

## Closter Board of Education and School Offices

School/Office	Address	Telephone	Fax
Board of Education	340 Homans Avenue	201-768-3001	201-768-1903
Superintendent of Schools	340 Homans Avenue	201-768-3001	201-768-1903
Hillside Elementary School	340 Homans Avenue	201-768-3860	201-768-6770
Tenakill Middle School	275 High Street	201-768-1332	201-784-0726
Child Study Team	340 Homans Avenue	201-768-3860	201-256-3396

### School Time Schedules

	Hillside Elementary School	Tenakill Middle School
Students Arrive	8:00 a.m. – 8:30 a.m.	8:25 a.m. – 8:30 a.m.
Students Dismissed	3:10 p.m.	3:10 p.m.

**Parents/Guardians are not permitted in the schools during Drop-Off or Pick-Up.**

### Delayed Opening Schedules

	Hillside Elementary School	Tenakill Middle School
Staff Reports	9:30 a.m.	9:30 a.m.
Students Arrive	9:45 a.m.	9:45 a.m.
Instruction Begins	10:00 a.m.	10:00 a.m.

### Emergency School Closing Notification

- Each home will be called with a recorded message from Ms. Joanne Newberry, Superintendent of Schools.
- You may call Hillside or Tenakill schools for a recorded message, please do not call the Closter Police Department.
- Or you may go to the district's website at <http://closterschools.org>

**Closter Board of Education**  
 Anthony Linn, President  
 Gregg Lambert, Vice President  
 Ann S. Ginsberg  
 Chris Kwon  
 Robert Kleinman  
 Stephanie Lee  
 Sung Min Lee  
 Janine Micera  
 Carmen Pfeiffer

**Who is the Board?**

The Board consists of nine members, and generally each member is elected by the public to serve a three-year term. The election date for school board members is now at the time of the General Election in November. Annual School Election is Tuesday, November 8, 2016. Three Board members are up for election each year. This method of arranging the terms of office ensures that six experienced Board members are serving at all times.

**What Does Your Board Do?**

The Board adopts policies under which your school district operates. Responsibilities include, but are not limited to: providing financial oversight of the school budget, approving the curriculum, hiring and evaluating the superintendent of schools.

**Board of Education Meetings**

All meetings of the Board are open to the public, except for specific topics that are permitted to be discussed in closed session.

The Board encourages you to attend and participate at all meetings. Opportunities are provided at all meetings for the public to speak; these times will be noted on the agenda. If you wish to speak, please raise your hand, identify yourself and be recognized by the Board's presiding officer.

**Closter Board of Education  
 2016-2017 Schedule of Meetings**

In compliance with the "Open Public Meetings Act" Chapter 231, Laws of 1975, State of New Jersey, the following Regular and Committee-of-the-Whole/Workshop meeting dates have been established for the Closter Board of Education, County of Bergen, and State of New Jersey for the 2016-2017 school year.

All meetings will commence at **7:30 PM** at the Tenakill Middle School Library, 275 High Street, Closter, NJ. Special Meeting Notices or any revisions or changes to the schedule of meetings set forth below will be announced and noticed in compliance with the "Open Public Meetings Act" c. 231, PL 1975.

<b>Work Session Meetings</b>	<b>Regular Meetings</b>
No Meeting Scheduled	July 28, 2016
No Meeting Scheduled	August 25, 2016
September 8, 2016	September 22, 2016
October 6, 2016	October 20, 2016
November 3, 2016	November 17, 2016
No Meeting Scheduled	December 15, 2016
ANNUAL REORGANIZATION	January 5, 2017

**Equal Opportunity Statement**

The Closter Board of Education is an equal opportunity employer committed to a work environment free from prohibited discrimination or harassment. The Closter Board of Education prohibits job discrimination or harassment based on race, color, sex, national origin, religion, age, equal pay, disability, genetic information or any other legally protected category. Click on the link for screen-readable electronic format <https://www1.eeoc.gov/employers/poster.cfm>

## Who is the Administration?

The school district is managed by an Administrative Team that works within limits of Board policy.

