

Little Falls Township School District 2017-2018 Parent Handbook



LITTLE FALLS
■ TOWNSHIP PUBLIC SCHOOLS ■

One Team...One District...One Vision

WELCOME STATEMENT

Dear Parents:

With this copy of the Little Falls Township District Handbook, we hope to make the 2017-2018 school year a most pleasant and productive one for both you and your child(ren). Included are pertinent regulations, program descriptions, PTA information and other materials with which we hope you will become familiar. The Little Falls School District meets the needs of the students from the time they enter kindergarten until they graduate eighth grade. Our teachers and administrators are sincerely interested in the welfare and progress of each individual student. These are your schools. Learn as much as you can about our curriculum, programs, and school activities. We encourage you to avail yourselves of the various channels of communication set up to keep you informed about your schools. We encourage you to:

- Keep in frequent contact with your child(ren)'s teachers
- Attend as many school programs and activities as possible
- Come to Board of Education meetings
- Become an active member of the school PTA's
- Visit our School District Website on a frequent basis, <http://lfschools.us/lfs/>

Please feel free to contact your child's teacher or principal, your Parent/Teacher Association, the Superintendent, or the Board of Education about any school matter. Support and help us. Together we can make a difference!

Best wishes for a safe and rewarding school year for your family,
The Little Falls Board of Education

AFFIRMATIVE ACTION

The Little Falls Board of Education, in compliance with all federal and state laws, rules and regulations related to equal education and employment opportunity, is committed to a policy of non-discrimination because of race, color, creed, religion, sex, ancestry, national origin, or socio economic status. The district's approved Equal Education Opportunity Plans are available at the office of:

John DiGiovachino & Sherri Glassman, Affirmative Action Officers
School #3 560 Main Street
Little Falls, NJ 07424
Telephone: 973-812-9512

Any student, parent or employee may file a grievance relative to Affirmative Action guidelines (contact the Affirmative Action Officer for detailed procedures). Anyone who is subjected to unwelcome physical advances or verbal or physical conduct of a sexual nature should contact the Affirmative Action Officer.

LITTLE FALLS BOARD OF EDUCATION

Mrs. Lauren Verdi, President
Mr. Michael Russo, Vice President
Mrs. Janine Veteri Barone
Mr. Thomas Breitwieser
Mrs. Rachel R. Capizzi
Mr. Frederic DeMarco
Mr. Doug Jandoli
Mrs. Diana Kribs
Mr. Michael O'Neil

A listing of all public meetings is found at the district website.

ADMINISTRATION

Mrs. Tracey L. Marinelli, Superintendent/Director of Curriculum
Mrs. Luci Cruz, Secretary to the Superintendent of Schools
Mrs. Andrea Marchesani, Confidential Secretary
Mrs. Carol Delsandro, School Business Administrator/Board Secretary

Ms. Julie Eckert, Secretary to the Business Administrator
Mrs. Lynette Fata, Secretary to the Business Administrator
Mrs. Eva Lonsky, Bookkeeper/Payroll

Mr. Philip Ligus Principal- School #1 - 973-256-1033
Mrs. Emma DeFeo, Principal's Secretary Fax: 973-256-0225

Mrs. Jill Castaldo, Principal School #2 - 973- 256-1386
Mrs. Sherri Kopf, Principal's Secretary Fax: 973-256-1610

Mrs. Nicole Dilkes, Principal School #3/Curriculum Coordinator 973-812-9512
Mrs. Diane Najjar, Principal's Secretary Fax: 973-256-6542

Dr. John DiGiovachino, Director of Special Services -973-812-9512 x 3403
Ms. Amy Wright, Special Services Secretary Fax: 973-256-6542

School District Website: www.lfschools.org

STATISTICS AND GENERAL INFORMATION

The Little Falls Township School District consists of three district schools comprising grades Kindergarten through Eighth Grade as well as serving eligible Pre-K students. Little Falls students in grades nine through twelve attend Passaic Valley Regional High School which is located in Little Falls. The high school is under the jurisdiction of the Passaic Valley Regional High School Board of Education representing the communities of Little Falls, Totowa, and Woodland Park. Dr. JoAnn Cardillo is the Superintendent of Schools and can be reached by calling the main office number, 973-890-2500.

SCHOOL ORGANIZATION

The Little Falls School System consists of three schools, School No. 2 which houses grades K-2, as well as the Preschool Handicapped Class and the Inclusive Preschool, School No. 3 which houses grades 3-4, and School No. 1, which houses grades 5-8.

BELL SCHEDULE - SCHOOL NO. 1

Grades 5, 6, 7, 8

8:20 a.m. Doors Open
8:25 a.m. Mandatory Entry – All Pupils
8:28-9:11 a.m. Period 1
9:13-9:53 a.m. Period 2
9:55-10:35 a.m. Period 3
10:37-11:17 a.m. Period 4
11:19-12:04 a.m. Period 5
12:06-12:51 a.m. Period 6
12:53-1:33 a.m. Period 7
1:35-2:15 p.m. Period 8
2:17-2:57 p.m. Period 9
2:57-3:00 p.m. Dismissal
3:05 p.m. Buses Depart

BELL SCHEDULE - SCHOOL NO. 2

Grades K, 1, 2

Homeroom 9:00-9:10
9:10-9:55 Period 1
9:55-10:40 Period 2
10:40-11:25 Period 3
11:25-12:10 Period 4
12:10-12:55 Period 5
12:55-1:40 Period 6
1:40-2:25 Period 7
2:25-3:10 Period 8
3:10-3:20 Closing/Pack Up
3:25 Buses Depart

