



Ridgefield Public Schools

...valuing each and every student

Student Handbook 2020-2021
District Website: www.ridgefieldschools.com



School	Shaler Academy
Address	455 Shaler Boulevard
Phone	(201) 313-2476
Principal	Tamika DePass tdepass@ridgefieldschools.com
Assistant Principal	Peter Mastrangelo pmastrangelo@ridgefieldschools.com
Supervisor	Jeanine McGlynn jmcglynn@ridgefieldschools.com
Secretary	Nancy Solomon nsolomon@ridgefieldschools.com
Nurse	Denise Long dlong@ridgefieldschools.com

STUDENTS' RIGHTS AND RESPONSIBILITIES

Rights

1. Students have the right to a thorough and efficient education.
2. Students have the right to learn.
3. Students have the right to be safe at school.
4. Students have the right to a clean and pleasant school building.
5. Students have the right to get help from teachers and administrators.
6. Students have the right to be respected by others.
7. Every student has the right to due process. That is to say students have a right to a fair set of rules that are applied in a consistent manner.

Responsibilities

1. Students have the responsibility to come to school every day, on time, and prepared to learn.
2. Students have the responsibility not to deny others their right to learn.
3. Students have the responsibility to respect others and self.
4. Students have the responsibility not to act in a way, which threatens, scares, or injures others.
5. Students have the responsibility not to litter or deface school property.
6. Students have the responsibility to ask for help in a polite manner.
7. Students have the responsibility to report acts of harassment, intimidation or bullying to a person in authority.
8. Students have the responsibility to be informed of, and adhere to school regulations and to report concerns to the staff and/or administration.

IMPORTANT SCHOOL INFORMATION AND DISTRICT POLICIES (in alphabetical order)

ATTENDANCE AND TARDINESS

State law requires regular attendance at school. When a student is absent or late, the parent/guardian must notify the school. If no one answers, please leave a message.

Pupils absent from school for any reason are responsible for the completion of assignments missed. Prolonged or repeated absences and tardiness, excused or unexcused, deprive the pupil of the classroom experience deemed essential to learning. Failure to ensure your child's attendance to school can result in consequences to both the parent and the child under New Jersey state statute 18A:38-25. Students who enter the class after instruction has begun interrupt the learning environment established by the teacher prior to their arrival.

CHILD ABUSE OR NEGLECT

If a school employee has reasonable cause to believe that a child has been abused or neglected, he/she has a legal responsibility to report the matter to the New Jersey Department of Child Protection and Permanency (DCPP).

COMPUTER NETWORK/COMPUTERS AND RESOURCES

Computers, Internet, electronic mail and printers are only for educational purposes. No student may install, upload, or download software.

CONTACT INFORMATION CHANGES

Parents/Guardians whose address or telephone number change are required to notify Priscilla Freire at the Ridgefield Board of Education at 201-945-7747 Option 4.

CUSTODY

Parents/Guardians must notify the main office and submit court documents regarding custodial/guardianship disputes.

DELIVERY OF ITEMS

Books, homework assignments, lunch and other items left at home should be brought to security desk.

DISCIPLINE

Students have a right to be safe at school, and a responsibility to respect others and self. Students should not act in a way, which threatens, scares, or injures others. Fair and consistent discipline reinforces expectations for acceptable behavior and individual accountability. Most minor infractions have a detention consequence and are usually not reported to the parents/guardians. If the minor infractions become a routine, the parent/guardian will be notified.

Disciplinary Measures

1. Admonishment

A school staff member in authority will admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

The classroom teacher will direct the pupil to report to the office of an administrator.

3. Deprivation of Privileges

The pupil will be deprived of the privilege of moving freely about the school building.

4. Detention

Detentions are assigned to students who disrupt the learning of students, or the performance of the teacher in the classroom, or for noncompliance of school regulations.

5. Grading

A pupil’s grade cannot be lowered as a direct penalty for misconduct except if the pupil cheated, plagiarized, refused to submit assignments or otherwise indulged in academic dishonesty.

