

**WE
ARE** **NORWOOD**

HOME OF THE EAGLES

Family and Student Handbook

2011-2012

Please visit our website at: <http://www.nvnet.org/k8/norwood/index.html>

“Think ~ Lead ~ Serve”

NORWOOD PUBLIC SCHOOL BOARD OF EDUCATION

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OUR MISSION STATEMENT

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

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

OUR DISTRICT GOALS

1. To appraise and adjust, where necessary, practices that impact pupil learning and progress in the areas of technology integration, grouping, curriculum compacting, differentiation of instruction, class size, and appropriate programming to meet each child's learning needs.
2. To seek additional ways to be financially and fiscally responsive.
 - Investigate income-producing and revenue-saving programs.
 - Maintain, wherever possible, shared services with the municipality and other districts.
 - Utilize existing facilities to meet special needs wherever possible.
 - Investigate ways to increase regional collaboration on financial issues/projects.
3. To plan open, ongoing and effective communication among all members of the school community.
 - Develop and maintain a comprehensive plan to increase public awareness of all aspects of our school.
 - Continue an ongoing community-wide communications network.
 - Promote support for public education.

CORE CURRICULUM

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

Our teaching focuses on:

- Concern for developmental readiness in kindergarten

- Word knowledge skills and literature in all grades, K-8
- A process writing approach which complements the traditional teaching of grammar
- A middle school approach for adolescent students which promotes:
 - Interdisciplinary instructional units
 - Team-teaching and collaborative planning
 - Peer-group influence as a powerful force for positive motivation and school spirit
 - Guidance/responsibility-oriented approach to discipline
 - Increased awareness of listening and thinking skills
 - Reinforcement of study skills for all students
 - Infusion of technology into the learning process

School Procedures

ARRIVAL AND DISMISSAL

Arrival (8:10 AM)

Grade Level	Assembly Area
K-3	All Purpose Room
4 -5	Gym
6- 8	Lunchroom

Please note:

Students may enter the building at 8:10 AM. At 8:20 students will go to their classes or lockers. Students in Grades K – 5 will be picked up from the designated area by their classroom teachers. Students in Grades 6 – 8 will be supervised as they proceed to homeroom.

Dismissal

2:55 PM	Dismissal for Grades K-2
Kindergarten	by their classrooms
Grade 1	Gym door
Grade 2	Front door
3:00 PM	Dismissal for Grades 3-8
Grades 3- 4	Front door
Grade 5	Back door
Grade 6	Lunchroom
Grades 7 & 8	7th and 8th Grade Hallway Door

Schedule

Start	End	Period/Function
8:20 a.m.	8:35 a.m.	Homeroom
8:35 a.m.	9:20 a.m.	One
9:20 a.m.	10:05 a.m.	Two
10:05 a.m.	10:50 a.m.	Three
10:50 a.m.	11:35 a.m.	Four
11:35 a.m.	12:30 p.m.	Five (Grades 5-8 Lunch/Recess)

12:30 p.m.	1:25 p.m.	Six (Grades K-4 Lunch/Recess)
1:25 p.m.	2:10 p.m.	Seven
2:10 p.m.	2:55 p.m.	Eight
2:55 p.m.		Dismissal for K - 4
3:00 p.m.		Dismissal for 5-8

EMERGENCY CLOSINGS

When serious weather conditions prohibit the opening of school:

1. The school's automated telephone calling system will be activated at the earliest possible time. Please inform us of any changes to your telephone number or other contact information so that you can be reached when necessary.
2. The Borough's Fire Siren will sound at 7:05 a.m for Norwood and at 7:00 a.m. for the high school
3. If we have an emergency closing, that scheduled letter day is OMITTED

MINIMUM SESSION DAYS

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

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

10:00 a.m.	Homeroom
10:10 a.m.	Period 1
10:40 a.m.	Period 2
11:10 a.m.	Period 3
11:40 a.m.	Period 5 (Lunch 5-8)
12:30 p.m.	Period 6 (Lunch K-4)
1:20 p.m.	Period 4
1:50 p.m.	Period 7
2:20 p.m.	Period 8
2:50 p.m.	Homeroom
2:55 p.m.	Dismissal, Grades K-4
3:00 p.m.	Dismissal, Grades 5-8