Preschool Schedule AM

9:00 AM Arrival
11:30 AM Dismissal

Preschool Schedule PM

12:50 PM Arrival
3:20 PM Dismissal

Full Day Preschool

9:00 AM Arrival
3:20 PM Dismissal

BELL SCHEDULE - SCHOOL NO. 3

Grades 3 & 4

8:35 Doors open
8:40-8:50 Homeroom
8:50-9:35 Period 1
9:37-10:22 Period 2
10:24-11:11 Period 3
11:13-11:58 Period 4
12:00-12:45 Period 5
12:47-1:32 Period 6
1:34-2:19 Period 7
2:21-3:05 Period 8
3:10 Buses Depart

PRESCHOOL DISABILITIES PROGRAM

Little Falls resident parents/guardians who notice any special problems in their child's development, including: fine and gross motor development, speech and language development, acquisition of age-appropriate cognitive skills, or other significant developmental delays, should contact the Special Services Office at 973-256-4810 to request a Child Study Team evaluation. The Child Study Team, parents, and other teaching staff members, as required by law, will meet to determine whether an evaluation is warranted, and if warranted, determine the nature and scope of the evaluation, according to the requirements of New Jersey Administrative Code 6A-:14. If, upon conclusion of the evaluation, an eligibility determination is made, an appropriate educational program is provided by the Little Falls School District. These services are available to preschool children who will be turning three, through five years of age.

ENTRANCE REQUIREMENTS: AGE

A child may be enrolled in Kindergarten who will be five years of age on or before October 1 of that school year. Proof of age shall be presented for examination at the time a child is enrolled.

LATE ARRIVAL AND EARLY DISMISSAL - see policy 5230

ABSENCE VERIFICATION PROGRAM GUIDELINES

Our schools conduct a mandatory "ABSENCE VERIFICATION PROGRAM" designed to make it more efficient and easier to report your child's absence. This initiative provides for the capability of leaving a message twenty four hours per day. In order to facilitate this process, cooperation between the school absence verification officers and parents is necessary. The safety benefit of the program will be lost if parents do not follow the guidelines and call us at the appropriate time. This program is not a truancy program. It is a safety procedure and we urge all parents to cooperate by making the calls promptly and conscientiously. For your convenience, the guidelines for our Absence Verification Program are noted below.

Please keep these instructions and telephone numbers for future reference.

LITTLE FALLS SCHOOLS ABSENCE VERIFICATION PROGRAM GUIDELINES

The Absence Verification Program numbers are noted below:

School #1 – 973-256-1033

School #2 – 973-256-1386

School #3 – 973-812-9512

Please note that the above numbers are the school telephone numbers and you should follow the prompts to reach the Absence Verification Line.

The answering machine will be in operation twenty-four hours a day. If your child/children will be absent on the next day of school, call the absence verification number and report the following information in the order in which it is given below. Parents are requested to call before 8:30 a.m.

When you call you will hear a voice that will say: "Absence Verification Program."

After the beep, please state:

- a. Grade
- b. Child's first and last name
- c. Duration of absence
- d. Reason for absence, date(s) of absence

In the case of a multiple absence that continues beyond the dates that you have given, call the absence verification number for your child's school and report the continuation of the absence. A note is still required upon return of your child to school as attendance verification. Please be reminded that messages must be from the parent or legal guardian, as student messages are not acceptable.

Do not leave any other messages on these lines. If you have not called and your child is Absent, Mrs. Hamilton, Mrs. Abboud, or Mrs. Steinman, our absence verification officers, will then call you at home or business to verify the absence. We will continue to call until 10:00 a.m. If we cannot verify the whereabouts of your child by this time, we will telephone the Little Falls Police Department to report that your child is missing and ask them to investigate.

It is necessary that a pupil be in attendance throughout the school day in order to benefit fully from the educational program of the district. The Board of Education recognizes, however, that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day. A pupil may be excused during the school session for good cause acceptable to the principal, and approved by him/her on receipt of a signed request from the parent or guardian. The excuse requests shall be kept on file in the principal's office. Any pupil who is reporting late to school must report to the principal's office. A note regarding the late arrival, signed by the parent/guardian, must be presented upon arrival. Chronic lateness of an unacceptable nature will result in disciplinary consequences. No pupil shall be permitted to leave the school before the close of the school day unless met in the school office by a parent or a person authorized by the parents to act on his/her behalf.

5200- ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student's absence from school will be excused, or unexcused that counts toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

HIB Coordinator: James Schoeneich jschoeneich@lfschools.org 973-256-1033 x2104
HIB Specialist School #1: Mary Budd mbudd@lfschools.org 973-256-1033 x1126
HIB Specialist School #2: Donna Hamilton dhamilton@lfschools.org 973-256-1386 x2213
HIB Specialist School #3: Matt Rohlf mrohlf@lfschools.org 973-812-9512 x3102

TRANSPORTATION

The Board of Education transports eligible pupils to and from school in accordance with law and approved policy. According to policy, the Board provides transportation for students with educational disabilities as required by law and dictated by the pupil's educational needs and physical welfare. The Board also considers the provision of transportation to those pupils not otherwise eligible when the Board determines walking conditions to be hazardous. Pupils who are sanctioned to be transported by bus will be transported to and from their home and no other locations.

All School No. 1 pupils must return directly home upon dismissal. Under no circumstances shall a pupil frequent local stores, restaurants, etc. prior to returning home. This includes early dismissal days. School No. 1 pupils are to report directly to school in the morning. Under no circumstances shall a pupil leave school grounds prior to the entering bell. Pupils who are assigned to ride a school bus will not be given permission to walk home. Only pupils who are assigned to a given bus may ride that bus.

