



Elementary School Handbook 2024-2025

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201-646-7890

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September 2024

Students, Parents and Guardians:

As the Superintendent of Hackensack Public Schools, it's my pleasure to welcome you to an exciting new school year! Our district is committed to providing a supportive and engaging learning environment where every student can thrive. This student handbook is your guide to understanding our policies, expectations, and the wonderful opportunities available at our schools.

We believe in the power of education to shape futures and are dedicated to ensuring each student reaches his/her full potential. This year, by incorporating our mantra, “**Elevating Excellence: Above & Beyond,**” in all we do, this will foster a community of respect, curiosity and achievement that prepares all of our learners for a prosperous postsecondary life. You can expect rigorous curriculum, enrichment and acceleration opportunities, innovative teaching methods, and personalized learning opportunities tailored to our students’ diverse needs. Ultimately, our goal is to ensure that every child has the opportunity to succeed!

I also encourage you to visit our schools and participate in the plethora of activities available throughout the year because we know that strong family and community engagement further enrich the educational experience. Let's make this year one of growth, discovery, and success. Together, we can create an extraordinary excellent educational experience for all.

Best wishes for a fantastic year ahead!

Warm regards,

A handwritten signature in dark ink, appearing to read "Dr. McBryde", with a stylized, flowing script.

Dr. Thomas McBryde, Jr.
Superintendent

Hackensack Public Schools

The Hackensack Public School District is comprised of six schools with over 5000 students enrolled. Our goal is to meet the needs of each individual student in grades Pre-Kindergarten through 12 with a curriculum that is aligned with the New Jersey Student Learning Standards. We endeavor to prepare our students for challenges facing them now and in their futures. Achieving these important goals requires the cooperation of staff, parents, and students. A spirit of understanding and goodwill along with a meaningful and multicultural approach are essential ingredients for successful school experiences.

Our schools strive to create and promote a positive and productive relationship between the home and school. Bulletins, regular conferences, concerts, dramatic productions, athletic and many other school events are all part of the effort to involve families in the educational process. Parents and teachers work together to continue our proud tradition of academic excellence



MISSION STATEMENT OF THE HACKENSACK PUBLIC SCHOOLS

The Hackensack School District is dedicated to educational excellence for each and every child. In partnership with parents and the community, our schools will maximize academic achievement, and develop confident students who are accountable for their ongoing learning, who value initiative and diversity, and who are able to contribute meaningfully to the ever-changing global society.

We believe:

- Our students will be effective communicators, quality producers, self-directed lifelong learners, community contributors, collaborative workers and complex thinkers;
- All students are entitled to opportunities to maximize their talents and abilities;
- Our ethnic and cultural diversity is our strength and prepares students for success in a global society;
- Setting high expectations for students, teachers and administrators ensures that our students successfully meet or exceed the New Jersey Student Learning Standards at all grade levels;
- Parents are essential partners in the education of their children;
- Maintaining a strong partnership with the Hackensack community is integral to student success;
- Understanding, implementing and responding to current trends in technology is intrinsic to success in a 21st century world;
- In ensuring that the district has a well-trained, highly qualified and competent staff; and
- In maintaining a safe and secure learning environment. The underlying values and principles that drive our mission and vision are our personal responsibility, a strong work ethic, cooperation, respect for others, honesty, integrity and the firm belief that every child can learn.

Affirmative Action Program for School and Classroom Practices

The Board of Education shall, in accordance with law, strive to overcome the effects of any previous pattern of discrimination in school and classroom practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Assistant Superintendent shall serve as Affirmative Action Officer and shall coordinate all activities designed to implement this policy. The Affirmative Action Officer shall identify and recommend the correction or removal of impermissible bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional orientation, sexual orientation, sex, social or economic status or disability.



He or She Shall:

1. Review current and proposed curriculum guides, textbooks, and supplemental materials for bias and determine whether such materials fairly depict the contribution of both men and women and various racial and ethnic groups in the development of human society;
2. Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias in all aspects of the school program;
3. Review current and proposed programs, activities, and practices to insure that all pupils have equal access to them and are not impermissible segregated in any duty, work, play, classroom, or school practice except as may be permitted under rules of the State Board of Education;
4. Ensure that similar aspects of the school program receive commensurate support as to staff size and compensation, purchase and maintenance of facilities and equipment, and access to such facilities and equipment;
5. Ensure that tests, procedures, and guidance and counseling materials that are designed to evaluate pupil progress or rate aptitudes, or analyze personality or in any manner establish or tend to establish a category by which a pupil may be judged are not impermissibly differentiated or stereotyped.

To report an incident, please call 201-646-0272.

Hackensack Public Schools District Calendar 2024/2025

Hackensack Public Schools District Calendar

2024-2025

| S | M | T | W | T | F | S |
|----|----|------|------|------|----|----|
| 1 | 2 | 3* | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17** | 18** | 19** | 20 | 21 |
| 22 | 23 | 24** | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

*Sept 3 - Opening Day - Staff Only 1 pm Dismiss 18days
 **12:30 Dismissal Specified Schools Only (BTSN)

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

21days

| S | M | T | W | T | F | S |
|----|----|-----|-----|-----|-----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19* | 20* | 21* | 22* | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

* 12:30 Dismissal Elementary Schools Only 16days

| S | M | T | W | T | F | S |
|----|----|------|------|------|------|----|
| 1 | 2 | 3* | 4* | 5* | 6* | 7 |
| 8 | 9 | 10 | 11* | 12* | 13* | 14 |
| 15 | 16 | 17** | 18** | 19** | 20** | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

* 12:30 Dismissal ECDC & High School Only 15 days
 ** 12:30 Dismissal Middle School Only

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

21 days

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | |

18days

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

20days

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

17days

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

21days

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

* 12:30 Dismissal Elementary Schools Only 16 days

| Professional Development - No Students | | |
|--|----|-------------------------------------|
| Sept | 3 | Professional Dev Staff- No Students |
| Sept | 4 | Professional Dev Staff- No Students |
| Nov | 5 | Professional Dev Staff- No Student |
| 12:30 Dismissal - Staff & Students | | |
| Nov | 27 | 12:30 Dismissal Staff/Students |
| Jun | 24 | 12:30 Dismissal Staff/Students |

| 12:30 Dismissal Students Only | | | | | | |
|-------------------------------|-------|--|--|--|--|--|
| Sept | 17 | Back to School Night ELEM. ONLY | | | | |
| Sept | 18 | Back to School Night MIDDLE ONLY | | | | |
| Sept | 19 | Back to School Night HIGH ONLY | | | | |
| Sept | 24 | Back to School Night ECDC ONLY | | | | |
| Oct | 22 | Professional Dev Staff 1:30 - 3:00 pm | | | | |
| Nov | 19-22 | Parent/Teacher Conference ELEM ONLY | | | | |
| Dec | 3-6 | Parent/Teacher Conference ECDC ONLY | | | | |
| Dec | 11-13 | Parent/Teacher Conference HIGH ONLY | | | | |
| Dec | 17-20 | Parent/Teacher Conference MIDDLE ONLY | | | | |
| Jan | 21 | Professional Dev Staff 1:30 - 3:00 pm | | | | |
| Feb | 25 | Professional Dev Staff 1:30 - 3:00 pm | | | | |
| Mar | 18 | Professional Dev Staff 1:30 - 3:00 pm | | | | |
| Apr | 22 | Professional Dev Staff 1:30 - 3:00 pm | | | | |
| Jun | 18-19 | 12:30 Dismissal Students at Elem | | | | |
| Jun | 19-24 | 12:30 Dismissal Students Middle & High | | | | |

| SCHOOL CLOSINGS | | |
|-----------------|-------|-------------------------|
| Sept | 2 | Labor Day |
| Oct | 11 | Yom Kippur |
| Oct | 14 | Indigenous Peoples' Day |
| Nov | 7-8 | NJEA Convention |
| Nov | 28-29 | Thanksgiving |
| Dec | 23-31 | Holiday Recess |
| Jan | 1 | New Year's Day |

| SCHOOL CLOSINGS (continued) | | |
|-----------------------------|-------|----------------------------|
| Jan | 20 | Martin Luther King Jr. Day |
| Feb | 17-18 | Winter Recess |
| Mar | 28 | Eid al-fitr |
| Apr | 14-18 | Spring |
| May | 26 | Memorial Day |
| Jun | 20 | Juneteenth |

| New Teacher Orientation | |
|-------------------------|--|
| 8/26/24 - 8/29/24 | |

Total Student Days: 183
 Total Staff Days: 186

1st Day of School for Students - 9/5/24
 High School Graduation - 6/23/25
 Last Day of School - 6/24/25

#This calendar has three emergency closing days built in. If more days are needed, the days will be taken from spring recess.