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

8:20 a.m.	Homeroom	10:40 a.m.
8:30 a.m.	Period 1	11:10 a.m.
9:02 a.m.	Period 2	11:40 a.m.
9:34 a.m.	Period 3	12:10-12:20 p.m.
10:06 p.m.	Period 4	12:15 p.m.
10:38 a.m.	Period 6 (period 5 for K-4)	
11:10 a.m.	Period 7	
11:42 a.m.	Period 8	
12:14 p.m.	Homeroom	
12:17 p.m.	Dismissal, Grades K-4	
12:20 p.m.	Dismissal, Grades 5-7	

LUNCH

We have a closed lunch policy (3542.1). If you decide that you would like to take your child out at lunchtime, you must come to school and sign him/her out in the front office. Because classroom interruptions are a disturbance, please tell your child in the morning of your plans so he or she can meet you by the office.

Students may bring lunch from home or purchase through the Norwood PTO. In the event that your child forgets to bring his/her lunch, you may deliver a lunch before 11:00 AM. Because of safety and security concerns, commercial deliveries of food from private vendors will not be accepted.

LUNCH GUIDELINES

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

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

EARLY DISMISSAL

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

1. Send a note to the homeroom teacher requesting permission for early dismissal
2. Stop at the main office and sign the “sign out” sheet; (The sheet provides space for the date, time, child’s name, your name and reason for the request.)
3. The child will then be called from the classroom. You should not leave until the office releases the child

LATENESS

Students who enter the classroom after the homeroom bell at 8:35 a.m. are tardy. Students who are tardy must obtain a late slip from the office prior to being admitted into the classroom. Teachers will not admit students arriving after that time unless they have a late slip from the Main Office.

ABSENCES

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

achievement.

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

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

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

HOMEWORK FOR ABSENT CHILDREN

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

Teachers are not required, nor encouraged, to provide homework for students who are absent from school for a non-excused reason, i.e., family vacations when school is in session. Teachers receiving such requests should direct the parent(s) to the Superintendent/Principal.

MAKING UP TESTS OR ASSIGNMENTS AFTER AN ABSENCE

Students are allowed to make up tests and assignments missed because of an absence. If an absence occurs for an extended period, parents may request an extended make-up period. Children are responsible for making up missed classroom work and homework. One day is allowed for each day of absence. Parents should pick up homework and books at the nurse's office on the second day of absence. Locker items may be removed after 3 P. M.

ILLNESS DURING THE SCHOOL DAY

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

USE OF BUILDINGS

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

VISUAL AND PERFORMING ARTS

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

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

TALENTED AND GIFTED PROGRAM

In the area of gifted education we provide a continuum of Talented and Gifted (TAG) programs. In-classroom services include whole class enrichment lessons (K-2), collections of grade level and subject area enrichment materials (K-8), voluntary enrichment projects (K-3), and curriculum compacting (K-6). Services extend beyond the classroom with our Olympics of the Mind Enrichment Program (3-8) and our Academic Pentathlon Team (7-8). Finally, pull-out scheduling and outreach activities are added for formally identified students in the spring of grade 2 and continue through grade 8. For additional information, contact Bernadette Ricco, Norwood's Talented and Gifted teacher, at 201-768-6363, X223 or via e-mail, ricco@nvnet.org.

SPECIAL EDUCATION

In the area of special education, we provide a broad continuum of services for children with educational disabilities. In collaboration with parents, we seek the least restrictive environment for each identified child. Special education services are provided through self-contained classes for every grade level, content-specific resource center programs, and inclusion support in the regular classroom. Additional services may be provided in order to meet student needs. For additional information, contact Janice Fedkenheuer, Norwood Child Study Team Chairperson at 201-768-4731 or via e-mail, fedkenheuer@nvnet.org.

ACADEMIC SUPPORT

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

1. For Grades K-3 we have the SMILE Program (Supplementary Math Instruction and Literacy Education).
2. For Grades 4-6 we provide basic skills reinforcement in math and language arts literacy.