BUS CODE OF CONDUCT

The bus driver shall be in full charge of the bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he/she attends.

If a student misses the bus at school, at the end of school day, he/she should report to the office immediately. Parents/Guardians will be contacted to arrange for transportation home.

- * Students are permitted to ride only the bus to which they've been assigned
- * Students shall remain seated at all times.
- * Students must fasten their seat belts on buses so equipped.
- * No passengers, except public school pupils or school personnel assigned by administration, shall be carried on scheduled trips.
- * Students shall not litter or otherwise deface the bus in any way inside or outside. Neither eating nor chewing gum shall be allowed on the bus. There shall be nothing thrown, spit or dropped out of the windows.
- * Students will be expected to behave in a safe, non-disruptive manner at all times. Unsafe and disruptive behavior shall be reported to the office of the principal.
- * Emergency doors shall be used only for emergencies; students shall not tamper with them.

The Bus Code of Conduct is designed for the physical and emotional well being of all the buses' occupants. Students who violate the Bus Code of Conduct will be subject to being suspended from their bus privileges.

GENERAL RULE INFRACTIONS

The following rule infractions shall result in one, or any combination of the disciplinary actions listed below being taken, depending upon the frequency and/or degree of the infraction.

Rule infractions:

- * Tardiness
- * Use of profane language
- * Class disruption
- * Defiant and insubordinate behavior
- * Lunchroom misbehavior
- * Playground misbehavior
- * Bus misbehavior
- * Gum chewing or eating candy
- * Throwing snowballs or other objects
- * Disturbing school neighbors
- * Other inappropriate behavior deemed serious enough by the principal

Disciplinary Actions:

- * Counseling/discipline session with teacher
- * Teacher notifying the parent/guardian
- * Counseling/discipline session with the building principal
- * Building principal notifying the parent/guardian
- * Loss of recess
- * After School Administrative Detention
- * Other actions deemed warranted by the building principal

SCHOOL SUSPENSION

The following infractions can result in out-of-school suspension for a period not to exceed ten (10) school days:

- * Repeated "General Rule Infractions"
- * Possession, use or distribution of any controlled dangerous substance prohibited by law; alcoholic beverages; any prescription or patent drug except those for which permission to use has been authorized by a licensed physician and approved by the parent or guardian.
- * Striking or threatening a teacher, school employee or fellow student
- * Stealing
- * Fighting
- * Causing or attempting to cause damage to school property
- * Turning in a false fire alarm or calling in a bomb threat
- * Using or having possession of a dangerous weapon or fireworks
- * Smoking
- * Truancy
- * Cutting of class

SCHOOL SUSPENSIONS GRADES Pre K- 2

P.L. 2016, Chapter 45, signed into law, September 16, 2016, places limits on out-of-school suspensions and expulsions beginning the 2016-2017 school year in school districts and charter schools as follows:

Students in grades **K-2** shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L. 1995. **K-2** students shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of violent or sexual nature and endangers others.

Students in preschool shall not be suspended and shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L. 1995.

Note: An out-of-school suspended student is prohibited from attending classes or school sponsored activities and may not appear on school grounds.

These rules and the District code of conduct provide a framework for expected and appropriate behavior for ALL of our students. Teachers will review and model the school rules as they establish classroom rules at the start of the school year. In addition the children will be asked to sign a behavior contract, pledging to do their best to follow these rules. Be sure to review these rules at home with your child at different times during the school year. The goal is to help the children understand and internalize the high expectations we ALL hold for behavior and academic work. All faculty and staff will ensure that these rules are followed in the classrooms, hallways, cafeteria and playground of Little Falls School No 2. We appreciate the support we get from home as we work together to help our young students learn and display appropriate social and learning behaviors. Our goal is to maintain the safe, calm and caring feeling of the school at all times.

PUPIL PROGRESS REPORTS

The Board of Education believes that the cooperation of school and home is a vital ingredient to the growth and education of the total child. The Board recognizes its responsibility to keep parents informed of pupil welfare and progress in school.

The Little Falls Schools provide a system of reporting pupil progress which shall include report cards and parent conferences with teachers in grades kindergarten through eight. The teaching staff will insure that both the pupil and parents/guardians receive ample warning of a pending grade of "failure."

Report cards will be sent home at various intervals during the school year, consisting of three of four marking periods depending upon the school your child is in.

HOMEWORK

The Board of Education acknowledges the educational validity of work assigned to pupils for completion outside the classroom as an adjunct to and extension and follow-up of the instructional program of the schools.

The emphasis in homework assignments should be placed on the value of the assignment for the individual child with due consideration to:

1. Strengthening basic skills
2. Extending classroom learning
3. Stimulating and furthering interests
4. Reinforcing independent study skills
5. Developing initiative, responsibility and self-direction

Homework is an essential part of our school; it is considered in determining a pupil's progress report grades.

STUDENT RECORDS

The policy of the Board of Education as authorized by NJSA 18A:36-19; NJAC 6:3.1-2.6 allows parents and legal guardians access to pupil records. If you would like to review your child's school records, please call your child's principal to arrange a mutually convenient appointment. Child Study Team records are kept in the Office of the Director of Special Services with copies secured in other appropriate locations in School #1, School #2, and School #3.

COMMUNITY INVOLVEMENT FOR TITLE IV

The LEA has a teacher representative serving on the Little Falls Municipal Alliance, as well as representation by our Social Worker, Substance Abuse Coordinator, and Guidance Counselor at community and statewide conferences related to drug and violence prevention. Additional efforts are coordinated through the support of a Student Assistance Counselor from Passaic Valley Regional High School who works in consultation with our staff. District services to students will be coordinated among local law enforcement agencies, LEAD program officers, the Passaic County Council on Alcoholism and Drug Abuse Prevention, the Child Assault Program, and the Little Falls Municipal Alliance to initiate both student and parent workshops to disseminate relevant information and address community-wide goals for drug abuse and violence prevention.