Should no emergency closing days be used by 2/14/25, schools will be closed on 2/19/25. Should no other emergency days be used, schools will be closed on 5/27/25 and 6/24/25.

Should two emergency days be used schools will be closed on 6/24/25.

The Board of Education reserves the right to change this calendar as needed.

Board Approval Date: 01/24/24

School Hours

School Arrival Time

Each child's safety is important. Therefore, please have your child arrive between 8:20 and 8:30 am. Note: No admittance is permitted prior to 8:20 am as no supervision is provided at that time. Children are to meet teachers at their designated spots, line up and enter with their class. Parents/Guardians are not permitted to escort children to class.



Extended School Hours

There may be program offerings scheduled before and/or after the regular school hours. Parents/Guardians will be notified if their children are invited to participate and parental permission is necessary.

Class Schedules

Pre-Kindergarten

AM Classes enter – 9:00 am

Dismiss – 11:30 am

PM Classes enter – 12:30 pm

Dismiss – 3:00 pm

Full Day enter – 9:00 am

Dismiss – 3:00 pm

Grades Kindergarten through Four

Classes enter – 8:30 am

Dismiss – 2:50 pm

Note: Dismissal time on half days is 12:30 pm.

Tardiness

Homeroom classes begin at 8:30 am.

All Students who arrive after 8:40 am are considered tardy.

Lunch

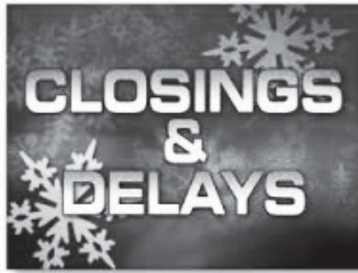
Lunch is scheduled between 10:45 am and 1:00 pm.

You will receive notice concerning your child's specific lunch schedule.

Emergency Information

School Day Change

You will receive a notice from the school whenever there are any changes in the school calendar or school hours because of programs, trips, teacher workshops, parent conferences, etc.



Emergency Closing

**PLEASE DO NOT CALL THE SCHOOL OR POLICE FOR INFORMATION
ON EMERGENCY CLOSING.**

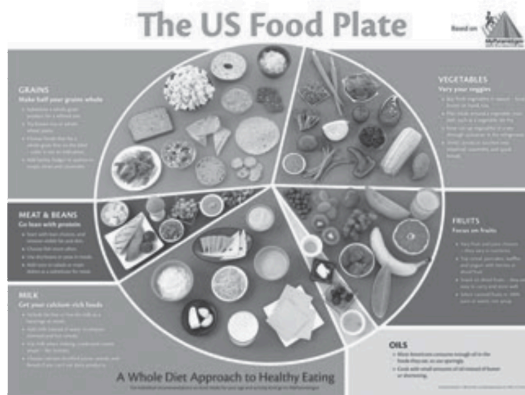
When schools are closed because of weather conditions, announcements will be broadcast via ParentSquare to the primary parent/guardian information on file.

In the event of a severe storm or other emergency during the school day, the school will call each parent and advise them to pick up their children. When they are not available, the school will follow the procedure requested on the emergency card.

Every child must have a current address, telephone number and emergency number in Genesis in order to attend Hackensack Public Schools. It is essential that a parent or guardian notify the school in writing whenever there is a change to the telephone number or address. Up to date contact information is needed in order to contact you in a timely manner and to notify you during emergency situations. Please include a working email address and update your information annually.

Breakfast

The Hackensack School District, through Maschio's Food Services, Inc., participates in both the National School Breakfast and Lunch Programs. We offer a universal free breakfast including fruit or fruit juice, milk, cereal bar or cereal to the elementary school student each morning.



Lunch

For the 2024 - 2025 school year, the Hackensack Public Schools has opted into a federal lunch program. Nutritious lunches are served daily at all schools for a nominal fee. **In addition, free and reduced-price meals are available to children who qualify. All families should complete and submit the online lunch application.** Lunch payments can be made on the Payschools site found on the district website. Monthly lunch menus are posted on the school website.

*If your child has a food allergy, please contact the school nurse for an allergy plan. Additionally, if you would like a special meal plan for your child please contact your school nurse. Your school nurse and a dietician from Maschio's Food Service will assist you in creating a meal safe plan for your child.

As a rule, children play outdoors during part of their lunch period and therefore should have warm clothing when the weather demands.

Birthday Guidelines

Hackensack Schools promotes a healthy lifestyle and teaches children about the dangers of excessive sugar in the diet along with making healthy food choices. Additionally, we may have students in the classroom with various food allergies. Food is not allowed in school for birthday celebrations.

For celebrations (such as: birthdays, holidays, etc...) please collaborate with your child's teacher. If goodie bags for the students are sent in, they must not include food. For non- food treat ideas, the list below might be helpful. Teachers will distribute all goodie bags prior to dismissal. Thank you so much for your cooperation, and feel free to contact your school nurse for any questions you may have. Please refer to wellness policy 8505 for additional information.

Bubbles

Sidewalk chalk

Play doh

Stickers

Animal masks

Crayons with a small notepad.

Glow stick bracelet or necklace

Attendance

The total number of school days for students is 184. The Board of Education adopted a set of guidelines for student attendance. A student must be present a minimum of four hours a day, not counting lunch or recess, to be given credit for the day. Within these guidelines, absence for certain reasons constitute a waived or “excused” absence, meaning that no penalty is attached.

Excused Absences

1. Illness verified by notification to the school by a doctor or a parent.
2. Family illness or death with notification to the school.
3. Observance of a religious holiday recognized by the New Jersey Department of Education.
4. Take Our Children to Work Day.
5. Participation in observance of Veteran’s Day.

Absences for reasons other than the above are considered “unexcused.” Both “excused” and “unexcused” absences are recorded and if the number of unexcused absences reaches more than 10% of the total number of school days, it may be considered as grounds for retention. Students are required to make up work missed as a result of any absence within a reasonable time of their return to school. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or guardian listing the reason for absence.

Note: All other absences, which are not State recognized Excused Absences according to the above, shall be considered “Unexcused Absences” regardless of the reason or documentation.

Parents/Guardians are requested to notify the school office if their child will be absent. Calls should be made between 8:00 and 8:20 am.

***Please refer to Board Policy 5200.**

Student Dress Code

The Board of Education recognizes that appropriate dress is conducive to a dignified environment and fosters respect, discipline and the proper decorum for learning. Therefore, it is a policy of the Board of Education that student attire shall be neat and clean and cover the body from neck to mid-thigh. Apparel shall be appropriate, not transparent or considered distracting or disruptive to the school environment. Students who are not conforming to the dress policy shall be sent to the office and a phone call home will ensue, at which time appropriate clothing shall be brought to school by a parent/guardian for the child to change into. Continuous infractions by a student will be handled using regular disciplinary procedures.

Additionally, students may not wear sandals of any kind which includes flip flops, thong sandals, beach slides, Adidas, Nike, or other sport company sandals or slides. Students may not wear tank tops, tube tops, string or spaghetti tops, mini-skirts, even if worn over leggings or tights, and tight-fitting sweatpants. Also,

no sweatpants, tights, or leggings with words written across the derriere or buttocks region will be permitted in school.

Please remember that if your child comes to school dressed in a manner that is forbidden by school policy, you will be asked to bring appropriate clothing to the school before he/she will be allowed back to class.

***Please refer to Board Policy 5511.**

Curriculum Areas and Length of School Day

Length of Day: 8:30 am to 2:50 pm

Core Curriculum Content Areas: K – 4

English Language Arts: Reading, Writing, Speaking and Listening

Mathematics

Science

Social Studies

Visual & Performing Arts

Media/Library

Physical Education & Health

World Languages

Computer Science, Career Readiness, Life Literacies, and Key Skills are integrated throughout the school day to support academic learning in grades Kindergarten through Grade Four.