3. For Grades 7-8 we offer study skills classes in lieu of full-time world language.

ENGLISH LANGUAGE LEARNERS (ELL)

Support is provided to English language learners through meaningful instruction for successful language acquisition. We provide integrated support for students within mainstreamed classrooms in accordance with the New Jersey Core Curriculum Standards, TESOL Standards and WIDA Standards. These services are provided through a pull-out program consisting of a minimum of 150 minutes of instruction per week. The ELL teacher collaborates with the mainstream teacher regularly so that learning goals can be matched to the grade level curriculum. In addition, ELL techniques and modifications are presented to the general education teachers so they can further support these students. For additional information, contact Charmaine Della Bella, Norwood's ELL teacher @ 201-768-6363 X223 or via e-mail, dellabella@nvnet.org

HEALTH EDUCATION

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

PHYSICAL EDUCATION

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

The requirements for students are noted below:

Grades K-3: sneakers only

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

(These essentials should be brought in on Monday and taken home on Friday)

If your child needs to be excused from gym for any reason, you must provide a written note which should be given to the nurse by 8:30 a.m. Any student who must be excused for five or more consecutive days must have a written excuse from his/her physician.

COMMUNICATION

VISITORS AND TEACHER CONFERENCES

Back to School Nights:

K- 4 : Thursday, September 15th

5-8: Thursday, September 22nd

Parent conference dates for the 2011-2012 school year are currently scheduled for November 15th and 16th. Students will be dismissed at 12:20 on those days.

As indicated in Board Policy Regulation No. 1250, unscheduled visits to your child's

classroom are generally prohibited in order to ensure the continuity of instruction. However, we encourage home/school communication.

Guidelines for visitation with your child's teacher:

- Visitors are to use the buzzer on the main door, sign in at the front office, and wear a visitor's badge.
- Appointments should be scheduled in advance with the teacher.
- Communication is an on-going process. Appointments throughout the year may take place before the school day, during a teacher's preparation time or after the school day.
- Occasionally, parents/guardians of the children or other guests may be invited by the teacher to visit the class. The teacher, with the approval of administration, shall determine such visits.
- During "open" sessions, parents/guardians are invited to visit their child's classroom:
 - The visitor should show the visitor's badge and take a designated seat.
 - The visitor should not interrupt the lesson or activity and should refrain from speaking to the children or other parents, and younger siblings should not attend.
 - The visit should be for no longer than 20 minutes, according to Board policy, unless noted by the teacher.

PARENT-TEACHER ORGANIZATION

All parents, teachers, and others interested in public education are invited to join. Notices will be sent to your home with your child advising you of meeting dates. Please get involved.

PRODEDURES FOR PROCESSING GRIEVANCES

Our goal is to resolve misunderstandings as close to their source as possible. In order to address concerns, students and parents should follow these steps:

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

PARKING ON SCHOOL GROUNDS

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

WALKING

Children should stay on sidewalks wherever possible, and where there are no sidewalks, stay close to the side of the road. Please instruct your child to always go directly to school and return home directly after school. Additionally, please caution him or her to never accept rides from persons they do not know or approach strangers. The Police Department should be notified if a stranger is seen talking to a child. If the stranger is in an automobile, the license number and description of the driver and car should be noted. If your child fails to arrive at home within a reasonable time after school, please notify the school. Pupils are not permitted to linger on school grounds.

BICYCLES

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

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

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

It is worth noting that bicycle riding, as well as bicycle racing, is growing in popularity as America becomes a more fit nation. Students are highly encouraged to ride their bicycles to school. Further, any students who are interested in taking part in bicycle-related activities (organized rides, racing, etc.) are encouraged to seek assistance from the Superintendent/Principal in planning such activities.

The bicycle is the noblest invention of mankind. ~ William Saroyan

SCHOOL MARSHALS

School Marshals are on duty at the following posts:

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

13. Tappan & Villa Court

While children are waiting for the bus, the police department patrols in the vicinity of the school and along Piermont Road. Crossing guards are not on their posts until 8:00 A.M. Younger children should gauge their time so they do not leave for school before the posts are covered. School marshals are on duty from 7:45 - 8:45 a.m. and 2:45 - 3:45 p.m. No marshals are on duty mid-day since we have a "closed lunch" policy.

