

**Student and Parent Handbook
2023-2024**



RIVERDALE PUBLIC SCHOOL

52 Newark-Pompton Turnpike

Riverdale, New Jersey 07457

973-839-1300 – Phone

973-839-8856 – Fax

Website: www.rpsnj.org

MISSION STATEMENT

The ultimate goal for our students is to achieve individual academic success by being self-directed, self-disciplined, and responsible. It is the expectation of this school district that all students achieve the New Jersey Student Learning Standards, at all grade levels.

The Riverdale Public School Student and Parent Handbook is designed to inform the school community members of the policies and procedures established for the 2022-2023 school year. In addition, it identifies the academic and extra-curricular programs and opportunities that are available to the students for the upcoming school year.

As a school, we seek to develop academic skills, life skills, artistic exploration, and the social maturity of each student. We recognize the necessity to balance a rigorous academic program with an environment that is developmentally appropriate. Our staff has put into place a strong support system that fosters academic, social, and personal growth. We have established practices that define academic expectations, promote an improvement in the quality of student work, and provide the opportunity for students to learn in a variety of interesting and stimulating formats.

We are very fortunate to have a dedicated and professional faculty, which strives to create an outstanding learning community that is committed to excellence. As in any partnership, parents, teachers, and administration work closely on a daily basis to provide our students with the most rewarding educational experience possible.

Please take your time reviewing this Student and Parent Handbook and maintain a copy for your easy reference throughout the school year. We look forward to working with your children and providing them with their best school year yet!

RIVERDALE PUBLIC SCHOOL
 ADMINISTRATIVE OFFICES
 52 Newark-Pompton Turnpike
 Riverdale, NJ 07457
 973-839-1300-Phone
 973-839-8856-Fax

Superintendent of Schools
 Administrative Assistant to Supt.

Mr. Jayson Gutierrez, CPA
 Mrs. Lynn Hutman

Business Administrator/Board Secretary
 Administrative Assistant to BA/BS

Mrs. Sandy Vicale
 Ms. Jalisa Figueroa

School Principal
 School/Principal Secretary

Mr. Mark Sernatinger
 Mrs. Erica Videc

Faculty

Pre-School Mrs. Lisa Moro-Zemaitis
 Kindergarten Ms. Brigita Shoblock
 Kindergarten Ms. Hannacy Gurbisz
 Gr. 1 Mrs. Courtney Quackenbush
 Gr. 1 Mrs. Andrea Swanson
 Gr. 2 Mrs. Monica Majowicz
 Gr. 2 Ms. Bianca Turzi
 Gr. 3 Mrs. Bridget Brewer
 Gr. 4 Mrs. Lori DelGiudice
 Gr. 4 Mrs. Natasha Tyjer-Mendez
 Gr. 5 Ms. Kristen Caufield
 Gr. 5 Mrs. Megan Sylvester
 ELA Middle School Mr. Matthew ten-Hoeve
 ELA Middle School Ms. Michele Miller
 Math Mrs. Nicole Gelok
 Science Mrs. Jeanette Sterbinsky
 Social Studies Mrs. Eileen DeFilippis
 Spanish Mrs. Brenda Vicioso
 LLD1 Ms. Tiffany Herbert
 LLD2 Mrs. Sheila Walsh
 MD2 Mrs. Jill Small
 Special Education Mrs. Kathleen Paldino
 Special Education Mrs. Linda Maher
 Special Education Mr. Eric Klein
 ESL Teacher Ms. Susan Mittler

Art/Enrichment Mrs. Karen Goldberg
 Library/Media/STEM Mrs. Deborah Malatak
 Music Mr. Randolph Hanas
 Physical Ed/Health Mr. Tom Schneider
 Nurse Ms. Caitlin Jenkins
 Special Education Mrs. Marianne McCarthy
 Special Education Ms. Jessica Kellenbach
 Paraprofessional Mrs. Ellen Chesney
 Paraprofessional Mrs. Ivette Fox
 Paraprofessional Mrs. Wendy Hanna
 Paraprofessional Mrs. Patricia Jewell
 Paraprofessional Mrs. Jill Morano
 Paraprofessional Mrs. Cari-Ann Synol

Special Services

Supervisor of Sp. Svcs./ Mrs. Stacy DiLorenzo
 School Psychologist
 LDT-C Ms. Jennifer Corbett
 Social Worker Ms. Kaitlyn Graf
 Speech/Language Mrs. Erika Langert
 Occupational Therapist Ms. Cynthia Zilocchi-Shah
 School Counselor Mrs. Jennifer Edelson
 CST Secretary Mrs. Nadine Bailey

Custodial

Mr. Dan DeNude Mr. Peter Jennings
 Mr. Juan Cazorla Mr. Zachary Majdanski
 Ms. Samantha Jennings

Cafeteria

Mrs. Jaclyn Pacifico, Food Service Coordinator

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AGENDA BOOKS

Student Agenda Books have been purchased by the Board of Education for student use in grades 1-8. It is recommended that all students utilize the assignment planner. Teachers will review and instruct students in the proper and most appropriate use of the planner. Assignment planners are provided to assist the student with his/her organizational skills, and are expected to be utilized throughout the school year.

Students and parents are encouraged to use Google Classroom and subsequently their Google Calendars as an additional tool to manage school work, keep track of due dates, and manage their learning.

ATTENDANCE REGULATIONS

It is the responsibility of the parents to ensure that their student attends school in accordance with the school calendar.

The Board of Education requires that the students enrolled in the school of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the supervision of a competent teacher are vital to this purpose.

Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session. Students absent from school for any reason are responsible for the completion of assignments missed because of their absence. No

student excused for a religious holiday shall be deprived of an award, or eligibility to compete for an award, or the opportunity to make up a test given on the religious holiday.

The Board of Education recognizes the importance of daily attendance. Daily attendance will be monitored by the central office in cooperation with the school nurse and the principal. Should the student not be called out from school for the given day by a parent/guardian, the school nurse shall contact each home on the first day of absence in order to determine the cause of absence.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the student of the classroom experience deemed essential to learning and may result in retention at the current grade level. [District Policy #5410](#) states that,

"School attendance shall be a factor in the determination of a student's promotion or retention. Only extenuating circumstances should permit the promotion of a student who has been in attendance fewer than 162 days during the school year."

As school is in session for 181 days a year and a maximum of only **18 absences** are permitted, student attendance patterns are closely monitored.

Students who have consistent or excessive absences shall be referred to the administration and an investigation will be conducted as to the causes for the absences. Chronically absent or late students may cause the administration to refer the issue to local social agencies for investigation. An attendance corrective action plan may also be implemented for a student with frequent absences/tardies through the I&RS Committee.

Students who are absent from school on a given day may not participate in that afternoon's school-related or extracurricular activities/events (i.e., Science Fair, Art Show, Sporting Events, Dances, Concerts, Assemblies) unless prior approval is obtained from the principal (See Extra Curricular Activities Club/Sports Eligibility.)

All students must present a written excuse from a parent/guardian when they are late or have been absent for one or more sessions upon their return to school. Parents should call the nurse's voicemail at 973-839-1300 (option 1), to report all student absences. **Parents/Guardians are required to physically sign in any student who is late to school for any reason.** This will be done in the vestibule and no longer done in the main office.

A doctor's note must be submitted to the Principal's office prior to or on the day of the student's return to school for any illness. All doctor's notes will be placed in the student's file. If a student should reach the 18 absence threshold for absences, all notes will be reviewed and the principal will determine which days will be Medically Excused. A comprehensive review of the total attendance record will be part of this decision-making process.

In the case of a contagious disease, the school nurse will request a doctor's written note of said disease and doctor authorization for the child to return to school.

BICYCLE/SCOOTER/SKATE BOARD REGULATIONS

Students are permitted to ride bicycles/scooters/skateboards to school. Riding bicycles, scooters, and skateboards and bringing them to school are at the parent and student's risk. By accepting the privilege of riding a bicycle/scooter/skateboard to school, all students agree to conform to certain safety practices:

1. All students under age 17 are required to wear a **helmet** consistent with NJ State Law when riding a bike, skateboard, or scooter.
2. All police regulations regarding traffic are to be obeyed.
3. Bicycles/scooters/skateboards are to be kept in good repair at all times.
4. Students should ride in single file at all times.
5. Only 1 person on a bike/scooter/skateboard.
6. Bikes/scooters/skateboards are to be placed in the racks provided by the school.
7. Bikes, scooters, and skateboards are to be walked on school property. Bikes, scooters and skateboards may not be ridden on school property.
8. Students who do not comply with these rules will be denied the privilege of riding bikes/scooters/skateboards to school.

BUS PRIVILEGE

Parents will be notified of the approximate time and place of student pick-up via OnCourse Connect Parent Portal.

Bus Behavior

It is the expectation of parents and Riverdale School staff that all students be transported in a safe and hazard free manner. The bus is considered an extension of school. In order to ensure the safety of all students while being transported on a school bus, the following rules are to be adhered to:

The school will provide students with assigned seats on the bus.

1. Each student shall remain seated in his/her seat for the entire trip and will stand to exit only after the bus has come to a complete stop.
2. All students **must wear seat belts** when riding on the bus.
3. Students will speak in an appropriate manner, using appropriate language and tone.
4. Windows will be opened only with the permission of the bus driver.
5. All food and drink are to be kept in the student's backpack or other suitable container.
6. Older students are expected to model appropriate bus behavior for the younger students.
7. Common courtesy is expected toward the bus driver and other students. Disrespectful and disruptive behavior such as throwing of articles, name-calling, offensive language, fighting, and/or harassing of other students or the bus driver is not permitted.
8. Parents will be notified of inappropriate behavior and proper action will be taken.

9. Improper and inappropriate bus behavior may result in immediate bus removal for a designated time period and/or complete loss of bus riding privileges.
10. Bus drivers and/or bus patrol will report any infractions to the principal.
11. Bus safety drills will be conducted a minimum of two times annually.

"3:20 Late Bus"

On full school days, bus students attending an after-school activity, event, detention, or extra help session may take the 3:20 late bus on that day. This bus is provided, as a courtesy, by the Board of Education. All bus privileges and rules remain in effect as previously noted. Students must be authorized to ride the late bus by a teacher or the principal. All students taking the late bus **must sign up at the Main Office** during the school day no later than 1:00 pm.

