

Rockaway Valley School

Parent Handbook

2025-2026

Boonton Township Board of Education
11 Valley Road, Boonton Township, NJ 07005



Important School Numbers
Main Number: 973-334-4162
Fax Number: 973-316-6956

School Office	Extension 369
Superintendent/Principal	Extension 321
Assistant Principal	Extension 333
Director of Special Services	Extension 333
School Nurse	Extension 361
Transportation	Extension 328
Technology	Extension 312
Reporting an Absence	Option "1"
Home & School Association	Email: hsa@btrvs.org
Education Foundation/4-Kids	Email: btefnj@gmail.com

School Information

Welcome, Mission & Goals, Calendar, Bell Schedule, Contact Information

Welcome

Welcome to the Boonton Township School District! Our district consists of one elementary/middle school educating approximately 400 students. About 200 Boonton Township students attend Mountain Lakes High School on a tuition sending-receiving basis.

Rockaway Valley School (RVS) includes a Pre-Kindergarten to 8th grade program that combines modern teaching strategies and techniques with manageable class sizes to produce a very unique educational environment. We pride ourselves on being large enough to offer a variety of special programs, yet small enough to offer individualized attention.

As you look through this handbook, you will read about the variety of programs and services offered at RVS. In addition to the core curriculum programs, RVS offers a creative arts program, vocal and instrumental music programs, health and physical education, foreign language, computer literacy and an interscholastic athletic program as well. Please share this valuable information with your child. If you have any questions, feel free to contact the school at 973-334-4162, extension 369. We hope you find this handbook helpful and we wish you and your child an enjoyable and productive school year.

BOONTON TOWNSHIP BOARD OF EDUCATION

Barry Brantner, President
Lauren Bardach, Vice President
Christine Cabana
Jeffrey Chen
Leigh Hermey

Christopher Johnson
Grace McBride
Benjamin Mills
Alicjia Nowicka

District Mission

The mission of the Boonton Township School District is to provide a solid educational foundation for all students, while challenging them to fulfill their individual potential. This potential is best achieved through a diversified curriculum designed to meet the needs and aspirations of all students, while fostering self-esteem, independent thinking and respect for individual differences.

To accomplish this mission, instruction shall be presented in an exciting manner designed to challenge all levels of capabilities and encourage, on behalf of our children, a lifetime love and appreciation of learning. For this mission to succeed, all facets of the school and community must work together effectively.

District Goals and Objectives

The Boonton Township Board of Education believes all pupils should be helped to:

1. Develop skills associated with effective communication (reading, writing, speaking, and listening) and demonstrate the ability to seek, examine and use information.
2. Demonstrate proficiency in their ability to obtain information, solve problems, think critically and communicate effectively by performing activities that require observing, measuring, estimating, calculating, analyzing, reasoning and synthesizing.
3. Demonstrate the ability to accurately solve numerical problems, use numbers to express ideas, and understand numerical relationships.
4. Demonstrate proficiency in applying acquired skills to real life decision making and problem solving.
5. Develop a desire for a lifetime pursuit of learning and an appreciation for the role education plays in our increasingly complex and changing society.
6. Learn through an interactive process, information pertaining to the principles of the physical, biological, and social sciences, the historical record of human achievement and failure, and current social issues.
7. Develop pride in their efforts, and a positive feeling about their self-worth and abilities.
8. Acquire an understanding of ethical principles and values, and be given opportunities to apply them to his/her own life, including opportunities to demonstrate an appreciation of civic responsibility.
9. Develop an appreciation for culture and beauty and be able to express themselves in the fields of fine and performing arts.
10. Develop neuromuscular skills, perceptual motor skills and social emotional behaviors that will facilitate an active interest and understanding in the lifelong benefits of physical fitness, and cooperative team and individual sports.
11. Acquire an understanding of and the ability to form responsible relationships with a wide range of people including, but not limited to, those with social and cultural characteristics different from their own.
12. Develop the ability to acquire knowledge and the skills necessary for the meaningful application of this knowledge.

To accomplish these goals, the Board of Education will endeavor to provide:

1. An integrated and evolving curriculum that encourages interactive classrooms.
2. Instructional activities, which bear a meaningful relationship to the present and future needs and interests of our students.
3. Teachers of high quality who have ample opportunities for professional development.
4. Specialized and individualized educational experiences to meet the needs of each pupil.
5. Instruction that fosters the development of high-level thinking, problem solving and decision making.
6. Adequate resources to allow us to improve, upgrade and expand our ability to employ available technology into the curriculum.
7. Instruction that provides students with the necessary study skills, learning strategies and computer literacy needed to achieve mastery of the subject matter.
8. Opportunities for teachers, parents/guardians, community members and pupils to make recommendations concerning the operation of the district.
9. An environment in which any competition among pupils is positive.

Boonton Township Board of Education 2025-2026 District Calendar

August '25						
Su	M	Tu	W	Th	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						

September '25						
Su	M	Tu	W	Th	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				

October '25						
Su	M	Tu	W	Th	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	

November '25						
Su	M	Tu	W	Th	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						

December '25						
Su	M	Tu	W	Th	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			

January '26						
Su	M	Tu	W	Th	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

ROCKAWAY VALLEY SCHOOL

Aug 27, 28	School Closed - Teachers report for PD
Aug 29	District Closed - Labor Day
Sept 1	District Closed - Labor Day
Sept 2	First Day for Students
Sept 10	Back to School Night: PK-4
Sept 11	Back to School Night: 5-8
Sept 23	District Closed - Rosh Hashanah
Oct 2	District Closed - Yom Kippur
Oct 13	Delayed Opening for Students/Teachers report for PD
Nov 4	School Closed - Teachers report for PD (Election Day)
Nov 6, 7	District Closed - NJEA Convention
Nov 12, 13	Early Dismissal - Parent Teacher Conferences
Nov 26	Early Dismissal - District-wide (Thanksgiving)
Nov 27, 28	District Closed - Thanksgiving
Dec 23	Early Dismissal - District-wide (Winter Break)
Dec 24-31	District Closed - Winter Break
Jan 1, 2	District Closed - Winter Break
Jan 5	District Open - Return to school
Jan 19	District Closed - MLK Jr. Day
Feb 13	Early Dismissal - Teacher PD
Feb 16	District Closed - Presidents' Day
Feb 17, 18	School Closed - Mid-winter Break
Mar 16	Delayed Opening for Students - Teachers report for PD
Mar 31	Early Dismissal - Parent Teacher Conferences
Apr 1	Early Dismissal - Parent Teacher Conferences
Apr 3	District Closed - Good Friday
Apr 6-10	School Closed - Spring Break
May 25	District Closed - Memorial Day
June 17	Early Dismissal - Half day for students (MLHS Graduation)
June 18	Early Dismissal - RVS Commencement
June 19	Early Dismissal - Last Day for students & staff

This calendar contains **three (3)** emergency closing days. Any additional emergency closing days will be made up during Spring Break starting with Friday, April 10, then Thursday, April 9, etc.

Unused emergency days will be applied as follows:

1. Friday, May 22 (Friday before Memorial Day)
2. Tuesday, May 26 (Tuesday after Memorial Day)
3. Friday, June 19 (If used, commencement date will remain on June 18.)

The calendar provides the possible teacher/student days per month:

	Teachers	Students
August	2	0
September	20	20
October	22	22
November	16	15
December	17	17
January	19	19
February	17	17
March	22	22
April	16	16
May	20	20
June	15	15
	186	183
Built in ER Days	3	3
	183	180

February '26						
Su	M	Tu	W	Th	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

March '26						
Su	M	Tu	W	Th	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				

April '26						
Su	M	Tu	W	Th	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		

May '26						
Su	M	Tu	W	Th	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						

June '26						
Su	M	Tu	W	Th	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				

- School Closed
- District Closed
- Delayed Opening (2 hours)
- Early Dismissal (12:00 pm)

BOE Approved 03.12.25;
Amended: 07.23.25

Academic Calendar

School Year Begins	September 2
First Quarter Ends	November 5
Parent-Teacher Conferences	November 12, 1-4 PM; November 13, 5-8 PM
Second Quarter Ends	January 23
Parent-Teacher Conferences	March 31, 1-4 PM; April 1, 5-8 PM
Third Quarter Ends	April 2
Fourth Quarter Ends	June 12

Note:

Calendar may be adjusted due to closings.

Bell Schedules

Please note the new schedules for the 2025-2026 School Year:

K-8 Regular Full Day (2 minutes passing time)			
From	To	Period	Notes
7:52	7:57	Homeroom	Morning Announcements
7:59	8:45	1	
8:47	9:33	2	
9:35	10:21	3	
10:23	11:09	4	
11:11	11:57	5	Lunch/Recess/WIN, Grades 5-8
11:59	12:45	6	Lunch/Recess/WIN, Grades K-4
12:47	1:33	7	
1:35	2:21	8	
2:21		Dismissal Bell	
2:30		Buses depart	

Preschool Day		
From	To	
8:30	1:30	Full Day
8:30	11:15	Half Day
10:30	1:30	Delayed Opening

K-8 Lunch Schedule			
Period 5		Period 6	
11:11	11:34	11:59	12:22
5/6 eat	7/8 Eat	K-2 Eat	3/4 Eat
7/8 Recess/WIN	5/6 Recess/WIN	3/4 Recess	K-2 Recess

- Children may not be dropped off at school before 7:37 AM (or 9:30 AM on a delayed opening day).
- Students must be picked up by 2:30 PM if not taking the bus home (or by 12:30 on an early dismissal day).
- School office hours are daily from 7:30 AM-3:30 PM. All visitors will be buzzed in through the main entrance doors and then directed to sign in at the main office.
- If homework has been collected for your student, it may be picked up between the hours of 2:30-3:30 PM in the main lobby, after you have been buzzed in.
- The doors to the school will be locked at all times. The only access to the school for visitors is to buzz in the front door by the main office from 7:30 AM-3:30 PM. All visitors must be identified and buzzed in by school personnel.

K-8 Half Early Dismissal/Emergency Closing		
From	To	Period
7:52	7:57	Homeroom
7:57	8:31	1
8:33	9:07	2
9:09	9:43	3
9:45	10:19	4
10:21	10:55	5/6 (no lunches)
10:57	11:31	7
11:33	12:08	8
12:08		Dismissal
12:15		Buses depart

K-8 Delayed Opening Schedule		
From	To	Period
9:52	9:57	Homeroom
9:59	10:30	1
10:32	11:03	2
11:05	11:36	5 (lunch)
11:38	12:09	6 (lunch)
12:11	12:42	3
12:44	1:15	4
1:17	1:48	7
1:50	2:21	8
2:21		Dismissal bell
2:30		Buses depart

K-8 Lunch Schedule (Delayed Open)			
Period 5		Period 6	
11:38	11:53	12:11	12:26
5/6 eat	7/8 Eat	K-2 Eat	3/4 Eat
7/8 Recess/WIN	5/6 Recess/WIN	3/4 Recess	K-2 Recess

Extended Homeroom (full day)			
From	To	Period	Notes
7:52	8:22	Homeroom	Morning Announcements
8:22	9:05	1	
9:07	9:50	2	
9:52	10:35	3	
10:37	11:20	4	
11:22	12:05	5	Lunch/Recess/WIN, Grades 5-8
12:07	12:50	6	Lunch/Recess/WIN, Grades K-4
12:52	1:35	7	
1:37	2:21	8	
2:21		Dismissal Bell	
2:30		Buses depart	

K-8 Lunch Schedule (Extended Homeroom)			
Period 5		Period 6	
11:22	11:43	12:07	12:29
5/6 eat	7/8 Eat	K-2 Eat	3/4 Eat
7/8 Recess/WIN	5/6 Recess/WIN	3/4 Recess	K-2 Recess

Lunch and Recess

Since no school cafeteria is available, brown bag lunches must be brought from home. Milk money is collected in September for the school year. The cost for milk will be 68¢ per day for a half-pint container. Parents must indicate if they wish their child to receive non-fat skim, low-fat 1% white or low-fat 1% chocolate milk. Free milk is provided to those students determined eligible (forms available from the school nurse).