BIRTHDAY CELEBRATIONS

In order to acknowledge these important milestones in each child's life, parents may send in a 'sweet treat' for the class - fruit platter, cupcakes, donuts, etc. Parents should drop off the item on the day of the celebration, and the teacher will orchestrate the sharing of the treat. If there are food allergy issues in your child's classroom, limitations with regard to snack ingredients will be communicated in the beginning of the school year.

LIBRARY MEMORIAL BOOK PROGRAM

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

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

INSURANCE

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

MEDICATIONS/ALLERGIES

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

severe allergies or other medical conditions. This information is especially critical when planning field trips. A parental note is required for cough drops.

LOST AND FOUND

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

ACCIDENT REPORTS

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

NURSE'S SCHEDULE

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

ADMISSION TO KINDERGARTEN AND FIRST GRADE

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

BUS TRANSPORTATION

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

SCHOOL BUS REGULATIONS

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

wait for students)

- Use appropriate language at all times

5. Public school bus transportation is a privilege that is conditioned on good behavior and strict observance of these rules.

STUDENT RESPONSIBILITY CODE

I. Introduction

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

II. Elements of Good Conduct

A. Respect

Students will:

- respect themselves and each other
- listen politely to other's thoughts
- appreciate diverse races, religions, ethnic backgrounds, genders
- respect people's privacy and property cooperate with others
- communicate with teachers and peers in a constructive manner
be courteous towards each other, staff, visitors, etc.
- use our electronic communicating systems appropriately as per Policy 6142.10.

B. Responsibility

Students will:

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

C. Self-Control

Students will:

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

D. Appearance

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

- dress appropriately
- refrain from wearing unsafe or unhealthy attire
- avoid clothes that display messages or graphics with illegal substances, violence,

lewdness, profanity, or prejudice (anti-religious, racist, etc.)

- abstain from wearing costumes, recreational outfits/uniforms, short skirts or short shorts, halters/midriff tops, hats, spaghetti straps, brief tank tops, etc.

III. Standards of Good Conduct

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

A. Appropriate conduct is exemplified by:

1. Greeting others politely
2. Taking turns during a group discussion
3. Being prepared for class by bringing paper, pencil, pen, books, and other needed supplies
4. Completing all class work and homework on time
5. Following rules and regulation in class, in the hallways, during lunch/recess, and field trips
6. Focusing on learning activities
7. Being kind to someone in need
8. Taking care of and returning textbooks, library books, or other school-owned materials
9. Using free-time constructively
10. Acting responsibly in school and at all school-sponsored events regardless of location, including bus transportation.

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

1. Rudeness, disrespect, disobedience, and defiance
2. Plagiarism
3. Using profanity and other offensive language or gestures
4. Some examples of unhealthy and unsafe behavior include:
 - Gum chewing
 - Eating outside the All Purpose Room
 - Running in the hallways
 - Throwing objects
5. Misbehaving on a school bus by distracting the driver, eating or drinking, disobeying safety rules, harassing another student, etc.
6. Various acts of mischief
 - Bringing distracting items to school (e.g. cell phones, electronic devices, toys)
 - Damaging or defacing school property
 - Using gang related gestures and/or signs
 - Inappropriate use of any computer hardware, software, or network including use of the Internet (e.g., deleting files, sending obscene messages, etc.)
7. Bullying, harassing, intimidating, “hazing”, or fighting (e.g. verbal abuse, actual or threatened physical harm, extortion, destruction of personal property, or “cyber-bullying”-the misuse of “electronic communication as per policy File Code 5131A)
8. Committing sexual acts, engaging in verbal and/or physical harassment, or exposing oneself
9. Illegal behaviors
 - With any form of electronic technology (e.g., threats, viruses, insults

- or slander, etc.)
 - Possessing or igniting fireworks or smoke/stink bombs, lighters, matches, etc.
 - Possessing, using, or selling of tobacco products or other illegal substances
 - Gambling
 - Pulling false alarms or making bomb threats.
10. Use of cell phones during the school day is prohibited.
It is important that your child come prepared to school. Please do not encourage your child to call home during the day. The office phone is for school business.

