the questions you wish to discuss and request that the teacher have your child's personal file, test results, class work or projects available for review. It is important that both your time and the teacher's time is spent in an attempt to develop cooperative plans for the child. **However, if a concern, problem or question arises at any time during the year, don't wait for a conference.** We urge frequent contact between the home and the school and wish to stress that as parents you should feel comfortable about sending in notes, setting up conference calls or scheduling informal meetings whenever the need arises. If you have a question or concern, call the school and leave a message for your child's teacher. You can do this by dialing **973.334.4162** and entering the **teacher's extension** number. (Please refer to the directory in this handbook for the extension numbers.) You can leave a voice-mail message for the teacher and he or she will get back to you as soon as possible. You can also contact your children's' teachers at their email addresses which follow the form of person's first initial and last name @btrvs.org.

## Special Programs 2021-2022 Extended Instructional Support (EIS)

Rockaway Valley School offers an ongoing extended instructional support (EIS) program to students in Kindergarten through Grade 8 requiring this service. These students receive special individualized instruction in specific areas of reading, math and language arts. Children may be placed in the program if they fall below established district level standards and/or meet other criteria, such as teacher recommendations.

Pupils attend these classes individually and/or in small groups. The degree of need and the number of EIS classes offered to each child are considered when arranging the schedule and may be adjusted up or down as the year progresses.

The program is diagnostic and remedial in nature. Students are given instruction in the specific academic or foundational areas in which they have shown difficulties. Program instructors communicate regularly with class teachers to ascertain current needs and strengths. Mrs. Johnson is our EIS Coordinator.

### Reading Specialist

Students needing additional instructional support in reading may be referred to our reading specialist, Ms. Martino. After a skill assessment, our reading specialist may work with a child individually or in a small group. Ms. Martino also serves as a literacy coach for our classroom teachers, providing resources, reference materials and modeling teaching strategies.

### Speech Language Therapy

Students needing speech services are discovered through teacher and parent referrals throughout the year. After parental notification, the child is evaluated to see if he/she is eligible for speech correction. Once this is determined, an Individualized Educational Plan is developed in regard to delayed or deficient language, articulation, dysfluency and/or voice. Speech classes are held in individual and small group settings. The speech program utilizes current and creative clinical methods based on scientific principles and the needs of the individual child. Mrs. Hayes is our speech language therapist.

## Gifted & Talented (SOAR – Scholastic Opportunities and Academic Rigor Program)

Rockaway Valley School continues to provide an enrichment program for its gifted and talented students. The children are selected based on various criteria, and meet with others of their grade level. The program is designed to encourage the children to pursue their academic questions, by guiding and facilitating their thoughts and energies. Throughout the year, students will be doing a variety of projects and taking field trips to enhance their progress. Mrs. Link coordinates this program.

### **Dedication to Enrichment**

Enrichment activities are provided for all RVS students with a focus on exposing them to a wide variety of disciplines (fields of study), visual and performing arts, global issues, etc. In addition, a talented pool of students is identified based on standardized test scores, teacher recommendations, performance, grade reports and individual student interest and needs. In-class enrichment, mentoring and special workshops are examples of instructional approaches that reach the advanced learners.

### **Special Education**

Rockaway Valley School offers a full range of services for those students identified as having special needs. The district employs a complete Child Study Team (CST) consisting of a Learning Disabilities Teacher Consultant (LDTC), School Psychologist, Social Worker and Speech Specialist. Together with staff and parents our CST evaluates, plans for and monitors any and all district students requiring their expertise.

Children experiencing difficulties academically, socially or emotionally may be referred to the Child Study Team by parents, the Intervention and Referral Services Committee and/or an individual teacher. Working very closely with the parents of a referred child, the CST assesses each referral on a case-by-case basis and develops recommendations and strategies for addressing the needs of the child. If it is determined that a child is eligible for Special Education services, the CST will plan and implement an Individualized Education Plan (IEP) for that child.

In-district programs for eligible children currently consist of one pre-school integrated class, a language and learning disabilities class (LLD) and resource center program for students who require support in academic areas. Students whose special needs require slightly more intensive services than these may be placed in out-of-district programs as deemed appropriate by the team.

Ms. Voorhees is our Director of Special Services and can be reached at 973.334.4162, Ext. 370.

### **English Language Services**

English Language Services (ELS) are provided to those students falling below designated cutoff scores on state-mandated English proficiency tests. Children are pulled from a limited number of regular classes and provided with in-depth training in the English language. This instruction is intended to boost the child's competence with English while minimally disrupting his or her overall education.

### **School Psychologist**

Dr. Gabriela Brown serves our students and their sense of self by evaluating and working to ameliorate psychological, mental or emotional health problems that may impact school performance and adjustment to school. She can be reached at Ext. 211.



## Guidance and Counseling

The goal of the guidance and counseling program in Boonton Township is to address significant factors that influence our students' social, emotional and academic development. Our objective is to meet the needs of students so that they may continue to grow in positive ways. It is important to help students overcome problems that impede learning by providing direction and guidance in matters of personal adjustment, peer relations and academic performance. Activities related to these objectives may take place in classroom guidance lessons and in individual and/or group discussion sessions.

Teachers are often the first to intervene in situations where a pupil is experiencing difficulties, however, parents may be the first to sense a problem needing guidance intervention as well. If a parent senses a problem, he/she should call the guidance counselor. When the teacher recognizes the need for further intervention, he/she consults with the guidance counselor regarding appropriate strategies to meet the student's needs.

Parents are encouraged to consult with teachers, the guidance counselor and/or school psychologist in matters related to student adjustment or any concerns that may be interfering with the child's learning and functioning. Our school psychologist and guidance counselor also serve as a resource person and will recommend outside community agencies to parents when appropriate. These may include mental health centers and various social service agencies.

Parents with questions or concerns may contact Mrs. Cira Giarratano, Counselor/Social Worker, at Ext. 239 or Dr. Gabriela Brown, Psychologist, at Ext. 211.

## Intervention and Referral Services (I&RS)

Annually, RVS establishes an Intervention and Referral Services committee to serve as a school based problem-solving group. The goal of the I&RS is to assist teachers with strategies for dealing with students identified as having issues that are impeding the learning process. To accomplish this goal, the team conducts a variety of activities including:

- Accepting referrals from teachers, administrators, parents and students.
- Gathering information and discussing this information with all concerned.
- Providing the referring person with feedback and suggestions.
- Seeking additional resource personnel to assist in our deliberations.
- Discussing the problems with parents and student.

Monitoring the situation to see if change occurs.

To make a referral, a parent needs to contact the classroom teacher or Mrs. Giarratano at Ext. 239.

## Tutoring

A list of tutors is maintained by Mrs. Giarratano at Extension 239. Please keep in mind that private tutoring must take place off school grounds. Further, your child's current academic teacher cannot be used as a private tutor during the year and summer following the instructional year.

## HEALTH SERVICES

School Health Personnel

Debra Neretich, RN, CPNP, CSN  
School Nurse  
973.334.4162, Ext. 361

Patricia M. Renz, MD, School Physician

### Boonton Township Health Office Guidelines (Pursuant to NJAC 6A:16-2.2)

We all want our children to have good attendance, and we hope our children are healthy so they will have few absences. There are some occasions, however, when children need to stay home. These guidelines are designed to protect the health of all children.