IMMUNIZATION

New Jersey Minimum Immunization Requirements for Kindergarten - Grade 12
N.J.A.C. 8:57-4 Immunization of Pupils in School

Guide for checking compliance

Step 1: Each child attending/enrolling must present documentation of immunizations or valid medical or religious exemption to vaccines. In order to allow a child to enter school, he/she must have at least one dose of each age-appropriate required vaccine.

Step 2: Determine child's present grade level.

Step 3: Compare the child's record with the requirements listed on the chart below.

Grade	DTaP	IPV	MMR	Varicella	Hep. B	Men.	Tdap
K-1st	4 doses with one on or after the 4th birthday	A total of 3 doses with one of these doses given on or after the 4th birthday	2 doses	1 dose	3 doses	None	None
2nd-5th	3 doses	3 doses	2 doses	1 dose	3 doses	None	None
6th grade and higher	3 doses	3 doses	2 doses	1 dose required for children born on or after 1/1/98	3 doses	1 dose required for children born on or after 1/1/97 <u>given no earlier than ten years of age</u>	1 dose for children born on or after 1/1/97

**taken from NJHEALTH New Jersey Department of Health POLICY*

CHILD STUDY TEAM

In accordance with New Jersey Administrative Code 6:14 et. seq. (N.J.A.C. 6:14), the Child Study Team (CST) is composed of a school social worker, school psychologist, learning disabilities teacher/consultant and as appropriate, a speech/language specialist. The role of the CST is twofold: first, to work with teachers and parents in providing instructional strategies and techniques to help all children learn and second, to evaluate students and assess their need for special education services according to the regulations set forth in N.J.A.C. 6:214 et. seq. when necessary. All CST folders are secured in the Director of Special Services Office in School No.3.

Parents/Guardians wishing to review their child's CST folder or request a copy of N.J.A.C. 6:14 ET. Seq. may do so by contacting the Director of Special Services.

SPECIAL SERVICES

The Little Falls Township Public Schools offer a wide array of special services, Preschool through Grade 8, which are individualized to meet the varied needs of one or more segments of the school population.

PRESCHOOL DISABLED PROGRAM

Children who turn three years of age, and who exhibit developmental delays and/or speech/language difficulties, may be eligible for preschool special education services. Information concerning this program may be obtained from the Director of Special Services.

ENGLISH AS A SECOND LANGUAGE

Some students enter the Little Falls Schools with a limited English proficiency. All students are carefully screened upon reporting for school and those students found to be in need of services will receive them from an ESL provider.

BASIC SKILLS IMPROVEMENT PROGRAM (BSIP)

The Basic Skills Improvement Program (BSIP) provides support for students in the district who do not meet the school district's established minimum level of proficiency in reading, math and/or written language. Basic Skills instruction is offered on a regularly scheduled basis during the school day.

PARENT ADVISORY COUNCIL (PAC)

The Special Education Parent Advisory Council (PAC) is coordinated by the Director of Special Services, and will meet throughout the year to discuss issues related to special needs students. Guest speakers, rap sessions, panel discussions and videotapes will serve to educate and provide valuable information to group members.

The Special Education Parent Advisory Council (PAC) is open to all parents and teachers. Announcements will be mailed home with dates and topics.

GIFTED AND TALENTED PROGRAM

The Gifted and Talented Program provides identified students with a broad range of learning experiences and opportunities in all subject matters in order to build the well rounded student. Gifted students are those with an exceptional talent who perform or show the potential for performing at extraordinarily high levels of accomplishment when compared with others their age. Assessments are conducted at the end of 3rd and 6th grade to evaluate each student's eligibility and determine individual's program entry and exit. Our Gifted and Talented Curriculum is a living curriculum that is often determined by the learner and their interests and special talents that is then tailored to the needs of the students.. The Gifted and Talented students work with the VEX Robotics, NAO Robot programming, STEAM activities, computer coding,, mock trials, picture book writing, the list is endless and knows no boundaries. If the students have an interest we provide the tools and resources for them to grow and explore. The students also take part in activities and events such as the Law Fair, the Buehler Challenger and Science Center, Symposium for the Arts, the Montclair University outreach program as well as participating in Passaic County Gifted and Talented events. The events are part of the Passaic County Gifted and Talented Consortium where they compete in such things as Quiz Bowls, Battle of the Books, Geography Bees, Math Day, Technology Day and STEAM Days.

HOME INSTRUCTION

Home Instruction will be provided to those students whose absences for an illness exceed ten consecutive school days. A doctor's note stating the approximate duration of the illness must accompany all requests for this service.

Home Instruction will be provided for a minimum of five hours per week and up to 10 hours for a classified student, generally distributed over a three day period of time. A certified teacher will deliver these services in cooperation with the classroom teacher who will provide materials.

Parents/Guardians should contact the Director of Special Services should the service become necessary.

SERVICES UNDER SECTION 504

Section 504 is part of the Rehabilitation Act of 1973, which applies to all persons with disability. A student who may potentially qualify for a 504 plan must have a mental, or physical impairment, which substantially limits one or more of a student's major life activities. Common examples include, but are not limited to, such things as communicable diseases (HIV, TB), medical conditions (Attention Deficit Hyperactivity Disorder, asthma, allergies, diabetes, heart disease, seizure disorders, traumatic brain injury, etc.), temporary medical conditions due to illness or accident, and psychological disorders.