Pre-Kindergarten: Creative Curriculum is the core curriculum for Pre-Kindergarten.



philipmartin.info

ELEMENTARY GIFTED AND TALENTED PROGRAM

New Jersey Administrative Code regulations (N.J.A.C. 6A:8-3.1) define gifted and talented students as: “Those students who possess or demonstrate high levels of ability, in one or more content areas, when compared to their chronological peers in the local district and who require modification of their educational program if they are to achieve in accordance with their capabilities.”

The regulations require that students be compared to their chronological peers in the local school district. New Jersey does not have state-level criteria such as mandated tests or assessments, grade point averages, or IQ scores. Local school districts must use multiple measures to identify students.

Hackensack Public Schools utilizes the following multiple measures in identifying gifted students;

1. CogAT (Cognitive Abilities Test)

The CogAT seeks to assess students’ learned reasoning abilities as they relate to learning and problem solving via three batteries of tests: Verbal, Quantitative and Nonverbal. The CogAT is NOT a standardized achievement test (such as the NJSLA ELA and Math test) or the types of assessments teachers use to evaluate knowledge of grade-level content. Additionally, the CogAT is not an IQ test.

Students are given the CogAT in first and fourth grade. First grade scores, serve as a measure of identification that is used for first, second and third grade. Fourth grade scores serve as a measure of identification into middle school enrichment/Gifted and Talented programs and courses.

- Scores of 112 or higher are used to determine eligibility into some Gifted and Talented offerings, specifically Junior First Lego League.
- Scores of 120 or higher are used to determine eligibility into pull out programs.

2. District English Language Arts and Mathematics Assessments

The district will utilize assessments in the elementary schools that can be used as a multiple measure. This includes MAP, or district benchmark assessments.

3. NJSLA (Grade 4 only)

NJSLA ELA and Math can be a multiple measure used to determine eligibility into Gifted and Talented offerings.

4. Report Card Grades

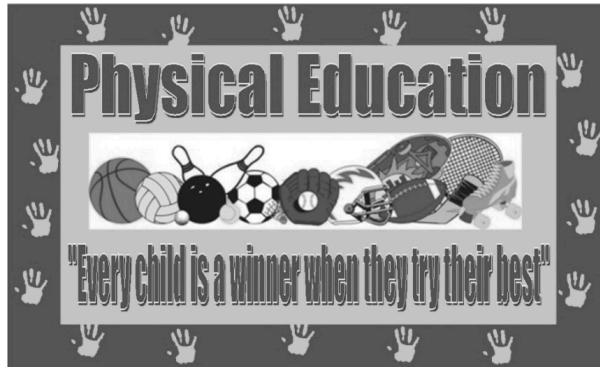
Meeting or exceeding expectations on ELA and Math indicators on the report card can be a multiple measure used to determine eligibility into Gifted and Talented offerings.

Parent or teacher appeal is possible if a student doesn't meet the criteria.

Opportunities available for identified students:

Enrichment Within the Regular Classroom Setting: Students in third and fourth grade that are identified as Gifted and Talented are invited to participate in a pull out Gifted and Talented class.

Enrichment Beyond the Regular Classroom Setting: Hackensack Public Schools invites students to participate in an after school enrichment opportunity with Junior First Lego League. Guided by Coaches (HPS teachers), teams explore a real-world scientific problem such as food safety, recycling, energy, etc. In the process, teams learn about teamwork, the wonders of science and technology, and the FIRST LEGO League Jr. Core Values, which include respect, sharing, and critical thinking. At the close of each season, teams come together at Expos to share ideas and celebrate.



Physical Education, Health and Safety

Participation in physical education is required by state law. All students must wear appropriate athletic shoes in order to participate in gym activities.

Excuses: Only the school nurse or school administrator may grant an excuse from physical education. For a one-day excuse, students must present a parental note to the nurse or principal before the school day begins. A student may be excused for a longer period on the basis of a note from the family physician but not beyond a two-week period. In order to be excused beyond two weeks, the student must secure a form from the school nurse to be completed by the family physician.

Health Curriculum

The Health Curriculum is taught by a certified health teacher and follows all NJDOE requirements. Should you wish to discuss the program, please call the Office of Curriculum and Instruction.

Homework

Homework is any learning activity which the pupil does in response to a teacher's assignment or suggestion. Homework is required and the teacher will take this work into account in evaluating pupil achievement.



Assignments are designed to help students:

1. Carry over learning from one period of instruction to the next.
2. Understand that not all education takes place in the classroom.
3. Reinforce understanding of the concepts and skills being taught.
4. Learn to manage time efficiently.
5. Realize their full potential as learners.

We suggest that parents do the following:

1. Provide a quiet place where the child can concentrate.
2. Establish a regular time when the child can work on school studies.

Student Use Of Privately-Owned Technology

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many students possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial to students during school hours for approved educational purposes. Therefore, the Board of Education will allow students to use their privately-owned technology devices under conditions outlined in this Policy.

For the purpose of this Policy, “technology” means hardware or software.

For the purpose of this Policy, “privately-owned” means technology hardware and software that is purchased, owned, and maintained by the student at no expense to the school or school district.



For the purpose of this Policy, “hardware” means any device that can store, access, retrieve, and/or communicate data or information. “Hardware” may include, but is not limited to, any type of computer device; wireless telephone; electronic reader; personal digital assistant (PDAs); video broadcasting and/or recording device; or camera.

For the purpose of this Policy, “software” means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

The use of privately-owned technology by a student in the educational program during the school day must be approved by the student’s parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the student’s instructional program. A teaching staff member may approve a student’s use of privately-owned technology based on the assignment(s) to the student. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

Teaching staff members shall notify their immediate supervisor or Principal that students will be using privately-owned technology during instructional time.

Students who use privately-owned technology in school will not be given access to the school district’s computer server(s) or network(s). In the event the teaching staff member approves the use of privately-owned technology to access the Internet, the access must be through the privately-owned technology without the use of any school district hardware or software. A teaching staff member who approves a student to use their privately-owned technology to access the Internet during instructional time will provide the student with a list of approved Internet sites the student is permitted to access. A student granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a student shall be in strict accordance with the teaching staff member’s specific approval(s) and Board policies and regulations. Any violation will subject the student to appropriate discipline and/or grading consequences.

The teaching staff member, in considering the use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the student who owns such technology over the student who does not own such technology. The teaching staff member will not approve the use of privately-owned technology if the teaching staff member determines the use would be advantageous or beneficial to the student who owns such technology over the student who does not own such technology.

The school district assumes no responsibility for any privately-owned technology brought to school by a student. The student shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a student. Students are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the student brings to school. Adopted: 06

June 2017

***Please refer to Board Policy 2363**

Policies and Regulations

Entrance Age

The Board of Education will admit to this district, children eligible by law or Board policy who have attained the age requirements set by law and this Board of Education. The Board requires documentary verification of the age and birth date of any child who seeks admission to this district.

Kindergarten

Children reaching the age of five on or before October 1st of any year will be eligible for Kindergarten in September of the same year.

Other Grades

A Child is eligible for entrance into first grade who will have attained the age of six years on or before October 1st of the year in which entrance is sought and has completed the kindergarten program of this district or an equivalent program. An equivalent program is a program whereby the child's teacher is certified by the New Jersey Department of Education and holds certification as an Elementary School Teacher in Grades K-5 and/or as an Early Childhood Teacher, Grades Pre-K-3.

Children who apply for admission to Grades 1-12 on the basis of prior schooling outside the district will be placed initially in the grade level recommended by the sending school. The school principal will determine subsequently whether there should be any grade change.

***Please refer to Board Policy 5112.**

Students with Disabilities

The Hackensack Public Schools District will provide a free appropriate public education to all students between the ages of three and twenty-one who have been identified through the Child Study Team process and found eligible for special education and related services. If the student is found eligible for special education and related services, an Individualized Education Plan (IEP) will be developed and the student will be placed in an appropriate program.