The Home and School Association will sell lunches during the week. Lunch menus and ordering information are available online via the [RVS school website](#). In addition, the HSA has a selection of healthy cash and carry snacks for purchase during lunch periods. See the lunch schedule on the previous page.

School Office Hours

School office hours are daily from 7:30 AM-3:30 PM. All visitors will be buzzed in through the main entrance doors and then directed to sign in at the main office. Homework may be picked up between the hours of 2:30-3:30 PM in the main lobby, after you have been buzzed in.

Forgotten & Lost Items

Forgotten items such as lunches, books, and musical instruments may be delivered to the school lobby. Once these items are labeled with your child's name and grade/homeroom teacher, the office staff will ensure those items are either delivered to or picked up by your student at an appropriate time in their schedule. This will be done for students in grades PreK through 4 only.

Students in grades 5 through 8 are responsible for picking up their forgotten items and will not be notified by the office staff. Students may ask their teacher's permission to check the lobby for these items. It is a good experience to have the students responsible for remembering their own things.

A lost and found cabinet is located in the lunchroom (lower gym). Please ask your child to check there first after you discover a loss. Periodically, lost and unclaimed items are sent to needy organizations. Items left on buses may be returned to the school; however, another district uses many of the buses daily, so recovery cannot be guaranteed.

Emergency Closing

The Superintendent/Principal is authorized by the Board of Education to close the school, open late or dismiss early in hazardous weather or in other extraordinary circumstances that might endanger the health or safety of pupils or school employees. Parents/guardians, and staff members are informed through the district alert system in the event of an emergency closing. Parents/guardians shall be required to make alternative arrangements for their children in case no one is home to receive a child after an unscheduled early closing on the student reference form which can be found in the parent portal.

Please refer to Emergency Closing Policy 5141.7 which can be found on the school website.

Rockaway Valley School Directory

Emailing a staff member: [\[firstinitial\]\[lastname\]@btrvs.org](mailto:[firstinitial][lastname]@btrvs.org)

Main Office: extension 369

School Administration		Name	Ext.
Superintendent/Principal		Kenneth Frattini	321
Assistant to Superintendent/Principal		Jennifer Podesta	321
Assistant Principal		Danielle Morgenroth	333
Assistant to Assistant Principal		Debby Cuozzo	333
Director, Special Services		Victoria Wilson	370
Assistant to Special Services Director		Debby Cuozzo	333
School Nurse		Debra Neretich	361
Technology Coordinator		Noemie Miller	312
Athletic Coordinator		Tammy Mongon	242
Faculty Assignments			
To phone a faculty member, dial 973-334-4162 and use the auto attendant.			
Preschool		Janine Ilaria	
		Marly Goldring	
Kindergarten		Joanne Kuhl	
		Lauren Laing	
		Julie Olsen	
First Grade		Kirsten Allen	
		Jennifer Doyle	
		Matthew Spender	
Second Grade		Carly Castan	
		Marina Nazziola	
		Cindy Snider	
Third Grade		Melanie LaRusso	
		Jacklyn Sidney	
		Catherine Scivetti	
Fourth Grade		Oliva Cevera	
		Michelle Salmon	
Fourth Grade	Spanish	Nicoleta Pop	
	Language Arts	Lisa Gemma	
	Mathematics, 5th	Ninetta Esposito	
	Mathematics, 6th	Karen Flaherty	
	Science	Kelly Ennis	
	Social Studies	Jennifer Rothacker	
	Spanish	Nicoleta Pop	
Seventh & Eighth Grades	Language Arts, 7th	April Lehman	
	Language Arts, 8th	Tammy Mongon	
	Mathematics, 7th	Bryan Monaco	
	8th Grade Math Algebra/Geometry	Lauren Savage	
	Science	William Guardino	
	Social Studies	Ladd Turner	
	Spanish	Georgette Toles	

Special Services *denotes member of Child Study Team	Director*	Victoria Wilson	
	Preschool	Janine Ilaria	
		Marly Goldring	
	Elementary Multiple Disabilities (EMD)	Christina Paul-Badini	
		Diane Lorber	
	Resource Teachers	Megan Ambrose	
		Stacey Klesitz	
		Kellie Milos	
		Jennifer Scarfone	
	School Psychologist*	Brieanne Richards	
	Learning Disabilities Teacher Consultant*	Justin Cordero	
	School Counselor	Cira Giarratano	
	Speech Language Therapist*	Diana Hayes	
Special Subjects	Art	Eve Fusco	
	Technology + Gifted and Talented Classes	Sheila Barbach	
	Library	Deanna Fox	
	Music, Vocal	Sara Bartel	
	Music, Instrumental	Nicole Covart	
	Health/Physical Education	Craig Ellard	
		Amy Fudala	
		Victoria Gaffney	
Board of Education Office			
School Business Administrator/Board Secretary		John T. Murry, II, RSBA	325
Assistant to BSBA		Sarah Frederico	324
Transportation		Lisa Ruocco	357
Business Office Clerk		Lisa Ruocco	328
Buildings and Grounds			
Lead Custodian		David Picket	380
Maintenance		Charles Arico	381
Evening Custodians		Miguel Castro Morena Castro Rosibel Dabek	
Other Positions			
Affirmative Action Officer Title IX Coordinator School Safety Specialist		Mr. Frattini	321
HIB Specialist		Danielle Morgenroth	369
HIB Coordinator		Cira Giarratano	239

Child Abuse and Neglect

In New Jersey, every citizen—every teacher, doctor and neighbor—every person who comes into contact with a child and observes behavior or conditions that might indicate abuse or neglect is required by law to report his suspicions.

Report suspected abuse by calling the Child Abuse/Neglect Hotline AND ALSO THE BOONTON TOWNSHIP POLICE DEPARTMENT.

Boonton Township Police

973-402-4000

Division of Child Protection and
Permanency Information (DCPP)
Child Abuse/Neglect Hotline:

1-877-NJ ABUSE (652-2873)
24 hours a day/7 days a week

Classroom Placements

In the spring, grade level staff meet to determine class lists for September. Having spent nearly a year with the children, teachers meet and utilize several criteria to make up a class and consider the primary teacher. As teachers recommend the best possible placements for students at each grade level, requests from parents for classroom teacher assignments cannot be accepted. Should there be an extenuating circumstance based on a sound educational need, please speak to your child's teacher or make an appointment with an Administrator. If a parent has a special concern about placement for September, he/she should discuss this with the child's teacher at the Spring conference in order to identify extenuating circumstances.

School Pictures

Individual color pictures of the children are taken each fall, at no obligation to parents. Class photos are provided free of charge to those who purchase a student portrait package. Class photos are available for a small fee for those who do not order a portrait package. A graduation picture is taken of the eighth graders in June. This photo is free to the graduates.

Picture Day 2025 is
Wednesday, 10/8.

From time to time, student pictures will be taken for use on our website, news releases and other school publications. If you do not want your child's picture used in these capacities, please indicate that on the media release consent form in the Parent Portal.

Affirmative Action Compliance

The educational programs and activities of the Boonton Township School District are accessible to all students regardless of gender, race, religion or handicap in accordance with all local, state and federal laws and regulations. A grievance procedure is available through the Affirmative Action Officer, Kenneth Frattini.

Student/Parent Grievance Procedure

The purpose of this procedure is to secure, at the earliest and most direct level, an equitable solution to any grievance that may arise. A grievance is considered a claim caused by a misinterpretation, violation, or inequitable application of students' rights, including the right to equal opportunity regardless of age, race,

creed, color, national origin, ancestry, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, or social or economic condition.

Definite action on a grievance must be initiated within ten days following the event or occurrence that is the basis of the grievance, or the complaint shall be considered invalid. The pupil or parent/guardian should take up the grievance with the person(s) immediately concerned. If a solution cannot be resolved, the grievance should be submitted in writing to the administration. After meeting with the parties involved, the Superintendent shall render a decision in writing within ten days. Further appeal may be made to the Board of Education five days after the Superintendent's written decision. The Board shall place the grievance on its agenda within one month.

All formal grievances and decisions rendered shall be in writing. Ultimate appeals to the Commissioner of Education, State Board of Education and the courts (in that sequence) may be made.

A complete copy of the Student/Parent Grievance Procedure (Policy # 5145.6) may be secured from the Board Secretary.

Equal Educational Opportunity

The district shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, social or economic condition. Enforcement of other district affirmative action/equity policies (2224, 4111, 4211.1 and 6121) contribute to this legally required equality of educational opportunity.

Staff members shall maintain professional relationships with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each pupil as an individual and to accord each pupil the rights and respect that is his/her due.

Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his/her program, consistent with district goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

1. Insisting on reasonable standards of scholastic accomplishment for all pupils;
2. Creating a positive atmosphere in and out of the classroom;
3. Extending the same courtesy and respect that is expected of pupils;
4. Treating all pupils with consistent fairness.

The Board of Education guarantees all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to privacy or right to hold personal beliefs that are different from those of the mainstream.

Family Educational Rights and Privacy Act (FERPA)

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. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that the school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - a. School officials with legitimate educational interest;
 - b. Other schools to which a student is transferring;
 - c. Specified officials for audit or evaluation purposes;
 - d. Appropriate parties in connection with financial aid to a student;
 - e. Organizations conducting certain studies for or on behalf of the school;
 - f. Accrediting organizations;
 - g. To comply with a judicial order or lawfully issued subpoena;
 - h. Appropriate officials in cases of health and safety emergencies; and
 - i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520

Harassment

The district's affirmative action program is part of each academic program regarding all pupils. No one—including pupils, staff members, vendors, volunteers, or visitors--shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

Harassment is defined as a repeated pattern of unprovoked aggressive behaviors of a physical and/or psychological nature carried out by an individual or a group against an individual or group with the effect of causing harm or hurt. Harassing behaviors are all those behaviors that are unwelcome, unwanted, and uncomfortable in the view of the recipient. They all have the effect of creating a hostile environment.

A third party may claim harassment. That is, individuals who are not directly involved in the behavior may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

Sexual Harassment

The Boonton Township School District offers yearly training on the topic of sexual harassment to heighten awareness on any such issues that may arise. School administrators handle these incidents firmly and with extra sensitivity to each individual's rights to the confidentiality of the matter and to due process. The Board of Education shall maintain an academic environment that is free from sexual harassment.

Sexual harassment shall consist of unwanted and unwelcome sexual advances, requests for sexual favors, and other inappropriate conduct or communication of a sexual nature when made by any staff member to a pupil, by any pupil to another pupil, or by any pupil to a staff member when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a pupil's evaluation, promotion, opportunities, privileges, and other benefits of education;
2. Submission to or rejection of such conduct by a pupil is used as a basis for decisions affecting the pupil;
3. Such conduct has the purpose or effect of interfering with a pupil's academic performance or creating an intimidating or hostile educational environment.

The administration will inform all pupils that sexual harassment is prohibited in the educational setting. Specifically, no person employed by the district or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupil's standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Any member of the student body may file a formal grievance related to sexual harassment. The affirmative action officer will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor affect future grades or class assignments.

Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action. Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance

protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer or chief school administrator. Violations of this policy or its related procedures shall be cause for disciplinary action.

The Superintendent/Principal shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process, and notification procedures. The Superintendent/Principal shall ensure that, annually, all staff and all pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their right to file grievances under this policy and the law and the procedures relative to filing. Further, all staff and pupils shall be informed annually of the identity of the district's affirmative action officer(s) and how they may be contacted.

The Superintendent/Principal shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of an educational environment.

HIB- Harassment Intimidation and Bullying

In New Jersey, school Harassment, Intimidation, and Bullying (HIB) procedures are governed by the Anti-Bullying Bill of Rights Act (ABR) and schools are legally required to adhere to the HIB law. The definition of a HIB is outline below:

Under N.J.S.A. 18A:37-14, HIB includes any gesture, written/verbal/physical act, or electronic communication that is: Perceived as motivated by a characteristic (e.g. race, religion, gender identity, or any distinguishing trait), Occurs on school property, at school functions, on school buses, or off-grounds if there's substantial disruption, and that a reasonable person should know would physically or emotionally harm a student or damage property, insults or demeans a student or group, creates a hostile educational environment by interfering with learning or causing severe emotional/physical harm.

Once an HIB complaint has been received by the district, the district has ten (10) school days to complete the investigation. The ABS (anti-bullying specialist) has two days to write a written report to be given to the Principal for their decision. The decision will be reported to the Board of Education at the next board meeting. The board will then vote at the next meeting to confirm or deny the principal's determination.

If you feel a student is experiencing harassment, intimidation or bullying the reporting form can be found on our website or via this [link](#). Please contact Mrs. Giarratano the HIB Coordinator with any questions.

School Registration

General Residency Requirements

Attendance at public school is free to any child who is 5 years old on or before October 1st of the school year. Children must actually be domiciled in the school district. The school must be notified immediately if a family is moving into the Township and the date the move is completed. Similarly, notification must be made of the date a family ceases to reside in the Township. This procedure also applies to students in grades 9-12 attending Mountain Lakes High School.

Our Preschool Program is for 3 and 4-year-old children and educates children with special needs and typically developing children. The hours of operation are 8:30 AM to 1:30 PM, Monday through Friday. Program application and tuition for typically developing students can be found on our website [\(here\)](#) or further discussed with Victoria Wilson at Ext. 370.

Kindergarten Entrance Requirements

The Board of Education's policy (#5111) states that children entering Kindergarten must fulfill the following requirements:

1. Be five (5) years of age on or before October 1st of that school year.
2. Provide an original birth certificate and proof of residency at the time of enrollment.
3. Submit an acceptable certificate of immunizations.
4. Present results of a physician's examination on the form provided. If proof is presented to the nurse that the cost of such examination and immunizations are prohibitive, the school will provide for an examination through the school physician.

First Grade Entrance Requirements

Any child residing in the district shall be admitted to grade one provided:

1. The child will have attained the age of six years on or before October 1st of that school year.
2. The child has been in the first grade in another state-approved school or in a state-approved kindergarten with a recommendation for placement in the first grade. Transfer records from the previous school must be presented.
3. Initial placement shall be made on the basis of the records, but adjustments may be made at the discretion of the administration when a functional and/or other assessment indicates that such adjustments would be beneficial to the child. Parents/guardians shall be informed of this policy at registration.
4. Original birth certificate and proof of residency shall be furnished at the time of enrollment.
5. Submit an acceptable certificate of immunizations.

6. Present results of a physician's examination on the form provided. If proof is presented to the nurse that the cost of such examination and immunizations are prohibitive, the school will provide for an examination through the school physician.

NJ State Immunization Requirements

New Jersey state immunization requirements are as follows:

- **DTP** A minimum of four doses; one dose of which shall have been given on or after the child's fourth birthday.
- **Tdap** Every child born on or after January 1, 1997, and entering Grade Six on or after September 1, 2008 shall have received one dose of Tdap (Tetanus, diphtheria, acellular pertussis) given no earlier than the 10th birthday (and five years have elapsed from the last DTP/Td dose).
- **Polio** A minimum of three doses; one dose of which shall have been given on or after the child's fourth birthday.
- **Rubella** One dose on or after the first birthday or Documented Laboratory Evidence of rubella immunity.
- **Mumps** One dose on or after the first birthday or Documented Laboratory Evidence of mumps immunity.
- **Rubeola or Regular Measles** Two (2) doses of a live measles-containing vaccine, such as the MMR (measles, mumps, rubella) vaccine. The first dose shall have been administered on or after the child's first birthday and the second dose not less than one month after the first dose. Children who present Documented Laboratory Evidence of measles immunity shall not be required to receive the measles vaccine.
- **Hepatitis B** Three (3) doses prior to entry to school.
- **Meningococcal Vaccine** Every child born on or after January 1, 1997 and entering or attending Grade Six on or after September 1, 2008 shall have received one dose of a meningococcal-containing vaccine.
- **Varicella** Every child born on or after January 1, 1998, shall have received one dose of varicella vaccine on or after the first birthday; documented laboratory evidence of varicella immunity, a physician's statement, or parental statement of previous varicella disease is also acceptable.

Pre-school students are required to also have:

- **Hib** A minimum of one dose on or after the first birthday.
- **Pneumococcal Conjugate Vaccine** One dose on or after the first birthday.
- **Influenza Vaccine** A minimum of one dose of influenza vaccine between September 1 and December 31 of each year.

Medical Exemptions

A child shall not be required to have any specific immunization(s), which are medically contraindicated. A written statement from a physician is required indicating that an immunization is medically contraindicated for a specific period of time, and the reason for the medical contraindication, based upon valid medical reasons.

Religious Exemptions

A child shall be exempted from mandatory immunization if the parent or guardian objects thereto in a written statement submitted to the school signed by the parent or guardian, explaining how the administration of immunizing agents conflict with the pupil's exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.

*Children with medical and/or religious exemptions from receiving immunizing agents may be excluded from the school during a vaccine-preventable disease outbreak or threatened outbreak as determined by the NJ Commissioner, Department of Health and Senior Services.



Attendance

Attendance (973.334.4162, press “1”)

According to state law, the Boonton Township Board of Education has an obligation to require that the pupils of this district have regular and punctual attendance. Pupil participation in all regularly scheduled classroom learning activities in each area of study is essential in order for each pupil to receive the maximum benefit of a thorough educational program. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study. Therefore, the Board cannot condone, excuse or encourage any non-approved absence by pupils. The school district has the right to request a doctor’s note for excessive absences.

Approved reasons for absences are:

- personal illness,
- recovery from an accident,
- death in one’s family,
- religious holiday,
- suspension,
- and absences authorized by the administration.

It is emphatically stressed that student absences resulting from vacations and other activities are not considered legal reasons by the state statute and do not warrant special academic consideration before or after the absence. For an unexcused absence, it is at the teacher’s discretion as to whether a test may be made up.

A student must be present for 4 hours in order to be considered present for the day. Leaving school early on a 12:15 PM dismissal day is considered an absence.

Students who are absent during the school day for any reason may not participate in afterschool or evening school events.

Whenever a student is absent, parents must call the school before 8:30 AM (973.334.4162, press “1”).

Students are considered chronically absent if they miss ten (10) school days. The RVS school district believes that attendance is critical to our students' academic success and therefore will pursue action if a student is chronically absent as outlined in policy #5113 which can be found via this [link](#).

Early Dismissal

The school must be notified in advance of early dismissals by written request from the pupil’s parent/guardian. This note should be given to the classroom teacher by the student during homeroom and should state the date, time and reason for leaving early. Prior to leaving the school building, the student must be signed out by a parent/guardian. Identification may be required.

Tardiness

Students are marked tardy if they report to homeroom after 7:52 AM. Tardiness for any reason other than a late school bus must be explained with a written note or by calling the attendance line at 973.334.4162, press “1” and leaving a message stating the date and the reason for tardiness. When a student arrives late to school, they must report to the school office for a tardy slip.

Justifiable reasons for late arrivals and early dismissals shall include medical disability; family emergency, medical or dental appointments that cannot be scheduled outside of school hours, court appearances, and such good cause as may be acceptable to school administration.

All late arrivals will be documented as tardy on the report card. It is the responsibility of the student to make up missed work as the result of tardiness. This may be accomplished by conferring with the teacher to determine his/her schedule availability. **In addition, a student’s grade may be affected from repeated tardiness. Excessively tardy students can be given disciplinary consequences such as detention. Students who are chronically late are more likely to have their grades suffer due to missed class time.**

The school administration understands that emergencies arise and we have made accommodations for these occurrences. However, after fifteenth (15th) instance of tardiness, parents will be contacted by an administrative representative to identify the cause of the repeated tardiness and possible solutions. The school district does have the authority to contact DCPD if a student is habitually tardy or absent.

Make-Up Work for Absences

It is the responsibility of the student to make up work missed as a result of being absent. The parent/guardian should call the homeroom teacher to make arrangements to have a classmate (“homework buddy”) write down the assignments each day a child is absent. Assignments may be picked up from the homework table in the main lobby between 2:30-3:30 PM. Ordinarily the student will have one day for each day absent to make up the missed work. In cases of extended illness, individual arrangements will be made for make-up work. Missed homework assignments can also be accessed through the teachers’ websites.



Student Assessment

Student progress at RVS is assessed using both quantitative and qualitative criteria. These criteria include: teacher developed tests, textbook generated unit tests, exams, standardized tests, class projects, homework, and class participation. If parents have any questions regarding a child's grades or performance reports, they should request a conference with the child's teacher to discuss their concerns.

The spring state testing schedule is as follows:

New Jersey Student Learning Assessment: (Spring Assessment)

May 11 – 19	Gr. 3-8	ELA-Math-Science
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Grades 3-8 will be tested in Language Arts and Mathematics. Grade 5 and 7 only will be tested in Science.

Student Records

Student Records, Parent Portal (Genesis), Honor Rolls

Parents may request to see the contents of their child's records at any time and may submit a challenge to any of the material contained within. Pupil record information is available to employers and educational institutions at parental request or for research, guidance, social work or State personnel with the approval of the Board of Education and notification of parents.

All students in grades K-8 receive report cards four times a year; issued electronically on the parent portal at the end of each marking period.

Parents will have online access to their son or daughter's grades by using our Student Information System, Genesis, only if they have completed the required forms at the beginning of each school year and have no outstanding fees or fines. Please go the URL, <https://parents.genesisedu.com/boonton>

Genesis will send you a welcome email containing temporary login information. The system will then allow you to change your password upon your first login. Teachers work diligently to keep grades updated in the system. However, please allow for one week turn around for grading of homework, tests, and quizzes, and two weeks for larger projects or major writing assignments. Parents are encouraged to access the Genesis parent portal to periodically check on individual student progress throughout the year.

Lost or overdue library books and textbooks, school property or uniforms that have been lost, not turned in

or damaged, will result in restricted access to the parent portal until the debt is reconciled.

When you experience a problem with your child and it involves the teacher, please follow the chain of command and first speak to that teacher by arranging a conference. If this does not resolve your problem, call the Assistant Principal or the Superintendent/Principal. In fairness to everyone, the teacher should be given the courtesy of hearing a complaint first.

Honor Rolls

Students in Grades 5-8 participate and are eligible for earning Honor Roll and High Honor Roll status with each marking period.