If you believe that your child may need special accommodations or services in the regular classroom in order to participate in the day-to-day school program, the District will consider the medical diagnosis, and evaluate the student's condition and reach a determination as to whether the student is eligible under the 504 Guidelines. Students do not need to be classified in order to receive services, as Section 504 falls under the responsibility of the regular education program. If you have any questions regarding Section 504 services or procedures, please contact your child's building principal.

STANDARDIZED TESTING PROGRAM

In order to evaluate our curriculum and the success of our students in achieving our program goals, it is necessary to administer various standardized tests during the school year. The listing of particular tests, grade levels, and times of year for administration can be found on the district calendar section on the website. It is important that all students be involved in the testing programs, and parents are asked to schedule medical and dental appointments, etc. around these dates since these tests are usually administered over a number of days. All testing program results are evaluated and the results are used to help improve our general school program. They are also used to evaluate individual pupil needs and growth. Individual results of these tests will be shared with parents during the school year.

FAMILY LIFE EDUCATION

The Little Falls Public Schools provide a Family Life Education Curriculum in Grades K-8. This curriculum is sequential in structure and utilizes materials found in the Health and Science Programs.

Parents/Guardians not wishing to have their child participate in this program may complete a form obtainable through the office of the building principals. Parents wishing to view the materials incorporated in the Family Life Curriculum may do so by contacting the office of their child's principal.

SCHOOL CLOSING

During inclement weather schools may be closed for the day. In case of school closings due to inclement weather, the following procedures will be followed:

1. Automated phone message
2. Posted on District web page www.lfschools.org
3. Posted on District Twitter Page

In case of any other unusual emergency which would require the closing of schools, we will use the Realtime Notification System.

EARLY CLOSING DURING SCHOOL DAY

In case of an unusual emergency (hazardous weather conditions, heating problems, etc.), it might be necessary to send your child home from school early. This would only take place on a rare occasion, if needed. You should advise your child of a procedure to follow during these emergencies. Also, please complete the form sent home by the school listing addresses and phone numbers etc. of individuals that should be contacted. Arrangements of this nature are the responsibility of the parent since bus assignments and stops will remain the same. Please be certain that the emergency procedures you review with your child are consistent with the information provided on the form mentioned above. Review procedures periodically. If there are any changes in the information, please notify the school. In the event of an emergency closing during the day, we will use the Realtime Notification System. Therefore, there should be no need for parents to call the school. To receive this call you must fill out the form which will be provided at the beginning of the school year.

DELAYED OPENING PROCEDURE

1. If there are ice and/or snow conditions which are considered hazardous to such an extent as to seriously hinder the opening of school, parents and staff will be notified of a 1 hour delayed opening in the same manner as a school closing.
2. In a delayed opening situation, all staff should report one and a half hours (90 minutes) later than their regularly scheduled time. School buses will begin their routes one and a half hours (90 minutes) later than their regularly scheduled time.
3. If a delayed opening is scheduled and there is no significant improvement in weather conditions, the announcement to delay the opening of school may be changed to the closing of school through the usual channels which include the phone chain and radio announcements.
4. If a delayed opening occurs and weather conditions deteriorate while school is in session, procedures for an early closing may be implemented.
5. There will be no EARLY MORNING DROP OFF during a delayed opening.

Please note: If school is open and the parent/guardian elects to keep his/her child home at their own discretion, he/she should follow all the normal procedures for reporting absenteeism. When a student returns to school following any lateness or absence, a note

DRIVING PROCEDURES FOR PARENTS

SCHOOL NO. 1

In the interest of pupil safety, and in an effort to avoid traffic congestion, parents are discouraged from driving their children to and from School No. 1. Bussing is provided for a large majority of School No. 1 pupils. If parents must drop off and/or pick up a child on a given day, they should use the Walnut Street side of the school where there is no bus stop. There is no parking or standing on the school side of Walnut Street. We do have handicap spots in our parking lot that may be used by parents/guardians with handicap tags.

SCHOOL NO. 2

1. **Early Morning Drop Off** is provided from 8:15 AM until 8:45 AM, free of cost for K-2 students only.
2. Preschool Drop off begins at 9:00 for the AM session and 12:50 for the PM session, all preschool students are to be dropped off at the entrance located on Long Hill Road. Students must be escorted with a parent and or guardian during arrival.
3. Observe the **NO PARKING OR STANDING** signs along school property on Long Hill Road and **NEVER** pick up or drop off children on this busy street.
4. **Never** leave your child across the street from the school entrance where he/she would have to cross Long Hill Road.
5. If you must pick up or drop off children, use DeYoung Drive or Inwood Drive or Morningside Circle.
6. Observe the **NO PARKING HERE TO CORNER** signs posted on Inwood and DeYoung Drives. Pull into these streets and turn around so that you are heading out before picking up or discharging passengers. Do not block others from pulling into these streets. Do not park against the traffic flow.

SCHOOL NO. 3

Early Morning Drop off is provided at 8:05 am until the opening of school at 8:35. Parents who drop their children off at school in the morning should drop them off by the gate cutouts on Garrabrant Avenue only. Parents are not to drive their vehicle on the playground as this area is off limits to cars as our students play on this area. For special events held during the day or at night, parents and visitors are able to park on the playground as limited parking is available in the surrounding streets to accommodate large numbers of cars. For all other visits to School No. 3, parking is restricted to the streets surrounding the school in appropriately marked areas. For dismissal, please park on surrounding streets, walk to the dismissal door and wait for your child to be released to you.

must be sent to the child's homeroom teacher explaining the reason for the lateness or absence.