1. If a child is sent home with a fever, he/she is expected to remain home a full 24 hours, fever-free, without the use of fever reducing medications like Tylenol or Advil, before returning to school.
2. If a child vomits during the night or in the morning, please do not send him/her to school. If a child vomits in school, we will call you to pick him/her up rather than send your child home on the bus.
3. If a child has been diagnosed with strep throat, state law requires that he/she must be on medicine 24 hours before returning to school.
4. It is **very important** that the School Nurse is notified if head lice or nits are found in your child's hair.
5. If a child needs to be excused from Physical Education, a note from the parent/physician is required. If a child needs to be excused for more than one week or two physical education periods, a physician's note is mandatory.
6. Parents need to notify the nurse if a child is on crutches, has a cast, or is in a brace of any kind.
7. No medication, including **over-the-counter medication** will be administered to pupils unless there is a **parent/guardian note with the physician's written and signed statement of the medication's name, the purpose of its administration, its proper dose, the time of administration, and the time when it shall be discontinued. The medication must be provided by the parent and must be in its original container.** A medication authorization form can be obtained from the nurse's office or school office, or is also available on the nurse's webpage under Documents & Forms. Please refer to the medication and self-administering medication policies if you have any questions.

### Health Screenings

<u>Height &amp; Weight:</u>	Yearly for all pupils
<u>Vision:</u>	Biennially for all pupils
<u>Hearing:</u>	Yearly for K-3 and 7
<u>Blood Pressure:</u>	Yearly for all pupils
<u>Scoliosis:</u>	Biennially for all pupils ages ten through eighteen as required by law

Note: Scoliosis is defined as a condition in which the spine may curve to the left or right. It is most commonly found during periods of rapid growth and may progress if not treated. The purpose of the screening program is to recognize scoliosis in its earliest stages. Parents are invited to attend these screenings. In addition, a pupil may be exempted from this examination if the parent or guardian so

desires and places that request in writing. A referral form will be sent home only if the student displays physical findings consistent with a postural deformity of the spine.

### **Sports Physicals**

1. Each candidate who wishes to participate on a school athletic squad or team must have a physical exam within 365 days of the first practice session. This exam is to be completed by your health care provider. A health care provider is defined by the state as the examining medical doctor, nurse practitioner, clinical nurse specialist, and/or physician's assistant *ONLY*.
2. RVS will require the annual submission of the NJ state report; please note that this form is *MANDATORY* and that no other form will be accepted. If the form is not completed in full and stamped by your health care provider, it will be returned.
3. If your child does not have a "medical home," please contact the School Nurse so that arrangements can be made with the school physician. We strongly advocate that your child be seen by his/her medical provider to foster an ongoing provider/patient relationship, to provide opportunities for specialist referrals, laboratory testing and assessment of vaccination status.
4. RVS will require the annual submission of the following:
  - i. Pre-Participation Physical Evaluation – Health History Questionnaire, completed and signed by parent/guardian and athlete
  - ii. Pre-Participation Physical Examination – Documented on an approved state form, dated, signed and stamped by your child's medical provider and school physician
  - iii. Completion of the sign-off sheets stating that the parent/student have received and reviewed information on sudden cardiac death, concussions and opioid use
5. If more than 90 days will have passed at the first day of try-outs, a Health History Update questionnaire is required to be completed by the parent.

Sports physical forms for the FALL SPORTS, should be handed in by September 1<sup>st</sup>.

Sports physical forms for the WINTER SPORTS, should be handed in by November 1<sup>st</sup>. Sports physical forms for the SPRING SPORTS, should be handed in by March 1<sup>st</sup>.

### **FAILURE TO MEET THESE DEADLINES MAY DELAY THE ATHLETE'S PARTICIPATION IN HIS/HER SPORT.**

### **School Physicals**

Physicals are recommended for all second, fifth and seventh grade students. Forms are available in the nurse's office or on the nurse's webpage under "Documents and Forms".

### **Sending Students Home**

If a student must be sent home during the school day because of illness or injury, the nurse will advise the parent/guardian or their designated emergency person who will sign the child out in the nurse's office. This procedure is necessary for the well-being and safety of the youngster. *It is extremely important that the Nurse and Main Office are informed of any changes in home, cell or work numbers so that we may contact you in the case of an emergency.*

Parents will be notified and students sent home if the following conditions exist:

- elevated temperature (100 ° or over)
- pain or discomfort that persists after resting
- nausea, vomiting, diarrhea
- excessive coughing, persistent sore throat, coryza (runny eyes/nose), hoarseness
- unexplained rash, with or without itching
- head injuries with lacerations, swelling, or other symptoms of possible concussion

- injuries that are incapacitating e.g. sprains
- severe nose bleeds (difficult to control)
- other conditions deemed necessary by school health personnel

### **Communicable Diseases**

In order to prevent epidemics and protect the health of the children, children with communicable diseases must be excluded from school. These exclusion periods are the minimum days a child should remain out of school for a particular illness.

<b>Communicable Disease</b>	<b>Exclusions from School</b>
Chicken Pox (Varicella)	Six days after onset of rash and/or until lesions are dry. Physician's note required.
Coxsackie Virus (Hand, Foot and Mouth Disease)	Physician's note required.
Common Cold	Should not attend school if student has fever.
Conjunctivitis (Pink Eye)	24 hours after treatment has been initiated and redness/discharge has ceased. Physician's note required.
Diarrhea	Children in whom stool cannot be contained by toilet use should be excluded until diarrhea resolves.
Fever of 100 or more	Must be fever free (without Tylenol or Advil) for 24 hours before returning to school.
Fifth's Disease (Parvo B19, Erythema Infectiosum)	Exclusion not indicated.
German Measles (Rubella)	Five days after appearance of rash. Physician's note required.
Hepatitis Infection	Until end of febrile period and/or seven days following the onset of jaundice. Physician's note required.
Herpes Simplex (cold sores)	Exclusion not indicated.
Impetigo	Until 24 hours after treatment begins. Physician's note required. Area must be covered in school.
Measles (Rubeola)	From onset of symptoms until rash and other symptoms are gone. May be five to ten days. Physician's note required.
Meningitis	Until note is received from physician stating student is able to return.
Mollescum Contagiosum	Exclusion not indicated.
Mononucleosis	Exclusion not necessary. Physician's note required.
Mumps	For acute illness and/or nine days after swelling appears. Physician's note required.
Pediculosis (Head Lice)	After treatment and upon inspection by School Nurse. Hair must be lice/nit free.
Pertussis (Whooping Cough)	Five days after initiation of antibiotics or 3 weeks after onset of paroxysmal stage.
Ringworm	Physician's note required. Area is to be covered in school.
Streptococcal Infection (Strep Throat, Scarlet Fever, Scarlatina)	24 hours after beginning antibiotic therapy. Physician's note required.
Undiagnosed/Other Rashes (including MRSA)	Physician's note required stating student is able to return to school.

Children who show the following signs and symptoms of illness during the preceding 24 hours should remain at home: fever, sore throat, upset stomach, cough, rash of any kind, inflamed eyes, earache, swollen glands, stomach pains or headache. These symptoms may be the forerunner of one of the above listed communicable diseases.

## **Medications**

Any and all medications, including over-the-counter medications (such as Tylenol/Advil and throat lozenges/cough drops) are dispensed only in the nurse's office and will not be given without written permission/directions from a physician. Please furnish all medications in original containers including over-the-counter medications. No pills in baggies/envelopes will be administered. Students may not self-administer any medications except for those conditions deemed "life-threatening", i.e. asthma, diabetes, food/insect sting allergy. In such instances, physician documentation of need, student capability, and parental disclaimer must be obtained yearly and kept on file in the nurse's office. Forms are available in the nurse's office.