**** Middle School Students** may sign up for the late bus here: [Late Bus Sign Up Form](#)

CELL PHONES/ELECTRONIC DEVICES

Use of cellular telephone or personal electronic device is not permitted while school is in session, or at school sponsored events. Cellular telephones must be turned off and kept in the student's locker (if available) or backpack while the student is in the school building and may only be turned on after school has concluded for the day and the student is outside the school building.

Cellular telephones or personal devices that are turned on in violation of this policy will be confiscated and will **only be returned to a parent/guardian**. Additionally, the student will be subject to appropriate disciplinary action. Please refer to the discipline matrix for more specific details.

CHAIN OF COMMAND

Direct communication between parents and school is highly recommended and encouraged. Should a parent have an issue regarding his/her youngster, he/she is requested to follow the "chain of command." This translates to a discussion with the child's teacher, or person most closely related to the issue. Should a parent be dissatisfied at that level, the principal should be contacted. Communication with the superintendent is appropriate only if the resolution at the principal level is not satisfactory. Only after all levels have been exhausted, is it appropriate to relate your concerns to the Board of Education.

When a parent wishes to consult with the principal, a teacher, or a staff member; a request (made by email or phone) for an appointment will be honored as quickly as possible at a mutually convenient time. Appointments with teachers are not possible during class instructional time. Conferences will be scheduled during the school year to promote parent/teacher communication of the students' academic and social performance. Each staff member has a voicemail and email account at the school. Please consult the [district website](#) for further information.

DISCIPLINE- Code of Conduct

The essence of good discipline is self-discipline. Students need to realize that the observance of rules brings harmony and security to themselves, as well as to others, and promotes a healthy learning environment. Parents are encouraged to be partners in the discipline process, as establishing a connection with the home promotes positive behaviors.

Consequences

Please note that the school's response in all instances is intended to be instructional and not punitive. It is also important to note that appropriate consequences for inappropriate behavior are one way to help our students grow and to help maintain a safe, secure, and appropriate learning climate. Both academic and social growth are promoted with good behavior.

Student behavior, within the school setting, is expected to be in alignment with standards noted in the district Student Parent Handbook. It should be noted that no student handbook should be expected to contain answers to any and all possible situations involving student behavior. This notification helps reinforce the concept that inappropriate behavior in the school setting or at school related events includes, but is not limited to, behavior that is potentially dangerous to self or others; behavior that is disruptive to the educational program of oneself or others; insubordinate behavior; and physical, verbal or written actions or behaviors, which are meant to be hurtful to teachers or peers.

When a teacher finds it absolutely necessary to send a student to the office, the following steps will be taken:

- a. The teacher will notify the office the student is on his/her way via a phone call and/or accompany the student to the office. Before the school day ends, the teacher will complete an incident report on the Discipline Tracker.
- b. Principal will meet with the student and assess consequences, which may include a warning, referral to speak to school counselor for remediation, teacher detention, lunch detention, central detention, deduction of points, or a suspension.
- c. Principal will respond to the teacher on the action taken.
- d. Parents will be notified of disciplinary action taken via phone call, discipline form, letter, and/or conference.
- e. After **three central detentions** (cumulative) or after the fourth offense per the Discipline Matrix, students will automatically be put on social probation and a loss of privileges may occur (athletics, student council, after school activities, dances, field trips, etc.) with the next violation. Parents will be notified in writing should this occur. During the next marking period, probation may occur after the first violation.

Riverdale Public School Discipline Point System

Each student will begin the year with 100 points in their Riverdale Discipline Account (RDA). Each violation of the Code of Conduct will have a correlating negative point value. Points will be deducted from the 100 point total. If a student falls to 75 points in the RDA (a loss of 25 points), they will be placed on social probation and a loss of privileges may occur. A total of 70 or below will trigger automatic loss of privileges. Students can “earn” back 1 point for every week in which they are not given a discipline referral. Additionally, points may be earned by students through a special recommendation by a teacher or if a student is observed going out of their way to demonstrate outstanding citizenship.

Riverdale Restorative Program

Wherever possible, a restorative assignment will be combined with the disciplinary consequence. The goal is to help the child understand the effect of their behavior on others, why the child chose to exhibit the behavior, and what they can do in the future to be a better classmate and student.

Unacceptable Behavior:

(This is not an all-inclusive listing)

- Inappropriate language
- Insubordination/disobedience
- Disruption
- Horseplay
- Lying
- Littering
- Missing detention
- Bus misconduct
- Forgery/Cheating/Plagiarism
- Abusive/inappropriate interactions with adult(s)/peer(s)
- Inappropriate contact
- Harassment/Intimidation/Bullying
- Misuse of property
- Property damage/vandalism
- Theft
- Use/possession of tobacco/drugs/alcohol
- Bomb threat/false fire alarm
- Possession of a weapon
- Gambling

Teacher Detention

- The classroom teacher will handle routine discipline matters, utilizing the PBSIS system.
- Teachers will complete and keep a record of student discipline in OnCourse Discipline Tracker.
- Teachers will contact parents and provide 24-hour notice when a detention is issued.
- Detention is to be held immediately after school until 3:15 pm, in a location determined by that teacher.
- Students who serve detention may sign up for the late bus outside the Main Office or by using this LINK: [Late Bus Sign Up Form](#)

Central Detention

- A student may be assigned a central detention for a disciplinary infraction by the principal.
- Central detentions will be supervised by the principal's office and will last until 3:15 pm.
- Parents will be notified if a central detention is issued 24 hours in advance.

→ A student serving central detention may sign up for the late bus in the Main Office or by using this LINK: [Late Bus Sign Up Form](#)

Suspension

Please note that a student on out-of-school suspension is not permitted on school grounds at any time during the period of suspension. This includes any after school activities. Additionally, a student on out-of-school suspension is not permitted to attend off-site school sponsored events during the period of suspension.

DISCIPLINE MATRIX

A listing of student behaviors that are subject to student discipline including suspension or expulsion, pursuant to N.J.A.C.:18A: 37-2, follows. The behaviors and consequences include, but are not limited to:

Discipline Consequence Key	
Parent Notification = PN	Central Detention = CD
Teacher Detention = TD	Parent Conference = PC

Disciplinary Infraction	First Offense	Second Offense	Third Offense	Fourth Offense (and Greater)
Abusing Hall Pass	Warning 1 point	TD & PN 2 points	CD & PN 3 points	Administrative Determination & PC 5 points
Cell Phone or Violation of Student Tracking Devices Policy	Confiscated by teacher 1 point	Confiscated by Principal and Parent Required to Pick-up 1 point	Confiscated by Principal, Possible Loss of Privilege to carry cell phone to school and Parent Required to Pick-up 3 points	
Cheating, Forgery, or Plagiarism	Teacher Discretion and/or Principal Warning 2 points	Zero as Grade and/or TD and PN 3 points	Zero as Grade and/or CD and PC 4 points	Zero as Grade and/or Administrative Determination and Parent Conference 5 points
Disrupting Class	Warning 2 points	TD & PN 3 points	CD & PN 4 points	Administrative Determination & PC & Potential to lose Field Trip Privilege 5 points

Inappropriate Behavior in Cafeteria or Playground	Warning 1 point	CD & PN 2 points	CD & PC 3 points	Administrative Determination, and/or Possible Loss of Cafeteria or Recess Privileges, all with PC 5 points
Drug, Tobacco, Vaping Device, or Alcohol Possession Including any paraphernalia that pertains to the aforementioned	Suspension and/or Expulsion & PC, Possible Disciplinary Hearing, and/or Police Notification, Recommendation to attend 1 week drug/alcohol prevention program at parent expense 25 or more points - Principal discretion			
Failure to Report to Detention	2 TDs & PN 1 point	2 CDs & PC 2 points	Administrative Determination & PC & Potential to lose Field Trip Privilege 5 points	
Throwing an object at another student	1 CD & PN 1 point	2 CDs & PC 2 points	Administrative Determination & PC & Potential to lose Field Trip Privilege 5 points	
Relational Aggression	1 CD & PN 1 point	2 CDs & PC 2 points	Administrative Determination & PC & Potential to lose Field Trip Privilege 5 points	
Shoving/pushing	In-School Suspension, Possible Disciplinary Hearing, PC 10 or more points - principal discretion			
Use of Force (punching/hitting)	1 day suspension, Possible Disciplinary Hearing, Possible Police Notification, and/or Potential to Lose Field Trip Privilege; all with PC 20 or more points - principal discretion			
Fighting	Minimum 3-day suspension, Possible Disciplinary Hearing, Possible Police Notification, and/or Potential to Lose Field Trip Privilege; all with PC 25 or more points - principal discretion			
School Clearance After an Incident	Administration may require medical or psychiatric clearance prior to returning to school or attending a school-sponsored event.			
Gambling	Suspension, Possible Police Notification, Possible Disciplinary Hearing, and/or Potential to Lose Field Trip Privilege; all with PC 15 points			

Inappropriate Language (not including such language that may be considered HIB)	Warning 1 point	TD & PN 2 points	CD & PN 3 points	Administrative Determination & PC 5 points
Inappropriate Behavior on Bus or Failure to Wear Seatbelt	Warning 2 points	Report to Principal and PN 4 points	Administrative Determination, and/or Possible Suspension of Bus Privilege; all with PC 5 points	
Disciplinary Infraction	First Offense	Second Offense	Third Offense	Fourth Offense (and Greater)
Insubordination or Disobedience/ Disrespect toward a staff member	TD & PN 1 point	CD & PN 2 points	Principal Discretion - In School Suspension or Out of School Suspension & PN 5 points	Administrative Determination, and/or Potential to Lose Field Trip Privilege, all with PC 7 points
Dress Code Violation	Warning and PN 1 point	PN 2 points	CD & PN 3 points	Administrative Determination & PN 5 points
Littering	Warning 1 point	TD & PN 2 points	CD & PN 3 points	Administrative Determination & PC 4 points
Misuse of Computer/Internet	Administrative Determination, Parent Conference, Possible Loss of Computer Privileges, and Possible Police Notification 3 or more points - Principal determination			
Taking someone else's property without permission	1 CDs & PN 1 point	2 CDs & PC 2 points	Administrative Determination & PC & Potential to lose Field Trip Privilege 5 points	
Theft/Stealing	Suspension, possible Police Notification, Possible Disciplinary Hearing, and/or Potential to Lose Field Trip Privilege; all with PC			
Threats, Bullying, Cyberbullying, Harassment, Intimidation, or Sexual Harassment	Central Detention, Possible Suspension, Possible Police Notification, Disciplinary Hearing, Potential to Lose Field Trip Privilege, and or School Bullying Specialist Notification; all with PC 5 to 15 points or more - Principal determination			
Vandalism	Administrative Determination, Parent Conference, Possible Police Notification, Possible Disciplinary Hearing, and Potential to lose Field Trip Privilege 10 points or more - Principal determination			