Joanne Newberry, Superintendent	<a href="mailto:Newberry@nvnet.org">Newberry@nvnet.org</a>
Alfred Baffa, Principal, Hillside	<a href="mailto:Baffa@nvnet.org">Baffa@nvnet.org</a>
William Tantum, Interim Principal, Tenakill	<a href="mailto:Tantum@nvnet.org">Tantum@nvnet.org</a>
Patricia Eichenlaub, Dir of Special Services	<a href="mailto:Eichenlaubp@nvnet.org">Eichenlaubp@nvnet.org</a>
Keith McElroy, Assistant Principal, Tenakill	<a href="mailto:McElroyK@nvnet.org">McElroyK@nvnet.org</a>
Courtney Carmichael, Curriculum & Instruction	<a href="mailto:Carmichael@nvnet.org">Carmichael@nvnet.org</a>
William Tantum, Supv Educational Technology	<a href="mailto:Tantum@nvnet.org">Tantum@nvnet.org</a>
Peter Iappelli, School Business Administrator	<a href="mailto:lappelli@nvnet.org">lappelli@nvnet.org</a>

## District Support Staff

Secretary to Superintendent	Eileen Fulmer
Assistant to Business Administrator	Linda Crescenzi
Payroll Clerk – Board Office	Maria Clarke
Secretary – Board Office	Cheryl Keast
Secretary – Child Study Team	Lynne Dubert
Secretary – Hillside Elementary School	Cheryl Boehm
Secretary – Tenakill Middle School	Connie Luzzi
Network Engineer	Vince Salvati
Interim Supervisor of Buildings & Grounds	Ralph Chappell
School Physician	Nina Cavalli, M.D.

## IMPORTANT SECURITY INFORMATION

Each school shall have at least (1) fire drill and (1) school security drill each month.

Security procedures are in place at each school for the protection of students, staff, and visitors. These procedures will go into effect immediately after the arrival of students. All doors will be locked and will remain locked until students are dismissed.

Upon arrival at the main entrance, please press the intercom button to identify yourself to office personnel. Once admitted to the school, you must go directly to the main office to sign-in and receive a visitor's

pass. Before you exit the school, please go back to the main office to return your pass and sign-out.

Please remember:

- Parents may NOT enter the building during drop-off or pick-up.
- Lunches may NOT be dropped off /delivered at either school.
- Instruments and homework may NOT be dropped off at either school.

While we regret that these procedures may cause some inconvenience, we are certain that everyone will understand our concern for safe and secure schools.

## **HILLSIDE ELEMENTARY SCHOOL**

### **Mission Statement**

The community of faculty, parents, and administration of Hillside Elementary School will provide a learning environment that prepares children to be responsible world citizens of the 21st century. We will strive to develop the whole child academically, socially, emotionally, physically, and aesthetically in a nurturing and supportive atmosphere.

Our mission is to promote the love of school and lifelong learning for all children by developing their self-esteem, integrity, self-discipline, ability to work cooperatively, decision-making and problem solving-skills, appreciation of individual differences, and respect for the environment.

We are committed to a partnership of parents, children, teachers, administrators, and community members that encourages full and active participation in the learning process. We will provide authentic hands-on learning experiences to challenge and encourage risk-taking, integrate technology to enhance learning, and adapt to different learning styles of our students.

## **TENAKILL MIDDLE SCHOOL**

### **Mission Statement**

The mission of Tenakill Middle School in partnership with families and the community is to develop intellectually curious life-long learners who possess strong character and values and the skills necessary to be responsible and productive world citizens of the 21st century. The school will provide diverse and challenging educational programs which meet each child's academic, social, emotional, aesthetic, and physical needs in a nurturing and supportive environment.

We are committed to establishing, within our multi-cultural community, a meaningful partnership of parents, children, teachers, administrators, and community members which encourages full active participation in the learning process.

## **Admission**

### **Proof of Eligibility**

Closter Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:

Property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords and other evidence of property ownership, tenancy or residency;

Voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of personal attachment to a particular location;

Court orders, State agency agreements and other evidence of court or agency placements or directives;

Receipts, bills, cancelled checks, insurance claims or payments, and other evidence of expenditures demonstrating personal attachment to a particular location, or, where applicable, to support of the student;

### **Kindergarten**

Any eligible child shall be admitted to the kindergarten provided:

The child will have attained the age of five years on or before October 1 of that school year;

## **Registration**

### **Hillside**

Please call Ms. Cheryl Boehm, School Secretary, Hillside Elementary School at 201-768-3860, ext. 41118.