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FIELD TRIPS

The Little Falls Schools utilize field trips as a valuable extension of its curriculum. Field trips are carefully planned and integrated with the curriculum. Such trips supplement and enrich classroom instruction by providing experiences in an environment outside the classroom. Pupils on field trips remain under the supervision of the Board of Education and are subject to its rules and regulations. Students are not excused from school on class trip days. Permission slips are sent home relative to each trip. These permission slips must be signed by the parent/guardian before the pupil is permitted to participate in the field trip experience. The Board may authorize field trips for which all or part of the costs are borne by the pupil's parents or guardian, except that no pupil in a special education class or pupil unable to pay the costs assessed shall be prohibited from attending a field trip.

PUPIL RIGHT TO PRIVACY

The Board of Education recognizes that a pupil's right to privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner. In order to protect your child and to assure his/her well-being, the school authorities reserve the right to search students' lockers, desks, etc., as per Little Falls Board of Education Policy. While we do not anticipate the need to conduct searches, it is important for students and parents to be aware that lockers, desks, etc., are, in fact, school property and not the property of the individual student.

HEALTH EXAMINATIONS

New students entering the school district must have a physical exam done not more than 365 days prior to entry into the district. Tuberculosis testing may also be done as in accordance with New Jersey State law.

The Little Falls School District recommends the importance of a physical examination at least once during each of the student's developmental stages:

Early childhood (Preschool through Grade 3)

Pre-adolescence (Grades 4 through 6)

Adolescence (Grades 7 through 12)

A school employee trained in scoliosis screening shall examine every pupil between the ages of 10 and 18 biannually for scoliosis. As part of the health service program, all pupils will be screened for vision, hearing and BP. All health needs identified during the examinations are reported to the parents or guardians.

DRESS AND GROOMING

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of pupils and their parents to make decisions regarding the pupil's appearance except when their choices affect the educational program of the schools.

The Board authorizes the Superintendent to enforce school regulations prohibiting pupil dress or grooming practices which:

1. Present a hazard to the health or safety of the pupil himself/herself or to others in the school
2. Materially interfere with school work, create disorder, or disrupt the educational program
3. Cause excessive wear or damage on school property
4. Prevent the pupil from achieving his/her educational objectives because of blocked vision or restricted movement.

Pupils in an unsatisfactory state of personal hygiene, or in an unsatisfactory or distracting condition of dress, grooming or cleanliness, shall be seen by the principal. Several specific rules relating to dress and grooming are:

1. Pupils may wear shorts; however, shorts, skirts or dresses must not be shorter than three inches above the knee. Short shorts, knee gym shorts, spandex shorts, cut-off sweats and cut-off shorts are prohibited.
2. Cut-off shirts are prohibited and midriffs may not be exposed. Mesh shirts without any appropriate shirt under
3. Clogs, flip-flops or other shoes without backs or securing straps are prohibited as they are potentially dangerous.
4. Undergarments must be covered at all times.

The principal will notify a pupil's parent/guardian in such cases as he/she deems necessary when inappropriate dress and/or grooming occurs. Parents will be asked to bring in alternative clothing in such cases.

USE OF MEDICATIONS

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. At the same time, the Board recognizes that a pupil's attendance may be contingent upon the timely administration of medication duly prescribed by a physician. The Board will permit the dispensation of medication in school only when the pupil's health and continuing attendance in school so require and when the medication is administered in accordance with Board of Education Policy.

For purposes of Board of Education Policy, "medication" means any prescription drug or prescribed over-the-counter medicine and includes, but is not limited to, aspirin and cough drops. No medication will be administered to pupils in school except by the school nurse, another registered nurse, or the pupil's parent. Medication must be delivered to the school nurse in its original labeled container by the pupil's parent and must be accompanied by the parent's written request for its administration and by the physician's written and signed statement of the medication's name, the purpose of its administration to the specific pupil for whom it is intended, its proper timing and dosage, its possible side effects, and the time when its use will be discontinued. Medication no longer required must be promptly removed by the parent. An exception is made for pupils with asthma or another potentially life threatening illness, who shall be allowed to self-administer medication when a nurse is not physically present at the scene provided permission for such administration is on file in the office of the school nurse and that it complies with the conditions for granting permission contained in Board of Education regulations.

USE OF SCHOOLS

School facilities of this district will be made available for community purposes, provided that any such use does not interfere with the educational program of the schools or be detrimental to the community as a whole. The sole authority for granting this permission rests with the Board of Education through the Superintendent of Schools.

The procedure for securing the use of school buildings is as follows:

1. Obtain application blanks at the Office of the Superintendent of Schools.
2. Submit completed application to the Superintendent of Schools.
3. Any matter of special fees, conditions or instructions not covered by the application will be stated at the time the application is approved.
4. Certificate of Insurance required.
5. All groups requesting to use district facilities will be notified of the district's decision in writing.

COMPLAINT PROCEDURE**A. Procedural Requirement**

Any complaints regarding a teacher made to any school authority by any parent, student, or other person which does, or may, influence evaluation of a teacher shall be processed according to the procedure outlined below.

B. Meeting with Principal

The complainant will be directed to make contact with the Principal of the school who shall meet with the teacher to apprise the teacher of the full nature of the complaint and they shall attempt to resolve the matter informally.

C. Procedure**Step 1**

In the event a complaint is unresolved to the satisfaction of all parties, the teacher may request a conference with the complainant and the Principal to attempt to resolve the complaint.