Weapon Possession, Arson, or Assault	Suspension and/or Expulsion, Parent Conference, Police Notification, Possible Disciplinary Hearing, and Potential to Lose Field Trip Privilege 30 points or more - Principal and Superintendent determination			
Chronic Lateness	5 Latenesses Warning 1 point	10 Latenesses PC 5 points	15 Latenesses PC 8 points	16 or more Latenesses Administrative Determination & PC 12 points
Writing or Painting on Body	Warning & PN 1 point	CD & PN 2 points	CD & PN Parent Meeting 3 points	CD & PN 4 points
Teasing	Warning and PN 1 point	PN 2 points	CD & PN 3 points	Administrative Determination & PN 5 points
Inappropriate Behavior (to cover all other instances not mentioned above)	Warning and PN 1 point	PN 2 points	CD & PN 3 points	Administrative Determination & PN 5 points
All other infractions	The Principal and Superintendent reserve the right to assign point values to any infraction not listed.			

Lunchroom / Cafeteria Conduct

The expectation for lunch is that students will eat in a relaxed, safe, and calm environment. The following goals and guidelines are set to ensure order and safety:

The staff goals for cafeteria environment are:

All students will enter the cafeteria and eat lunch in a quiet and orderly fashion, keeping hands and feet to themselves while displaying good manners. No food or drink is to be taken from the cafeteria, or to be eaten on the playground or anywhere else in the building.

Guidelines for Students (Grades K-2):

1. Students should raise their hand to speak to the adult on duty.
2. Students need permission to leave their seats.
3. Students are encouraged to eat a nutritious lunch. Students should bring or purchase no more than one snack for lunch.
4. Lunch brought from home should be nutritionally balanced.
5. Students should bring the appropriate amount of money necessary for that day.
6. Students are not permitted to share or borrow money from other students. Each student is responsible for his/her lunch and lunch money.
7. Students are responsible for cleaning up their own area.
8. The signal for quiet time is when the lights are turned off.

9. Indoor recess will be held in individual classrooms supervised by a staff member in the event of inclement weather.
10. All students must arrive on time with outdoor clothing, if appropriate. All coats should be cared for appropriately.

Guidelines for Students (Grades 3-8):

1. All students must arrive on time with outdoor clothing, if appropriate.
2. All students purchasing lunch must immediately get in the designated line and may go through once. Students purchasing a snack must wait to be called and then may go through once. It is recommended that no more than two snacks be purchased.
3. After passing through the purchasing line, students must go directly to the designated seating area for their grade level. Once seated, there will be no moving around to other tables. No student may leave his/her seat without the permission of the staff member on duty.
4. At clean-up time, specific areas will be called one side of the table at a time. Each student is responsible for the area around his/her seat and must return all trays to the designated area. When the staff member on duty needs students' attention, the lights will be shut off.
5. If going anywhere in the building during lunch, the student must have permission from a staff member.
6. At lunch/dismissal times, students must immediately go to designated areas and await directions.

All above rules must be followed. Staff members on duty will enforce the rules and keep a record of students who leave the cafeteria for any reason. If student misbehavior is judged to be serious, the staff member may refer that student to the principal for further disciplinary action.

Positive Behavior Supports in Schools - (PBSIS)

The PBSIS committee has worked tirelessly to put the necessary resources in place to implement the Positive Behavior Supports in Schools program in Riverdale. This program will concentrate on rewarding positive student behavior using a tiered structure of support. Our school-wide expectations focus on three areas: **Respect, Responsibility, and Integrity**. You will notice our Riverdale School logo on the cover page has been updated to reflect the three areas of stressed importance. Some of the tools in place to help facilitate this program are common rules for all students based on their location in the building. You will see posters hanging throughout the school to reinforce student expectations. In early September, students will receive direct instruction through the use of Riverdale School produced videos and their teachers. All students will start the year with a clear understanding of the expected behavior in each location of the building.

To reinforce positive behavior, students will earn "Bonus Bucks" when observed exhibiting positive behaviors. Bonus Bucks will be collected in each homeroom with the

student's name listed on the paper ticket. Each week, homeroom teachers will randomly select a predetermined number of tickets from their bin. Those students selected will earn a reward in the classroom. At the end of the month, all tickets from each grade will be combined into one of three containers. One container will be for all Bonus Bucks earned in grades K-2, a second for grades 3-5, and the final container for grades 6-8.

On a monthly basis, there will be another randomly selected drawing in the cafeteria for students in grades K-2, 3-5, and 6-8. The rewards for this drawing will be tangible items (i.e., kickballs, t-shirts, pencils, etc.). After this drawing, all tickets will be combined into a larger container. Once we reach the indicated goal for the school-wide container, there will be a school-wide event to celebrate the accomplishment. The school-wide containers are housed in the foyer inside the main entrance.

For more information about the PBSIS program, please click on the following link:

<https://www.pbsisnj.org/x78>

DRESS CODE/Personal Grooming

The Board believes the school is a place for learning and students and staff are expected to dress accordingly. All members of the school community will be expected to model modesty, humility, and their own professional style in their wardrobe choices when in the school.

The Board authorizes the Administration to enforce school regulations prohibiting student dress and grooming practices that:

- a. Present a hazard to the health or safety of the students themselves, or to others in the school;
- b. Materially interfere with schoolwork, create disorder, or disrupt the educational program;
- c. Cause excessive wear or damage to school property;
- d. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
- e. Prohibit students from wearing, while on school property, any type of clothing, apparel or accessory, which indicates that the student has membership in, or affiliation with, any gang associated with criminal activities. The local law enforcement agency will advise the Board, upon request, of gangs, which are associated with criminal activities.

Staff members shall demonstrate by example and present wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Consistent with these guidelines, the following items are suggested for appropriate dress for the school environment:

Jeans**Skorts** (culottes, split skirts)**Vests** (when worn over shirts/sweaters)**Shorts****Skirts** (mid-thigh or longer)**T-shirts with sleeves****Ripped jeans** (provided the rips are not higher than middle of the thigh)**Slacks****Dresses****Sport Shirts****Sweaters****Sweatshirts****Leggings**

Footwear- loafers, sneakers, dress shoes, hiking-type boots, topsiders, closed toe shoes – laces must be tied, open-toed shoes with a back only.

Because the following items of clothing can present a hazard to the health and safety of oneself or other students, or may not adhere to the aforementioned goal of creating a professional learning environment, they therefore, are **inappropriate** for school:

- Tube tops/strapless shirts
- Lycra/spandex shorts
- Any pants or shorts that expose the bottom of the lower back or top of the hamstring.
- Skirts/dresses above mid-thigh; shorts above mid-thigh;
- Cutoff shorts with pockets exposed; without a 3 inch inseam; even if spandex style shorts are worn underneath
- Camisoles worn alone; exposed undergarments of any sort;
- Halter tops; spaghetti strap tank tops worn alone;
- Tank tops that do not cover from the clavicle to the tip of the shoulder;
- “Flip flops” or sandals with open backs;
- Shirts that do not cover the stomach;
- Sunglasses (unless required for medical reasons);
- See-through shirts;
- Tops with low-cut, revealing necklines;
- Boxer shorts
- Other clothing, which could be considered revealing, indecent or embarrassing, clothing with obscene words or expressions (e.g. profanity or alluding to profanity, substance abuse, alcohol or smoking, sexual themes, or promoting violence).
- Hats are not to be worn in the building
- Hooded sweatshirts are allowed, hoods may not be worn in the building
- Face painting or using make-up as face paint

Students must maintain a good level of cleanliness, bathe regularly, and brush teeth, demonstrating good hygiene.

If a child is determined to be in violation of the dress code, he or she will visit the nurse to borrow appropriate clothing. Borrowed clothing must be laundered and returned in a

timely fashion. If the student chooses not to borrow clothing, he/she will contact home for alternate clothing.

DRUG/WEAPON POSSESSION

In the event of drug or weapon possession, the civil authorities, the superintendent, and the Board of Education will be notified as stipulated in the Joint Memorandum of Agreement. Drug or weapon possession will result in immediate suspension.

Students are forbidden to possess, use, sell or receive drugs, alcohol, steroids, controlled dangerous substances or drug paraphernalia on or near (1,000 feet of school property) or at any school sponsored functions. This includes any and all tobacco products. This prohibition extends to any time or activity during which students are under the supervision of the school.

EARLY DISMISSAL – Parent Request

A written request or phone call is required from the parent/guardian *prior* to picking up the child during the school day. A student, who leaves school during school hours before regular dismissal due to illness, appointments, or any other reason, **must be met** in the school office or vestibule -whichever is deemed more safe in the moment. The student will be signed out by their parent or guardian in that location. All students who require being picked up from the Nurse’s office or isolation room, will be picked up outside the Nurse’s Office in the back of school near exit 10. All persons picking up a student must be ready to show proper photo identification (driver’s license, passport, or state id).

No student may leave the school property on his or her own accord from the time he/she arrives in the morning until the appointed departure time.

The school will permit only the custodial parent, or his/her designee to pick up the child during or at the end of the school day. A non-custodial parent will not be permitted to remove the child from school unless there is *written authorization* from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization *may be* acceptable from the custodial parent.