### **Tenakill**

Please call Ms. Connie Luzzi, School Secretary, Tenakill Middle School at 201-768-1332, ext. 42215

**For further information, please see Admission Policy 5111.**

## Student Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. For additional information about your rights, please click here: [Family Educational Rights and Privacy Act \(FERPA\)](#)

For additional information about your rights, please click here: [N. J. Department of Education - Administrative Code Title 6A:32-7 Student Records.](#)

Locations of pupil records on file are as follows:

MANDATED RECORDS	LOCATION
Personal Data	School Office
Record of Daily Attendance	School Office
Pupil Progress (Report Card)	School Office
Health History and Status	Nurse's Office
Special Education Records	Child Study Team

PERMITTED RECORDS	LOCATION
Observations/Samples of Student's Work	Classroom
Standardized Test Results	School Office
Information Provided by Parent/Guardian	School Office
Reports on Behavior Patterns	Principal's Office
Extracurricular Activities and Achievements	School Office
Academic Honors	School Office

## Reports of Pupil Progress

Records on pupil progress are made during the school year at intervals of approximately ten weeks. In addition to these formal reports, individual conferences will be held during the year as the need arises. Approximately half way through each marking period "Progress Reports" may be mailed to parents/guardians of children who need the additional information in Grades 5-8. A close and friendly working relationship between teachers and parents/guardians is desired and parents/guardians are urged to call the school for an appointment with the teachers when any questions arise. At the end of the first marking

period, all parents/guardians will be invited to meet in individual conferences with their children's teachers. At this time the report card, testing results and other pertinent information will be discussed.

## Graduation Requirements

The Closter Board of Education has established eighth grade promotion requirements in the areas of required subjects, academic testing, and attendance. Criteria have also been established for special education students and for pupils with limited English proficiency. Copies of applicable policies and regulations are available in each school office.

## Child Study Team

The members of the Child Study Team as determined by the New Jersey Department of Education are a school psychologist, a learning disabilities teacher consultant, and a school social worker. At times, other specialists may be included, but are not limited to speech-language specialists, occupational therapists, physical therapists, and physicians. Questions about the child study team and special education should be directed to Ms. Patricia Eichenlaub, Director of Special Services at 201-768-3860, or [Eichenlaubp@nvnet.org](mailto:Eichenlaubp@nvnet.org).

## Home Instruction

Pupils who are unable to attend school because of a physical condition may receive home instruction up to five hours per week, provided extended absence is indicated by a physical examination and approval is granted by the State Department. Such instruction does not apply in case of temporary short term illness. Application for home instruction should be made to the school Principal or the Child Study Team.

## Section 504

If you have a child that does not qualify for special education under IDEA but has a mental or physical impairment which substantially limits one or more major life activities, including learning, that child may qualify for special help in a regular classroom setting under section 504 of the Rehabilitation Act of 1973.

## **Attendance**

The laws of the State of New Jersey contain the following provisions concerning the responsibility of parents/guardians for the attendance of their children in school:

“Every parent, guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public school of the district or a day school in which they are given instructions equivalent to that provided in the public school for children of similar grades and attainments, or to receive equivalent instruction elsewhere than at school.”

### **Attendance Check Procedures:**

1. Parents/Guardians are to call the school before 8:30 a.m. in cases of a morning or full day absence.
2. Parents/Guardians are to call the school office between 11:30 a.m. and 1:00 p.m. in case of an afternoon absence. When known in advance, please send a note to the office that morning indicating time of dismissal. School personnel will note the children marked absent on the daily school attendance list and compare it with the names of those children whose parents/guardians have called school.
3. In the event that a child is absent and the school has not been notified, the parent/ guardian will be called. If the parent/guardian cannot be reached, persons listed as emergency numbers will be called.
4. If we cannot reach either the parent/guardian or persons listed as emergency numbers, we will request that the Closter Police Department check on the missing student.

## **Harassment, Intimidation and Bullying**

It is the policy of the Closter Board of Education to maintain a learning environment that is free from Harassment, Intimidation and Bullying (HIB). The district's HIB policy is 5131.2.

Please refer questions to Mr. Keith McElroy, Anti-Bullying Coordinator for the District; Ms. Dara Weiss, Anti-Bullying Specialist, Hillside Elementary School; Ms. Samantha Reed, Anti-Bullying Specialist, Tenakill Middle School

## **Affirmative Action**

The Affirmative Action Plan is available to review in each principal's office. It is also available from the District's Affirmative Action Officer, Mr. Mr. Keith McElroy, Tenakill Middle School, 275 High Street, Closter, NJ 07624.

## **Complaints and Inquiries**

The Closter Board of Education, along with the administration, is responsible for investigating allegations of misconduct, negligence, prejudicial behavior, unsatisfactory performance of duty, and other such complaints against school personnel.