To earn Honor Roll, a student must have all A's and not more than two B's in core academic subjects on their report card. Core subjects are defined as Language Arts, Math, Social Studies, Science and Spanish.

To earn the High Honor Roll, a student must have all A's on their report card.

Students that maintain honor roll status consecutively for Grades 6-8 will receive the Scholastic Excellence Award from the Home and School Association. Their names will be placed on an award plaque, which is exhibited on the wall in the main lobby. Students that maintain High Honor Roll status for all three years will receive a gold tassel at their 8th grade commencement GPA and rank for 8th grade students is calculated by weighing all subjects during their 8th grade year.

Homework

Homework Guidelines

Homework, which is properly designed, carefully planned, and geared to the development of the individual pupils, meets a real need in the educational process. It shall be assigned to help the pupil become more self-reliant, learn to work independently, improve the skills that have been taught, and complete certain projects such as book reports and research papers. Home study assignments shall also afford a way for parents/guardians to acquaint themselves with the school program and their children's educational progress. Teachers should inform parents/guardians when assignments are not being turned in.

In general, pupils absent for any reason should make up assignments, class work and tests within a reasonable length of time. Please note that if your child is absent excused, he/she is allowed to make up the assignments/homework without penalty. The amount of time given to make up the work should be equal to the amount of time out of school. **However, teachers may exercise discretionary judgment and waive certain assignments and/or homework if they feel the student knows the material missed.** Pupils being excused for field trips, concerts, competitions, etc., must make arrangements with the teachers of the missed classes to make up the work upon return.

Homework is not used for punitive reasons. Homework is used as a diagnostic assessment of independent practice and is reflected in future planning.

Teachers will maintain communication with parents regarding any missing or deficient assignments. The administration will also be informed about any student who consistently does not do his/her homework. Students are strongly discouraged from going on vacation when school is in session unless there is a family emergency. Assignments cannot be provided ahead of time. Please make every effort to have your child in school when school is in session.

Homework Information

Canvas is the teacher-student communication platform, replacing Google Classroom. Homework will be posted on teacher Canvas pages for to help students complete their daily and long-term homework assignments. Teachers will update their pages weekly or daily with homework information. Parents may access Canvas through their own portal to see current or missing assignments. Teachers will continue to maintain communication with parents regarding any missing or deficient assignments and parents in grades 3-8 will have both the Canvas pages and the Genesis Parent Portal to stay up to date, if desired. Students have in grades 3 - 8 will have personal Canvas logins. Parents of lower grades students, please consult with those teachers for the homework routine or find the Canvas page for your student's teacher. If you need assistance accessing your child's Canvas account, please contact Noemie Miller at NMiller@btrvs.org

Extra Help/Make Up Work

Teachers will announce their availability for regular extra help and assistance before and after school hours. Your child can make up work, obtain extra help, and prepare for future assignments during this time. No appointment is needed and teachers will post their extra help time on their Canvas pages.

Homework Support Group

Your student may be recommended for the Homework Support Group which meets for 60 minutes after school once a week. The Support Group teacher will offer assistance with catching up missing assignments, organizational skills and more. If you think type of help would benefit your child, please let your homeroom teacher know.

Programs for Students

Extended Instructional Support (EIS), Reading, Mathematics, Speech, G&T, Special Education

Response to Intervention (RTI)

Rockaway Valley School District utilizes a general education Response to Intervention (RTI) model, which includes a tiered system of support for all students. Through data collection and collaborative problem-solving, students may qualify for additional support in order to make progress towards grade level expectations. District staff and parents are essential members of the problem-solving team. The goal is to effectively address academic, social and emotional needs through a systematic approach. Students who are identified as needing additional support will be referred to the RTI team to determine the level and frequency of the support needed. This support can be provided in a variety of ways and is explained in depth in the RVS RTI/MTSS handbook. Students who need the most significant support will be given an RTI plan where goals and objectives are identified and progress monitored. Once a student meets grade level expectations as evidenced by relevant data the student will be dismissed from RTI. If a student does not make meaningful progress they will continue in the RTI program and may be referred to the Child Study Team.

RTI Contact Information:

Mrs. Morgenroth (Assistant Principal) dmorgenroth@btrvs.org

Response to Intervention (RTI)

(formerly I&RS)

Annually, RVS establishes an committee to serve as a school-based, problem-solving group. The goal of the Response to Intervention committee is to assist teachers with strategies for dealing with students identified as having issues that are impeding the learning process. To accomplish this goal, the team conducts a variety of activities including:

- Accepting referrals from teachers, administrators, parents and students.
- Gathering information and discussing this information with all concerned.
- Providing the referring person with feedback and suggestions.
- Seeking additional resource personnel to assist in our deliberations.
- Discussing the problems with parents and students.
- Monitoring the situation to see if change occurs.

Response to Intervention is a general education service designed to assist students who may be experiencing academic, social, emotional and/or behavioral challenges when they arise. The goal of RTI is to support all students so they can achieve success in school. If you would like more information about RTI please use this link to access the RTI handbook.

There are two paths to a special education referral; the RTI team may make a referral if a student who is receiving RTI services does not make adequate progress with RTI interventions or a parent referral which may be made at any time. To make a referral, a parent needs to contact the classroom teacher or the Director of Special Services Ms. Wilson at Ext. 333.

Special Education

There are two paths to a special education referral; the RTI team may make a referral if a student who is receiving RTI services does not make adequate progress with RTI interventions or a parent referral which may be made at any time. To make a referral, a parent needs to contact the classroom teacher or the Director of Special Services Ms. Wilson at Ext. 333.

Rockaway Valley School offers a full range of services for those students identified as having special needs. The district employs a complete Child Study Team (CST) consisting of a Learning Disabilities Teacher Consultant (LDTTC), School Psychologist, Social Worker and Speech Specialist. Together with staff and parents our CST evaluates, plans for and monitors any and all district students requiring their expertise.

Children experiencing difficulties academically, socially or emotionally may be referred to the Child Study Team by parents, the Response to Intervention team and/or an individual teacher. Working very closely with the parents of a referred child, the CST assesses each referral on a case-by-case basis and develops recommendations and strategies for addressing the needs of the child. If it is determined that a child is eligible for Special Education services, the CST will plan and implement an Individualized Education Plan (IEP) for that child.

In-district programs for eligible children currently consist of one pre-school integrated class, Elementary Multiply Disabled classes and a resource center program for students who require support in academic areas. Students whose special needs require slightly more intensive services than these may be placed in out-of-district programs as deemed appropriate by the team.

Ms. Victoria Wilson is our Director of Special Services and can be reached at 973.334.4162, Ext. 370.

Reading & Mathematics Specialists

Students needing additional instructional support in reading and mathematics may be referred to our reading specialist via the RTI process, Mrs. Perrott and/or our Mathematics Specialist Mrs. Baldino. After a skill assessment and review of relevant data, they may work with a child individually or in a small group. Mrs. Perrotti also serves as a literacy coach for our classroom teachers, providing resources, reference materials and modeling teaching strategies. Mrs Baldino also provides math coaching for classroom teachers with push-in services as well as small group instruction and individual instruction.

Speech Language Therapy

Students needing speech services are discovered through teacher and parent referrals throughout the year. After parental notification, the child is evaluated to see if he/she is eligible for speech correction. Once this is determined, an Individualized Educational Plan is developed in regard to delayed or deficient language, articulation, dysfluency and/or voice. Speech classes are held in individual and small group settings. The speech program utilizes current and creative clinical methods based on scientific principles and the needs of the individual child. Mrs. Hayes is our speech language therapist.

English Language Services

English Language Services (ELS) are provided to those students falling below designated cutoff scores on state-mandated English proficiency tests. Children are pulled from a limited number of regular classes and provided with in-depth training in the English language. This instruction is intended to boost the child's competence with English while minimally disrupting his or her overall education.

Gifted & Talented

Rockaway Valley School offers enrichment opportunities for students in grades K-8. Students that have demonstrated a higher level of ability and/or achievement than their local chronological peers that score a 30 or above on the district Gifted and Talented rubric will be offered the opportunity to participate. All gifted and talented curricular modifications and advanced instructional opportunities that are aligned with the NJ Core Learning Standards.

The following criteria are used to determine eligibility for this program:

- Teacher Recommendation
- ELA/Math Link It Bench Mark Scores
- DRA Scores
- OLSAT
- NJSLA
- Academic Grades and Behaviors

In Grades K-3: Eligible students are provided independent extension activities. The students will meet with the gifted and talented teacher at the end of MP 2, 3 & 4 share their projects.

In Grades 5-8: Eligible students meet twice monthly with the gifted and talented teacher to participate in a variety of hands-on ELA and Math extension activities aligned with the NJ Student Learning Standards.

School Psychologist

Ms. Brienne Richards serves our students and their sense of self by evaluating and working to ameliorate psychological, mental or emotional health problems that may impact school performance and adjustment to school. She can be reached at Ext. 211.

Guidance and Counseling

The goal of the guidance and counseling program in Boonton Township is to address significant factors that influence our students' social, emotional and academic development. Our objective is to meet the needs of students so that they may continue to grow in positive ways. It is important to help students overcome problems that impede learning by providing direction and guidance in matters of personal adjustment, peer relations and academic performance. Activities related to these objectives may take place in classroom guidance lessons and in individual and/or group discussion sessions.

Teachers are often the first to intervene in situations where a pupil is experiencing difficulties, however, parents may be the first to sense a problem needing guidance intervention as well. If a parent senses a

problem, he/she should call the guidance counselor. When the teacher recognizes the need for further intervention, he/she consults with the guidance counselor regarding appropriate strategies to meet the student's needs.

Parents are encouraged to consult with teachers, the guidance counselor and/or school psychologist in matters related to student adjustment or any concerns that may be interfering with the child's learning and functioning. Our school psychologist and guidance counselor also serve as a resource person and will recommend outside community agencies to parents when appropriate. These may include mental health centers and various social service agencies.

Parents with questions or concerns may contact Mrs. Cira Giarratano, Counselor, at Ext. 239 or Ms. Brienne Richards, Psychologist, at Ext. 211.

Tutoring

A list of tutors is maintained by the guidance counselor. Please keep in mind that private tutoring must take place off school grounds. Further, your child's current academic teacher cannot be used as a private tutor during the year or the summer following that instructional year.

Homebound Instruction

If a student is incapacitated at home, arrangements for instruction will be made by the parent through the nurse. A doctor's note is necessary to begin homebound instruction. Students are eligible for homebound instruction when consecutive absences exceed ten (10) school days.

Science Lab Exemption

We understand that some students may be unable to participate in the dissection of animals. A student will be exempt from participating in animal dissections in the science lab with a written request from the parent. An alternate assessment tool will be used for these students.

Family Life Education

Family Life Education is part of our health education curriculum. A student may be exempted from a specific portion of the program if the parents so desire. Parents must send a written request for an exemption of a specific unit or topic to the teacher and an alternative assignment will be provided. The Comprehensive Health and Physical Education Curriculum is available on the school website.

Physical Education

All students, unless medically excused by a physician, are required to participate in Physical Education. It is recommended that each student wear appropriate clothing/footwear for physical education on their designated gym days. Personal fitness, skill enhancement and individual and team sports are areas of focus in our physical education classes.

Occasionally, for a good reason, a student may be unable to participate in Physical Education. Excuses will be issued in the nurse's office during the first period upon presentation of a written note from the

parent/guardian, stating why the child is unable to participate. **The nurse will request a doctor's note following two consecutive excuses or when a student is frequently unable to participate in gym.**

Students that do not participate in Physical Education class **CANNOT** participate in after school sports including Ski Club. Students that do not participate in Physical Education class cannot participate in any physical activities during recess or lunch. If a student is medically excused for a long period of time, the Physical Education staff may assign an alternative assignment for grading purposes.