6. In-school suspension

The pupil will be removed from his/her regular classes and required to report to an in-school suspension program for supervised study. Parent/guardians have the right to appeal the suspension to the Superintendent.

7. Suspension from School

The pupil will be denied the right to attend school for a period of time. The Principal may impose a short-term suspension of up to ten school days duration. Parent/guardians have the right to appeal the suspension to the Superintendent.

8. Expulsion

Students who continually display serious misconduct which interferes with the opportunity of other students to carry on their learning activities may be recommended to the Board of Education for expulsion.

Remedial Measures

1. Restitution and Restoration

The pupil will be required to make restitution, in kind or cost or labor, for any loss he/she has caused; or restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.

2. Parent Conference

The pupil will be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil’s behavior, possible remediation, potential disciplinary measures, and alternative conduct.

Chart of Discipline

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Arson	Parent Contact Suspension Police Contact		
Bias Language	Parent Contact Detention	Parent Contact Detention or Suspension	Parent Contact Suspension
Cheating	Parent Contact Numeric zero issued for that assignment and student must repeat assignment		
Destruction of School, Student or Staff Property	Parent Contact Detention	Parent Contact Detention or Suspension	Parent Contact Suspension
Falsifying a Fire or Security Alarm	Suspension, Possible expulsion and Police Involvement		
Failure to complete homework or classwork	Lunch recess detention		
Fighting	Parent Contact Detention or Suspension		
Harassment, Intimidation, Bullying	Detention or suspension		
Inappropriate Language	Parent Contact	Parent Contact Detention	Parent Contact Detention or Suspension
Inappropriate Dress	Parent Contact		
Inappropriate Behavior on School Bus	Parent Contact	Parent Contact Detention	Parent Contact Detention or Suspension

Inappropriate behavior at school sponsored events such as field trips.	Detention Possible Suspension	Attendance at events denied and/or suspension	
Insubordination/Open Defiance	Parent Contact Detention	Parent Contact Detention or Suspension	
Leaving Class or Assigned Location Without Permission	Parent Contact Detention	Parent Contact Detention or Suspension	
Misuse of Electronic Devices	Parent Contact Confiscation of Device		
Removal or destruction of Sorry pin within classroom	Parent Contact Suspension		
Terroristic Threat	Suspension Police Contact		
Theft/Damage	Parent Contact Detention	Parent Contact Detention or Suspension	
Truancy	Parent Contact	Parent Contact	Parent Contact Proceed in accordance with N.J.S.A. 18A:38-28, 29, 30, 31
Use of abusive language such as profanity, foul, or demeaning language	Detentions Possible suspension	Suspension	
Vandalism	Parent Contact Detention	Parent Contact Detention or Suspension	

DISMISSAL

School ends at 2:45 PM. Single Session (half day) dismissal is at 12:25 PM.

Pandemic Procedures

Students will be dismissed as per the below.

- Rooms 2, 3, 4 will be dismissed through the side door. This door is to the far right when facing Shaler Academy.
- Rooms 5, 6, 7 will be dismissed through the front door.

Learning Center. Please remain in your car. A staff member will escort your child directly to your car. Please do not park in the school lot and leave your car unattended.

DRESS CODE

Students are encouraged to maintain cleanliness, neatness, acceptable dress and grooming habits. All student attire must be appropriate for the school environment. The school reserves the right to make the decision as to whether or not student dress reflects the dress code requirements.

1. Footwear must be worn at all times. Backless and toeless shoes are not encouraged.
2. Hats, headbands, bandanas, and skullcaps are prohibited in the school.
3. Shorts and skirts must be at least mid-thigh length. The length of appropriate shorts and skirts must be longer than the fully extended hand held at the student's side.
4. The additional items are unacceptable: see-through bottoms/tops, bare midriff tops, halters, net shirts and tank tops without tee shirts underneath, strapless tops, pajama pants; clothing with cuts, rips, holes, any outfit with straps less than 2" wide.