## **Dressings**

Bandages or dressings applied by a physician or parent will not be changed except upon a written request from the physician. Soiled dressings can be covered with additional clean gauze if necessary without prior approval.

## **Emergency Contacts**

Please update primary contact information (this has replaced the emergency card). Guardian 1 will be the first person contacted in an emergency. You may put information in the notes section, i.e. mom is a teacher, different parent days, etc.. The cell phone is usually contacted first however; your preferred number should be starred.

## **Immunizations**

The maintenance of an up-to-date health record on every child is a sizable task for the School Nurse. Your cooperation in helping her keep the record accurate and current will be greatly appreciated. All information is considered confidential.

## **School Nutrition Policy**

The Boonton Township Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The Board is committed to:

- A. Providing students with healthy and nutritious foods,
- B. Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains,
- C. Supporting healthy eating through nutrition education, and
- D. Providing students with the opportunity to engage in daily physical activity.

The following items may not be served, sold or given out as free promotion anywhere on school property at any time before the end of the school day:

- A. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations,
- B. All food and beverage items listing sugar, in any form, as the first ingredient, and
- C. All forms of candy.

In addition, foods sold at lunch and for fundraisers are limited to 8 grams total fat/2 grams saturated fat. Drinks are limited to 12 ounces and must be milk, water or 100% juice. Please refer to School Nutrition Policy # 3517 on the school website.

If you have any questions about the School Nutrition Policy or need further clarification, please speak with the School Nurse or the Principal.

### **Birthday/Holiday Treats**

Food and beverages served during special school celebrations including holidays and birthdays or during curriculum related activities shall be exempt from the provisions of the nutrition policy, with the exception of foods of minimal nutritional value which are defined by the United States Department of Agriculture **as all food and beverage items listing sugar, in any form, as the first ingredient; and all forms of candy as defined by the New Jersey Department of Agriculture.**

**Birthdays are not celebrated in Grades 5-8.**

\*Pre-K-4 parents are asked to provide healthy food options when bringing in treats for students. Please see the Nurse's website for ideas.

### **Student Insurance Plan**

A student insurance plan is available to all students during the first month of school at a nominal fee. Enrollment is entirely optional. When considering this insurance coverage, bear in mind that there is no medical insurance coverage provided by the Boonton Township Board of Education for injuries sustained as part of the daily school program or associated after-school activities. Various plans are offered for school time only, while others are 24-hour coverage. If circumstances change, the student insurance may be purchased at any time during the school year. Please contact the School Business Administrator for further information.

### **Attendance (973.334.4162, press "1")**

According to state law, the Boonton Township Board of Education has an obligation to require that the pupils of this district have regular and punctual attendance. Pupil participation in all regularly scheduled classroom learning activities in each area of study is essential in order for each pupil to receive the maximum benefit of a thorough educational program. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study. Therefore, the Board cannot condone, excuse or encourage any non-approved absence by pupils. The school district has the right to request a doctor's note for excessive absences.

Approved reasons for absences are personal illness, recovery from an accident, death in one's family, religious holiday, suspension, and absences authorized by the administration. It is emphatically stressed that student absences resulting from vacations and other activities are not considered legal reasons by the state statute and do not warrant special academic consideration before or after the absence. For an unexcused absence, it is at the teacher's discretion as to whether a test may be made up. Whenever a student is absent, parents must call the school before 8:30 AM (973.334.4162, press "1".)

**A student must be present for 4 hours in order to be considered present for the day.**

**Leaving school early on a 12:15 PM dismissal day is considered an absence.**

Students that are absent during the school day cannot participate in afterschool or evening school events.

## Early Dismissal

The school must be notified in advance of early dismissals by written request from the pupil's parent/guardian. This note should be given to the classroom teacher by the student during homeroom and should state the date, time and reason for leaving early. Prior to leaving the school building, the student must be signed out by a parent/guardian. Identification may be required.

## Tardiness

Students are marked tardy if they report to homeroom after 7:52 AM. Tardiness for any reason other than a late school bus must be explained with a written note or by calling the attendance line at 973.334.4162, press "1" and leave a message stating the date and the reason for tardiness. When a student arrives late to school, they must report to the school office for a tardy slip.

Justifiable reasons for late arrivals and early dismissals shall include medical disability; family emergency, medical or dental appointments that cannot be scheduled outside of school hours, court appearances, and such good cause as may be acceptable to school administration.

All late arrivals will be documented as tardy on the report card. It is the responsibility of the student to make up missed work as the result of tardiness. This may be accomplished by conferring with the teacher to determine his/her schedule availability. **In addition, a student's grade may be affected from repeated tardiness. Excessively tardy students can be given disciplinary consequences such as detention. Students who are chronically late are more likely to have their grades suffer due to missed class time.**

Administration understands that emergencies arise and we have made accommodations for these occurrences. However, after the fifteenth (15) tardy, parents will be contacted by an administrative representative to identify the cause of the repeated tardiness and possible solutions. The school district does have the authority to contact DCPD if a student is habitually tardy or absent.

## Make-Up Work for Absences

It is the responsibility of the student to make up work missed as a result of being absent. The parent/guardian should call the homeroom teacher to make arrangements to have a classmate ("homework buddy") write down the assignments each day a child is absent. Assignments may be picked up from the homework table in the main lobby between 2:30-3:30 PM. Ordinarily the student will have one day for each day absent to make up the missed work. In cases of extended illness, individual arrangements will be made for make-up work. Missed homework assignments can also be accessed through the teachers' websites.

## Science Lab Exemption

We understand that some students may be unable to participate in the dissection of animals. A student will be exempt from participating in animal dissections in the science lab with a written request from the parent. An alternate assessment tool will be used for these students.

## Family Life Education

Family Life Education is part of our health education curriculum. A student may be exempted from this program if the parents so desire. Parents must send a written request for an exemption. The complete Family Life Curriculum is available for inspection and review through the school office.

## Homebound Instruction

If a student is incapacitated at home, arrangements for instruction will be made by the parent through the nurse. A doctor's note is necessary to begin homebound instruction. Students are eligible for homebound instruction when consecutive absences exceed ten (10) school days.

## Physical Education

All students, unless medically excused by a physician, are required to participate in Physical Education. It is recommended that each student wear appropriate clothing/footwear for physical education on their designated gym days. Personal fitness, skill enhancement and individual and team sports are areas of focus in our physical education classes.

Occasionally, for a good reason, a student may be unable to participate in Physical Education. Excuses will be issued in the nurse's office during the first period upon presentation of a written note from the parent/guardian, stating why the child is unable to participate. **The nurse will request a doctor's note following two consecutive excuses or when a student is frequently unable to participate in gym.**

Students that do not participate in Physical Education class **CANNOT** participate in after school sports including Ski Club. Students that do not participate in Physical Education class cannot participate in any physical activities during recess or lunch.

## Athletics

The RVS athletic program consists of a variety of interscholastic sports in which our 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students may participate. All students that tryout for participation in a sport **MUST** have a physical examination before they can participate in the tryout (please refer to Sports Physical section). Under no conditions will a student be able to participate in any phase of interscholastic sports without a documented physical exam by a licensed health professional within 365 days of the first day of practice and reviewed, approved and signed by the school physician. Also, the physical must be valid for the entire sports season that the student is participating in. If a student's physical expires midway through the season, they must have another valid physical before they may resume participation after the expired date.