Step 2

Any complaint unresolved at Step 1 may be submitted in writing by the complainant or the teacher to the building principal who shall forthwith forward a copy to the Superintendent. Upon receipt of the written complaint, the Superintendent shall confer with all parties.

Step 3

If the Superintendent is unable to resolve a complaint to the satisfaction of all parties concerned, at the request of the complainant or the teacher, he shall forward the results of his investigation along with his recommendation, in writing, to the Board of Education and a copy to all parties concerned. Upon receipt of the findings and recommendations of the Superintendent, and before action thereon, the Board shall afford the parties the opportunity to meet with the proper Board committee and show cause as to why the recommendations of the Superintendent should not be followed. Copies of the action taken by the Committee of the Board shall be forwarded to all Parties.

D. Special Education

Nothing in this procedure should be interpreted to preclude any person, on the part of a handicapped student, from pursuing resolution as described in NJAC Title 6:28-2.6 and 2.7 at any point in the intervention process

PLAYGROUND SAFETY RULES

SCHOOL NO. 1

Adult supervision is provided during each lunch recess period. Pupils should seek out their supervisors in time of need. A nurse is on duty during each lunch/recess period.

* Pupils are not permitted to leave the fenced in area designated for recess and physical education activities.

If it is necessary for a pupil to go outside to get a ball or toy, the pupil should notify the supervisor on duty. The supervisor will designate who is to get the ball and the supervisor will supervise that child.

* No forms of "contact sports", "wrestling" or "keep away" is allowed.

* The swings should be used properly. No twisting, pushing from the front, running under the swing or lying across the swing will be tolerated.

* When on the playground, students are not to go outside the fenced area.

* Kicking balls on the playground area closest to the school windows is prohibited.

* Use of profanity and fighting are prohibited and pupils participating in either shall be disciplined by the principal.

SCHOOL NO. 2

Teachers and aides are to report to the playground promptly on the dates and times assigned at the beginning of the school year.

* Under no circumstances may a child climb on or over a fence.

* Balls outside the play area must be brought to the attention of the teacher on duty.

Children are to stay in the play yard unless otherwise permitted by the teacher on duty.

* Only the homeroom assigned to the large play equipment may use it

* All playground equipment must be used according to the rules shared with our students by the School No. 2 Staff.

* No wrestling, football, touch football or other games involving rough physical contact are allowed. Fighting or the use of profanity will result in the loss of play yard privileges and shall be reported to the principal.

* No snowball throwing or snowball rolling is permitted. Students should stay off any snow on the play area.

* Children will keep their coats on unless the teacher on duty expressly allows otherwise.

* Other than school purchased equipment, only jump ropes or soft sponge balls may be brought from home, with no exceptions. Other equipment will be confiscated.

* Students are never allowed on the grassed areas if it is wet or snow covered.

* Students who are in flagrant or consistent violation of the rules are to be reported to the principal.

SCHOOL NO. 3

Similar to the rules stated for School No.1 and No. 2, students are expected to follow the basic rules stated by the lunch supervisors and clearly reviewed at the beginning of the school year with each class. Students are not allowed to leave the playground to retrieve any balls or toys that may go into the street. Students will leave and enter the building through their appropriate grade level doors at all times. We are SMART during recess: Safe, Mindful, Accepting, Respectful. And Truthful.

PARENTAL CONFERENCES

Opportunities for Parental Conferences are scheduled during the course of the school year. If you wish to have a conference with a teacher at other times, please write a note to the teacher to arrange a date and time. Do not just "drop in" during the day as this is an interruption of the educational process. In addition, teachers require appropriate preparation for conferences in order to give the most accurate appraisal possible of the student and the work he/she is doing.

LOST AND FOUND

A Lost and Found Box is maintained at each school. Students should check the box frequently for lost or misplaced articles. Unclaimed articles will be donated to charitable organizations. This is done just before Winter Recess, Spring Recess, and at the close of the school year.

CHECK THIS BOX OFTEN!

FIRE and SAFETY DRILLS

Fire Drills and Safety Drills are held twice a month. These drills are held at various times and under varying conditions. Sometimes exits will be purposely blocked to test student and teacher reactions. Our students are taught to leave the building quickly, quietly, and safely.

MISCELLANEOUS

Visitors are always welcome. However each visitor is required to report to the School Office to secure a visitor badge. Articles to be delivered to children during the school day should be left at the office. In this way we avoid class interruptions.

**LITTLE FALLS TOWNSHIP PUBLIC SCHOOLS
SCHOOL CALENDAR 2017-2018**

9/5 - First Day for Staff

9/6- STAFF INSERVICE

9/7- First day for students

9/13- Back to School #2 single session #2 only

9/19- Back to School #1 single session #1 only

9/26- Back to School #3 single session #3 only

10/9- Schools Closed- Columbus Day

10/27- Single Session STAFF IN-SERVICE

11/6- Schools Closed- STAFF IN-SERVICE

11/7- Schools Closed- Election Day

11/8- Schools Closed- Regional PD

11/9-10- Schools Closed- NJEA convention

11/22- Single Session Day- Thanksgiving Recess

11/23-24- Schools Closed Thanksgiving Recess

12/4- Single Session Schools 2 &3 only- Parent Conferences

12/5- Single Session Schools 2&3 only- Parent Conferences

12/22- Single Session Day-Winter Break

12/25-29- Schools Closed- Winter Break

1/1- Schools Closed- Winter Break

1/2- Schools reopen

1/15- Schools Closed- MLK Day

2/16-19- Schools Closed- Winter Recess

3/30- Schools Closed-Good Friday

4/2-6- Schools Closed- Spring Recess

5/28- Schools Closed- Memorial Day

6/20- Single Session Day Students/8th grade graduation

6/21- Single Session Day Students STAFF INSERVICE

6/22- Single Session Day Students

6/25- Single Session Day- Last Day for Students & Staff

IMPORTANT REMINDER

If your address or telephone number should change during the year, please notify the Principal's Office of your child's school.