DRILLS

The New Jersey Department of Education mandates that school districts practice *two drills* every month: a fire drill and/or security drill.

EARLY DISMISSAL

When possible, dental or doctor appointments should be made when school is not in session. Students will not be released to other individuals such as a family friend, adult sibling, or the parents of other children without written authorization from the student's parent/guardian.

EMERGENCY SCHOOL CLOSINGS and DELAYED OPENINGS

1. The Superintendent of Schools will activate the Blackboard Connect system to inform you of an early dismissal, delayed opening or school closing. All school activities are cancelled including the Aftercare program.
2. The Ridgefield Public Schools will remain closed to pupils for the full day in case of an emergency closing.
3. Delayed Opening– School day will begin at 10:00 AM. Adult supervision is not available until 9:50 AM.

EXTENDED DAY (Before/After Care)

All information regarding the program and the necessary forms for enrollment can be located on our district website, www.ridgefieldschools.com.

HEALTH SERVICES

Illness

The nurse's office is the only place students report for illness or injury.

Accident

A student should report any accident to the nurse immediately so that a detailed accident report can be submitted. If the accident occurred out of school, parents/guardians should see the nurse.

Physical Examinations, Immunizations and other Mandated Tests

Health records of students are compiled in accordance with State regulations. Students who fail to comply with health regulations will be excluded from school until required immunizations, physical examinations, or other mandated tests are completed.

Medication

The nurse is the only person allowed to administer medication. Please contact the nurse for additional information and forms needed.

HOMEWORK REQUEST

The parent/guardian should contact the office to request homework assignments to be completed during the pupil's absence.

INSURANCE

Visit www.BollingerSchools.com

INTERVENTION AND REFERRAL SERVICES TEAM (I&RS)

A pupil who is experiencing social and/or academic difficulty in the classroom may be referred to I&RS by the classroom teacher(s) or by his/her parent/guardian. The I&RS team plans for appropriate interventions or referral services.

LUNCH

Students eat lunch at 12:00 PM. Please make the lunch selections with your child's input. Pomptonian delivers what was ordered and alternate lunch selections may not be available.

MORNING PROCEDURE

Pandemic Procedures

Doors open at 8:15 a.m. for arrival. Kiss and Drop services are suspended. Parents must walk their children to the doors as assigned below. Students' temperatures will be taken before being allowed entrance into the school building.

- Rooms 2, 3, 4 will enter through the side door. This door is to the far right when facing Shaler Academy.
- Rooms 5, 6, 7 will enter through the front door.

Learning Center. Please remain in your car until a staff member comes to greet your child. Staff members will greet and escort children to their classes. Please do not park in the school lot and leave your car unattended.

- Rooms 101-106 will enter through the gym door.
- Rooms 201-207 will enter through the back door.

Normal Operating Procedures

Doors open at 8:15 a.m. for arrival. Students line up in the MultiPurpose Room on their assigned benches. Supervising staff will be on duty in the MultiPurpose Room beginning at 8:15 a.m.

Kiss and Drop services will be available beginning at 8:15 a.m. curbside on Shaler Boulevard. Please do not get out of your car. A staff member will open the door for your child. Kiss and Drop ends at 8:25 a.m. After 8:25 a.m., please park and bring your child to the main office to obtain a late pass.

Learning Center: Please remain in your car until a staff member comes to greet your child. Staff members will greet and escort children to their classes. Please do not park in the school lot and leave your car unattended.

REPORT CARDS

Student report cards can be viewed on the Genesis Parent Portal at the end of each trimester. Learning Center progress reports are available quarterly at the end of each marking period.

RETENTION

A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent/guardian. Every effort should be made to remediate a pupil's deficiencies before retention is recommended. Classroom teachers shall submit recommendations for retentions to the Principal.

Parent/guardian may appeal a retention decision to the Principal. Excessive absences may result in loss of credit and possible retention at the end of the school year.

SCHOOL MATERIALS and PROPERTY

The student is responsible for the proper care and use of school materials and property. Students will be charged replacement costs for any lost or damaged school material.