Tryouts for individual teams may or may not be necessary for certain sports depending on the number of students that sign up. The coaches provide the prospective team members with their evaluations and reasons for not making a particular team if "cuts" have to be made. The decision for whether cuts are to be made and for playing time is decided by the coach. Playing time is not equal for every student and the coach makes the final decision on when and where the athlete plays with regard to safety and the best interest of the team. There is a pay to participate fee of \$75 per student for each sport played.

RVS is one of approximately 40 member schools of the Greater Morris County Junior School Coaches Association (GMCJSCA). We compete with many of these schools in interscholastic competitions during the regular seasons, and also participate in the end of season competitions held by the association. Typically, we do not participate against schools outside of the association. For the end of the season tournaments, the membership is divided into groups based on the school's 7<sup>th</sup> and 8<sup>th</sup> grade enrollments. Therefore, we tend to compete against schools similar to ours in size. In our regular and tournament games, RVS adheres to the governing rules set forth by the New Jersey State Interscholastic Athletic Association (NJSIAA).

All of our teams, except for basketball, consist of only one team. For basketball, junior varsity games in boys' and girls' basketball are held in conjunction with the regular varsity games to help the 6<sup>th</sup> and 7<sup>th</sup> graders develop their skills in a competitive setting. The varsity and junior varsity teams practice together for their perspective sport.

- All students participating in an RVS sport must adhere to the academic and disciplinary standards set forth in their student-athlete agreement.



- If a student leaves school early or comes to school late, not completing the 4-hour requirement, he/she cannot participate in any athletic competition on that day.

The following is a list of the sports offered at Rockaway Valley School and the time period in which they run:

Fall – September to November

- Girls and Boys Cross Country
- Girls and Boys Soccer

Winter – November to February

- Girls and Boys Basketball

Spring – March to June

- Softball
- Baseball
- Girls and Boys Track & Field

Students may only participate in 1 sport per season. Our athletic seasons do not overlap.

All participants in RVS sports are invited to an end of the year sports banquet. The funding for this event is provided through the daily ice cream and pretzel sales that occur at lunchtime. At the banquet, coaches may distribute awards for individual achievement. Mr. Ellard is the RVS Athletic Program Coordinator. If you have a question, please contact him at 973.334.4162, Ext. 341 or cellard@btrvs.org.

## Transportation

The Boonton Township School District provides transportation in accordance with state law for those students who reside more than 2 miles from their residence to Rockaway Valley School and more than 2.5 miles for Mountain Lakes High School. In addition, the district provides “courtesy” busing for students attending Rockaway Valley School and Mountain Lakes High School who reside less than 2 miles from Rockaway Valley School and less than 2.5 miles from Mountain Lakes High School. Bus routes for Rockaway Valley School and Mountain Lakes High School students are mailed to the students’ homes before the start of school. If you have a bus problem, please call the Transportation Office at 973.334.4162 Ext. 357.

Children should be told that a bus driver has an enormous responsibility and that their behavior is important while awaiting and riding the bus. Rules are given out at the beginning of each school year.

Please remember that riding the bus is a privilege. The safety of all of the students is our primary concern. If behavior on a bus is unacceptable, a school administrator will contact the child’s parents to address the problem. **If the inappropriate behavior continues, the student may be removed from the bus. The parents then will be responsible for their child’s transportation.**

Parents must be at the bus stop to receive their Kindergarten-aged children. If the parent is not present, the student will be brought back to the school at the completion of the bus route. An older sibling will not be allowed to escort a Kindergarten-aged student in the absence of the parent.

**No child is to ride another bus other than his/her assigned bus and route to or from school.**

**Students are not permitted to go on a different bus at dismissal time.**

**REMEMBER: STUDENTS MAY RIDE ONLY THEIR ASSIGNED BUS AND ROUTE.**

**Students who fail to comply with the above regulations may be deprived of the privilege of using the bus and will be subject to disciplinary action.**

If a parent intends to pick up his/her child from school, a note ahead of time is required. Students living within two miles of school are permitted to walk, with written parental permission.

Only **children in grades 4 through 8** are permitted to ride bikes to school. New Jersey State Law 39-410.1 requires all children under 14 years of age to wear a bicycle helmet. A bicycle rack is located in front of the school. A bicycle permission form can be obtained in the school office. We recommend bike locks to prevent damage and theft. The school is not responsible for any damage or theft of bicycles.

## **Bus Rules and Regulations**

Students are under the authority of the Boonton Township Board of Education when riding on a school bus. Therefore, the following procedures must be followed for the well-being and safety of all our students. For safety reasons our younger students are expected to sit in the front of the bus. Please take a few minutes to ensure that your student understands the guidelines for school bus safety:

- Oldest students are to sit towards the back of the bus with youngest to the front. If an older sibling wants to sit with a younger sibling, the older student sits in the front of the bus.
- The window for bus arrival is 10 minutes before to 10 minutes after the scheduled pick-up time.
- Never run to or from the bus.
- Wait on the sidewalk or shoulder, never in the roadway.
- Be respectful of private property at or near the bus stop.
- Do not push or shove while waiting in line to board the bus.
- Wait for the driver's signal before crossing the road.
- Always cross at least 10 feet in front of the bus.
- Never cross the roadway behind the bus.
- Never crawl under a school bus.
- If a seat belt is provided, its use is state mandated.
- Stay in your seat always facing forward.
- Keep head, arms and legs inside the bus at all times.
- Always obey the driver.
- Do not yell, shout or do anything else to distract the driver.
- Do not deface the bus seats or other equipment.
- Do not eat or drink on the bus.
- Do not leave personal articles on the bus.
- Keep the bus clean.

**Bear Sightings** – When a bus driver sees a bear in the vicinity of a bus stop and does not see a parent/guardian, the children will remain on the bus and be returned to the school. The driver will inform the dispatcher who will in turn inform the school.

## **Bus Stop Permission Slips**

Bus riders may not ride any bus other than that which is assigned. Bus riders may get off at another stop on their own route provided they notify the driver through a bus stop permission slip (available only through the Office.)

## Bus Evacuation Drills

In accordance with state law, school bus evacuation drills are conducted at Rockaway Valley School and Mountain Lakes High School twice a year in the fall and spring.

## Snow Routes

*(Hillcrest Road, Split Rock Road, Old Timber Trail and Old Wood Lane)*

Weather related changes in the school schedule will result in snow routes being enforced for the following streets: Hillcrest Road, Split Rock Road, Old Timber Trail and Old Wood Lane. Buses will not drive up these roads. Instead, students will be picked up and dropped off as follows:

- at the bottom of Hillcrest Road on Rockaway Valley Road
  - at the bottom of Split Rock Road on Rockaway Valley Road
  - at the bottom of Old Timber Trail on Wildlife Run
  - at the bottom of Old Wood Lane on Horizon Drive
1. **Delayed opening** – Snow routes are automatically in effect for morning pick up. Parents will be notified regarding afternoon drop off procedures via the Honeywell Alert System.
  2. **Early Dismissal** – Snow routes are automatically in effect for afternoon drop off on that day and morning pick up the following day (the only exception is if on a Friday.) Notification regarding the following day afternoon drop off will be made via the Honeywell Alert System.
  3. **No School** – Snow routes will be in effect for the following day for morning pick up. Notification regarding afternoon drop off will be made via the Honeywell Alert System. (The only exception is if on a Friday.)
  4. **Full day dismissal (inclement weather)** – Parents will be notified via the Honeywell Alert System that the snow routes will be in effect for that day's afternoon drop off and the following morning pick up. Notification regarding the following day afternoon drop off will be made via the Honeywell Alert System.