DAILY TIME SCHEDULE

Please do not have your child arrive prior to **8:05 am**

GRADES PREK-8 Student Arrival **8:05 am – Tardy after 8:16 am**
Student Dismissal **2:34 pm**

BELL SCHEDULES

Bell Schedule Elementary and Middle School		Early Dismissal Elementary and Middle School		Delayed Opening Elementary and Middle School	
HR	8:10 - 8:16	HR	8:10 - 8:16	HR	9:30 - 9:36
1	8:18 - 8:58	1	8:18 - 8:45	1	9:38 - 10:09
2	9:00 - 9:40	2	8:47 - 9:14	2	10:11 - 10:42
3	9:42 - 10:22	3	9:16 - 9:43	3	10:44 - 11:15
4	10:24 - 11:04	4	9:45 - 10:12	4	11:17 - 11:48
5	11:06 - 11:46 (Lunch 6-8)	5	10:14 - 10:41	5	11:50 - 12:21
6	11:48 - 12:28 (Lunch K-2)	6	10:43 - 11:10	6	12:23 - 12:54
7	12:30 - 1:10 (Lunch 3-5)	7	11:12 - 11:39	7	12:56 - 1:27
8	1:12 - 1:52	8	11:41 - 12:08	8	1:29 - 2:00
9	1:54 - 2:34	9	12:10 - 12:40	9	2:02 - 2:34

DAILY BLOCK SCHEDULE - MIDDLE SCHOOL

STUDENT SCHEDULE - 6th Grade Example					
Minutes	Period				
8:10-8:16	HR	A	B	C	D
8:18 - 8:58	1	Elective	Social Studies	Elective	Social Studies
9:00 - 9:40	2	Spanish	Social Studies	Spanish 6A	Social Studies
9:42 - 10:22	3	ELA	ELA	ELA	ELA
10:24 - 11:04	4	ELA	ELA	ELA	ELA
11:06 - 11:46	5	Lunch	Lunch	Lunch	Lunch
11:48 - 12:28	6	PE 6	PE 6	PE 6	PE 6
12:30 - 1:10	7	Science	Math	Science	Math
1:12 - 1:52	8	Science	Math	Science	Math
1:54 - 2:34	9	Elective	Elective	Elective	Elective

STUDENT SCHEDULE - 7th Grade Example					
Minutes	Period				
8:10-8:16	HR	A	B	C	D
8:18 - 8:58	1	Math	Science	Math	Science
9:00 - 9:40	2	Math	Science	Math	Science
9:42 - 10:22	3	Social Studies	Elective	Social Studies	Elective
10:24 - 11:04	4	Social Studies	Spanish 7A	Social Studies	Spanish 7A
11:06 - 11:46	5	Lunch	Lunch	Lunch	Lunch
11:48 - 12:28	6	ELA	ELA	ELA	ELA
12:30 - 1:10	7	ELA	ELA	ELA	ELA
1:12 - 1:52	8	PE 7	PE 7	PE 7	PE 7
1:54 - 2:34	9	Elective	Elective	Elective	Elective

STUDENT SCHEDULE - 8th Grade Example					
Minutes	Period				
8:10-8:16	HR	A	B	C	D
8:18 - 8:58	1	ELA	ELA	ELA	ELA
9:00 - 9:40	2	ELA	ELA	ELA	ELA
9:42 - 10:22	3	Science	Math	Science	Math
10:24 - 11:04	4	Science	Math	Science	Math
11:06 - 11:46	5	Lunch	Lunch	Lunch	Lunch
11:48 - 12:28	6	Spanish 8A	Elective	Spanish 8A	Elective
12:30 - 1:10	7	PE 8	PE 8	PE 8	PE 8
1:12 - 1:52	8	Social Studies	Social Studies	Social Studies	Social Studies
1:54 - 2:34	9	Elective	Elective	Elective	Elective

Lateness

A student is considered late after the 8:16 am morning bell. The student is to report to the office **with his/her parent or guardian** for a late pass to class. Lateness is reported on the report card. It is important each child arrives to school on time so as to not miss important announcements and instructions. **Eight tardies** will be recorded as

an *unexcused absence*, in accordance with district policy #5240. **Parents/Guardians are required to physically sign in any student who is late (after 8:15 am) to school for any reason.** This will be done in the vestibule and no longer done in the main office.

A strong correlation exists between school performance and school attendance. Please be advised that frequent lateness may result in the school contacting local social agencies to investigate.

Arrival Procedures

Teacher supervision begins at 8:05 am. Students are requested not to arrive on school grounds prior to 8:05 am. All students are directed to gather and enter the building at specific doorways to help alleviate stairwell and hallway crowding. Please do not enter through unsupervised doors. Thank you for your cooperation.

Preschool/Kindergarten/1st:	Oak Street Entrance
Second, Third Grades:	Back Elementary Wing Entrance (Kiss & Drop)
Fourth - Eighth Grades:	Main Entrance of School
All Bus Students:	Door #15 Located btw Gym and Primary Wing



If you would like to escort your child to his/her appropriate entrance, please park your car along Oak Street, beyond the back of school, in accordance with the posted traffic signs; being sure to not block the entrance to the driveway. The "Kiss & Drop" zone (behind the school building) is for parents who do not wish to park and/or get out of their car. (Students at all grade levels may be dropped off here and wait to enter the building.)

- Oak Street will be a **one-way street** enforced by the Police Department and School during morning and afternoon drop off / pick up times. Please note, as you may know, school districts in NJ only have jurisdiction on school property, so vehicle operators are under the auspices and laws of local authorities on public thoroughfares.
- Oak Street drop off is primarily for our Pre-K and kindergarten students, as per past practice.
- Families wishing to utilize the "Kiss & Drop" zones behind the school, **MUST** enter the parking lot **from Newbury Place**. There will be no entry from Oak Street (please see diagram on page 2.)
- Staff members will be stationed at each drop off zone to assist students and parents.
- **Parking Spaces** in the school parking lot are for **STAFF MEMBERS ONLY**, please do not park there. Unfortunately, our parking lot does not have an adequate amount of parking spaces and teachers already park on the street.
- Due to the Fire Lane, located in the parking lot adjacent to the cafeteria, NO vehicles (parent or staff) may park within the Fire Lane.

Please Note -

Oak Street will be a one-way street
between
7:30 am - 8:30 am & 2:30 pm - 3:30 pm
per town ordinance.

Dismissal Procedures

Students in grades K-8 will be dismissed from school at 2:34 pm (Pre-K dismissal is 2:35 pm.) Parents of "walkers" and those picking up students are asked to wait outside for their children to be dismissed at the following exits:

Preschool/Kindergarten/1st:

Oak Street Entrance

Second, Third Grades:

Back Elementary Wing Entrance
(Kiss & Drop)

Fourth - Eighth Grades:

Main Entrance of School

All BUS STUDENTS:

Enter through Door #15 behind the building.

We ask that you do not crowd the doors as the students exit the building. If you will be picking up your child at dismissal, please park your car along Oak Street, being sure that you do not block the entrance to the driveway. Additionally, please adhere to posted signs and parking restrictions. Be mindful of pedestrian traffic in this area. There is no parking in the school parking lot during dismissal time.

Early Dismissal Time Schedule

Preschool to Grade 8

8:10 am - 12:40 pm

Delayed Opening Time Schedule

Preschool to Grade 8

9:30 am – 2:34 pm

Delayed Opening Procedures

Should a situation occur when hazardous road conditions or other safety related aspects deem it necessary to consider a delayed opening, the following rules will apply:

1. A message will be sent out via **Remind**.
2. The borough siren, which normally sounds at 6:45 am (for school closing at Riverdale Public School), will not sound.-NO SIREN
3. Parents will be contacted via **Remind** to inform them of a delayed opening (**9:30 am** for grades **PreK-8**).
4. All bus students are to remember that since a delayed opening time is now 9:30, their new pick up time will be approximately 1 hour-15 minutes later than usual.
5. Since students and staff are arriving later than usual, the lunch times will be adjusted accordingly.
6. In the event that weather and road conditions worsen and prohibit the delayed opening of school, parents will be notified via **Remind**.
7. As a parent/guardian, please use your judgment regarding safety in your area. Your decision whether your child should remain at home will always be accepted by our school officials.

EMERGENCY SCHOOL CLOSING/SNOW DAY

In the event of a severe storm or other emergencies, the closing of Riverdale School will be announced on the television on **Channel FOX 5 News, News 12 New Jersey, NBC 4 New York, WABC Channel 7 news, and Verizon FiOS1 News.**

Additionally, parents/guardians will be notified via **Remind**; information is also included on our school website at www.rpsnj.org.

In the event that there is a need for the early dismissal of students already in the Riverdale School:

1. All parents are notified via **Remind**. Information is also included on our school website at www.rpsnj.org.
2. When weather is inclement, parents/guardians should refer to announcements **on** television **Channel FOX 5 News, News 12 New Jersey, NBC 4 New York, WABC Channel 7 news, and Verizon FiOS1 News**. An early dismissal will be at 12:40 pm.
3. Teachers will be present to assist those students needing guidance inside and outside of the building during and in the event of an early dismissal. Any child not picked up immediately, will be sent to the office.

In the event a parent is not at home at the time of an early dismissal, an alternate plan should be developed to secure the safety of your child. This plan should be communicated to your child, classroom teacher, and the school.

Any student who is not picked up at the end of the day will be retained at the school and properly supervised until a pickup is made. Students who are not picked up within 1 hour of dismissal will be taken to the police station for their safety. Please note that weather conditions can shorten that time. **We will not permit other parents to take home your child without your knowledge.**

To assist us better, please update your telephone numbers and emergency contacts as they change, using the OnCourse Parent Portal.

Most importantly, **please communicate your procedure/plan with your child and teacher** to further ensure his/her safety and well-being. Together we can ensure the success of this procedure.

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education shall, in accordance with law, guarantee equal employment opportunity in this district.

Each otherwise qualified person shall be offered equal access to all categories of employment in this district without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability.

EXTRA-CURRICULAR ACTIVITIES

The students of Riverdale School are offered a range of extra-curricular activities that afford them various and diverse opportunities to develop self-confidence as well as build social skills and leadership.

Activities offered may include Band, Chorus, Yearbook, Student Council, Drama, and National Junior Honor Society. Interscholastic athletics include Girls' and Boys' Basketball, Girls' Softball, and Boys' Baseball.