Athletics

The RVS athletic program consists of a variety of interscholastic sports in which our 6th, 7th and 8th grade students may participate. All students that try out for participation in a sport **MUST** have a physical examination before they can participate in the tryout (please refer to Sports Physical section). Under no conditions will a student be able to participate in any phase of interscholastic sports without a documented physical exam by a licensed health professional within 365 days of the first day of practice and reviewed, approved and signed by the school physician. Also, the physical must be valid for the entire sports season that the student is participating in. If a student's physical expires midway through the season, they must have another valid physical before they may resume participation after the expired date.

Tryouts for individual teams may or may not be necessary for certain sports depending on the number of students that sign up. The coaches provide the prospective team members with their evaluations and reasons for not making a particular team if "cuts" have to be made. The decision for whether cuts are to be made and for playing time is decided by the coach. Playing time is not equal for every student and the coach makes the final decision on when and where the athlete plays with regard to safety and the best interest of the team. There is a pay to participate fee of \$75 per student for each sport played.

RVS is one of approximately 40 member schools of the Greater Morris County Junior School Coaches Association (GMCJSCA). We compete with many of these schools in interscholastic competitions during the regular seasons, and also participate in the end of season competitions held by the association. Typically, we do not participate against schools outside of the association. For the end of the season tournaments, the membership is divided into groups based on the school's 7th and 8th grade enrollments. Therefore, we tend to compete against schools similar to ours in size. In our regular and tournament games, RVS adheres to the governing rules set forth by the New Jersey State Interscholastic Athletic Association (NJSIAA).

All of our teams, except for basketball, consist of only one team. For basketball, junior varsity games in boys' and girls' basketball are held in conjunction with the regular varsity games to help the 6th and 7th graders develop their skills in a competitive setting. The varsity and junior varsity teams practice together for their respective sports.

- All students participating in an RVS sport must adhere to the academic and disciplinary standards set forth in their student-athlete agreement.
- If a student leaves school early or comes to school late, not completing the 4-hour requirement, he/she cannot participate in any athletic competition on that day.

Competitive Sports offered at RVS:

Fall (September - November)	Winter (November-February)	Spring (March-June)
Girls/Boys Soccer	Girls/Boys Basketball	Softball
Girls/Boys Cross Country		Baseball
		Girls/Boys Track & Field

All participants in RVS sports are invited to an end of the year award ceremony. At the ceremony, coaches may distribute awards for individual achievement. Mrs. Mongon is the RVS Athletic Program Coordinator. If you have a question, please contact her at 973.334.4162, Ext. 341 or tmongon@btrvs.org.

Library

Our library has several thousand books to inform and entertain, as well as computers with access to informational databases, and the Internet. Subscriptions include two newspapers and more than 30 magazines for student use. Our part-time librarian Mrs. Fox works with parent volunteers from the HSA to maintain the library. She orders and organizes materials, often collaborating with teachers to ensure continuity with the grade level curriculum. She provides support for the teachers in aligning research materials to classroom projects. Our goal is to instill a sense of responsibility and a love of the written word by allowing students to borrow library materials weekly.

Textbooks

The Board of Education supplies students with all needed textbooks. Since they are valued tools of learning, they should be treated with care. To prevent unnecessary wear and tear, they should be adequately covered and labeled with the student's name. This will limit fines for damaged or lost books at the end of the year. Students will be required to pay the replacement cost for lost or damaged books and materials. (Please refer to Policy 3250R Textbook Fines on the school website.)

Chromebooks

The Board of Education supplies students in Grades 5 - 8 with Chromebooks (laptops) and cases for educational purposes in support of classroom learning. In order to receive a Chromebook, all students and their parent or guardian must review and sign their agreement to district policies and procedures concerning this school-owned equipment.

An annual technology fee of \$30 will be assessed to each student in grades 5 - 8 at the beginning of the school year to cover the use of the Chromebook for the year. The fee will cover two instances of accidental damage per year; more than two occasions of accidents will warrant closer scrutiny into the student's usage of the laptop and students may be charged for repair or replacement. A loaner computer will be provided to a student who is waiting for repairs provided the damage was not negligence. In those cases, student may be responsible for the cost and will not take the loaner home. The fee does NOT cover lost or damaged chargers. Each lost or damaged charger will incur a charge of \$45. The tech fee does not cover negligence or intentional destruction of any type. Any additional fees assessed must be paid through the parent portal or by check. Unpaid fees may result in the portal closing until such time as fees are paid.

The tech fee must be paid and the Chromebook Agreement must be signed before the equipment will be issued. Personally-owned computing devices (laptops, tablets) are not permitted to join the school network and therefore, not permitted at school.

Field Trips

The outside community contains many opportunities for pupils to experience real life learning situations. The regular classroom can be extended through field trips, speakers, and on-site visits. From time to time, teachers will arrange for students to take advantage of these local opportunities through field trips. Classroom teachers supervise all trips. Students are required to return a signed permission slip in order to attend a field trip. Students may be asked to bear the cost of the field trip including the cost of transportation and admission.

SOAR Time Meetings

In compliance with the 2011 HIB state mandates, our students participate in a character-building program (also called Social/Emotional Learning or SEL) in order to maintain a positive and safe school culture. Every other Friday students meet for 30 minutes with their Homeroom teacher to participate in SEL activities and Falcon and Fledging mentoring programs. The SOAR meeting is a critical vehicle in cultivating positive character traits that contribute to social and emotional development while promoting school pride and a secure, positive school culture. Students will also participate in Falcon Flight School school-wide meetings to discuss school-wide expectations, celebrations and other SEL initiatives. SEL concepts are also embedded in our curriculum.

Assemblies

Assemblies give students a chance to practice performing and public speaking in front of their families and peers in grade-level programs or concerts. Cultural arts assemblies engaged by our HSA offer many extensions to curriculum in the performing arts, history, science, language arts and math.

Sibling Attendance at Assemblies

Siblings may attend group performances during school hours such as a play or concert and may do so only if a parent/guardian is present. Students must sit with their parents during the performance. Parents must send in a note to the teacher and the main office prior to the day of the assembly, or the latest at the beginning of the day of the performance making that request. Parents are asked to report to the office prior to the assembly and request their child to be called out of class to attend. At that point it is the discretion of the teacher as to whether the student may leave class after considering tests/quizzes/projects. These students will meet their parents in the lobby to walk together to the performance. Once the performance ends, the sibling must return to their classroom.

After School Care

A program for after-school child-care is available at RVS and run by the Lakeland Hills YMCA. If you wish to enroll your child in this after-school care program, please contact the YMCA: 973-334-2820.

Health and Safety

School Nurse:	Debra Neretich, RN, CPNP, CSN	973-334-4162, Ext. 361
School Physician:	Arnold Pallay, MD	

Boonton Township Health Office Guidelines (Pursuant to NJAC 6A:16-2.2)

We all want our children to have good attendance, and we hope our children are healthy so they will have few absences. There are some occasions, however, when children need to stay home. These guidelines are designed to protect the health of all children.

1. If a child is sent home with a fever, he/she is expected to remain home a full 24 hours, fever-free, without the use of fever reducing medications like Tylenol or Advil, before returning to school.
2. If a child vomits during the night or in the morning, please do not send him/her to school. If a child vomits in school, we will call you to pick him/her up rather than send your child home on the bus.
3. If a child has been diagnosed with strep throat, state law requires that he/she must be on medicine 24 hours before returning to school.
4. It is **very important** that the School Nurse is notified if head lice or nits are found in your child's hair.
5. If a child needs to be excused from Physical Education, a note from the parent/physician is required. If a child needs to be excused for more than one week or two physical education periods, a physician's note is mandatory.
6. Parents need to notify the nurse if a child is on crutches, has a cast, or is in a brace of any kind. A medical provider's note must be provided for the crutches, braces, etc. with any restrictions, limitations or cleared to participate in physical education classes.
7. No medication, including **over-the-counter medication** will be administered to pupils unless there is a **parent/guardian note with the physician's written and signed statement of the medication's name, the purpose of its administration, its proper dose, the time of administration, and the time when it shall be discontinued. The medication must be provided by the parent and must be in its original container.** A medication authorization form can be obtained from the nurse's office or school office, or is also available on the nurse's webpage under Documents & Forms. Please refer to the medication and self-administering medication policies if you have any questions.

Health Screenings

<u>Height & Weight:</u>	Yearly for all pupils
<u>Vision:</u>	Biennially for all pupils
<u>Hearing:</u>	Yearly for K-3 and 7
<u>Blood Pressure:</u>	Yearly for all pupils
<u>Scoliosis:</u>	Biennially for all pupils ages ten through eighteen as required by law

Note: Scoliosis is defined as a condition in which the spine may curve to the left or right. It is most commonly found during periods of rapid growth and may progress if not treated. The purpose of the screening program is to recognize scoliosis in its earliest stages. Parents are invited to attend these screenings, however please notify the school nurse that you would like to attend the screening by the end of September of the current school year. A pupil may be exempted from this examination if the parent or guardian so desires and indicates as such in the Parent Portal. Please provide documentation that a screening has been done with the results from your child's medical provider. A referral form will be sent home only if the student displays physical findings consistent with a postural deformity of the spine.

School Physicals

Physicals are recommended for all second, fifth and seventh grade students. Forms are available in the nurse's office or on the nurse's webpage under "Documents and Forms".

Sports Physicals

1. Each candidate who wishes to participate on a school athletic squad or team must have a physical exam within 365 days of the first practice session. This exam is to be completed by your healthcare provider. A health care provider is defined by the state as the examining medical doctor, nurse practitioner, clinical nurse specialist, and/or physician's assistant *ONLY*.
2. RVS will require the annual submission of the NJ state report; please note that this form is *MANDATORY* and that no other form will be accepted. If the form is not completed in full and stamped by your healthcare provider, it will be returned.
3. If your child does not have a "medical home," please contact the School Nurse so that arrangements can be made with the school physician. We strongly advocate that your child be seen by his/her medical provider to foster an ongoing provider/patient relationship, to provide opportunities for specialist referrals, laboratory testing and assessment of vaccination status.
4. RVS will require the annual submission of the following:
 1. Pre-Participation Physical Evaluation – Health History Questionnaire, completed and signed by parent/guardian and athlete
 2. Pre-Participation Physical Examination – Documented on an approved state form, dated, signed and stamped by your child's medical provider and school physician
 3. Completion in the Parent Portal stating that the parent/student have received and reviewed information on sudden cardiac death, concussions and opioid use
5. If more than 90 days will have passed at the first day of try-outs, a Health History Update questionnaire is required to be completed by the parent.

- **Sports physical forms for the FALL SPORTS are due by September 1.**
- **Sports physical forms for the WINTER SPORTS are due by November 1.**
- **Spring physical forms are due by March 1**

FAILURE TO MEET THESE DEADLINES MAY DELAY THE ATHLETE'S PARTICIPATION IN SPORTS.