**Note:** Snow routes may be in effect for other weather related conditions or emergencies. Parents will be notified via the Honeywell Alert System.

## Snow Closing

On days when bad weather forces the closing of Rockaway Valley School, families will receive a phone call via our School Messenger system. TV Channels News 12, ABC and NBC will also carry the announcements beginning about 6:30 AM. You may also get notification of school closings/delayed openings on the school website. A district announcement will be left on the school's main phone number. Do not call the police or board members.

When Rockaway Valley School is closed, bus service for Mountain Lakes High School is suspended.

## Arrival to School

Please exercise the utmost caution for the safety of our students whenever driving on school grounds. When dropping off students, please remember all students may not arrive prior to 7:37 AM. Students may arrive early for extra help periods, meetings, or band. A staff member monitors the entrance at the art room door from 7-7:30 AM to ensure students have legitimate reasons for arriving early to school.

## Picking Up Students

All children wait near the Art Room end of the building for pick up at 2:21 PM. Drivers need to enter the school campus at Valley Road, ***bear to the right*** through the parking area and wait to pick up their children at the service entrance to the school. Cars will stay in line until they reach the area where children are waiting. Drivers must remain in their cars while waiting in the pickup line. After pick up they may proceed out toward Valley Road.

### **Driving on School Grounds**

The Glenbourne driveway to the school will be closed to flow-through traffic during school hours. Cars will not be allowed to drive through the school grounds at any time during school hours.

Glenbourne driveway will be reserved for RVS buses; special education program parents and buses; and employees who are planning to park their cars and leave ***after the children have been dismissed***.

**Please obey the “Do Not Enter” sign and follow the proper flow of traffic at all times when on RVS school grounds.**

We encourage all parents to allow their children to ride the bus to and from school every day. The school has limited capacity for additional vehicles during student arrival and departure time.

For everyone’s safety we ask that no one walks in between the buses when they are on school property dropping off and picking up students. Thank you for your adherence to the rules.

### **Parking on School Grounds**

Parking: Please park in designated parking areas only, following all "no parking" and "reserved" signs. ***Do not park around the circle in the front of the building as this impedes emergency vehicles from entering and exiting the grounds.*** If no parking spaces are available, you are permitted to park at the Leonard Park lot.

Parking is available on school grounds in the following areas only:

- Main parking area between white lines
- Parking area by Glenbourne Drive
- Leonard Park adjacent to the school
- Off the school driveway as you exit school grounds

Parking is not available **at any time** in the following areas:

- Reserved parking spaces (assigned staff only)
- Yellow curb along the sidewalk in front of the school I (buses and emergency vehicles only)
- At the intersection between the inner circle and the outgoing school driveway (Emergency vehicles and buses must be able to make an unrestricted left turn.)

### **Emergency Closing**

The Superintendent/Principal is authorized by the Board of Education to close the school, open late or dismiss early in hazardous weather or in other extraordinary circumstances that might endanger the health or safety of pupils or school employees.

Each year parents/guardians, pupils, and staff members are informed through the Honeywell emergency message system in the event of an emergency closing. Parents/guardians shall be required to make alternative arrangements for their children in case no one is home to receive a child after an unscheduled early closing on the student reference form which is included in the student first day packet.

Please refer to Emergency Closing Policy 5141.7 which can be found on the school website.

## **Emergency Drills**

A plan to evacuate the Rockaway Valley School building in the case of a fire or emergency drill has been prepared. Beginning September 2010, Rockaway Valley School will be required to have at least one fire drill **and** one school security drill each month within the school hours.

A school security drill is an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, bomb threat, or lockdown which is similar in duration to a fire drill.

During the school year we may also schedule a multi-agency activity involving actual deployment of resources in a coordinated response as if a real incident had occurred. This exercise tests many components of one or more capabilities within emergency response and recovery, and is typically used to assess plans, procedures and coordinated response under crisis conditions.

Please note that the fire alarm systems shall be initiated only during a fire drill evacuation. Any responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill. Emergency responders are not required to observe security drills, however, we plan to invite emergency responders to attend and observe security drills during the school year.

## **Lunch and Recess**

Since no school cafeteria is available, brown bag lunches must be brought from home. Milk money is collected in September for the school year. The cost for milk will be 42¢ per day for a half-pint container. Parents must indicate if they wish their child to receive non-fat skim, low-fat 1% white or low-fat 1% chocolate milk. Free milk is provided to those students determined eligible (forms available from the School Nurse). In addition, a variety of ice cream is available each day.

The Home and School Association will sell lunches during the week. Orders are placed on a monthly basis. Specific information will be sent home at the beginning of the school year. The lunch menu is available online via the RVS school website.

The lunch and recess schedule is as follows:

10:58 – 11:37 Grades PK, 3-6

11:39 – 12:18 Grades K-2; 7-8

## **Sibling Attendance at Assemblies**

Siblings may attend group performances during school hours such as a play or concert and may do so only if a parent/guardian is present. Students must sit with their parents during the performance. Parents must send in a note to the teacher and the main office the day before the assembly, or the latest at the beginning of the day of the performance making that request. Parents are asked to report to the office prior to the assembly and request their child to be allowed to attend. At that point it is the discretion of the teacher as to whether the student may leave class after considering tests/quizzes/projects. These students will meet their parents in the lobby to walk together to the performance.

## **Use of the Building**

As in the past, school organizations shall have priority in using the building and grounds. Applications for use of the building or grounds are available from the Superintendent's Secretary. Subject to approval by the Superintendent, outside groups may meet on school property. If you would like to run a program or wish to enroll in programs being offered during the school year, simply call the school. Custodial fees may be charged. Alcoholic beverages may not be brought, sold or consumed on school property and smoking is prohibited in our building or on our grounds at all times. We welcome after school use by local recreational and non-profit educational groups. Requests are numerous, so early application is recommended.

## **School Pictures**

Individual color pictures of the children are taken each fall, at no obligation to parents. Class photos are provided free of charge to those who purchase a student portrait package. Class photos are available for a small fee for those who do not order a portrait package. A graduation picture is taken of the eighth graders in June. This photo is free to the graduates.

**From time to time student pictures will be taken for use on our website, news releases and other school publications. If you do not want your child's picture used in these capacities, please indicate that on the media release consent form.**

## **Textbooks**

The Board of Education supplies students with all the textbooks needed. Since they are valued tools of learning, they should be treated with care. To prevent unnecessary wear and tear, they should be adequately covered and labeled with the student's name. This will limit fines for damaged or lost books at the end of the year. Students will be required to pay the replacement cost for lost or damaged books and materials. (Please refer to Policy 3250R Textbook Fines on the school website.)

## **Library**

Our library has several thousand books to inform and entertain, as well as computers with access to informational databases, and the Internet. Subscriptions include two newspapers and more than 30 magazines for student use. Our part-time librarian Mrs. Fox works with parent volunteers from the HSA to maintain the library. She orders and organizes materials, often collaborating with teachers to ensure continuity with the grade level curriculum. She provides support for the teachers in aligning research materials to classroom projects. Our goal is to instill a sense of responsibility and a love of the written word by allowing students to borrow library materials weekly.