School Related Issues/Procedures

In the event a student or parent feels that there has been a violation in the application of any policy as it applies directly to their situation, the following procedures shall be followed:

1) The student or parent shall make an appointment with the principal for discussion of the concern. 2) The principal shall make a determination as to the validity of the concern and make an appropriate determination as to its resolution. 3) The principal shall notify the student or parent/guardian of his/her decision. 4) Should the student/parent feel the decision is inappropriate, they may schedule a meeting with the Superintendent. 5) At this point, any and all material shall be sent to the Superintendent by the principal. 6) The Superintendent shall meet with the concerned parties to determine the validity of the concern and make a determination to its resolution. 7) The Superintendent shall notify the parties of his/her decision. 8) Should the student/parent feel that the decision is inappropriate, they may request a meeting with the Board of Education. 9) The Board of Education will determine a resolution to the concern. 10) If the complainant is not satisfied with the Board's decision, the grievant may file the complaint with the Office of Equal Education Opportunity, New Jersey Department of Education, or appropriate administrative agency. The complainant also retains his/her right to pursue any all other legal remedies concerning complaints of unlawful discrimination.

Drugs, Alcohol, Steroids, Tobacco

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means; but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

Definitions:

"Substance"- Alcoholic beverages, controlled dangerous substances as defined by N.J.S.A. 24:21-2, anabolic steroids, or any chemical or chemical compound that release vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system, including but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes.

"Substance Abuse"- The consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

"Involved with Substances"- The pupil is influenced by the use of substances by the pupil or a member of his or her family, whether or not on school premises or during the school day. A suspicion or determination that a pupil is involved with substances does not depend on a finding that the pupil is immediately under the influence of a substance or possesses or distributes a substance on school premises.

"Evaluation"- Those procedures used to determine a pupil's need for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the pupil's family.

"Intervention and Referral to Treatment"- Programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil's family.

Discipline:

The Board prohibits the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board. Discipline will be graded to the severity of the offense and may include suspension or expulsion. The pupil may be reported to appropriate law enforcement personnel.

Civil Immunity:

No civil action of any kind shall lie against any teaching staff member or any officer or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skills and care given is that ordinarily required and exercised by other such teaching staff members and officers and agents of the Board. ***Please refer to Board Policy 5530.**

Anti-Bullying Rights Act

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

HIB Definition (Bold face has been added to emphasize selected provisions as per N.J.S.A. 18A:37-14)

HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be **a single incident** or a **series of incidents**, that:

- Is reasonably **perceived as being motivated** either by an **actual or perceived** characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by **any other distinguishing characteristic**;
- Takes place on school property, at any school-sponsored function, or on a school bus; or **off school grounds**, as provided for in N.J.S.A. 18A:37-15.3,
- Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; **and that**
- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student **or damaging the student's property, or** placing a student in reasonable **fear of physical or emotional harm** to his person or damage to his property; **or**
- Has the effect of insulting or demeaning any student or group of students; or
- Creates a **hostile educational environment** for the student by interfering with a student's education or by **severely or pervasively** causing physical or emotional harm to the student.



Complying with New Jersey Anti-Bullying Laws and ABR (P.L 2010, C.122 P.L. 2012, C.1)

N.J.S.A. 18A:37-14

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication that [is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that], due to a power differential between the aggressor(s) and the target(s), a reasonable person under the circumstances should know will have the effect of:

- a. harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- b. Insulting, threatening or demeaning any student or group of students in such a way as to cause either a hostile school environment or a substantial disruption in, or substantial interference with, the orderly operation of the school, or
- c. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

***Please refer to Board Policy 8461**

Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

“Hazing” means the performance of any act or the coercion of another to perform an act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All Staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/ or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal.

The Principal will report to the Affirmative Action Officer and the Superintendent any incident reported from a staff member, pupil, parent, legal guardian or any other source. The Principal will also report information received from anonymous sources; however, any formal disciplinary

action will not be taken solely on the basis of any anonymous report.

There will be no reprisals or retaliation against any person(s) making such report of hazing behavior. Any allegations of reprisals or retaliation shall be reported directly to the Principal, who will investigate such allegation and take appropriate action if the allegations are confirmed and/or if the person is found to have falsely accused another as means of retaliation or as a means of hazing.

The Principal will immediately investigate any report of actual or planned hazing. If the investigation determines hazing behavior was planned or was present, the administration will take reasonable, age-appropriate and effective corrective action to end the behavior which may include, but is not limited to, counseling, warning, and/or disciplinary action. The administration may need to provide support services to the pupil(s) responsible for hazing behavior.

Nothing in the Policy prohibits the Affirmative Action Officer from complying with the requirements of the district's Affirmative Action Program as outlined in **Board Policy 1550** and N.J.A.C. 6:4-1.1 et. Seq.

The Principal, in conjunction with the Affirmative Action Officer will develop and conduct training and information programs for all our school staff, pupils, parents and interested community members on the district's Hazing Policy.

Any pupil organization that seeks to organize and perpetuate itself by taking in members based on the decision of the membership of the organization, rather than from the free choice of any pupil who are otherwise qualified to fill the special aims of such organization, is prohibited. The Policy shall be published in pupil and staff handbooks upon its adoption by the Board. The Board will seek school community input prior to the initial adoption and any revisions to the policy. N.J.S.A. 18A:37-1 et. Seq.; 18A:42-5; 18A:42-6. The Assistant Superintendent shall serve as the affirmative Action Officer.

***Please refer to Board Policy 5541**

Sexual Harassment Policy

It is the policy of the Hackensack Public Schools to maintain a learning and working environment that is free from sexual harassment. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, or when made by any student to another student when: 1) Submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's education, or when 2) Submission to rejection of such conduct by an individual is used as the basis for academic decision affecting that individual, or when 3) Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive education environment. Sexual harassment includes, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or

demeaning implications; unwelcomed touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, etc.

Procedures – Any person who alleges sexual harassment by any staff member or student in the school district may use the grievance procedure or may complain directly to his or her Principal or district Affirmative Action Officer. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

Sanctions – A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion. ***Please refer to Board Policy 5751 HIB, 4111.1/4211.1.**

Weapons Policy

The Board of Education prohibits the possession, use or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty. For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to all firearms, dangerous knives, instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms.

Any pupil or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his or her suspicion to the school Principal or his/her designee. The Principal or designee shall conduct an appropriate search and confiscate any weapon discovered in the course of the search. He or she shall, if appropriate and feasible, summon the aid of law enforcement officers when conducting the search. Any school employee who confirms the presence of a weapon under circumstances that place a person at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession. Any pupil who possesses, uses, or exchanges a weapon in violation of the policy shall be subject to stringent discipline, which may include expulsion. Any pupil or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises or school transportation or at a school-sponsored event shall be reported to the appropriate law enforcement agency.

In addition to actions indicated above, the principal shall file charges with the Police Department against any pupil who possesses uses or exchanges a weapon in violation of this policy. The Pupil shall be suspended and said suspension shall be reported to the Superintendent, who, in turn, shall schedule an expulsion hearing before the Board of Education. ***Please refer to Board Policy 8467.**

Elementary Schools Code of Conduct

Our Beliefs

The Hackensack Elementary Public Schools philosophy of Promoting Pro-Social Behavior is based on explicit instruction.

We believe:

- The school community is responsible for creating warm and supportive learning environments for children by building positive relationships with each student;
- Explicit instruction of pro-social behavior allows children to become contributing citizens in a diverse society;
- Expectations for pro-social behavior are based on differentiated and personalized learner goals;
- Clearly defined and consistent school and classroom norms for behavior foster pro-social behavior; progressive approaches to student infractions will be employed as needed.

Norms for Behavior

Classroom and school norms for behavior are a critical part of explicit instruction in pro-social behavior. As students develop their social skills through their learning experiences and interactions with peers and adults, we emphasize being kind and fair through sharing and expressing feelings and working through their emotions. Students' pro-social behavior and good citizenship decisions are recognized in a variety of ways throughout the school - in their classrooms, special area classes, hallways, cafeteria, and recess. Students' positive choices are celebrated in their classrooms by their teachers in various ways. Additionally, students' efforts in learning pro-social behavior are celebrated with school-wide recognition.

Remedial Actions

While our goal is to have a school community of students and staff who exhibit pro-social behavior, it is not uncommon in elementary school classrooms and buildings for students to make mistakes in judgement or break school norms for conduct as they develop their social skills. During these critical early childhood years, students are learning how to build and maintain friendships and resolve conflicts in an effort to become good citizens while simultaneously learning from mistakes in the process.

It is best for children and their class community when students and teachers resolve problems together. In the Hackensack Elementary Public Schools, students are taught to assume responsibility for their actions and to demonstrate that they care for their own and the well-being of others.