Sick Students

If a student must be sent home during the school day because of illness or injury, the nurse will advise the parent/guardian or their designated emergency person who will sign the child out in the nurse's office. This procedure is necessary for the well-being and safety of the student. *It is extremely important that the Nurse and Main Office are informed of any changes in home, cell or work numbers so that we may contact you in the case of an emergency.*

Parents will be notified and students sent home if any of the following conditions exist:

1. elevated temperature (100 ° or over)
2. pain or discomfort that persists after resting
3. nausea, vomiting, diarrhea
4. excessive coughing, persistent sore throat, coryza (runny eyes/nose), hoarseness
5. unexplained rash, with or without itching
6. head injuries with lacerations, swelling, or other symptoms of possible concussion
7. injuries that are incapacitating e.g., sprains
8. severe nose bleeds (difficult to control)
9. other conditions deemed necessary by school health personnel

If a student is absent from school (for any reason, sick or not sick), he or she may not attend school functions that evening or participate in sports practices or events, 4Kids classes, etc. Students must be fever-free for 24 hours before returning to school activities.

Communicable Diseases

In order to prevent epidemics and protect the health of the children, children with communicable diseases must be excluded from school. These exclusion periods are the minimum days a child should remain out of school for a particular illness.

Communicable Disease	Exclusions from School
Chicken Pox (Varicella)	Six days after onset of rash and/or until lesions are dry. Physician's note required.
Coxsackie Virus (Hand, Foot and Mouth Disease)	Physician's note required.
Common Cold	Should not attend school if student has fever.
Conjunctivitis (Pink Eye)	24 hours after treatment has been initiated and redness/discharge has ceased. Physician's note required.
Diarrhea	Children in whom stool cannot be contained by toilet use should be excluded until diarrhea resolves.
Fever of 100 or more	Must be fever free (without Tylenol or Advil) for 24 hours before returning to school.
Fifth's Disease (Parvo B19, Erythema Infectiosum)	Exclusion not indicated.
German Measles (Rubella)	Five days after appearance of rash. Physician's note required.
Hepatitis Infection	Until end of febrile period and/or seven days following the onset of jaundice. Physician's note required.

Herpes Simplex (cold sores)	Exclusion not indicated.
Impetigo	Until 24 hours after treatment begins. Physician's note required. Area must be covered in school.
Measles (Rubeola)	From onset of symptoms until rash and other symptoms are gone. May be five to ten days. Physician's note required.
Meningitis	Until note is received from physician stating student is able to return.
Mollescum Contagiosum	Exclusion not indicated.
Mononucleosis	Exclusion not necessary. Physician's note required.
Mumps	For acute illness and/or nine days after swelling appears. Physician's note required.
Pediculosis (Head Lice)	After treatment and upon inspection by School Nurse. Hair must be lice/nit free.
Pertussis (Whooping Cough)	Five days after initiation of antibiotics or 3 weeks after onset of paroxysmal stage.
Ringworm	Physician's note required. Area is to be covered in school.
Streptococcal Infection (Strep Throat, Scarlet Fever, Scarlatina)	24 hours after beginning antibiotic therapy. Physician's note required.
Undiagnosed/Other Rashes (including MRSA)	Physician's note required stating student is able to return to school.
Covid19	Current guidelines as per the CDC/NJ DOH

Children who show the following signs and symptoms of illness during the preceding 24 hours should remain at home: fever, sore throat, upset stomach, cough, rash of any kind, inflamed eyes, earache, swollen glands, stomach pains or headache. These symptoms may be the forerunner of one of the above listed communicable diseases.

Medications

Any and all medications, including over-the-counter medications (such as Tylenol/Advil and throat lozenges/cough drops) are dispensed only in the nurse's office and will not be given without written permission/directions from a physician. Please furnish all medications in original containers including over-the-counter medications. No pills in baggies/envelopes will be administered. Students may not self-administer any medications except for those conditions deemed "life-threatening", i.e., asthma, diabetes, food/insect sting allergy. In such instances, physician documentation of need, student capability, and parental disclaimer must be obtained yearly and kept on file in the nurse's office. Forms are available in the nurse's office.

Dressings

Bandages or dressings applied by a physician or parent will not be changed except upon a written request from the physician. Soiled dressings can be covered with additional clean gauze if necessary, without prior approval.

Emergency Contacts

Please update primary contact information (this has replaced the emergency card). Guardian 1 will be the first person contacted in an emergency. You may put information in the notes section, i.e., mom is a teacher, different parent days, etc. The cell phone is usually contacted first however; your preferred number should be starred.

Immunizations

The maintenance of an up-to-date health record on every child is a sizable task for the School Nurse. Your cooperation in helping her keep the record accurate and current will be greatly appreciated. All information is considered confidential.

School Nutrition Policy

The Boonton Township 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:

1. Providing students with healthy and nutritious foods,
2. Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains,
3. Supporting healthy eating through nutrition education, and
4. 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:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations,
2. All food and beverage items listing sugar, in any form, as the first ingredient, and
3. All forms of candy.

In addition, foods sold at lunch and for fundraisers are limited to 8 grams total fat/2 grams saturated fat. Drinks are limited to 12 ounces and must be milk, water or 100% juice. Please refer to School Nutrition Policy # 3517 on the school website.

If you have any questions about the School Nutrition Policy or need further clarification, please speak with the School Nurse or the Principal.

Birthday/Holiday Treats

Birthdays are not celebrated with food or snacks at RVS. Parents may come to school, if feasible, to be a special reader or help their birthday student. Alternatively, parents may also bring or send in a small non-food item or trinket for their child to give out to their classmates if they like in grades PreK-4.

Birthdays are not celebrated with food or snacks in Grades 5-8.

Food and beverages served during special school celebrations or during curriculum-related activities shall be exempt from the provisions of the nutrition policy, with the exception of foods of minimal nutritional value which are defined by the United States Department of Agriculture **as all food and beverage items listing sugar, in any form, as the first ingredient; and all forms of candy as defined by the New Jersey Department of Agriculture.**

"Food and beverages that are served during special school celebrations or during curriculum related activities shall be exempt from this policy. However, on such occasions, healthy food choices such as fruits, vegetable, fruit juice and water shall be made available."

BTBOE Policy 3542.1

*Pre-K-4 parents are asked to provide healthy food options when bringing in treats for students. Please see the Nurse's website for ideas.

Visitors

For your child's protection, the doors to the school will be locked at all times. The only access to the school for visitors is through front door by the main office from 7:30 AM-3:30 PM. All visitors must be identified and buzzed in by school personnel. If we do not know you, we will ask for identification. A visitor's badge must be worn in the building. No child will be released to anyone without a note from a parent.

Electronic Surveillance

The Board of Education authorizes the use of an electronic surveillance system in the school and on school grounds to enhance the safety and security for school district staff, pupils, and community members and to protect the school district's building and grounds.

Asbestos and Water

The designated person for asbestos and water monitoring at Rockaway Valley School is the School Business Administrator, John T. Murray.

Rockaway Valley School has been inspected for asbestos as per the Environmental Protection Agency (EPA) regulations by a qualified inspector and a complete management plan is on file for your review in the Business Office. The plan is updated every three years and was totally revised during the Fall of 2018.

The most visible asbestos-containing materials in the building are the vinyl asbestos tiles (VAT) that cover the floors in many classrooms. Most floor tiles that measure 9" x 9" are VAT. This tile poses no threat to the students or staff as long as it is in good condition.

The Rockaway Valley School water system is tested quarterly for Total Coliform bacteria, and annually for Nitrate. The school also has a testing schedule in place for Volatile Organic Compounds (VOC's), Lead and Copper, and Inorganic Compounds (metals), once every three years. VOC's, Inorganics, and lead and copper are on a reduced schedule since the water at Rockaway Valley School has tested free of these contaminants in the past. The New Jersey Department of Environmental Protection sets the testing schedule, and reviews all results taken at the school. A copy of Annual Drinking Water Quality Report for the previous fiscal year is posted on the district's website. It is also posted at the school. If you have any questions or concerns, please notify the School Business Administrator immediately.

More information is available from the NDEP at:

https://www9.state.nj.us/DEP_WaterWatch_public/JSP/WSDetail.jsp?tinwsys=5405

Integrated Pest Management

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Boonton Township Board of Education shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty and staff to pesticides. These procedures shall be applicable to all school property in the Boonton Township School District. Information related to integrated pest management is available in the Business Office.

Emergency Drills

A plan to evacuate the Rockaway Valley School building in the case of a fire or emergency drill is in place. Rockaway Valley School is required to hold at least one fire drill **and** one school security drill each month within school hours.

A school security drill is an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, bomb threat, or lockdown, which is similar in duration to a fire drill. Parents will be notified via School Messenger when such a drill has taken place.

During the school year we may also schedule a multi-agency activity involving actual deployment of resources in a coordinated response as if a real incident had occurred. This exercise tests many components of one or more capabilities within emergency response and recovery, and is typically used to assess plans, procedures and coordinated response under crisis conditions.

Please note that the fire alarm systems shall be initiated only during a fire drill evacuation. Any responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill. Emergency responders are not required to observe security drills; however, we plan to invite emergency responders to attend and observe security drills during the school year.

Transportation

The Boonton Township School District provides transportation in accordance with state law for those students who reside more than 2 miles from their residence to Rockaway Valley School and more than 2.5 miles for Mountain Lakes High School. In addition, the district provides “courtesy” busing for students attending Rockaway Valley School and Mountain Lakes High School who reside less than 2 miles from Rockaway Valley School and less than 2.5 miles from Mountain Lakes High School. Bus routes for Rockaway Valley School and Mountain Lakes High School students are communicated to the students’ families before the start of school. If you have a bus problem, please call the Transportation Office at 973.334.4162 Ext. 357.

Children should be told that a bus driver has an enormous responsibility and that their behavior is important while awaiting and riding the bus. Rules are given out at the beginning of each school year. Please remember that riding the bus is a privilege. The safety of all of the students is our primary concern. If behavior on a bus is unacceptable, a school administrator will contact the child’s parents to address the problem. **If the inappropriate behavior continues, the student may be removed from the bus. The parents then will be responsible for their child’s transportation.**

Parents must be at the bus stop to receive their Kindergarten-aged children. If the parent is not present, the student will be brought back to the school at the completion of the bus route. An older sibling will not be allowed to escort a Kindergarten-aged student in the absence of the parent.

STUDENTS MAY RIDE ONLY THEIR ASSIGNED BUS AND ROUTE.

No child is to ride a bus other than his/her assigned bus and route to or from school.

Students are not permitted to go home on a different bus at dismissal time.

Students who fail to comply with the above regulations may be deprived of the privilege of using the bus and will be subject to disciplinary action.

If a parent intends to pick up his/her child from school, a note ahead of time is required. Students living within two miles of school are permitted to walk, with written parental permission.

Bicycles: Only **children in grades 4 through 8** are permitted to ride bikes to school. New Jersey State Law 39-410.1 requires all children under 14 years of age to wear a bicycle helmet. A bicycle rack is located in front of the school. We recommend bike locks to prevent damage and theft. The school is not responsible for any damage or theft of bicycles.

eBikes are discouraged however the same bicycles rules apply whether a bike is electronic or pedal-powered.

Bus Stop Permission Slips

Bus riders may not ride any bus other than that which is assigned. Bus riders may get off at another stop on their own route provided they notify the driver through a bus stop permission slip (available only through the Office.)