## **Field Trips**

The outside community contains many opportunities for pupils to experience real life learning situations. The regular classroom can be extended through field trips, speakers, and on-site visits. Classroom teachers supervise all field trips. Students are required to return a signed permission slip in order to attend a field trip. Students may be asked to bear the cost of the field trip including the cost of transportation and admission.

## **Telephone**

Use of office phones is disruptive; therefore, students are strongly discouraged from using the school phone except in an emergency. Classroom phones may be used in extreme cases but only at the discretion of the

teacher. Students may not use their own cell phone during the school day. If parents need to get a message to their child, please call the office.

## **Forgotten & Lost Items**

Forgotten items such as lunches, books, and musical instruments may be delivered to the school lobby. Once these items are labeled with your child's name and grade/homeroom teacher, the office staff will ensure those items are either delivered to our picked up by your student at an appropriate time in their schedule. This will be done for students in grades PreK through 4 only.

Students in grades 5 through 8 are responsible for picking up their forgotten items and will not be notified by the office staff. Students may ask their teacher's permission to check the lobby for these items. It is a good experience to have the students responsible for remembering their own things.

A lost and found cabinet is located in the lunchroom (lower gym). Please ask your child to check there first after you discover a loss. Periodically, lost and unclaimed items are sent to needy organizations. Items left on buses may be returned to the school; however, several districts use the buses daily, so recovery cannot be guaranteed.

## **AfterCare**

A program for after school child care is available at RVS and run by the Lakeland Hills YMCA. If you wish to enroll your child in this after school care program, please contact the YMCA: 973-334-2820.

## **STUDENT CODE OF CONDUCT**

Rockaway Valley School is an educational community consisting of approximately 470 students and faculty/staff. The following guidelines have been established to safeguard the physical and emotional well-being of all members of our school community:

### **1. Zero Tolerance for Physically and Verbally Aggressive Behavior**

Rockaway Valley School cannot and will not tolerate the use of physical contact (e.g. fighting, hitting, pushing or shoving), the use of obscenities in language or gestures, sexual harassment or the making of threats or discriminatory remarks based on race, color, national origin, religion, gender, sexual orientation, age or disability. Any student engaging in such behavior can expect to receive immediate disciplinary action. Our school's top priority is to ensure the safety of all students and staff.

### **2. Classroom Behavior**

- a) After passing time, students are seated with appropriate materials, and are prepared to work.
- b) Students should use courteous language at all times.
- c) Students must respect others' right to work and avoid unnecessary noises or distractions.
- d) Students will be independent and honorable in doing work.
- e) Students must show respect for all school personnel and volunteers including substitute and student teachers.
- f) Students will refrain from writing, reading and passing personal notes.
- g) Students will avoid calling out and speaking with fellow students during class unless instructed to do so.

### **3. Hall Behavior Expectations**

- a) Students will walk, not run in the hallways.
- b) Students will wait to enter classes in ways that allow for all students and staff to pass.

- c) Students will keep the level of their voices in a normal range; no yelling.
- d) Students cannot cut through the Lower Gym to access classrooms
- e) Students cannot carry backpacks with them in the halls
- f) To avoid accidents, students should not drink from water bottles while in the hallways.

**4. Recess Behavior**

- a) Students are expected to dress appropriately for recess daily.
- b) Students are expected to play safely and fairly on the playground.
- c) Electronic devices are not allowed during recess.

**5. School Dress Expectations**

Rockaway Valley School is an educational institution and all students are expected to dress appropriately for this environment. Neatness, cleanliness, safety and good taste are the key factors to keep in mind.

- a) **Short shorts, skirts and pants worn below the hips are unacceptable. It is expected that shorts are fingertip length.**
- b) Coats, jackets, hats, sunglasses, and backpacks may not be worn in the building. Please leave them in your locker during the school day.
- c) Clothing must cover the **front and back and sides** of each student; therefore, short shirts, halter-tops and tops with “spaghetti” straps are not permitted. Excessively low armholes where student’s sides are exposed are prohibited.
- d) Pajamas and slippers are unacceptable and unsafe.
- e) Articles of clothing that show profanity, promote use of alcoholic beverages, illegal substances or have provocative messages or which symbolize affiliation with gangs, negative or hate groups are not allowed.
- f) Any accessory that can be dangerous, intimidating and/or disruptive or deemed to interfere and be unnecessary with school learning environment is unacceptable and not to be worn by students.
- g) Appropriate footwear must be worn at all times. Sneakers or running shoes must be worn in PE class.
- h) When possible, students will go outside for recess. Students should dress appropriately in warm weather and cold weather. Coats or jackets should be worn in the winter months.

Students who choose not to comply with our dress code will be warned and asked to change immediately with clothes from the nurse’s office or from parents. **The administration reserves the right to interpret the dress expectations for students on a case by case basis if needed. Multiple dress code violations can lead to points.**

**6. Dangerous/Destructive Items**

The following items are considered dangerous or destructive and **must not be** brought to school. Possession and/or use of any of these items are cause for disciplinary action and/or referral to local police authorities:

- Cigarettes and other tobacco products
- Matches and cigarette lighters
- Drugs, alcohol, and other controlled substances
- Fireworks
- Weapons (**any type, size, shape or form**, including but not limited to toy or water pistols, BB guns, and paint guns; knives of any type including pocket knives, xacto or craft knives, common kitchen knives or toys; mace/pepper spray; sling shots/wrist rocket)
- Spray paint
- Laser pointers
- Shock devices
- Remote control devices

**7. Disruptive Items**

The following personal items can be a distraction to the school day and must not be brought to school. They can be confiscated by teachers and/or administrators and returned at a later time.



- Electronic musical devices, Kindle/Fire, iPods, iTouch, iPads, tablets, digital gaming systems
- Novelty items, toys such as fidgeting devices or electronic devices
- Skateboards, rollerblades
- Lacrosse/Hockey sticks (unless your parent drives you to and from school)
- Trading Cards of any kind

8. **Water Bottles:** Students may bring water containers to school that must seal or close properly. No hot beverages such as those in thermos containers are permitted in the halls during school. Students may only drink in classrooms and not in hallways.

9. **Cell Phones:** Students can use their cell phones before and after the instructional day. However, cell phones cannot be used during the school day. All cell phones must be turned off and kept in a locker. If a student uses their cell phone during the school day, it can be confiscated by a staff member. The phone will be given to the Assistant Principal, Dr. Lendis. A parent or guardian must meet with Dr. Lendis so the cell phone can be released to the parent or guardian only. If a cell phone is used again in school and confiscated more than once from the same student, it may result in disciplinary action.

10. **Vandalism**

The Board of Education provides students with an environment that stimulates creativity and learning. It has purchased many valuable educational tools and equipment for student use such as computers, calculators, microscopes, research material, lockers, etc., and must maintain the building, its furnishings and the grounds. Students need to be aware that fines and penalties will be imposed when school property is damaged, lost or defaced. Students who are found destroying, damaging or defacing school property will be expected to pay for the damages or cost of repair, replacement or cleaning of the property. Acts of vandalism are reported to the police.

Any activity using the school computers that is not specifically approved by a teacher or administrator is prohibited. Students will be personally responsible for the cost of repairs, replacement parts or technician time when it is required to restore computers to their original settings or to remove unapproved, downloaded information. Students engaging in such activities will lose computer privileges. Any act of cyber bullying committed on school grounds, on school buses or bus stops may be referred to the Boonton Township Police Department.