Each club or team is assigned an advisor who supervises all activities of the group.

Attendance Requirement for Extra-Curricular Activities

Students are expected to be in school during the regularly scheduled times. Any student not in attendance at school due to illness, suspension or other exclusion will not be allowed to participate in after-school activities/events the day of absence from school. Students that are not in attendance by 11:00 a.m. for any other reason on the day of an extra-curricular activity will also not be permitted to attend that activity (unless cleared by the administration).

Club/Sports Eligibility

The superintendent, in consultation with the principal and the coach/advisor/counselor, with input from staff members, may declare a student ineligible to participate at any time during any activity if the student's behavior, effort, or academic achievement should become a serious concern.

A student in grades 6 through 8 is eligible to participate in sports if he or she passed all courses required for promotion or graduation in the preceding marking period and maintains a D average or better in all current courses. A student may be placed on probation or removed from the team, if he or she receives a grade of (2) D's or (1) F. Additionally, each child must have the appropriate physical forms completed and on file in the nurse's office **prior to tryouts**.

FIELD TRIPS

School trips are planned by the teachers to places of interest for the purpose of further enriching the child's life experiences and providing additional educational opportunities that are aligned with the curriculum. Trips are properly chaperoned by the faculty, and if need be, class parents. The consent of the parent is necessary before any student may participate. Proper conduct is stressed to ensure that the trip is orderly and safe, and that all the participants can gain the maximum amount of knowledge and experience. Students will be responsible for all admission fees, including transportation. Class parents may be requested to pay the necessary field trip fees, should they serve as a chaperone.

The school nurse will contact parents/guardians of students who have special health concerns (i.e. medications, allergies, asthma, or other concerns) to discuss options for management while the student is on the field trip should their health issue warrant.

A student may be deemed ineligible to attend a field trip for excessive discipline infractions. Parents will be notified in writing by the teacher in advance of such. The student will still be required to attend school.

FIRE DRILLS/LOCKDOWNS/EVACUATIONS

Fire and security drills are held monthly, in accordance with New Jersey State Law. In the case of a lockdown or evacuation drill, students may be secured within the school building or may be relocated to an off-campus site.

All drills are done in an orderly fashion. Students are to move to their destinations quickly, quietly, and without distractions.

Students are to remain in their assigned "safety destinations" with their teacher until notified to return to class or are given alternate directions. All teachers are to carry a class roster and verify each student's presence. Fire drill routes are posted in every classroom.

Parents and guardians will be notified via email or Remind of any security drill that was conducted by the end of the school day (on which the drill occurred) as outlined in [Senate Bill 3276](#).

FUNDRAISING

School related fundraising/solicitation should take place among family and friends. **No child should ever solicit alone. Parental supervision is imperative and door-to-door solicitation is not permitted by school policy.**

GUM CHEWING

When or if chewing gum becomes a distraction in class/school to oneself or others, that student will be asked to dispose of the gum immediately and properly. Further consequences will apply for repeated instances. Teachers have discretion as to whether gum chewing is permitted in their classroom.

Lollipops

Due to safety concerns, lollipops are not to be distributed in the school. Students are also not permitted to have a lollipop in their mouth while on school grounds.

HARASSMENT, INTIMIDATION AND BULLYING

Students are entitled to a safe and civil environment, while at school and associated events. Accordingly, [Board Policy 5512 Harassment, Intimidation and Bullying](#) has been enacted to address the same. The policy is also posted on the district website – www.rpsnj.org.

Annually, in accordance with this policy, an Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety Team will be appointed. Contact information for the Coordinator and Specialist is as follows:

Coordinator: Mr. Mark Sernatinger
Email: msernatinger@rpsnj.org
Phone: 973-839-1300 x100

Specialist: Ms. Stacy DiLorenzo
Email: sdilorenzo@rpsnj.org
Phone: 973-839-1300 x105

HEALTH INFORMATION

Riverdale School has a full-time school nurse on staff. Parents/guardians are asked to notify the school nurse if the child has chronic symptoms or exhibits symptoms that warrant oversight or concern during school hours. If a child has a contagious disease, parents/guardians are requested to notify the school nurse so that appropriate steps may be taken to prevent transmission to other children. The School Nurse will notify the parent/guardian of a child who has a documented or suspected contagious disease as a physician's note is required for the student to be readmitted to school. These required notes would correspond to current state health policies for students with contagious diseases. Parents/guardians will be notified if a child becomes seriously ill during school (vomits, severe headache, temperature over 99.9, severe stomach ache, coughing.)

- ★ Any student with unidentified or untreated pink or red eye or skin rash must have symptoms evaluated by a physician. **STUDENTS WITH THESE SYMPTOMS MAY NOT REMAIN IN SCHOOL.** Please do not send your child to school if he/she has these symptoms.
- ★ All cases of impetigo and ringworm must be under a doctor's care.
- ★ Students showing signs of chills, earache, sore throat, pain, runny nose, enlarged glands, fever, etc. should remain home. **Students must be fever-free without medication for 24 hours before returning to school.**
- ★ Whenever a child is to be absent from school due to illness or other reasons, it is the responsibility of the parents/guardians to notify the school in the morning.

If a parent cannot be reached in a medical emergency, person(s) indicated on the EMERGENCY FORM will be contacted to pick up the child. **(Important: For the welfare of your child, the emergency form must remain accurate and current).** When a child is injured in school, the nurse or other authorized person will administer regular first aid and the parent will be contacted. In case of a serious injury or emergency, the police and the ambulance will be called.

Emergency Information and Updates

Emergency contact information should be updated through the OnCourse Parent Portal. Parents can access the portal by clicking on Quickly Links > Parent Portal at the lower right of the school website: www.rpsnj.org. If you do not have access to a computer, please call the Main Office to provide the updated information. Information must be submitted for each child. Parents are also asked to attend to all health forms and referrals sent home by the school nurse.

Persons named as emergency contacts must be available. Employment phone and cell phone numbers must be accurate and kept up-to-date. If, during the year, there is a change in your family's address and/or telephone number, please update the contact information in the parent portal or contact the school office with the updated information. **This is vitally important in case of an emergency!**

Health Services

The Health Programs are as follows:

- Visual testing completed biannually – K-8
- Auditory testing - K-3, and Grade 7 pursuant to N.J.S.A 18A:40-4
- Head and Hair Inspection for the detection of pediculi (as needed)
- Height, Weight, & Blood Pressure – all grades
- Scoliosis Screening – Grades 5 & 7 pursuant to N.J.S.A 18A:40-4.3
- Mantoux/Tuberculosis – In accordance with the New Jersey Department of Health specifications.
- Physicals – In accordance with NJAC 6A:16-2.2, parents/guardians are required to provide the district with entry examination documentation. Although not required, the code also stresses the importance of medical examinations at least once during each developmental stage (Preschool -3, Grades 4 - 6, Grades 7 – 12).

Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained. The School District shall notify the parent(s) of any student suspected of deviation from the recommended standard.

Sports Physicals

Students wishing to try-out for and participate in school sports are required to have a physical exam by a doctor prior to the start of tryouts and practices. A student has the option of receiving an exam from his or her own physician at the parent/guardian expense or a free exam may be offered from our school doctor, if a home medical provider is not available to the student. The school nurse must have written proof or a copy of the exam before practice begins. One exam per year covers one year (365 days). If the duration of the exam expires during the time the sport is in session, a new physical will be required before the athlete is allowed to continue to participate.

Concussion Information

Student athletes and their parents/guardians will receive the NJ Dept. of Education Concussion and Head Injury Fact Sheet on the importance of early identification and treatment of concussions prior to the start of the sports season. A corresponding Parent/Guardian Acknowledgment form must be signed and returned in order for the student to participate in school related sports. This is in addition to other required athletic participation forms.

A copy of the [district's policy 2431.4](#) Prevention and Treatment of Sports-Related Concussions and Head Injuries can be viewed on the district's website: www.rpsnj.org.

Immunization

Students without proper immunization are **not permitted** to attend school. This is **required by New Jersey State Law**. (see required immunizations below)

Required Immunizations for Entering Riverdale School:

- **Diphtheria and Tetanus Toxoids and Pertussis (DPT) Vaccine.** For those children less than seven (7) years of age, a minimum of four doses of DPT is required. One dose must have been administered on or after the fourth birthday.
- **Poliovirus Vaccine** – For those children less than seven (7) years of age, a minimum of three doses of oral polio vaccine (OPV) or enhanced IPV (if medically indicated) is required, provided one dose is given on or after the fourth birthday.
- **MMR (Measles, Mumps, Rubella)** – According to the NJ Department of Health, "A child is required to receive two doses of measles, one dose of mumps, and one dose of rubella once he/she enters kindergarten. Since single antigen is not readily available, most children will have two MMR vaccines."
- **Varicella (Chicken Pox)** – one dose
- **Haemophilus Influenza Type B (HIB)** – Every child 12-59 months of age in any preschool facility after September 1, 1995, shall have received at least one age appropriate dose of a separate or a combined HIB conjugate vaccine. All infants and children are to be appropriately immunized for their age in order to enroll and continue attendance in a childcare center.
- **Hepatitis B** multi-dose is required for all students entering kindergarten/grade 1 (whichever occurs first) and grade 6.

IMPORTANT

Students entering Pre-K must have evidence of **pneumococcal vaccine** and verification of an annual **influenza vaccine**.

Students entering grade 6 in September must have verification of a current **DPT booster** and **meningococcal vaccine**.

Medication

The state strongly advises against the administration of medication in school; however, if an illness necessitates prescriptive medication to be given during school hours, the medications must be brought by the parent in the **original container** with the doctor's name, student's name, medication name and dosage listed. A written permission slip signed by a parent must be included stating the illness and the length of time medication is to be given.

Any and all medications to be taken during school hours must be accompanied by a note from the doctor to that effect. The note must state the following:

1. Name of medication
2. Dosage and time to be given
3. Reason for medication
4. Expected duration for medication
5. The medication must be in the original container as received from the pharmacy.
6. Child's name must be on the container.