Bus Rules and Regulations

Students are under the authority of the Boonton Township Board of Education when riding on a school bus. Therefore, the following procedures must be followed for the well-being and safety of all our students. For safety reasons our younger students are expected to sit in the front of the bus. Please take a few minutes to ensure that your student understands the guidelines for school bus safety:

- Oldest students are to sit towards the back of the bus with the youngest in the front. If an older sibling wants to sit with a younger sibling, the older student sits in the front of the bus.
- The window for bus arrival is 10 minutes before to 10 minutes after the scheduled pick-up time.
- Never run to or from the bus.
- Wait on the sidewalk or shoulder, never in the roadway.
- Be respectful of private property at or near the bus stop.
- Do not push or shove while waiting in line to board the bus.
- Wait for the driver's signal before crossing the road.
- Always cross at least 10 feet in front of the bus.
- Never cross the roadway behind the bus.
- Never crawl under a school bus.
- If a seat belt is provided, its use is state mandated.
- Stay in your seat always facing forward.
- Keep head, arms and legs inside the bus at all times.
- Always obey the driver.
- Do not yell, shout or do anything else to distract the driver.
- Do not deface the bus seats or other equipment.
- Do not eat or drink on the bus.
- Do not leave personal articles on the bus.
- Keep the bus clean.

Bear Sightings – When a bus driver sees a bear in the vicinity of a bus stop and does not see a parent/guardian, the children will remain on the bus and be returned to the school. The driver will inform the dispatcher who will in turn inform the school.

Bus Evacuation Drills

In accordance with state law, school bus evacuation drills are conducted at Rockaway Valley School and Mountain Lakes High School twice a year in the fall and spring.

Snow Closing

On days when bad weather forces the closing of Rockaway Valley School, families will receive a phone call via the messaging system. You can also find notification of school closings/delayed openings on the school website. A district announcement will be left on the school's main phone number. Do not call the police or board members.

When Rockaway Valley School is closed, bus service for Mountain Lakes High School is suspended.

Snow Routes: (*Hillcrest Road, Split Rock Road, Old Timber Trail, Old Wood Lane only*)

Weather related changes in the school schedule will result in snow routes being enforced for the following streets: Hillcrest Road, Split Rock Road, Old Timber Trail and Old Wood Lane. Buses will not drive up these roads. Instead, students will be picked up and dropped off as follows:

- at the bottom of Hillcrest Road on Rockaway Valley Road
 - at the bottom of Split Rock Road on Rockaway Valley Road
 - at the bottom of Old Timber Trail on Wildlife Run
 - at the bottom of Old Wood Lane on Horizon Drive
1. **Delayed opening** – Snow routes are automatically in effect for morning pick up. Parents will be notified regarding afternoon drop off procedures via the Honeywell Alert System.
 2. **Early Dismissal** – Snow routes are automatically in effect for afternoon drop off on that day and morning pick up the following day (the only exception is if on a Friday.) Notification regarding the following day afternoon drop off will be made via the Honeywell Alert System.
 3. **No School** – Snow routes will be in effect for the following day for morning pick up. Notification regarding afternoon drop off will be made via the Honeywell Alert System. (The only exception is if on a Friday.)
 4. **Full day dismissal (inclement weather)** – Parents will be notified via the messaging system that the snow routes will be in effect for that day's afternoon drop off and the following morning pick up. Snow routes are limited and families who live on snow route bus routes are made aware of their designation. If you haven't been notified

Arrival to School

Please exercise the utmost caution for the safety of our students whenever driving on school grounds. When dropping off students, please remember all students may not arrive prior to 7:37 AM. Students may arrive early for extra help periods, meetings, or band. A staff member monitors the entrance at the art room door from 7-7:30 AM to ensure students arriving early report to their program or meeting.

Picking Up Students

All children being picked up after school wait near the Art Room end of the building at 2:21 PM. Drivers need to enter the school campus at Valley Road, ***bear to the right*** through the parking area and wait to pick up their children at the service entrance to the school. Cars will stay in line until they reach the area where children are waiting. Drivers must remain in their cars while waiting in the pickup line. We encourage all parents to allow their children to ride the bus to and from

**Use only a
single line of
cars for drop
off and pick up.**

school every day. If you are picking up and dropping off by car, please adhere to the instructions of the staff assigned to assist students during arrival and dismissal.

Driving on School Grounds

The Glenbourne parking lot is reserved for school administration (reserved spaces) and teachers. The Glenbourne driveway is used for Preschool pick-up and drop-off (there is no through traffic on Glenbourne during busing times). **Please obey the “Do Not Enter” signs and follow the proper flow of traffic at all times when on RVS school grounds.**

Parking on School Grounds

Parking: Park in designated parking areas only. Pay special attention to reserved (labeled) spots. There is no parking along the yellow line in the oval in front of the school. When gates are down, please don't drive around them. If no parking spaces are available, you are permitted to park at the Leonard Park lot.



Conduct and Discipline

STUDENT CODE OF CONDUCT

The following guidelines have been established to safeguard the physical and emotional well-being of all members of our school community. The administration reserves the right to remove a student or remove a student's participation in an activity or a field trip due to the student's behavior that the administration deems unsafe or extreme.

1. **Zero Tolerance for Physically/ Verbally Aggressive or Discriminatory Behavior**

Rockaway Valley School cannot and will not tolerate the use of physical contact (i.e., fighting) the use of obscenities in language or gestures, sexual harassment or the making of threats or discriminatory remarks based on race, color, national origin, religion, gender, sexual orientation, age or disability. Any student engaging in such behavior can expect to receive immediate disciplinary action. Our school's top priority is to ensure the safety of all students and staff.

2. **Classroom Expectations**

1. After passing time, students are seated with appropriate materials, and are prepared to work.
2. Students should use courteous and appropriate language at all times.
3. Students must respect others' right to work and avoid unnecessary noises or distractions.
4. Students will be independent and honorable in doing work.
5. Students must show respect for all school personnel and volunteers including substitute and student teachers.
6. Students will refrain from writing, reading and passing personal notes.
7. Students will avoid calling out and speaking with fellow students during class unless instructed to do so.

3. **Hallway Expectations**

1. Students will walk, not run in the hallways.
2. Students will wait to enter classes in ways that allow for all students and staff to pass.
3. Students will keep the level of their voices in a normal range; no yelling.
4. Students cannot cut through the Lower Gym to access classrooms.
5. Students cannot carry backpacks with them in the halls.
6. To avoid accidents, students should not drink from water bottles while walking in the hallways.

4. **Recess/Cafeteria Expectations**

1. Students are expected to dress appropriately for recess daily.
2. Students are expected to play safely and fairly on the playground following the rules set forth by the teachers on duty.
3. Electronic devices are not allowed during recess.
4. Students are expected to clean their lunch areas before being dismissed from the cafeteria.
5. Students are expected to stay seated and cannot move around the cafeteria to socialize with other tables.

5. School Dress Expectations

Rockaway Valley School is an educational institution and all students are expected to dress appropriately for this environment. Neatness, cleanliness, safety and good taste are the key factors to keep in mind.

1. Short shorts, skirts and pants worn below the hips are unacceptable.
2. It is expected that shorts are fingertip length.
3. Coats, jackets, hats, sunglasses, and backpacks may not be worn in the building. Please leave them in your locker during the school day.
4. Clothing must cover the front, back and sides of each student; therefore, short belly shirts, halter-tops and tops with "spaghetti" straps are not permitted. Excessively low armholes where student's sides and underarms are exposed are prohibited.
5. Traditional pajamas and unsafe footwear like slippers are unacceptable
6. Articles of clothing that show profanity, promote use of alcoholic beverages, illegal substances or have provocative messages or which symbolize affiliation with gangs, negative or hate groups are not allowed.
7. Any accessory that can be dangerous, intimidating and/or disruptive or deemed to interfere and be unnecessary with the school learning environment is unacceptable and not to be worn by students.
8. Appropriate footwear must be worn at all times. Sneakers or running shoes must be worn in Phys. Ed. class.
9. When possible, students will go outside for recess. Students should dress appropriately in warm weather and cold weather. Coats or jackets should be worn in the winter months.

Students who choose not to comply with our dress code will be warned and asked to change immediately with clothes from the nurse's office or from parents. **The administration reserves the right to interpret the dress expectations for students on a case-by-case basis if needed.**
Multiple dress code violations may lead to points.

6. Dangerous/Destructive Items

The following items *are considered dangerous or destructive* and **may never be** brought to school. Possession and/or use of any of these items may be cause for disciplinary action and/or referral to local police authorities:

1. Cigarettes, vaping devices and other tobacco/vaping products
2. Matches and cigarette lighters
3. Drugs, alcohol, and other controlled substances
4. Fireworks
5. Weapons (***any type, size, shape or form***), including but not limited to firearms, toy or water pistols, BB guns, and paint guns; knives of any type including pocket knives, xacto or craft knives, common kitchen knives or toys; pepper spray; sling shots/wrist rocket
6. Spray paint
7. Laser pointers
8. Shock devices
9. Remote control devices

7. Disruptive Items

The following personal items can be a distraction to the school day and must not be brought to school. They can be confiscated by teachers and/or administrators and returned at a later time.

1. Electronic musical/gaming devices, Kindles, iPods, iTouch, iPads, tablets, digital gaming systems
2. Novelty items, toys such as fidgeting devices or electronic devices
3. Skateboards, rollerblades, Lacrosse/Hockey sticks (unless your parent drives you to and from school)

8. Water Bottles

Students may bring water containers to school. The container must also seal or close properly. No hot beverages such as those in thermos containers are permitted in the halls during school. To prevent accidents in the hallways, students may only drink in classrooms.

9. Cell Phones and Smart Watches

Students may use their cell phones or smartwatch before and after the instructional day. However, cell phones and smartwatches MAY NOT be used or worn DURING the school day. All cell phones and smartwatches must be turned off and kept in the student's backpack in their locker during the school day. If a student uses a cell phone or smartwatch during the school day, it may be confiscated by a staff member and delivered to the main office. Confiscated phones/watches will only be released to the parent or guardian. Disciplinary action may result if a cell phone/watch is used again in school and confiscated more than once from the same student.

10. Vandalism and Damage to School Property

The Board of Education provides students with an environment that stimulates creativity and learning. It has purchased many valuable educational tools and equipment for student use such as desks, computers, calculators, microscopes, research material, lockers, etc., and must maintain the building, its furnishings and the grounds. Students need to be aware that fines and penalties will be imposed when school property is damaged, lost or defaced. Students who are found destroying, damaging or defacing school property may be expected to pay for the damages or cost of repair, replacement or cleaning of the property. Police may be notified to help investigate an act of vandalism.

11. Gang Activity

Membership or affiliation with a gang or group presents a clear and present danger to the school environment. The use of hand signals, written or oral comments, accessories by virtue of color, arrangement, trademark or symbol that indicates or implies a membership to a gang is prohibited. Any person wearing, carrying, distributing or displaying gang paraphernalia or exhibiting gestures or behaviors that can symbolize gang activity or cause intimidation or affect the sense of personal safety of another student or staff member will be subject to disciplinary action.

12. Acceptable Use of Technology

Students must adhere to the Terms and Conditions of the District's Acceptable Use Policy (Policy 6142.10). Parents of all students are required to have their child(ren) review the online Internet Acceptable Use Agreement and electronically sign off they have done so. All students in grades 3-8 will be assigned a full Google Suite account. Any activity using the school computers that is not specifically approved by a teacher or administrator is prohibited.

Students will be personally responsible for the cost of repairs, replacement parts or technician time when it is required to restore computers to their original settings or to remove unapproved, downloaded information. Students engaging in such activities will lose computer privileges. Any act of cyber bullying committed on school grounds, on school buses or bus stops may be referred to the Boonton Township Police. All students in grades 5-8 must comply with the mandatory technology fee of \$30 to cover accidental damage to their issued device (see instructions for payment in the Parent Portal).

13. **Bus Behavior Expectations**

Students are under the authority of the Boonton Township Board of Education when riding on a school bus. Therefore, the following procedures must be followed for the safety of all our students:

Students may ride only their ASSIGNED BUS. Students will need a pass from the office to get off at a different bus stop on their assigned route.