IV. Rewards for Positive Behavior

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

Modeling and reinforcement are promoted by:

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

V. Consequences for Negative Behavior

In keeping with our District Mission Statement, faculty will strive to meet the educational needs of each child by establishing a warm, supportive rapport. Outreaches to families will ensure a partnership. Informal and formal procedures will be used to teach children responsibility for negative behaviors.

Level One Procedures ~ The Teacher

Students need to be able to accurately assess the positive and negative effects of their behavior. Professional judgment will determine when to move from step to step. Consequences will generally include, but not be limited to:

1. Teacher group management techniques
2. Informal detention with his/her teacher (to problem-solve a remedy)
3. Communication with parents (via telephone and/or in conference)
4. Formal detentions if deemed appropriate by the teacher

Level Two Procedures ~ Guidance Counselor for K-4 or 5-8

A guidance-oriented approach will reinforce teacher measures & examine causes of behavior.

Level Three Procedures ~ Instructional Supervisor for K-4 or 5-8

Our Instructional Supervisors will work with all parties to help address the issue at hand..

Level Four Procedures ~ Formal Consequences

The Superintendent/Principal is responsible for recommending suspensions and other sanctions to the Chief School Administrator by law.

VI. Parental Involvement

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

Parental Support Of The Student Code of Conduct

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

Student Code of Conduct

SAMPLE OF GRADES 5 - 8 CONTRACT

(Please Keep this sample in your handbook)

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

I _____ agree to follow the expectations and to abide by the consequences in the ***Norwood Public School Student Code of Conduct***. I will strive to contribute positively to my own development, the quality of daily life for all students and the orderliness and safety of our school.

My signature, and that of my parent(s) or guardian(s), is our pledge to give my personal best in meeting all rules and standards in class and in all school related activities on and off campus. When needed throughout the year, I will seek the assistance and guidance of my teachers, the staff, guidance counselor and/or administrators.

(Do Not Sign)

Student's Signature	Date

(Do Not Sign)

Parent's Signature	Date

Instructional Supervisor	Date

, Superintendent/Principal Date

Note: The official copy of this contract will be kept on file with the homeroom teacher.

APPROPRIATE USE OF TECHNOLOGY

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

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

On a general note, Norwood School highly recommends that parents impress upon their children the permanency of what is said, posted and displayed on the Internet, including social media sites as well as personal webpages. On the Internet, everything is forever.

REPORTING STUDENT PROGRESS

Norwood Public School communicates student progress in a variety of ways. The goal of this communication is to provide routine updates on student achievement, as well as formal reports at specified points during the school year. Progress Reports are issued to pupils in grades 6-8 between regular report cards when a teacher wishes to identify areas of strength and those in need of improvement. Additionally, teachers will notify parents either by email or phone if a student is experiencing difficulty in a particular area. Conferences may be held at the request of a teacher, guidance counselor, or parent. Parents should contact individual teachers to schedule a conference, and when a grade level team conference is warranted, should contact the 5-8 guidance counselor.

Interim Reports Mailed
Week of Oct. 24, 2011
Week of Jan. 23, 2012
Week of April 30, 2012

Marking Period Ends
Dec. 2, 2011
March 9, 2012
Last week of school

Report Cards Issued
Tues., Dec. 13, 2011
Tues., March 20, 2012
Last Full Day of School

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

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

HONOR ROLL CRITERIA

GRADES 6 - 8

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

I. Classification of Subjects

A. Academic Programs

Reading
Writing
Social Studies
Mathematics
Science
Spanish

B. Category I Program

Instrumental Music

C. Category II Programs

Art
Comprehensive Music
Physical Education
Health
Study Skills
Modified Spanish

EVALUATION KEY

Academic and Category I Programs

We use standard letter grades as per our district grading code. It has the same numerical grading equivalents at Northern Valley Regional High School.

Category II Programs

- "Outstanding"
- "Pass"
- "Fail"

II. Criteria for Selection

A. Meritorious Honor Roll

Achievement of A (A+, A, or A-) in all Academic programs. No grades lower than a B+ or "Passing" in any other subject or program.

B. Honor Roll

A minimum of four A's (A+, A, or A-) in Academic programs. No grades lower than a B or "Passing" in any other subject or program.