Families are an integral part in helping the school promote pro-social behaviors. Home and school must work together to create positive school experiences for the student. Families will be notified when inappropriate behaviors occur that result in remedial actions so that the family can work with the school to alleviate such behaviors.

The following Progressive Approaches to Student Infractions will help students, staff, and families understand the expectations for acceptable behavior in the Hackensack Elementary Public Schools. All students are expected to follow the Code of Conduct in a developmentally appropriate manner.

The Progressive Approaches to Student Infractions Chart describes some general unacceptable behaviors and associated remedial actions, which are divided into four tiers according to severity, developmental level, and a student's history of behaviors.

Hackensack Elementary Public Schools

Progressive Approaches to Student Infractions Chart

| | Tier One: Infractions on an infrequent basis | Tier Two: Repeated infractions | Tier Three: Persistent or Serious Infractions | Tier Four: Infractions that are highly serious or cause imminent danger to self or others |
|--|--|---|--|---|
| Consequences | <ul style="list-style-type: none"> Student conference with teacher/ staff member Teacher selected consequence(s) Teacher contacts family via telephone and/or email Record of contact submitted by teacher | <ul style="list-style-type: none"> In-school family conference with teacher/staff member to implement positive behavior strategies Possible referral to school counselor Teacher-selected consequence(s) Record of contact submitted by teacher | <ul style="list-style-type: none"> Teacher/staff member refers incident to Principal or Assistant Principal Principal or Assistant Principal contacts family Family conference with teacher and Principal or Assistant Principal Possible suspension (3rd, 4th grade only) Possible referral to school counselor/ social worker | <ul style="list-style-type: none"> Immediate referral to Principal or Assistant Principal Principal or Assistant Principal contacts family Family conference with teacher and Principal or Assistant Principal Possible suspension (3rd, 4th only) Possible referral to school counselor/ social worker Family will accompany the student upon the conclusion of suspension for re-admittance meeting with school administration. (3rd, 4th grade only) |
| Behaviors | Actions | | | |
| Inappropriate Language | X | X | X | X |
| Cheating | X | X | X | X |
| Forgery/Falsifications | X | X | X | X |
| Inappropriate Behavior/ Misconduct | X | X | X | X |
| Repeated Disruption of Learning | X | X | X | X |
| Teasing/ Exclusion | X | X | X | X |
| Inappropriate Use of Electronics in School (E.g. Accessing inappropriate sites, inappropriate language use) | X | X | X | X |
| Inappropriate Physical Conduct or Contact | X | X | X | X |
| Jeopardizing Safety/Reckless Behavior | X | X | X | X |
| Inappropriate Behavior on a School Bus | X | X | X | X |
| Defiance/Disobedience | | | X | X |
| Theft/Damage/ Vandalism | | | X | X |
| Fire Alarm Offense | | | X | X |
| Possession of a Dangerous Item/ Weapon with Intent to Cause Harm | | | X | X |
| Conduct of a violent or sexual nature that endangers others (K-4) | | | X | X |
| Harassment, Intimidation, and Bullying, Threat <small>(See page 23 for more information on NJ Anti-Bullying Bill of Rights)</small> | | | X | X |
| Bomb/Terrorist Threat | | | X | X |

Please Note:

In our effort to maintain the safety and well-being of students and school personnel, we may find it necessary to adjust the remedial actions when it is in the best interest of the student or student body. The Progressive Approaches to Student Infractions Chart is a guideline. Administration has discretion regarding actions as they relate to individual circumstances. Furthermore, where the behavior is not clearly listed in the Progressive Approaches to Student Infractions Chart, school administrators will use their discretion to determine an appropriate remedial action.

N.J. Anti-Bullying Bill of Rights Act

The State of N.J. has enacted the Anti-Bullying Bill of Rights Act, which is intended to:

- clarify and strengthen the standards and procedures for preventing, reporting, investigating and responding to incidents of harassment, intimidation, and bullying (HIB) of students that occur on school grounds and off school grounds under specified circumstances
- establish clearer standards for the definition of HIB
- use and better manage existing resources to increase school safety
- reduce the risk of suicide due to HIB

HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents that:

- is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic
- takes place on school property, at any school sponsored function, or off school grounds
- substantially disrupts or interferes with the orderly operation of the school or the rights of other students
- a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property
- has the effect of insulting or demeaning any student or group of students
- creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student

School staff must follow the statutory procedures for all reported HIB incidents and protect students. A reporting procedure is in place to promptly investigate reports of violations and complaints related to HIB. The investigation will be initiated by the Principal or the Principal's designee within one day of the report of the incident and shall be conducted by the school's Anti-Bullying Specialist. The Principal may appoint additional personnel to assist in the investigation.

Please refer to our district website for information re: Anti-Bullying legislation - definitions, consequences, and procedures.

Rights of Persons with Disabilities Policy

It is the policy of the Board of Education that no otherwise qualified person shall, on the basis of handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination in employment or under any program or activity sponsored by this Board. The Board shall comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Act. This policy is to effectuate Section 504 of the Rehabilitation Act of 1973.

Reasonable accommodations, not directly affecting the instructional program, shall be made to accommodate the needs of persons with disabilities. Such accommodations may include rescheduling; making facilities accessible; acquiring or modifying equipment; modifying examinations, training materials, and policies; and providing readers or interpreters.

No qualified handicapped person shall be denied the benefit of, be excluded from participation in, or otherwise be subjected to discrimination in any activity offered by this district.

The school district has an affirmative obligation to evaluate a pupil who is suspected of having a disability to determine the pupil's need for special education and related services. The Board directs that all reasonable efforts be made to identify un-served children with educational disabilities in this district who are eligible for special education and/or related services in accordance with **Board Policy 5700**. A free appropriate public education will be provided for each child determined to be in need of special education and/or related services. Such a program of special education shall be provided in the least restrictive environment and in barrier-free facilities comparable to those provided for pupils without educational disabilities. To the maximum extent appropriate to the pupil's disability, a pupil with an education disability shall be placed in an instructional setting with pupils without education disabilities or with less severe disabilities.

Section 504 requires the school district to address the needs of children who are considered disabled under Section 504 as adequately as the needs of non-disabled persons are met. A student may be disabled within the meaning of Section 504, and therefore entitled to regular or special education and related aids and services under the Section 504 regulation, even though the student may not be eligible for special education and related services under Part B of the Individuals with Disabilities Education Act.

No Pupil will be denied, because of his or her disability, participation in co-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the pupils of this district. The due process rights of pupils with disabilities and their parents will be rigorously enforced.

Enforcement

The Director of Special Services is the designated officer. A complaint regarding a violation of law and this policy will be subject to a complaint procedure that provides for the prompt and equitable resolution of disputes.

The complainant shall be notified of his or her rights of appeal at each step of the process, and accommodations to the disabled complainants shall be made. A complainant shall be informed of his or her right to file a formal action for redress with or without recourse to the complaint procedure by this policy.

A complaint regarding the identification, evaluation, classification, or educational program of a pupil with an educational disability shall be governed by the due process rules of the State Board of Education, N.J.A.C. 6:28-2.7 and the Office of Administrative Law, N.J.A.C 1:6A-1 et seq., and by the conflict resolution process established by **Board Policy 1510**.

Guarantee of Rights

The Board shall not interfere, directly, with any person's exercise or enjoyment of the rights protected by the Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, or the Individuals with Disabilities Act.

The Board shall not discriminate against any person for that person's opposition to any act or practice made unlawful by law or this policy or for that person's participation in any manner in an investigation or proceeding arising under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, or Individuals with Disabilities Education Act. ***Please refer to Board Policy 1510.**

Non-Discrimination Policy

Resolve that Hackensack Board of Education declares it to be policy of this district that each child in the district shall be provided an equal educational opportunity to achieve his or her maximum potential through the programs offered in these schools unhindered by discriminatory attitude or practices based on distinctions of race, color, creed, religion, gender, ancestry, national origin, or social or economic background or disability. ***Please refer to Board Policies 1140, 1510, 5755 and 5756.**

Acceptable Use of Computer Network/Computers and Resources Policy

The school district provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

For the purpose of this Policy and Regulation, "computer networks/computers" includes, but is not limited to, the school district's computer networks, computer servers, computers, other computer hardware and software, Internet equipment and access, and any other computer related equipment.