1. Oldest students sit towards the back of the bus with younger students towards the front of the bus.
2. Arrive at the bus stop 10 minutes before scheduled pick-up time.
3. Walk to or from the bus.
4. Wait on the sidewalk or shoulder, never in the roadway.
5. Be respectful of private property at or near the bus stop.
6. Do not push or shove while waiting in line to board the bus.
7. Wait for the driver's signal before crossing the road.
8. Always cross at least 10 feet in front of the bus.
9. Never cross the roadway behind the bus.
10. You must use the seat belt provided on the bus; it is a state mandate.
11. Stay in your seat always facing forward.
12. Keep head, arms and legs inside the bus at all times.
13. Always obey the driver.
14. It is unsafe to yell or shout on the bus. The driver needs to be able to hear his dispatcher for instructions. Do not distract the driver.
15. Do not deface the bus seats or other equipment.
16. There is no eating or drinking on the bus.
17. Don't leave personal articles on the bus.
18. Keep the bus clean.

Students who fail to comply with the above regulations may be deprived of the privilege of using the bus.

STUDENT DISCIPLINE

Students are expected to follow school and classroom rules and expectations.

Teacher Action Reports are intended to document and notify both parent and the administration about less serious incidents. These referrals may or may not have points or other administrative interventions attached to the consequence.

Teachers may assign their own detention before referring students to the office. Based on administrative discretion, repetitive Teacher Action Reports may lead to a Conduct Referral and points. Referrals can lead to points that can affect participation on the 8th grade trip or for 8th grade students and other privileges for 5th, 6th and 7th graders (see Points System, below).

Repetitive referrals to the administration for any disciplinary reason may result in further consequences. Severe infractions may result in an in- or out-of-school suspension and police notification as required by law.

Offenses at any grade level that result in injury to another student will be referred to the Principal's Office immediately. There is zero tolerance for fighting or assault.

All students must play an active role in promoting a positive school climate. The objective of our school discipline code is to curtail and prevent inappropriate behavior. This should be done in

partnership between the school and home. Please begin by first contacting your child's teacher if you have any concerns about their behavior in school. If you are still concerned after discussing the problem with the teacher, contact the Assistant Principal to help mediate the situation. If necessary, the principal may become involved to provide assistance.

While there are consequences for infractions, students who behave appropriately will be rewarded with praise, positive reinforcements and a favorable school climate in which to learn and interact with peers and staff. The "**Falcon of the Month**" award and other recognitions encourage and reward responsible and desirable behavior.

Consequences for Inappropriate Behavior

It is important to understand that adherence to the Code of Conduct begins when a student leaves home in the morning and continues until they return home. Those who choose not to comply with the RVS Code of Conduct can expect to be assigned and attend detention(s), which may be with the teacher before or after school, during lunch or recess and may have "points" applied to their record (see below).

Students who repeatedly disregard our Code of Conduct may be excluded from such privileges as participation in extracurricular activities, athletic events, class outings/trips and other grade level special activities.

5TH AND 6TH GRADE POINT SYSTEM

RVS has a progressive point system that begins in the fifth grade. This point system will be in effect for 5th and 6th grade from the beginning of the school year. The point system may affect one's eligibility for attending class trips and participating in year-end activities.

Examples of infractions that warrant points are:

1. One point can be administered for any Teacher Action Report Referral or a Student Conduct Referral. Referrals will be issued for disrespectful behavior, inappropriate behavior, defiant acts, etc.
2. One point for a referral from a *substitute* teacher.
3. Four points for an in-school suspension.
4. Six points for an out-of-school suspension.
5. Points for any other infractions, based on multiple Teacher Action Reports (TARs) will be assigned on a case-by-case basis.

If a student accumulates six (6) or more points, they may be excluded from attending field trips or other special events. Points do not accumulate from 5th to 6th grade.

Students can reduce or eliminate points by demonstrating positive behavior over time. Each month, teachers review student progress, and consistent positive behavior may result in the removal of previously issued points. Additionally, receiving a "Caught SOARing" recognition (our way of celebrating students who demonstrate outstanding citizenship and responsibility) also allows a TAR point to be removed.

7TH AND 8TH GRADE POINT SYSTEM

A second point system takes place starting in the seventh grade. Any 8th grade student who has accumulated **7 points by April 30** may not be allowed to participate in 8th grade activities including overnight field trips or any end-of-the-year activities, including the Dorney Park trip. Any fees that have

been collected for these events may or may not be refunded and will be reviewed on a case-by-case basis.

Examples of infractions that warrant points are:

1. One point can be administered for any Teacher Action Report/Referral. Referrals will be issued for disrespectful behavior, inappropriate behavior, defiant acts, etc.
2. One point for a referral from a *substitute* teacher.
3. Four points for an in-school suspension.
4. Six points for an out-of-school suspension.
5. Points for any other infractions, based on multiple Teacher Action Reports (TAR) will be assigned on a case-by-case basis.

Students can reduce or eliminate points by demonstrating positive behavior over time. Each month, teachers review student progress, and consistent positive behavior may result in the removal of previously issued points. Additionally, receiving a “Caught SOARing” recognition (our way of celebrating students who demonstrate outstanding citizenship and responsibility) also allows a TAR point to be removed.

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General Behavior Guidelines

Infraction	Consequence
Assembly disruption	<ul style="list-style-type: none"> Miss next assembly sit in assigned seat
Harassment, Intimidation, Bullying (HIB)	<ul style="list-style-type: none"> Detentions/Suspension police contacted Conflict Resolution/Restorative Practices
Cyber-bullying	<ul style="list-style-type: none"> Detentions/Suspension police contacted
Cheating or copying another's work	<ul style="list-style-type: none"> Grade of "0" or as determined by teacher Parent contacted
Classroom disruption	1st Offense: Teacher Redirection 2nd Offense: Teacher Detention; parents contacted 3rd Office: Office Referral; parents contacted/Detention/Restorative Practices/Meet with Counselor
Inappropriate Use of Chromebook	<ul style="list-style-type: none"> Loss of Chromebook privilege
Inappropriate language or gesture	<ul style="list-style-type: none"> Detention/Suspension Restorative Practices
Disrespect to authority	<ul style="list-style-type: none"> Contact parents detentions/suspension Restorative Practices
Lunchroom disruption	<ul style="list-style-type: none"> Lunch detention assigned or moved seat
Tardiness	<ul style="list-style-type: none"> Letter sent home supportive interventions detention
Theft	<ul style="list-style-type: none"> Suspension

	<ul style="list-style-type: none"> • paid restitution • police contacted
Vandalism	<ul style="list-style-type: none"> • Suspension • contact police • paid restitution
Violence; terroristic threats	<ul style="list-style-type: none"> • Suspension/Parent Contact • Contact Police • DCP&P notification • Behavior contract upon re-entry

The school reserves the right to determine consequences for any misbehavior or infraction. Severe infractions may result in an in- or out-of-school suspension and police notification as required by law.

School Communication

Parent/Teacher Conferences

Parent/Teacher conferences are held twice a year, using the parent portal in Genesis to sign up. In order to stimulate meaningful dialogue, you are encouraged to make a list of the questions you wish to discuss and request that the teacher have your child's file, test results, class work or projects available for review. It is important that both your time and the teacher's time is spent in developing cooperative plans for the child. ***However, if a concern, problem or question arises at any time during the year, don't wait for a conference period.*** We urge frequent contact between the home and the school and stress that, as parents, you should feel comfortable about emailing, setting up conference calls or scheduling informal meetings whenever the need arises. Contact information for all teachers can be found on Page 6 of this book or on the school website.

School Communications

There are several means that we use to provide communication between our school and the home. These include:

Website: please visit our website to access teacher pages for up-to-date classroom information.

Facebook – Follow RVS on the official page for Rockaway Valley School.

Virtual Backpack – All notices, flyers, newsletters and publications are disseminated through the Virtual Backpack which is located on the homepage of the school's website. The backpack is updated every Friday with the current week's flyers and an alert will be sent out with a reminder to check the Virtual Backpack.

Emergency Messaging – Emergency messages will be sent out via an alert system. Please remember to keep your phone numbers and email addresses updated on the Parent Portal as the system draws its contact information from your account.

Telephone

Use of office phones is disruptive; therefore, students are strongly discouraged from using the school phone except in an emergency. Classroom phones may be used in extreme cases but only at the discretion of the teacher. Students may not use their own cell phone during the school day. If parents need to get a message to their child, please call the office.

Research

Parents are notified that research by an outside group, usually in the form of a survey, may be conducted at Rockaway Valley School. Prior notice will be given to families in each of these rare occurrences. Please refer to Boonton Township Board of Education Policy 6162.5 for more information.

Parent Volunteers

Home & School Association (HSA), Boonton Township Education Foundation (BTEF)

Home and School Association (HSA)

The Home and School Association, composed of volunteers, serves as a liaison between the school and the parents. The Home and School organizes fundraising activities in order to furnish funds for a variety of programs and special projects. Some of the programs and committees sponsored by the Home and School Association are:

- Cultural Arts Committee - arranges assemblies and cultural arts programs
- Class Parents: organize and participate in classroom events
- Lunchroom Support: provides hot lunches daily
- Library Volunteers: provide assistance in the Library/Media Center

MONTHLY MEETINGS are open to the public and are held on the first Tuesday of each month. Meetings begin at 7:00 PM and are held in the RVS Library. Please attend a meeting and lend your support. The more ideas and help we have, the better we can serve our children's school.

Email the HSA at hsa@btrvs.org

Visit the website at https://www.btrvs.org/parents/home_school_assoc

It is hoped that all families will join the HSA and support the school. Membership instructions can be found on the homepage of the above website. Look for Membership Toolkit.

The HSA and Rockaway Valley School share contact information as a means of communicating effectively within the school community. If you would like to opt out of sharing your contact information, please email the School Secretary: dcuozzo@btrvs.org

Lunch Volunteering

The Home & School Association relies on and needs parent volunteers for the lunch program, Monday through Friday from 10:30 AM-12:30 PM. Please contact the Home and School via their email address hsa@btrvs.org.

Boonton Township Education Foundation (BTEF)

BTEF is an independent community based nonprofit organization dedicated to supporting and enhancing quality education programs for all Township children. The Foundation represents parents, educators, business people, school alumni and interested citizens. To accomplish this mission, the Foundation reaches out to the community to secure funds and resources. We celebrate the importance, value and achievements of our students, teachers and schools. We currently fund after school enrichment programs, the RVS school play and provide grants to RVS and MLHS in recognition of excellence in both teaching and the academic performance of our children.

Email the Education Foundation at btefnj@gmail.com

Visit the website at <https://btefnj.org/>

The BTEF and Rockaway Valley School share contact information as a means to communicate effectively with the school community. If you would like to opt out of sharing your contact information, please email the School Secretary: dcuozzo@btrvs.org

Use of the Building

As in the past, school organizations shall have priority in using the building and grounds. Applications for use of the building or grounds are available online (btrvs.org/For Parents/Handbooks and Forms). Subject to approval by the Superintendent, outside groups may meet on school property. If you would like to run a program, fill out the [Use of Facilities application](#) and send it to the Superintendent's Assistant. Custodial fees may be charged. Alcoholic beverages may not be brought, sold or consumed on school property and smoking is prohibited in our building AND on our grounds at all times. We welcome after-school use by local recreational and non-profit educational groups. Requests are numerous, so early application is recommended.