C. Honorable Mention

A minimum of two A's (A+, A, or A-) in Academic programs. No grades lower than B- or "Passing" in any other subject or

program.

- D. End of Year Meritorious Honor Roll, Honor Roll, and Honorable Mention must have been attained in each of the four marking periods.

III. Comments for Exclusion from Honor Roll

Before putting these comments on a report card, a teacher will work with both the student and parent to address the issue(s) or concern(s) – involving a pattern over time with multiple communications.

Needs to improve cooperation and focus when working in groups.

Needs to improve attitude in class.

Needs to complete homework assignments on time.

Needs to improve behavior, listening, and focus in class.

Needs to study for tests and quizzes.

Needs to come to class prepared.

Needs to improve overall effort.

Needs to improve the quality of work.

Northern Valley Regional High School District: Criteria For Placement (9th Grade Honors Sections)

English Honors

All students recommended for Honors placement must have the recommendation of the elementary district selection committee and: (a) demonstrate a solid work ethic; (b) exhibit strong motivation; (c) be independent workers; and (d) participate fully in class discussions and activities.

Students must also have:

Minimum A-average in 7th grade Language Arts and A-average during marking periods 1 and 2 of 8th grade Language Arts;

In addition, students must meet one of the following criteria:

CRT Writing Sample in grade 8, with a minimum score of 5 on a 1-6 rubric.

Advanced Proficient (as determined by the Northern Valley) in Language Arts Literacy on the Grade 7 New Jersey Assessment of Skills and Knowledge (NJASK).

World Civilization Honors

All students recommended for Honors placement must have the recommendation of the elementary district selection committee and: (a) demonstrate a solid work ethic; (b) exhibit strong motivation; (c) be independent workers; and (d) participate fully in class discussions and activities.

Students must also have:

A- average in 7th grade Social Studies and A- average during marking periods 1 and 2 of 8th grade Social Studies;

In addition, students must meet two of the following criteria:

Advanced Proficient (as determined by the Northern Valley) in Language Arts Literacy on the New Jersey State Assessment, grade

Teacher recommendation for both World Civilization Honors and English Honors.

CRT Writing Sample in Grade 8 with a minimum score of 5 on a 1-6 rubric

9th Grade Geometry Honors

All students recommended for Honors placement must have the recommendation of the elementary district selection committee and (a) demonstrate a solid work ethic; (b) exhibit strong motivation; (c) be independent workers; and (d) participate full in class discussions and activities.

Students must also have:

An average of A- or better for each of the first two marking periods of Algebra I;

In addition, students must meet one of the following criteria:

Advanced Proficient (as determined by the Northern Valley) in Math on the New Jersey State Assessment, grade 7

A minimum score of 90% on the Algebra I mid-year examination;

9th Grade Biology I Honors

All students recommend for honors placement must have the recommendation of the elementary district selection committee and; (a) demonstrate a solid work ethic; (b) exhibit strong motivation; (c) be independent workers; and (d) participate fully in class discussions and activities.

Students must also have:

An A- average for 7th grade Science and an A-average during marking periods 1 and 2 of 8th grade Science;

In addition students must meet two of the following criteria:

Advanced Proficient (as determined by the Northern Valley) in Science on the New Jersey State Assessment grade 7.

A minimum score of 90% on the Grade 7 Science CRT;

Pre-Algebra grade should be a B or higher in grade 7 and a B or higher for marking periods 1 and 2 of Algebra in 8th grade.

Level 2 Spanish, French, or Italian Honors

All students recommended for Honors placement must have the recommendation of the elementary district selection committee and; (a) demonstrate a solid work ethic; (b) exhibit strong motivation; (c) be independent workers; and (d) participate fully in class discussions and activities.

Students must also have:

A minimum A-average in marking periods 1 and 2 of 8th grade World Language

In addition, students must meet one of the following criteria: (a) Active oral participation; (b) minimum score of 90% on the World Lang. CRT Assessment.

ACADEMIC EXPECTATIONS FOR STUDENTS

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

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

NOTE: As per Policy 6145, academic failures shall result in exclusion from athletics, as

well as extra and co-curricular activities.