Medications will not be permitted in the school without the above note. This is a positive health prevention school policy that is for the safety of your child. Medications are dispensed from the school nurse's office by the nurse and should be sent directly there by the student's parent/guardian; they may not be kept on the student's person. **There can be no exceptions to this rule.** In the event that a student requires medication for either asthma, anaphylactic management, and/or diabetes and his/her physician deems it necessary for said student to carry and self-administer necessary medication, he/she may do so in accordance with the school self-administration policy. The school nurse must be informed of such situations and appropriate permission paperwork completed.

Students are forbidden to have any type of prescribed medicine or over-the-counter medicine in their possession during school hours. Necessary medication may be taken by the child under the supervision of the school nurse. It is the responsibility of the child to report for medication.

Whenever a student has been prescribed crutches as part of therapy for an injury or illness and the crutches are to be used during school hours, a doctor's permission note must be presented to the school nurse. It must state that the student has the doctor's permission to use the crutches in school along with the diagnosis of the student's problem.

The students may be restricted from participation in academic, physical education, and after-school activities that involve physical conditioning (i.e., softball, basketball, field day) due to medical reasons.

HOMWORK GUIDELINES

Homework is an extension of the instructional program of the school, and is not meant to be a reward or a punishment as referenced in [Policy #2330](#). Homework and Summer Reading Packets are assigned to supplement and reinforce class work, as well as develop targeted skills. Students should realize the relationship between the class work and homework. For homework to be effective, periodic communication between the home and school is important.

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering, integration of knowledge, and an opportunity to remediate learning problems.
3. Homework should help develop the student's responsibility and provide an opportunity for the exercise of independent work and judgment.
4. The number, frequency, and degree of difficulty of homework assignments should be based on the individual ability and needs of the student and take into account other activities that make a legitimate claim on the student's time.
5. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated and that evaluation should be reported to the student.
6. The school should recognize the role of parent(s) or legal guardian(s) by suggesting ways in which parent(s) or legal guardian(s) may assist the school in helping a child carry out assigned responsibilities.
7. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.
8. Grades assigned to homework may be factored in the calculation of the final grade for the marking period, but should not exceed 10% of any grade.
9. Students will be provided with the opportunity to make up missed work due to excused absences. For each day missed, students will be given two days to make up the assignments. After missing two consecutive days of school, a parent/guardian may contact the office to have work collected by the teacher(s) to be picked up at the end of the day or sent home with a sibling.
10. Long-term assignments given to students that are due upon return from a designated school vacation period must be assigned a minimum of ten school days prior to the start of vacation.

Homework should be a cooperative venture between the home and school. It provides an opportunity for parents to support and encourage their children as well as to assist in monitoring their child's education and development. Parents can help to promote in

their children a more positive and serious approach to learning and responsibility to study and complete all assignments.

Suggested Daily Homework Time:

Kindergarten	minimum/on occasion
Grades 1-2	15-30 minutes
Grades 3-4	20-40 minutes
Grades 5-6	30-60 minutes
Grades 7-8	45-75 minutes

It is suggested that this time include some recreational and informational reading by the student. In addition, it is urged that students be read to on a regular basis. Vacations and weekends are excellent times for recreational reading by and to students. For middle school students, newspapers and appropriate magazines are beneficial.

The recommended times do not include time spent on special projects. Long-term projects; however, must provide the students with thorough guidelines and should include incremental steps, which are monitored by the teacher. In this way, students are able to pace their work so they do not become overwhelmed.

Assignments that have not been completed due to absence or for any other reason must be completed before report cards are issued.

For Students in Grades 6-8:

Homework that is not completed on the day it is due will be recorded as not submitted in the teacher's grade book. Teachers reserve the right to hold students accountable for missing homework. Students may be asked to make up homework that is missed before, during, or after the school day at the discretion of his/her teachers.

Long-term projects, reports, and writing tasks may be assigned throughout the school year with ample time given for completion. All assignments should be handed in on their due date. In the case of an absence, the work is due on the day the student returns to school unless other arrangements have been made with the teacher. If an assignment is not completed and/or handed in on the due date, it will count as one assignment missed in accordance to the guidelines for missing homework, as stated above. Each consecutive day of missing homework will be treated in accordance with the guidelines for missing homework as stated above.

For Students in Grades K-5:

Please refer to your classroom teacher for specific information regarding missed assignments.

HOME INSTRUCTION

Students on extended absence (ten days or more) due to illness or injury are eligible to receive no fewer than five (5) hours per week of home instruction by a qualified teacher. Such instruction does not apply in cases of temporary, short-term illness.

A note is required from the doctor stating the child's illness or injury and the need for, and approximate duration of home instruction. Parents of such children should contact the school office for complete information.

HONOR ROLL

1. **Superintendent's List** (High Honor Roll) will include all students who have achieved a grade of A- or higher in all subjects in that marking period.
2. **Honor Roll** placement includes students who have grades of all A's and no more than two B's (must be no lower than a B) in all subjects.

Additionally, for any grade level where a "Pass" or "Fail" grade designation appears, students must attain a "Pass" in all applicable areas, at all applicable grade levels to be considered for the honor roll.

INSURANCE FOR STUDENTS

The Board of Education has insured all school students under a student accident insurance policy. This policy insures your child against accidental injuries which occur while students are going directly to and from school, during school hours, and while participating in school sponsored and supervised activities either away from school premises or after school hours. This includes all physical education, playground, or other school activities.

Coverage is limited; therefore, parents are urged to use their own medical and hospital coverage in addition to the school insurance.

In September, a flyer is sent to parents of all registered students so they may avail themselves of additional coverage under a 12 month Round the Clock plan at a nominal premium.

In the event that your child has an accident in the school or on school grounds during school hours, please contact the nurse's office for the appropriate insurance forms. Insurance claims are made to family insurance first, then to the school's insurance company.

INTERNET USE

The Riverdale Board of Education recognizes that the use of technology in the educational process is an essential part of the schooling experience. Technology is to be

viewed as a resource to enhance the learning process among other resources available to our students.

Along with access to computers and people around the world comes the availability of material that may not be considered of educational value in a school setting. The board requires school administrators and teachers to take precautions to restrict access to controversial materials by educating students about their responsibility to use the Internet appropriately. The district also incorporates the use of educational content filtering to block inappropriate content. Additionally, all school staff will not interact with students (i.e.: friending on Facebook) regarding the utilization of social media.

The use of the district's Internet connection is a privilege, not a right. Inappropriate use will result in suspension or revocation of those privileges. The teachers and administrators will deem what is inappropriate use and their decision will be final.

At the beginning of each school year, (or when a new student is enrolled) OnCourse Annual Registration will require parent/guardians to complete the Publicity Consent Form, Parent/Student Assurance, Acceptable Use Form, and Parent/Guardian Agreement.

1:1 Device Program for Grades K-8

This equipment is the property of Riverdale School and is being loaned to the student for educational purposes only. The equipment may not be defaced or destroyed in any way. The equipment will be returned to the school in June or sooner if the student is discharged from the school prior to the end of the school year.

- Each student is required to pay an annual usage fee of \$35. Please make checks or money orders payable to "Riverdale School." Please do not send cash.
- This money will be collected the first day of school; students will not receive a device until payment has been collected.
- If the District property is lost, stolen or intentionally damaged while in the borrower's possession, borrower is responsible for the replacement or repair thereof and borrower agrees to indemnify the District from any claim occurring during or resulting from borrower's possession.
- Students are expected to treat the device, and all equipment, with care and respect.

All Device use must adhere to Acceptable Use of Computer Networks/Computers and Resources [Policy and Regulation 2361](#) and School District Provided Technology Devices to Students [7523 policy](#).

- Chromebooks can be fragile, and if they are dropped or improperly carried (with the screen open) or picked up by the screen, they will break.
- Objects should never be placed or stacked on top of the Chromebook.
- Protect the display by carefully closing the lid with both hands before moving the Chromebook.
- Do not leave the Chromebook in an unsecured area.
- Do not loan the Chromebook to anyone.
- Protect the Chromebook by unplugging the power supply and other peripherals when transporting the Chromebook. Students should use care when plugging in and unplugging their power cords.
- Students should protect the Chromebook from extreme heat or cold.
- Chromebooks should never be left visible in a car, even if the car is locked.
- Chromebooks should be protected from the weather, water or other liquid, food, and pets.
- Students should never eat or drink while using the Chromebooks, or use the Chromebooks near others who are eating and drinking.
- Transport and store the Chromebook in its case at all times.
- If the Chromebook is damaged and our school insurance does not cover the cost, the borrower will be responsible for the cost of replacing it.

IMPORTANT:

We have found that this one tip is responsible for preventing most damaged devices.

Transport and store the Chromebook or Device in its case at all times.

Please note lost or damaged cases will need to be replaced by parent/guardian.

In order to maximize the educational application of this tool, **please ensure Chromebooks are charged and ready for use each school day.** Students are expected to take Chromebooks home and utilize as needed to complete homework and other educational tasks.

LOCKERS/DESKS

The students' lockers and desks are to be cleaned regularly and are the responsibility of the student. Whenever a class leaves a room, the room is to be left in good order. Books are not to be left on the floor at any time and are to be properly cared for. (See textbooks)

School lockers remain the property of the district even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations. Locker searches can be unannounced. If they wish, students may choose to purchase a lock, but must provide

their homeroom teacher with the combination or a copy of the key. Unauthorized locks are subject to removal for safety purposes.

Teachers who have sixth through eighth grade homerooms are responsible for hallway supervision of students during locker utilization times. The following procedures should be maintained:

- a. Students will be permitted to go to their lockers as time and class time necessitates, before homeroom, before physical education class, prior to lunch, after lunch, and before dismissal.
- b. Prior to the Winter Holiday Vacation and Spring Vacation, a locker clean-up period will be announced and all students should clean out all unnecessary materials from their lockers.
- c. No papers, pictures, or decals of any kind are permitted inside or outside of student lockers. Any defacing, kicking, or deliberately damaging a locker by a student will result in appropriate administrative action, discipline, and restitution for damages.
- d. Homeroom teachers are required to keep a log of all student assigned lockers, including locker number, lock serial number, and combination. A copy of this log is to be sent to the principal's office each September.

LOST AND FOUND

Lost articles are placed in the cart in the main hallway. At the end of each marking period all unclaimed articles will be donated to charity.