All complaints shall be treated fairly and shall be properly channeled in accordance with established district procedures.

Copies of applicable policies and procedures in regard to public complaints and inquiries are available upon request in the office of the Closter Board of Education.

## **Field Trips**

It is the policy to take children on field trips only with permission from the parents/guardians and if children can exercise the needed decorum and self-control so important on an educational field trip. When a trip is being planned, permission slips will be sent home for approval of parents/guardians.

## **Transportation**

In accordance with state law, *N.J.S.A. 18A:39-1*, all public elementary school students (grades K-8) who live more than two miles from their school are entitled to transportation. These students are said to live "remote from school." In addition, any student classified with special needs who either meets these distance requirements or for whom transportation is required in the student's *Individual Education Plan* must be transported. If you have questions regarding transportation, please call Ms. Cheryl Keast in the Board Office at 201-768-3001, ext. 41114.

## **Student Accident Insurance**

The district's insurance policies do not cover routine accidents involving students; therefore, the Board has granted permission to an outside insurance broker to offer student group accident insurance to all parents and guardians.

All student accidents should be reported immediately to the school nurse.

## **Asbestos Management**

Asbestos Hazard Emergency Response Act (AHERA) places certain requirements on all local education agencies such as the Closter School District.

The Closter Board of Education maintains a complete updated copy of the "AHERA Management Plan" for each school under its administrative control. A copy of this plan is also available in each school office. These plans include records of all inspections, response actions and post-response action activities, including periodic re-inspections and surveillance activities. The management plans are available for inspection during normal business hours.

### **Annual Integrated Pest Management Notice**

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

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Closter Public Schools: Mr. Ralph Chappell

Phone number: 201-768-2268

Address: 275 High Street, Tenakill Middle School, Closter, NJ 07624

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of 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 members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan the Closter Public Schools 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 of 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.

No meetings regarding the School Integrated Pest Management Program and/or modifications to the IPM policy are scheduled at this time. Public Notice will be provided before any meeting.

## **New Jersey School Nutrition/Wellness Policy**

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

- Providing students with healthy and nutritious foods;
- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;
- Supporting healthy eating through nutrition education;
- Encouraging students to select and consume all components of the school meal;
- Providing students with the opportunity to engage in daily physical activity.

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

- Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
- All food and beverage items listing sugar, in any form, as the first ingredient;
- All forms of candy.
- Schools shall reduce the purchase of any products containing trans fats.

**All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers shall meet the following standards:**

1. Based on manufacturers nutritional data or nutrient facts labels:
  - No more than 8 grams of total fat per serving, with the exception of nuts and seeds.
  - No more than 2 grams of saturated fat per serving.
2. All beverages shall not exceed 12 ounces, with the following exceptions:
  - Water
  - Milk containing 2% or less fat
3. Whole milk shall not exceed 8 ounces.

## **Hillside Elementary School:**

- 100% of all beverages offered shall be milk, water or 100% fruit or vegetable juices.

## **Tenakill Middle School:**

- At least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices.
- No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.

## **School Celebrations**

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

- Celebrating important events and holidays will be limited to the regular classroom.
- Teachers will strive to make the parties as much of a learning experience as possible by emphasizing the meaning and relevance of the occasion.
- Birthday parties for children will be at the discretion of the classroom teacher.
- Children will be helped to understand the principles of good nutrition and will participate in the planning of healthy parties.

**For a comprehensive definition of what foods of minimal nutritional value are see: [www.fns.usda.gov/cnd/menu/fmfv.htm](http://www.fns.usda.gov/cnd/menu/fmfv.htm)**

This policy does not apply to medically authorized special needs diets pursuant to 7 CFR Part 210, school nurses using FMNVs during the course of providing health care to individual students or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.



### **Lunch Deliveries to Schools**

Parents/Guardians may NOT drop off lunches at either school. Furthermore, the schools will not accept lunches delivered by outside food vendors for individual students.

### **PTO Lunch Program**

Please be advised for safety and security reasons, the schools shall only accept food deliveries for the approved PTO Lunch Program.

1. The PTO offers parents an opportunity to purchase lunches for their children each day. Profits from the program go to the schools for cultural arts, field trips, technology, and many other educational programs that directly benefit the students.
2. There are issues of liability to the district by accepting food from outside vendors.
3. Additional delivery traffic and unknown persons at lunchtime, adds to our safety concerns.

While this limitation on food deliveries to the school might be an inconvenience for some, it is clearly in the best interest of student safety. The Administration appreciates your cooperation and understanding.