11. **Gang Activity**

Membership or affiliation with a gang or group presents a clear and present danger to the school environment. The use of hand signals, written or oral comments, accessories by virtue of color, arrangement, trademark or symbol that indicates or implies a membership to a gang is prohibited. Any person wearing, carrying, distributing or displaying gang paraphernalia or exhibiting gestures or behaviors that can symbolize gang activity or cause the intimidation or affect the sense of personal safety of another student or staff member will be subject to disciplinary action.

12. **Bus Behavior**

Students are under the authority of the Boonton Township Board of Education when riding on a school bus. Therefore, the following procedures must be followed for the wellbeing and safety of all our students:

- ***Oldest students sit towards the back of the bus with younger students towards the front of the bus.***
- You should be at the bus stop 10 minutes before scheduled pick-up time.
- Walk to or from the bus.
- Wait on the sidewalk or shoulder, never in the roadway.
- Be respectful of private property at or near the bus stop.
- Do not push or shove while waiting in line to board the bus.

- Wait for the driver's signal before crossing the road. Always cross at least 10 feet in front of the bus.
- Never cross the roadway behind the bus.
- You must use the seat belt provided on the bus; it is a state mandate.
- Stay in your seat always facing forward.
- Keep head, arms and legs inside the bus at all times.
- Always obey the driver.
- It is unsafe to yell or shout on the bus. The driver needs to be able to hear his dispatcher for instructions. Do not distract the driver.
- Do not deface the bus seats or other equipment.
- There are many students with food allergies, please do not eat or drink on bus.
- Don't leave personal articles on the bus.
- Keep the bus clean.

**Students who fail to comply with the above regulations may be deprived of the privilege of using the bus.**

### 13. Consequences for Inappropriate Behavior

It is important to understand that your adherence to the Code of Conduct begins the minute a student leaves home in the morning and continues until the minute he or she returns home. Those who choose not to comply with the RVS Code of Conduct can expect to be required to attend Detention(s) and may have "points" applied to their record (see below).

Students who repeatedly disregard our Code of Conduct may be excluded from such privileges as participation in extracurricular activities and class outings/trips.

**YOU MAY RIDE ON THE BUS**  
 You may not ride a bus if you do not have a pass from the driver. You must stop on the bus if you are not on the bus.

### 14. Grade 5 & 6 Point System

RVS has a progressive point system that begins in the fifth grade year. This point system will be in effect for 5<sup>th</sup> and 6<sup>th</sup> grade from the beginning of the school year. The point system will affect at least class trips and the year-end activities. Parents/guardians will be notified when points are assigned. The total points will also appear on the notice.

Any teacher or staff member may give Conduct Referrals. Administration will assign all points. Examples of infractions that warrant points are:

- a) One point for any Student Conduct Referral slip sent to Dr. Lendis.
- b) One point for a referral from a *substitute* teacher.
- c) Four points for each In-School Suspension.
- d) Six points for suspension from school.

e) Points for any other infractions, based on multiple Teacher Action Reports (TAR) will be assigned on a case-by-case basis.

**If a student accumulates eight or more points, they may not attend field trips or other special events.** Total points can be reduced with good behavior. Each month of good behavior results in the reduction of one point. Total point may also be reduced by meeting with Dr. Lendis to develop and carry out a student action plan. Points do not accumulate from 5<sup>th</sup> to 6<sup>th</sup> grade.

#### 15. **Grade 7 & 8 Point System**

A second point system takes place in the seventh grade year. Any student who has accumulated **7 points by April 30th** may not be allowed to participate in 8<sup>th</sup> grade activities including any overnight trip, and end of the year activities, including Dorney Park. Any fees that have been collected for these events may not be refunded. All points accumulated in Grade 7 carry over and are applied to Grade 8.

Parents/guardians will be notified when points are assigned. The points assigned for any infraction will appear on the “Student Conduct Referral” slips that are sent home to a parent/guardian. The total points will also appear on the notice.

Examples of infractions that warrant points are:

- a) One point for every Student Conduct Referral slip sent to Dr. Lendis.
- b) One point for a referral from a *substitute* teacher
- c) Four points for each In-School Suspension
- d) Six points for suspension from school.
- e) Points for any other infractions, based on multiple Teacher Action Reports (TAR) will be assigned on a case-by-case basis.

If a student has accumulated points, he/she can reduce points by not receiving a “Conduct Referral” or misbehaving in school. Each month of positive reports from the student’s teachers, results in one-two negative points.

#### 16. **Discipline**

Students must follow the teacher’s rules and consequences. For minor or less serious and repetitive infractions, teacher action reports are issued. Based on administrative discretion, repetitive Teacher Action Reports can lead to a Blue Conduct Referral and points. Each conduct referral will result in contacting the parent by the teacher. Each conduct referral equals one or more points that will affect the 8<sup>th</sup> grade trip for 7<sup>th</sup>/8<sup>th</sup> grade students and other privileges for 5<sup>th</sup> and 6<sup>th</sup> graders. Repetitive referrals to the administration for any disciplinary reason may result in various detentions. Severe infractions may result in an in- or out of school suspension and police notification as required by law.

Offenses at any grade level that result in injury to another student will be referred to the Principal’s Office immediately.

The objective of our school discipline code is to curtail and prevent inappropriate behavior. This should be done in a partnership between the school and home. Please feel free to contact your child’s teacher(s) if you have any concerns about his/her behavior in school. If you are still concerned after discussing the problem with the teacher(s), contact the Principal or Assistant Principal to arrange a conference.

While there are consequences for infractions, students who behave appropriately will be rewarded with praise, positive reinforcements and a favorable school climate in which to

learn and interact with peers and staff. “Falcon of the Month” award and STAR (Show Tolerance and Respect) award are just two of the programs that encourage and reward responsible and desirable behavior.

**17. Behavior Guidelines:**

<b>Infraction</b>	<b>Possible Consequence</b>
Assembly disruption	Detention/miss next assembly
Bullying/Harassment	Detention/in-school or out-of-school suspension/contact police
Cyber-bullying	Detention/suspension/contact police
Cheating/Copying homework	Grade of “0” or as determined by teacher
Classroom disruption	Detention
Cut detention or Saturday detention	2 detentions/2 Saturday detentions
Fighting/Assault	Detention/Saturday detention/suspension/contact police
Inappropriate language/gesture	Detention/suspension
Disrespect to authority	Detention/Saturday detention/suspension
Lunchroom disruption	Clean up and/or
detention/reverse lunch detention	
Sent to Office during class	Detentions/call home by teacher/administrator
Tardiness	Detention
Theft	Possible Saturday detention/suspension
Unprepared for class	Determined by classroom teacher
Vandalism	Suspension or Saturday detention; pay for damage
Violent, terroristic threats	Out-of-school suspension and police notification as required by law

Severe infractions may result in an in- or out-of-school suspension and police notification as required by law.

**Acceptable Use of Technology:**

Students must adhere to the Terms and Conditions of the District’s Acceptable Use Policy (Policy 6142.10, Internet Safety and Technology). Parents of all students are required to have their child(ren) review the online Internet Acceptable Use Agreement and electronically sign off they have done so. All students in grades three through eight will be assigned a full Boonton Township School District G Suite for Education account unless you choose to opt out of this program. G Suite for Education information is available on the Parent Portal. All students in grades five through eight will be assigned an email address and a district owned Chromebook as per the Acceptable Use Agreement. This agreement as well as the Chromebook warranty option is available on the Parent Portal.