For the purpose of this Policy and Regulation, “school district personnel” shall be the person(s) designated by the Superintendent to oversee and coordinate the school district’s computer networks/computer systems. School district personnel will monitor networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety.

Due to the complex association between government agencies and computer networks/computers and the requirements of Federal and State laws, the end user of the school district’s computer networks/computers must adhere to strict regulations. Regulations are provided to assure staff, community, students, and parent(s) or legal guardian(s) of students are aware of their responsibilities. The school district may modify these regulations at any time. The signatures of the student and his/her parent(s) or legal guardian(s) on a district-approved Consent and Waiver Agreement are legally binding and indicate the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules and regulations established under Policy and Regulation 2361.

Students are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers. Communications on the computer networks/computers are often public in nature and policies and regulations governing appropriate behavior and communications apply. The school district’s networks, Internet access, and computers are provided for students to conduct research, complete school assignments, and communicate with others. Access to computer networks/computers is given to students who agree to act in a considerate, appropriate, and responsible manner. Parent(s) or legal guardian(s) permission is required for a student to access the school district’s computer networks/computers. Access entails responsibility and individual users of the district computer networks/computers are responsible for their behavior and communications over the computer networks/computers. It is presumed users will comply with district standards and will honor the agreements they have signed and the permission they have been granted. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer networks/computers who violate the policies and regulations of the Board.

Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities. School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers will be private or confidential.

The following prohibited behavior and/or conduct using the school district’s networks/computers, includes but is not limited to, the following:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole

and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
6. Cyberbullying;
7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
8. Harassing, insulting, or attacking others;
9. Damaging computers, computer systems, or computer networks/computers
10. Violating copyright laws;
11. Using another's password;
12. Trespassing in another's folders, work or files;
13. Intentionally wasting limited resources;
14. Employing the computer networks/computers for commercial purposes; and/or
15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

INTERNET SAFETY

Compliance with Children's Internet Protection Act

As a condition for receipt of certain Federal funding, the school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter material or visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, 4, 5, 6, and 7 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district complies with and enforces Policy and Regulation 2361.

Compliance with Neighborhood Children's Internet Protection Act

Policy 2361 and this Regulation establish an Internet safety protection policy and procedures to address:

1. Access by minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking" and other unlawful activities by minors online;
4. Cyberbullying;
5. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
6. Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and
7. Measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding the material or visual depictions defined in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine Internet material that is inappropriate for minors.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety protection policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

Information Content and Uses of the System

Students may not publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to a reasonable person, or which, without the approval of the Superintendent or designated school district personnel, contains any advertising or any solicitation to use goods or services. A student cannot use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, students and their parent(s) or legal guardian(s) should be advised the Board and school district personnel have no control over content. While most of the content available on the Internet is not offensive and much of it is a valuable educational resource, some objectionable material exists. Even though the Board provides students access to Internet resources through the district's computer networks/computers with installed appropriate technology protection measures, parents and students must be advised potential dangers remain and offensive material may be accessed notwithstanding the technology protection measures taken by the school district.

Students and their parent(s) or legal guardian(s) are advised some systems and Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material. The Board and school district personnel do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having Internet access available to their children at home should be aware of the existence of such materials and monitor their child's access to the school district system at home. Students knowingly bringing materials prohibited by Policy and Regulation 2361 into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such students' accounts or access on the school district's computer networks and their independent use of computers.

On-line Conduct

Any action by a student or other user of the school district's computer networks/computers that is determined by school district personnel to constitute an inappropriate use of the district's computer networks/ computers or to improperly restrict or inhibit other persons from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending person's access and other consequences in compliance with Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, State or Federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Students and their parent(s) or legal guardian(s) specifically agree to indemnify the school district and school district personnel for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the student.

Computer networks/computer resources are to be used by the student for his/her educational use only; commercial uses are strictly prohibited.

Software Libraries on the Network

Software libraries on or through the school district's networks are provided to students as an educational resource. No student may install, upload, or download software without the expressed consent of appropriate school district personnel. Any software having the purpose of damaging another person's accounts or information on the school district computer networks/computers (e.g., computer viruses) is specifically prohibited. School district personnel reserve the right to refuse posting of files and to remove files. School district personnel further reserve the right to immediately limit usage or terminate the student's access or take other action consistent with the Board's policies and regulations of a student who misuses the software libraries.

Copyrighted Material

Copyrighted material must not be placed on any system connected to the computer networks/computers without authorization. Students may download copyrighted material for their own use in accordance with Policy and Regulation 2531 - Use of Copyrighted Materials. A student may only redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author or authorized source.

Public Posting Areas (Message Boards, Blogs, Etc.)

Messages are posted from systems connected to the Internet around the world and school district personnel have no control of the content of messages posted from these other systems. To best utilize system resources, school district personnel will determine message boards, blogs, etc. that are most applicable to the educational needs of the school district and will permit access to these sites through the school district computer networks. School district personnel may remove messages that are deemed to be unacceptable or in violation of Board policies and regulations. School district personnel further reserve the right to immediately terminate the access of a student who misuses these public posting areas.

Real-time, Interactive, Communication Areas

School district personnel reserve the right to monitor and immediately limit the use of the computer networks/computers or terminate the access of a student who misuses real-time conference features (talk/chat/Internet relay chat).

Electronic Mail

Electronic mail ("email") is an electronic message sent by or to a person in correspondence with another person having Internet mail access. The school district may or may not establish student

email accounts. In the event the district provides email accounts, all messages sent and received on the school district computer networks/computers must have an educational purpose and are subject to review. Messages received by a district-provided email account are retained on the system until deleted by the student or for a period of time determined by the district. A canceled account will not retain its emails. Students are expected to remove old messages within fifteen days or school district personnel may remove such messages. School district personnel may inspect the contents of emails sent by a student to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the policy, regulation, or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, State, or Federal officials in any investigation concerning or relating to any email transmitted or any other information on the school district computer networks/computers.

Disk Usage

The district reserves the right to establish maximum storage space a student receives on the school district's system. A student who exceeds his/her quota of storage space will be advised to delete files to return to compliance with the predetermined amount of storage space. A student who remains in noncompliance of the storage space allotment after seven school days of notification may have their files removed from the school district's system.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a student identifies a security problem on the computer networks/computers, the student must notify the appropriate school district staff member. The student should not inform other individuals of a security problem. Passwords provided to students by the district for access to the district's computer networks/computers or developed by the student for access to an Internet site should not be easily guessable by others or shared with other students. Attempts to log in to the system using either another student's or person's account may result in termination of the account or access. A student should immediately notify the Principal or designee if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any student identified as a security risk will have limitations placed on usage of the computer networks/ computers or may be terminated as a user and be subject to other disciplinary action.

Vandalism

Vandalism to any school district owned computer networks/computers may result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other computer networks/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Printing

The printing facilities of the computer networks/computers should be used judiciously. Unauthorized printing for other than educational purposes is prohibited.

Internet Sites and the World Wide Web

Designated school district personnel may establish an Internet site(s) on the World Wide Web or other Internet locations. Such sites shall be administered and supervised by designated school district personnel who shall ensure the content of the site complies with Federal, State, and local laws and regulations as well as Board policies and regulations.

Violations

Violations of the Acceptable Use of Computer Networks/Computers and Resources Policy and Regulation may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and/or Regulation, 2361 - Acceptable Use of Computer Networks/Computers and Resources, 5600 - Student Discipline/Code of Conduct, 5610 - Suspension and 5620 - Expulsion as well as possible legal action and reports to the legal authorities and entities.

Determination of Consequences for Violations

The particular consequences for violations of this Policy shall be determined by the Principal or designee. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities is the appropriate course of action.

Individuals violating this Policy shall be subject to the consequences as indicated in Board Policy and Regulation 2361 and other appropriate discipline, which includes but is not limited to:

1. Use of computer networks/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

Issued: 06 June 2017

School District Provided Technology Devices and Accounts To Students

The Board of Education may provide technology devices and accounts to students in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device and account provided to students of this district. For the purposes of this Policy, “technology device” or “device” shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to students to be used as part of their educational program.