Students should be urged to accept responsibility for their own belongings. They should be warned against keeping money or other valuables in school. The school cannot be responsible for personal belongings that become lost or missing while in the building.

LUNCH PROGRAM

Riverdale School provides a hot lunch program available to all students. Those families who meet the State requirement for free or reduced lunch/milk are notified of their eligibility after submission of the free/reduced lunch form. **All families must return the State mandated form whether qualifying/requesting or not.** A lunch menu will be posted on the district's website each month. The lunch service provider provides prices and additional information. Students have the option to purchase a meal or to bring lunch from home.

Riverdale School will be continuing the POS (point of sale) system in the cafeteria this year. Instead of purchasing tickets or paying cash, you may have your cash/checks deposited into your child's account. Just like EZ Pass on the NJ Turnpike and GS Parkway, this will reduce time-consuming cash transactions, and make our lunch lines move much faster.

“Good old-fashioned cash” will still be accepted in the cafeteria. However, our hope is that many parents/guardians will appreciate the ease and convenience of prepaying for their child’s lunch.

Additionally, we offer an optional web based payment program, www.payschoolscentral.com, to allow parents to optionally pay by credit card or ACH (electronic check). Parents may also use www.payschoolscentral.com to view their child’s cafeteria purchases on-line, as well as to receive automated account statements and low-balance reminders via email. There is even an optional “auto replenishment” feature, similar to EZ Pass, that allows you to set up a low balance threshold, upon which the system will automatically charge your credit card or bank account a predetermined amount. Payforit also has an iPhone and Android phone app for your convenience, to be able to make payments online and view account balances from your mobile device. Please send in initial deposits directly to your school cafeteria, or use the Payforit site.

In order to sign up for the system, you will need your child’s student ID number. This information can be found in the Parent Portal under the “Other Student Data” tab. The Parent Portal can be accessed through the district website or directly at <https://www.oncourseconnect.com/account/login>.

Note that we encourage you to send as large a dollar amount as possible, for your convenience...the larger the amount, the fewer times during the year you will have to remember to replenish your child’s account. Checks/Money Orders are made payable to **Riverdale School Cafeteria**.

Any debit account funds left in the system at the end of the school year will be “rolled over” to the next school year. If you have any questions, you can contact our office at 973-839-1300 ext. 108 and someone will assist you.

Lunch “charges” are strongly discouraged. An alternative lunch option will be provided to students who forget their lunch money. Snacks are not to be charged at any time. All charges must be paid in full prior to the issuance of report cards, placement papers, or graduation. For additional guidance, please refer to [Policy 8550 Outstanding Food Service Charges](#).

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) is one of the nation’s premier organizations established to recognize outstanding students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. Chapter membership not only recognizes students for their accomplishments, but challenges them to develop further through active involvement in school activities and community service.

To be academically eligible for the James F. Dodd Chapter of the Riverdale National Junior Honor Society, candidates must be members of the 6th or 7th grade class. These candidates shall have a minimum cumulative scholastic average of 95.00 (to 2 decimal places, unrounded). At the end of the fourth marking period, the NJHS Advisor will evaluate all sixth and seventh grade report cards, for marking periods 1 through 4.

Those students who meet the scholastic requirements will be contacted by the NJHS Advisor in mid-September and given an application. This application will provide the Faculty Council with information to evaluate the balance of NJHS criteria, which includes: leadership; service, citizenship, and character. A history of leadership experience and participation in school and/or community is required. A formal essay response is also required.

The selection of each member of NJHS shall be made by a majority vote of the Faculty Council.

A formal Induction Ceremony will occur in the Fall.

PARENT TEACHER ASSOCIATION (PTA)

President – Lori Douma
1st VP – Jessica Rentas (membership)
2nd VP – Aja Tweitmann (class parent chair)
Secretary – Maggie Morano
CoTreasurers – Krista LaCroix
Cathy Cote

PTA Objectives

- To promote the welfare of children and youth in home, school, community and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring a closer relationship between the home and school so that parents and teachers may cooperate effectively in the education of children and youth.
- To develop between the educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

We pledge to uphold the mission of the PTA:

To support and speak on behalf of children and youth in the school in the community and before governmental bodies and other organizations that make decisions affecting children; to assist parents in developing the skills they need to raise and protect their children; and to encourage parent and public involvement in the public schools of this nation.

PARKING

Visitor parking is not permitted in the school parking lot, nor should parents park against the back wall of the building. Please obey all traffic rules for the safety of our students, parents, and staff. Visitor parking is available on Oak Street and Newbury Place in accordance with parking restrictions.

When dropping off or picking up students, please be sure that cars do not block the access of arriving or departing school buses. Please refrain from blocking the dumpsters.

PHYSICAL EDUCATION

Physical education is a required course. Every child participates in physical education each week. Students in grades 6-8 are expected to change clothing in order to participate. Proper fitting sneakers, socks, and appropriate gym shorts/sweats, and shirts must be worn. Laces must be tied at all times. Students will be given a combination lock at the beginning of the school year and must use this to secure their belongings. If they wish, students may choose to purchase their own lock instead, but must provide the physical education teacher with the combination or a copy of the key. All unauthorized locks are subject to removal for security purposes.

Documented illness will excuse the student from participation on a gym day. In case of long-term illness, only a physician's written statement will excuse the child from participating in class. If a youngster is excused from physical education class during the week of field day, he or she will be unable to participate in field day.

PLAYGROUND

When using the playground, students are to be courteous to their peers and respectful to the teachers. Harassment of students or throwing of articles is prohibited.

All students must go outdoors at the appointed time. No student is to re-enter the building without the permission of a staff member. All food must be consumed in the cafeteria and cannot be eaten on the playground, in classrooms, bathrooms, hallways, etc.

Students must remain on the designated playground area and may not leave the school grounds, in order to ensure student safety and security.

Snowballs and other objects may not be thrown while on school property or on the way to and from school. No hard balls are permitted on the playground at any time. NERF products are acceptable for recess, with teacher permission. These procedures will promote a safe and fun recess period for all students.

REGISTRATION OF NEW STUDENTS

An appointment is requested for registration of students, which takes place in the Main Office. Parents are required to bring the child's birth certificate, health and immunization records, three (3) total proofs of residence; one (1) of which must be an original deed or property tax bill **OR** a copy of a signed lease or notarized letter from the landlord, **AND** two (2) additional proofs of residency (such as a bill or pay stub, bank or mortgage statement, vehicle registration, photo identification, current or one month's prior utility bill, etc.) All immunization records must be up to date. (A child may not start classes on the same day as he/she is registered.)

REPORT CARDS & PROGRESS REPORTS

Progress Reports/Report Cards

As reports are live on the Parent Portal and grades are viewed in real time, progress reports will no longer be sent home mid-way through each marking period.

Pre-K:

Three evaluations are provided annually and two parent conferences are scheduled during the school year.

Kindergarten-Grade 4:

Four evaluations are provided annually and two parent/teacher conferences are scheduled during the school year.

Grades 5-8:

Four evaluations are provided annually. Additionally, two parent conferences are scheduled during the school year.

Report Card Grading System

The grading system to be used is as follows for:

Kindergarten – 3rd Grade

Students in grades K-3 are evaluated each marking period by appropriate grade level State approved standards for learning. The scale highlighted below includes levels of mastery in grades K-3.

What is Standards-Based grade reporting?

Standards-based K-3 grade reporting is designed to inform parents about their child's progress towards achieving specific learning standards. They describe what students

should know and be able to do, and serve as the basis for the Riverdale Public School curriculum, instruction, and assessment model.

The Standards-Based Report Card goes beyond just a letter grade. It informs parents if their child has met the standards by the end of the grade and tells what areas may still be in need of remediation. It lists the most important skills students should learn in each subject at a particular grade level.

Key	
O	Outstanding (Met or Exceeding Grade Level Expectations)
S	Satisfactory (Developing Appropriately)
P	Progressing (Beginning to Develop)
N	Needs Improvement (Needs to Develop)
NE	Not Evaluated at this time

Grades 4-8

<i>A+</i>	99-100	<i>B</i>	82-87	<i>C-</i>	70-71
<i>A</i>	92-98	<i>B-</i>	80-81	<i>D</i>	65-69
<i>A-</i>	90-91	<i>C+</i>	78-79	<i>F</i>	0-64
<i>B+</i>	88-89	<i>C</i>	72-77	<i>INC</i>	Incomplete

Parent Conferences

Conferences for the parents of Elementary and Middle School students occur in November. All Elementary School parents will meet with teachers to discuss your child's progress. For our students in **Grades 6 through 8**, conferences will be initiated by the middle school teaching staff. Individual teacher or whole team parent conferences will be determined by the teachers. Parents will be contacted by the main office to arrange a meeting time. Additionally, parents may request a conference with their child's teacher at any time throughout the school year at a mutually convenient time.

Promotion and Retention

A student is promoted if he/she has achieved a proper balance of academic, social, physical, and emotional development. Additionally, only extenuating circumstances will permit the promotion of a student who has been in attendance fewer than 162 days during the school year.

A student is retained by a decision of the principal following consultation with the teachers, parents, and the Child Study Team, if necessary.

Summer School - Out-of-District Courses Grades 6-8

The Board of Education will accept for credit summer school courses from neighboring communities for students in grades six, seven, and eight under the following guidelines:

- a. The Superintendent of Schools must approve the Summer School program of attendance in advance of the student's attendance.
- b. All costs – tuition, books, transportation, etc. will be the responsibility of the parent.
- c. Students who fail two major subjects and are enrolling in one summer school subject must have the course approved in advance by the Superintendent of Schools. Retention will still remain a consideration.
- d. Students who fail three major subjects or two major and two minor subjects will not be eligible to participate in summer school courses and will be retained.
- e. Eighth grade students who must attend summer school in order to be promoted will not be allowed to participate in the graduation events and eighth grade privileges. Diplomas will be presented to these students upon receipt of the successful completion of summer school courses required.
- f. Recommendation for promotion will be based upon the successful completion of summer school courses as approved by the Superintendent of Schools.