**Area Library Information**

Mountain Lakes High School Library 973-334-8400  
Powerville Road, Mountain Lakes

Mountain Lakes Public Library 973-334-5095  
Elm Street, Mountain Lakes  
There is a non-resident fee for the use of this library.

Morris County Free Library 973-285-6101  
Hanover Avenue, Whippany, NJ

Boonton Township is a member of the Morris County Free Library. Parents and students may obtain a library card by requesting one at the main desk in the County Library.

## **Asbestos and Water**

The designated person for asbestos and water monitoring at Rockaway Valley School is the School Business Administrator. Any concerns or questions about the status of asbestos conditions or water quality should be directed to him.

Rockaway Valley School has been inspected for asbestos as per the Environmental Protection Agency (EPA) regulations by a qualified inspector and a complete management plan is on file for your review in the Business Office. The plan is updated every three years and was totally revised during the Fall of 2018.

The most visible asbestos-containing materials in the building are the vinyl asbestos tiles (VAT) that cover the floors in many classrooms. Most floor tiles that measure 9" x 9" are VAT. This tile poses no threat to the students or staff as long as it is in good condition.

The Rockaway Valley School water system is tested quarterly for Total Coliform bacteria, and annually for Nitrate. The school also has a testing schedule in place for Volatile Organic Compounds (VOC's), Lead and Copper, and Inorganic Compounds (metals), once every three years. VOC's, Inorganics, and lead and copper are on a reduced schedule since the water at Rockaway Valley School has tested free of these contaminants in the past. The New Jersey Department of Environmental Protection sets the testing schedule, and reviews all results taken at the school. A copy of Annual Drinking Water Quality Report for the previous fiscal year is posted on the district's website. It is also posted at the school. If you have any questions or concerns, please notify the School Business Administrator immediately.

More information is available from the NDEP at:

[https://www9.state.nj.us/DEP\\_WaterWatch\\_public/JSP/WSDetail.jsp?tinwsys=5405](https://www9.state.nj.us/DEP_WaterWatch_public/JSP/WSDetail.jsp?tinwsys=5405)

## **Integrated Pest Management**

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Boonton Township Board of Education shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty and staff to pesticides. These procedures shall be applicable to all school property in the Boonton Township School District. Information related to integrated pest management is available in the Business Office.

## **Student/Parent Grievance Procedure**

The purpose of this procedure is to secure, at the earliest and most direct level, an equitable solution to any grievance that may arise. A grievance is considered a claim caused by a misinterpretation, violation, or inequitable application of students' rights, including the right to equal opportunity regardless of age, race, creed, color, national origin, ancestry, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, or social or economic condition.

Definite action on a grievance must be initiated within ten days following the event or occurrence that is the basis of the grievance, or the complaint shall be considered invalid. The pupil or parent/guardian should take

up the grievance with the person(s) immediately concerned. If a solution cannot be resolved, the grievance should be submitted in writing to the administration. After meeting with the parties involved, the Superintendent shall render a decision in writing within ten days. Further appeal may be made to the Board of Education five days after the Superintendent's written decision. The Board shall place the grievance on its agenda within one month.

All formal grievances and decisions rendered shall be in writing. Ultimate appeals to the Commissioner of Education, State Board of Education and the courts (in that sequence) may be made.

A complete copy of the Student/Parent Grievance Procedure (Policy # 5145.6) may be secured from the Board Secretary.

### **Affirmative Action Compliance**

The educational programs and activities of the Boonton Township School District are accessible to all students regardless of gender, race, religion or handicap in accordance with all local, state and federal laws and regulations. A grievance procedure is available through the Affirmative Action Officer, Dr. Christian Angelillo.

### **Equal Educational Opportunity**

The district shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, social or economic condition. Enforcement of other district affirmative action/equity policies (2224, 4111, 4211.1 and 6121) contribute to this legally required equality of educational opportunity.

Staff members shall maintain professional relationships with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each pupil as an individual and to accord each pupil the rights and respect that is his/her due.

Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his/her program, consistent with district goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

- A. Insisting on reasonable standards of scholastic accomplishment for all pupils;
- B. Creating a positive atmosphere in and out of the classroom;
- C. Extending the same courtesy and respect that is expected of pupils;
- D. Treating all pupils with consistent fairness.

The Board of Education guarantees to all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to privacy or right to hold personal beliefs that are different from those of the mainstream.

### **Harassment**

The district's affirmative action program is part of each academic program regarding all pupils. No one--including pupils, staff members, vendors, volunteers, or visitors--shall commit an act of

harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

Harassment is defined as a repeated pattern of unprovoked aggressive behaviors of a physical and/or psychological nature carried out by an individual or a group against an individual or group with the effect of causing harm or hurt. Harassing behaviors are all those behaviors that are unwelcome, unwanted, and uncomfortable in the view of the recipient. They all have the effect of creating a hostile environment.

A third party may claim harassment. That is, individuals who are not directly involved in the behavior may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

### **Sexual Harassment**

The Boonton Township School District offers yearly training on the topic of sexual harassment to heighten awareness on any such issues that may arise. School administrators handle these incidents firmly and with extra sensitivity to each individual's rights to the confidentiality of the matter and to due process.

Particularly, the Board of Education shall maintain an academic environment that is free from sexual harassment.

Sexual harassment shall consist of unwanted and unwelcome sexual advances, requests for sexual favors, and other inappropriate conduct or communication of a sexual nature when made by any staff member to a pupil, by any pupil to another pupil, or by any pupil to a staff member when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of a pupil's evaluation, promotion, opportunities, privileges, and other benefits of education;
- B. Submission to or rejection of such conduct by a pupil is used as a basis for decisions affecting the pupil;
- C. Such conduct has the purpose or effect of interfering with a pupil's academic performance or creating an intimidating or hostile educational environment.

The administration will inform all pupils that sexual harassment is prohibited in the educational setting. Specifically, no person employed by the district or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupil's standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Any member of the student body may file a formal grievance related to sexual harassment. The affirmative action officer will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor affect future grades or class assignments.

Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action. Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer or chief school administrator. Violations of this policy or its related procedures shall be cause for disciplinary action.

### **Implementation**

The chief school administrator shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process, and notification procedures. The chief school administrator shall ensure that, annually, all staff and all pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their right to file grievances under this policy and the law and the procedures relative to filing. Further, all staff and pupils shall be informed annually of the identity of the district's affirmative action officer(s) and how they may be contacted.

The chief school administrator shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of an educational environment.

## Division of Child Protection and Permanency Information (DCPP – formerly named DYFS)

### **Child Abuse and Neglect**

Remember:

If you believe a child has been abused or neglected, you have a legal responsibility to report it!

#### **Child Abuse/Neglect Hotline:**

**1-877-NJ ABUSE** (652-2873)  
24 hours a day/7 days a week

#### **Boonton Township Police**

**973-402-4000**

In New Jersey, every citizen—every teacher, doctor and neighbor—every person who comes into contact with a child and observes behavior or conditions that might indicate abuse or neglect is required by law to report his suspicions.

Report suspected abuse by calling the Child Abuse/Neglect Hotline at 1-877-NJABUSE AND ALSO THE BOONTON TOWNSHIP POLICE DEPARTMENT AT 973-402-4000.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."



- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-8520