A technology device made available to students will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a student's classroom curriculum, a student will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide students with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a student from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A student is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and student must sign a School District Provided Technology Device Form requiring the parent and the student to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the student for school district authorized use;
2. A student shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a student must be returned to the school district in the condition it was initially provided to the student considering reasonable use and care by the student;
4. The parent or student shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the student, an insurance policy to be purchased by the parent or student that would cover certain losses or damage to a technology device during the time period the student has possession of the device. The parent or the student shall pay any insurance policy required deductibles in the event of a loss;
6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or student elects not to purchase optional insurance, the parent and/or student shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
7. A student will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A student must report to the school district staff member designated on the School District

Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;

9. A parent or student is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or student shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
10. A student shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The student shall have the technology device in their possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.

The school district will provide the student and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the student's activity or the student's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the student retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a student. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per student, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk students as defined in N.J.S.A. 18A:7F-45.

Students shall comply with all school district policies for the use of a school district provided technology device. A student shall be subject to consequences in the event the student violates any school district policy, including the district's acceptable use policies; student code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form. Adopted: 06 June 2017

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 – “The Anti-Big Brother Act”

Acceptable Use of Computer Network/Computer and Resources

Note: In compliance with the Child Internet Protection Act (CIPA), the Hackensack Board of Education utilizes a **Content Filtering** solution, to restrict student access to inappropriate online content.

For more information visit the vendor's website www.linewize.com

Asbestos Hazardous Emergency Response Act (AHERA)

As required by the Asbestos Hazardous Emergency Response Act (AHERA) that was signed into law in December of 1987, the Hackensack Public School System is required to annually update the staff and the public who utilize school facilities regarding changes to our asbestos management plans.

As requirement of AHERA, an accredited management planner prepared an asbestos management plan for each school building within the district. These plans were submitted and approved by the New Jersey Department of Health on March 27, 1989. Initial inspections indicated that asbestos containing building materials (ACBM) were present in areas that were generally not accessible to students and faculty. The ACBM that are present in student and faculty areas are in very good condition and the potential health hazard is considered to be quite low. Inspection of all areas identified in the plans, whether ACBM or assumed, have been conducted every six months since July 1989 and will continue to be inspected every six months.

The asbestos management plans, including the three-year-re-inspection reports and six-month inspections, are available for review during normal office hours Monday through Friday, 8:00 a.m.-4:00 p.m. in the main office at the Administration Building.

Annual Integrated Pest Management Notice
For School Year 2023-2024

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Hackensack Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

The IPM Coordinator for Hackensack Board of Education is: Mr. Juan Felizanchard

Title of IPM Coordinator: Director of Buildings and Grounds

Business Phone Number: 201-646-0390

Business Address: 191 Second Street, Hackensack, NJ 07601

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), for each pesticide product that may be used on School property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians and staff member for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Hackensack Board of Education may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use if a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

Report Cards

Report cards are sent Home four times a year for Grades kindergarten - through 4. Student performance is evaluated in each of the Academic Content Areas that comprise the New Jersey Student Learning Standards. These main areas are subdivided into specific subjects and skills. The report is designed to provide information identifying the child's degree of success in relation to the state standards. The intent of the report card is to provide parents with information that will help develop a positive working relationship between home/school and between parent/child.



Promotion-Retention: Promotion and/or retention of a student is viewed as a means of assuring appropriate education progress of each student. Each principal, in consultation with his/her staff, reviews and responds to the data gathered and makes decisions in accordance with school and district policies.

Parent-Teacher Conferences: Parent-teacher conferences are conducted on a scheduled basis during the early part of November. However, parents may initiate a conference at any time of the year. This may be done by telephoning the school office or by contacting the teacher directly by telephone or in writing. ***Please refer to Board Policy 5420**

Field Trips

Educational trips scheduled during school hours are designed to:

1. Enhance a particular topic of classroom study;
2. Motivate interest toward new learning;
3. Broaden the child's experiences and multicultural appreciation;
4. Foster interpersonal relationships;
5. Help develop self-esteem, independence and a sense of responsibility.



If the trip is to a local site, the children may walk. On other occasions, they are taken by bus or car as distance requires.

Before a student is allowed to participate in a trip, he or she must have a signed permission slip on file in the school office. Additional adults are sometimes invited to accompany the children as chaperones. Whenever a particular field trip is deemed inappropriate for a specific child, that child will be excluded and parents informed.

***Please refer to Board Policy 2340.**

Traffic Safety

Your Child's safety is always uppermost in our minds as it is in yours. Safety requires a continuous effort on the part of school personnel and parents. It is important that parents make note of these safety reminders.

School Guards are employees of the Hackensack Police Department and are posted at busy intersections from 7:30 am to 9:00 am and from 2:30 pm to 4:00 pm. Please insist that your child observe the following rules.

Children are to:

- Cross where the school guards are posted;
- Cross at crosswalks and not in the middle of the block;
- Go directly home when dismissed from school and not play in the streets;
- Demonstrate proper respect to the crossing guards.

When dropping off or picking up students, parents are urged to observe these rules:

- Do not double park, block crosswalks or driveways.
- Park on the school side of the street so that children do not have to cross.



School Crossing Guards' Assignments

Nellie K. Parker School Anderson
& Summit Avenue Central & Summit
Avenue Central & Maple Hill Drive
Esplanade & Clubway Byrne & Passaic
Street Central & Prospect Avenue
Central & First Street Central & Second
Street Hackensack High Overpass
Railroad & Central Avenue

Fanny M. Hillers School Lodi St.
& Polifly Road Essex & Prospect
Avenue Essex & First/Polifly Road
Simons & Longview Avenue Essex &
Summit Avenue

**Jackson Avenue
School** Hudson &
Kennedy Street
Hudson & Vreeland
Avenue Vreeland &
Williams Street
Washington Avenue
Gate Williams &
Kennedy Street Essex
& S. State Street
Broadway & S. Main
Street Lodi & S. Main
Street
Lodi & S. State

Street Kansas & S.
State Street

**Fanny M.
Hillers School**
Summit &
Anderson Street
Passaic & First
Street Passaic &
Clarendon Place
Clarendon & Ross
Avenue Linden &
Anderson Street
Anderson &
Pangborn Place
Anderson & Clarendon
Place Linden &
Clinton Place
Hackensack & Temple
Avenue Main &
Fairmount Avenue
Passaic & Union Street
Main & Spring
Valley Avenue Grand
& Fairmount Avenue
Grand & Poplar
Avenue Maple &
Pangborn Place

Personal Safety

Parents are requested to discuss the following safety rules with their children and require their children comply with these rules.



Children should:

- Walk to and from school in groups or pairs;
- Walk along travelled streets and avoid isolated areas;
- Refuse rides from strangers and refuse to accompany strangers anywhere;
- Report to an adult anyone who molests or annoys them;
- Use play areas that are supervised and checked by police;
- Wear appropriate safety equipment, i.e. helmet when riding a bicycle (State Law).

Children should not:

- Carry or play with glass items, matches or other potentially dangerous items.
- Arrive at school before the stated time.

School Safety Drills

Fire drills are required at regular intervals by state law. These exercises are treated with utmost seriousness and children should be aware that any unwarranted behavior and talking during fire drills will be dealt with strictly. Fire drills are conducted in a manner that simulates an emergency and therefore, it is possible that children will exit in cold weather without having time to obtain their coats.



School Insurance

The Board of Education provides a basic accident insurance policy for each student as a second carrier. If you have any questions, contact the school nurse.

Child Abuse/Neglect

New Jersey law *requires* any person having reasonable cause to believe that a child has been subjected to acts of child abuse or neglect *shall* report it immediately to the New Jersey Child Protection and Permanency (DCP & P). (N.J.S.A. 9:6087.10)

All school employees *shall immediately* report child abuse directly to the DCP & P. After reporting the incident to DCP & P, the person reporting the alleged abuse shall notify the Principal. The school is prohibited from conducting any investigation on its own.

Note: The school employee must report directly to DCP & P and may not share or report the concern to a second party anticipating that the second party will process the report.

***Please refer to Board Policies 8462 and 3281.**

Lost and Found

Students often misplace items, especially clothing, in school. For this reason, all clothing, especially coats, hats, sweaters, shoes, sneakers and rain gear should contain name labels. If a child does misplace an article of clothing or anything else, he/she should report to the school office for assistance. All found articles should be brought to the office. Parents may also call the school office if necessary. Lost articles of clothing which remain unclaimed are donated to charity at the end of the school year. The school does not assume the responsibility for damage or loss of equipment which is a pupil's personal property brought to the school for any reason.