SPECIAL SERVICES

The Riverdale Public School District offers a full continuum of special services for students with disabilities. These include a variety of Resource Center programs as well as speech and language services. Our Child Study Team, which consists of a Learning Disability Teacher-Consultant, School Psychologist, School Social Worker, and, when warranted, a Speech-Language Specialist, is available for evaluations. Consultants, such as neurologists, psychiatrists, occupational therapists, and physical therapists are available on an "as needed" basis.

Child Study Team

Students suspected of experiencing a learning, behavior, and/or health disability, which might warrant a specialized program, should be referred to the Child Study Team for possible evaluation. The parent or the school can initiate this referral.

Intervention & Referral Services (I&RS)

Students who are experiencing learning behavior or health difficulties can be helped via an I&RS (Intervention & Referral Services) team referral. This referral can be initiated by the parents, in writing, or by school staff through the established process. The Intervention and Referral Services program has been developed in order to provide regular education students with the opportunity to reach their maximum potential in the regular education setting. This is accomplished by identifying student's needs and providing the appropriate interventions. The I&RS team will coordinate and assess interventions, suggest modifications to the student's program, offer referral ideas to parents for community services, and provide assistance to regular education teachers.

Procedures for Referral

Parent Initiated Referral – When a parent makes a written request for an evaluation to determination eligibility for services:

- a. The written request shall be dated by the district recipient;
- b. The request will be immediately forwarded to the Office of Special Services;
- c. A file will be initiated;
- d. When a principal receives a parent’s written request for a referral, the principal immediately forwards the request to the Director of Special Services who requests a summary and review of health and medical information from the school nurse who will transmit the summary to the Child Study Team (CST);
- e. The Case Manager (though not required, a case manager may be assigned) will convene a planning meeting (identification meeting) within twenty calendar days (excluding school holidays, but not summer vacation) of the date the request was received by the district;
- f. A Notice of a Planning Meeting will be sent to the parent(s);
- g. The notice will contain “Parental Rights in Special Education:” (PRISE) Booklet and NJAC for Special Education;
- h. The planning meeting (Identification Meeting) will be attended by the parent, CST, and regular education teacher.

School Initiated Referral

Referral of a student may be made by administrative, instructional, and/or other professional staff to determine eligibility for special services when:

- a. It is determined through the Intervention and Referral Services that interventions in the general education program have not adequately addressed the educational difficulties and it is believed that the student may be disabled; or
- b. It can be documented that the nature of the student’s educational problem(s) is such that an evaluation to determine eligibility for services is warranted without delay.
- c. The Principal or Supervisor of Special Services, through in-service training, shall ensure that students who may be potentially disabled are referred even though they are advancing from grade to grade.

The following procedure will be followed for a school-initiated referral:

- a. A referral to the CST will be completed by the referring staff member and include the following: teacher reports, grades, Intervention and Referral Report, and documented interventions and results in the general education program;
- b. The Intervention and referral documentation shall be forwarded with the referral to the CST along with any other relevant data;
- c. When a principal refers a student because the student’s problems are so severe that direct referral to the Child Study Team can be supported and documented,

- the principal forwards this documentation including the results of the student's vision and audiometric screening to the Child Study Team;
- d. The referral should be dated upon receipt by the CST;
 - e. A file will be initiated;
 - f. Upon receipt of the referral, a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse who will transmit the summary to the CST;
 - g. The Case Manager (though not required, a case manager may be assigned) will convene a planning meeting within twenty (20) calendar days (excluding school holidays, but not summer vacation) of the date recorded on the referral;
 - h. The Case Manager will contact the parents by telephone, or through an interpreter if necessary, to determine a mutually agreeable time and date for the planning meeting and the school's written confirmation of Notice of a Planning Meeting to the parents;
 - i. The notice shall contain "Parental Rights in Special Education" (PRISE) and NJAC for Special Education; and
 - j. The planning meeting (Identification Meeting) will be attended by the parents, CST, and regular education teacher.

Basic Skills Instruction (Title I)

Remedial programs are provided for students who are experiencing significant difficulty in reading, writing, and/or mathematics, or where academic achievement is determined to be below their capability. Results of Standardized Tests, district-wide benchmark assessment(s), report card grades, and teacher recommendations are considered when determining eligibility for placement in the basic skill program(s). The Basic Skills Program is *in addition* to classroom instruction in the subject area, and is conducted in small groups. Parents will receive a copy of their child's Individual Student Instructional Plan upon his/her entrance into the program and will receive a report on his or her performance at the end of each marking period.

SCHOOL CHILD CARE (before and afterschool)

Northern Regional Educational Services Commission, in cooperation with the Riverdale Board of Education, is offering its reasonable state-licensed before and after school child care program at Riverdale School. Parents of children in preschool through grade eight at Riverdale School can utilize this fee-based service before school from 7:00-8:00 am and/or from 2:30-4:15 pm or 2:30 to 6:00 pm after school. Children will be cared for by trained staff. Additionally, this group may be available to provide off-site (Pompton Lakes) child care services on days when school is not in session.

Further information on all programs may be obtained by contacting Ms. Susan Koger at skoger@nrresc.org.

SMOKING

Students and adults are not permitted to smoke in school buildings, on school property, or at any school-sponsored event as stipulated by law.

STANDARDIZED TESTING

Students in grades 3-8 take the NJSLA for English Language Arts Literacy and Math. Students in grades 5 and 8 also take the NJSLA for Science. The purpose of the NJSLA is to measure student achievement and preparedness for college and careers. NJSLA is computer-based and administered in the spring. Some students will take the DLM assessment instead of NJSLA as determined by an Individual Education Plan (IEP). Finally, students who qualify for English Language Services are required to take the Access for ELLs 2.0 in the spring to determine student progress in reading, writing, listening and speaking English.

Results of the NJSLA, DLM, and Access for ELLs 2.0 assessments are distributed to parents. Upon request, a scheduled conference is available with individual teachers and/or the principal to discuss your child's test results.

TRANSFERS

If for any reason a child is to be transferred, a parent or guardian must contact the school. As a courtesy, we ask that at least one-week notice be given. No transfers will be issued the last week of the school year. All texts and school property must be returned to the school. If texts and/or property are damaged or lost, a fine must be paid. (See Textbooks) How did this get here if it's in alphabetical order?

TELEPHONE USAGE

School phones are for school business only. Students are to use the telephone only with the permission of a faculty member, and then only in cases of relative importance. Student use of cell phones is not permitted during school hours or within the school building. If bringing a cell phone to school, it should be stored in the student's backpack or locker and powered off. If a student is observed using their cellphone during the school day without the explicit permission of a staff member, it will be confiscated and safely stored in the Main Office. Once confiscated, a parent or guardian will be responsible for personally coming to the office to have the cellphone returned.

TEXTBOOKS

Textbooks are an important asset for the students' use and must be cared for properly. Textbooks should be covered at all times. Please do not use contact paper to cover

textbooks or tape of any kind on the textbook itself. There should be no drawing or doodling in any schoolbook. Any lost or damaged books will result in a fine for the student/parent during or at the end of the school year. The cost may ultimately result in the replacement price of the damaged/lost book.

Book Fines

Books are “loaned” to children throughout the academic year and are the property of Riverdale School. Proper care for textbooks (and other materials) are your child’s responsibility and must be appropriately maintained.

- Torn and ripped pages = 25 cents per page up to total cost for purchase of a replacement book.
- Broken binding = \$5.00 minimum and up to cost of replacement of book (maximum).
- Defaced front cover/back cover = \$5.00 minimum per cover and up to cost of replacement of book.
- Pages written on = 20 cents per page.
- Lost textbook = total cost to purchase replacement book.
- Report Cards, Placement Papers, will not be forwarded/issued until all costs are paid in full for damaged books or other materials.

VANDALISM

Students who commit acts of vandalism on property connected to the school or not connected to the school go against the responsible standards of conduct expected of **ALL** school students. Students proven guilty of vandalism will be referred to the school principal, who may hold a conference with the student, the student’s parents, teacher, and superintendent, if necessary. Restitution will be made by the student or the parents to repair or replace the vandalized property. The severity of the act may lead to suspension or expulsion and, if necessary, the proper authorities will be notified.

VISITORS

All parents and other visitors are required to report to the Main Office upon entering the school for safety, security, and continuity of the instructional program. Teachers should not be disturbed once the school day has begun. It is requested by Administration that all appointments be made in advance, which helps reduce interruptions of the educational program and day.

When entering the building, use only the front door located in the front of the school to receive a visitor’s badge. All unidentified people entering the school will be asked to show a form of identification before receiving a visitor’s badge. Your cooperation is essential to ensuring student safety.

WELLNESS AND NUTRITION

The district believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. Good health fosters student attendance and education. This is consistent with education code, which as of September 1, 2006, requires school districts to have policies and regulations reflecting these beliefs in effect.

We are committed to providing our students with a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Students in grades Pre-K-8 will:

1. Receive nutritional education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
2. Be provided opportunities to develop the knowledge and skills to maintain physical fitness.
3. Enjoy a school environment that supports the nutritional standards recommended in accordance with NJAC 2:36-1.7(a); 2:36-1.7(b)

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

1. Foods of Minimal Nutritional Value (FMNV) as defined by U.S. Department of Agriculture regulations (soda water, water ices (except those containing fruit or fruit juices), chewing gum, candies (hard candies, lollipops, jellies, gumdrops, jelly beans, marshmallows, candy corn, soft mints, licorice, spun candy, candy coated popcorn).
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

One hundred percent (100%) of all beverages offered shall be fat-free or low-fat (1%) milk, water or 100% fruit or vegetable juice.

These standards will also impact class parties, curriculum activities, and school celebrations, in that the foods defined as FMNV (#1) will still be prohibited.

Please refer to [Board Policy #8505](#) provides further guidelines.

Birthday Celebrations

Birthday treats may be distributed within the classrooms for students in grades **Preschool - 2 only**. Due to allergies and nutrition guidelines, the items found on the [Top 10 Snack List](#) have been designated as acceptable.

For the safety of our students, any treats that do not conform to the Top 10 Snack List will not be served. Please also refrain from sending in goodie bags containing food or gifts. If you would like to provide such items, please do so outside of school. Thank you for your cooperation.

Board Policies and Additional Information can be on the
District's Website: www.rpsnj.org