If you find it necessary to withdraw your child during the school year, please send a note or call the School Office Secretary to arrange for a transfer card. This card will grant your child admittance to his/her new school.

2016-2017 SCHOOL YEAR PTA BOARD OF TRUSTEES

SCHOOL #1

President: Karen Bennett

Vice-President: Jen Rusu

2nd Vice President: Jackie Levin

Corresponding Secretary: Dina Altonjy

Recording Secretary: Tracy Sweezy

Erickson

Treasure: Diann Scarangella

SCHOOL #2/#3

President: Janelle Binetti

1st Vice President: Lisa Benvenuti

2nd Vice President: Agi Romano

Treasurer: Linette Brandt

Recording Secretary: Suzanne

Corres. Secretary: Nicole Smith

Bylaws: Dawn Switzer

PUBLIC NOTICES

As required by federal and state regulations, a variety of notices and plans are available for public inspection. These items include the Asbestos Management Plan, Integrated Pest Management Plan (IPM), Comprehensive Equity Plan, Right-to-Know (RTK) information, the Comprehensive Maintenance Plan, Long Range Facility Plan (LRFP), Project Child Find information, Americans with Disability Act Compliance Procedures, Blood borne Pathogens, Affirmative Action Plan, as well as various State and Federal grant applications, etc. This information is on file in the Board of Education Office and/or the Superintendent's Office and available for inspection and review upon request.

District curriculum guides and school goals are annually adopted by the Board of Education, and are available for review by contacting the Superintendent of Schools Office.

PUBLIC NOTICE**Americans with Disabilities Act**

The LITTLE FALLS SCHOOL DISTRICT complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA, as applied to school districts, requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of school district services, programs, or activities. Accordingly, this School District will not refuse to allow a person with a disability to participate in a School District service, program, or activity simply because the person has a disability. This School District will not provide services or benefits to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective. The School District will not subject individuals with disabilities to discrimination in employment under any service, program, or activity conducted by the School District. The School District will take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. This School District will make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a School District program would result. This School District will operate its programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

For Further Information:

In accordance with Section 35.106 of the ADA's Title II Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the School District and from the Office on the Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice, Washington, D.C. 20035-6118 (202) 514-0301 (Voice) or (202)514-0381 (TDD).

Braille, audio cassette, and computer diskette versions of this Public Notice are available from the School District.

NO SMOKING ZONE

In order to be in compliance with state mandates, smoking is not allowed anywhere on school grounds. This policy was adopted by the Board of Education. Thank you for not smoking!

VOTING INFORMATION

At the annual school election, voters choose members of the nine-member Board of Education and cast ballots for the amount of money, which must be raised through local taxation, to support the proposed school budget for the coming year.

To be eligible to vote, residents must be at least 18 years old on the date of election and citizens of the United States. Residents must have been living in the state and county for 30 days, and must have registered at least 30 days before the election. Anyone registered to vote in general elections may also vote in school elections. Absentee ballots may be obtained from the Office of the County Clerk, 401 Grand Street, Paterson, NJ 07505. We encourage you to vote in the next school election.

PUBLIC INFORMATION PROGRAM

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding district policies, finances, programs, personnel and operations. As such, the Board sends this Parent Handbook/Calendar home to inform parents of some of the routine regulations that apply to all students, as well as providing you a copy of the annual calendar of school events. It will be supplemented by a District Newsletter prepared by the Superintendent's Office which will be distributed on a monthly basis.

POLICIES

Below, please find a list of policies that are an important component of our vision. These policies can be found on our district website under the "Board of Education" tab at the top and then "BOE Bylaws and Policies" to the left. Our policies are designed to ensure an orderly environment, where students, staff, and those who are part of our academic community can be emotionally and physically safe. A comprehensive list of all policies is available on our website as well.

Policy Number	POLICY NAME
2361	Acceptable Use of Computer Network/Computers and Resources
2260	Affirmative Action Program for School and Classroom Practices
5612	Assaults on District Board of Education Members or Employees
5200	Attendance
2423	Bilingual and ESL Education
6230	Budget Hearing
1523	Comprehensive Equity Plan
3126	District Mentoring Program
2610	Educational Program Evaluation
3283	Electronic Communications Between Teaching Staff Members and Students
4283	Electronic Communications Between Support Staff Members and Students
7441	Electronic Surveillance in School Buildings and on School Grounds
5500	Expectations for Pupil Conduct
5512	Harassment, Intimidation, and Bullying
2415.03	Highly Qualified Teachers
2422	Health Education
5230	Late Arrival & Early Dismissal
5331	Management of Life-Threatening Allergies in Schools
2415	No Child Left Behind Programs
8760	Pupil Accident Insurance
8330	Pupil Records

8601	Pupil Supervision After School Dismissal
2415.05	Pupil Surveys, Analysis and/or Evaluations
1510	Rights of Persons with Handicaps or Disabilities/Policy on Nondiscrimination
5613	Removal of Students for Assaults with Non-Firearm Weapons Offenses
5611	Removal of Students for Firearms Offenses
8540	School Nutrition Programs
7422	School Integrated Pest Management Plan
5751	Sexual Harassment
2460	Special Education
5600	Student Discipline/Code of Conduct
5350	Student Suicide Prevention
5530	Substance Abuse
2415.04	Title I District-Wide Parental Involvement
8600	Transportation
8467	Weapons