Visitors

Parents are always welcome to visit the school and are requested to telephone the principal's office for an appointment. Please remember that all visitors must immediately report to the school office to sign in and out, and obtain an office pass in order to visit an instructional area. When visiting a classroom, remember that the teacher's time belongs to the children.

School Health Services

School health services staff can help all students with preventive care such as flu shots and vision and hearing screening, as well as acute and emergency care.

For students with chronic health conditions, school nurses and other health care providers play a large role in the daily management of their conditions. School health services staff also are responsible for coordinating care by communicating with the student's family and health care providers so that they can stay healthy and ready to learn.

Immunization Requirements: The New Jersey State Health Department requires the following immunizations for all pupils before admission to school ***Please refer to Board Policy 5320**

Pre-Kindergarten:

1. DPT and Polio initial series
2. MMR #1
3. HIB series
4. Pneumococcal vaccine after first birthday
5. Varicella
6. Annual Flu Vaccine prior to Dec. 31

Kindergarten - Grade 4

1. DPT series and booster after age 4
2. Polio Series and Booster after age 4
2. MMR #1 & #2
3. Hepatitis B series
5. Varicella

Each school is staffed with at least one certified school nurse. School nurses perform mandated health screenings, administer treatments and medication when prescribed in writing by a physician. School nurses also provide assessment for illness and/or first aid for injury. School nurses contact parents and refer students to their medical provider when health concerns are present.

Medication

Parents/ Guardians are encouraged to administer medication at home whenever possible. Medication should be administered in school only when necessary. Please remember that if any medication (prescribed or over-the-counter) is necessary to be administered, the parent/guardian and child's physician must complete the necessary medical forms. Please note a new form is required in September of each school year.

Medications must be sent in the original prescription bottle to the school nurse. Students are not permitted to have any medication in their possession and this includes all over-the-counter medication such as aspirin, cough medicine, creams etc. Students who have Asthma, Food Allergies or seizures must complete a specific form that can be obtained from the school nurse.

School nurses are not permitted to administer any medication unless it is prescribed by a doctor and accompanied by the district medication form. The form must be signed by the physician and parent/guardian and the medication must be in the

original container with a label from the pharmacy. Students are not permitted to carry medication of any kind including over the counter medication in their backpacks or belongings.

Hospitalizations: Home Injuries

If your child suffers an injury or illness requiring a hospital visit, or suffers an injury at home resulting in a broken bone, bruise, bad fall or other serious illness or injury, Please do not send them to school without contacting your school nurse to report this and /or receive appropriate guidance.

Extended School Year

Please be advised that if your child is attending the Extended School Year-(Summer Program).and suffers from any medical condition or has an medical action plan in his/her home school, please request a copy of the Action Medical Plan and collect the medicine the last week of the school year and bring it all together **to the Nurse assigned to the Summer Program.**

Please contact your home school for any questions.

Only students with an asthma action plan are approved to self carry an asthma inhaler. The asthma action plan must be received from their primary care provider each school year in order to do so.

All medication forms can be found on the district website.

Illness

School Nurses use the New Jersey Department of Health Exclusion Criteria to determine when students must be excluded from school for health reasons.

Please do not send your child to school if your child reports to you before school that they do not feel well enough for school. Keep your child home if he shows any of the following symptoms:

- Fever (children should be fever free without medication for 24 hours before returning to school)
- Sore throat
- Diarrhea, nausea, vomiting or abdominal pain
- Listlessness/lethargy
- No appetite
- Pink eye
- Congestion (for example, if your child was up all night coughing or having trouble breathing)
- Behavior that is unusual for your child.

Physical Examinations

Physical examinations are required by the student's family physician upon entry to school. Parents are encouraged to continue to have their child receive an annual physical exam for early detection of any health problems that might arise.

School Health Screenings

Screenings are done by the school nurse in various grades which include vision, hearing, blood pressure, height and weight. Any parent/ legal guardian wishing to exempt their child from screening must notify the school nurse in writing.

Scoliosis examinations are conducted for students in grades 5-12 and are done on an every other year basis. Any parent/guardian wishing to exempt their child from the screening must notify the nurse in writing.

Physical Education

If parents wish to have their child excused from Physical Education (PE), they must write a note to the child's PE teacher. If the child is to be excused for more than 3 days a doctor's note is required by law.

Pediculosis (Head Lice)

Instances of head lice are unavoidable from time to time. This condition is common in all schools and should not be associated with any lack of cleanliness. In order to help us stop the condition from spreading, it is imperative that parents notify the school nurse about any cases of lice among children. The child must then be excluded from school until the school nurse is able to verify that the child's head is free of lice.

Special Services

The Department of Special Services, through school-based and district-level Child Study Teams, provides extensive diagnostic and educational planning services for children who are identified by their teacher or parent as experiencing difficulty in learning or behavior. In response to a child's need, the Child Study Team will consult with the teacher and parent and together develop intervention strategies which will address the child's needs within his/her present program.

The goal and responsibility of our school system is to provide each child with the most appropriate educational program. Whenever a child's needs require special education, the Child Study Team will develop an individual educational plan and provide a special educational program within our school district or in a program provided through the Bergen County Board of Special Services (201) 646-8001.

Parents' Rights

Students with disabilities are protected under federal law, the Individuals with Disabilities Education Act (IDEA), as well as state law. These laws require school districts to provide a free, appropriate public education (FAPE) to eligible students. This means that children with disabilities are entitled to special education and related services designed to meet their unique needs. If parents believe that their child may need special education services, they can request that the local school district evaluate the child. Parents then become members of a team that will make decisions about the student's education through the creation of an Individualized Education Program (IEP). Parents' input and role in this process are important since they are

involved in determining what action will be taken to address their child's needs. DOE has developed a booklet to assist parents in understanding their role and rights under the law so they can advocate for their child. Below is the link for the publication, Parental Rights in Special Education (PRISE): [http://www.state.nj.us/ education/specialed/form/](http://www.state.nj.us/education/specialed/form/)

PTA

Parent-Teacher Association

The Parent-Teacher Association serves the school and the children in many ways. We encourage every parent to become a participating member of this worthwhile organization. Meetings, held on a regular basis throughout the year, are of three types and open to all. General meetings for the purpose of conducting business; parent education meetings featuring speakers and/or discussions on topics of interest; work and planning meetings open to all members. Specific information about the dates and activities of the PTA will be sent home during the school year.

Parenting Resources Links

<https://www.nj.gov/njparentlink/about/>

<https://www.nj.gov/education/bilingual/resources/ParentHandbook.pdf>

<https://www.speechbuddy.com/blog/school/10-ways-know-child-preschool-ready/>

<https://childmind.org/article/is-your-child-is-ready-for-kindergarten/>

<https://www.performcarenj.org/families/resources.behavioral.aspx>

After School Child Care Program

The after school program is an extended day program which promotes the education, social, emotional and physical development of children whose parents are employed or attending school. The after school program is run by the YMCA, (201) 487-6600 and is not for Pre-K Students.

Eligibility and Hours - Children from Hackensack Public Schools who are enrolled in grades K-4 are eligible. The after school program operates each school day. Hours are after school to pick-up time or 6:00 pm whichever is earlier.

Locations:

Nellie K. Parker School

Jackson Avenue School

Fanny Meyer Hillers School

Fairmount School

Registration forms are available at each school office. Fees are listed on the registration form.

Home + School

While others may say, "We cannot do it alone" We
advocate that, "We will succeed together"

Goal: The Home + School, by fulfilling their respective and mutual responsibilities, will prepare children to participate as successful members of our society.

The School will provide:

1. A school climate that is conducive to learning
2. A competent and qualified staff
3. A balanced and meaningful educational program
4. Appropriate guidance and support services
5. Resources necessary for comprehensive programs
6. Opportunities for students to develop study and thinking skills
7. Opportunities for staff, students and community to make recommendations
8. A zero tolerance for possession of weapons, drugs or acts of violence

The home will instill in their children:

1. Respect for self and the rights, property and feelings of others
2. Respect for education and the teacher
3. Respect for school rules and property
4. Motivation to study, think and explore
5. Good manners
6. A sense of responsibility