HOMEWORK

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

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

Parents are requested to:

1. Provide an environment conducive for home study;
2. Encourage the use of the school media center, public libraries and other resources;
3. Monitor the timely and appropriate completion of daily and long term assignments; and,
4. Communicate with the classroom teacher/team if there are any concerns.

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

Objectives

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

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

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

1st grade - 15 minutes

2nd and 3rd grades - 30 minutes

4th grade - 45 minutes

5th grade - 60 minutes

6th grade - 60 - 90 minutes

7th and 8th grade - 120 minutes

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

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

ASSESSMENT AND TESTING PROGRAM

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

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

October & June	Writing Samples (pre & post) Grades K - 8
December	Spanish CRT Grade 8
January	Pre Algebra & Algebra Mid-Terms
May	*NJASK 3-8 Algebra I End of Course State Test - Grade 8 (see schedule)
June	Northern Valley End-of-Year Criterion Referenced Tests - (used for program evaluations, teachers may use the tests as finals): Science - Grades 2 and 7 Social Studies - Grade 5 (geography) Health - Grade 6 Language - Grade 6 Mathematics - Grade 6 Study Skills - Grade 6 Algebra - Grade 8
June Local Finals	Grade 6: Math and Science Grade 7: Reading and Social Studies Grade 8: English, Math and Science

CARE OF SCHOOL AND PERSONAL PROPERTY

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

LOCKERS

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

CARE OF TEXTBOOKS AND WORKBOOKS

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

BOOK FINES

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

EIGHTH GRADE GRADUATION REQUIREMENTS

Students are required to be present at least 162 days. All students must satisfactorily complete all major subject areas (language arts and/or English, science, social studies, math, reading) in order to graduate from the eighth grade.

ACADEMIC INTEGRITY

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

AFFIRMATIVE ACTION

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

BULLYING, SEXUAL AND OTHER HARASSMENT

Please review the district's policy regarding Harassment, Intimidation and Bullying as found on our district website. Copies are also available from our Superintendent/Principal.

DRUG FREE SCHOOL

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

NONDISCRIMINATION

(Americans With Disabilities Act - Section 504)

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Norwood School District are hereby notified that this district does not discriminate on the basis of gender, race, creed, color, religion, age, national origin, ancestry, marital status, familial status, veteran status, sexual orientation, handicap or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the district's compliance with the regulations implementing the Americans With Disabilities Act (ADA) or Section 504 is directed to contact: Sonali Gurjar, 504 Coordinator/Committee Chair, 201-768-6363, Ext. 60044. She has been designated by the Norwood Public School District to coordinate the District's efforts to comply with the regulations implementing the ADA and Section 504.

BOARD OF EDUCATION POLICIES

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

Policy	File Code Number
AFFIRMATIVE ACTION	
District Overview	2224
Nondiscrimination and Pupil Harassment	6121
Instructional Program	5145.4
PUPIL RIGHTS	
Pupil Records	5125
Child Abuse and Neglect	5141.4
Search and Seizure	5145.12
Grievance Procedure	5145.6
Promotion/Retention/Acceleration	6146.2
PUPIL RESPONSIBILITIES	
Student Code of Conduct, Bullying, Harassment, Hazing	5131.6
Drug, Alcohol and Substance Abuse	5131 A, B, C
Eligibility Requirements for Participation in Extra Curricular Activities	6146
Graduation Requirements	6145
SPECIAL PROGRAMS	
English As A Second Language	6142.6
Basic Skills	6142.2
Special Education	6171.4

STUDENT RECORDS

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

If you would like to review your child's school records, please contact our principal at 201-768-6363 Ext. 223.

SAFETY

SECURITY GUIDELINES

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

SAFETY GUIDELINES

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

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

Before 6:00 p.m., students and parents will be allowed to return to the building. A custodian will open the front door. The parent must accompany the student and custodian to the classroom and be escorted back to the exit. Students will not be permitted to return to our building without a parent.

After 6:00 p.m., students and parents will NOT be allowed to return to the building. By ordinance of the Norwood municipality, dogs are not allowed on school property. Please do not bring your pets when children are either dropped off or picked up.

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

We are excited to have your child(ren) attend Norwood School and take our responsibilities with excitement and enthusiasm. Please remember that:

**WE
ARE NORWOOD**