



Northeast School Family Handbook

2026-2027



603 Grove Street, Montclair, NJ 07043

School Office Hours: 7:30 – 3:30

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Dr. Joseph A. Putrino Jr., Principal

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Principal's Welcome

On behalf of the staff at Northeast School, I am so excited to welcome you to a new school year! As the school year begins, we are really looking forward to partnering with you to ensure the development and achievement of all our students. This partnership and support from both school and home are critical. We share a great responsibility for our children's success!

In this handbook and in communications throughout the year, you will learn more about important ways that you can support your child's learning. Please ensure that your child attends school daily, arrives on time, completes assignments, and is ready to learn! At home, please encourage your child to tell you about their academic and social experiences at school and please make sure your child reads daily!

Please join us at our **Northeast Back-to-School Night, which is scheduled for October 1st at 6:00 pm**. On this night, we will share important information regarding instruction and ways for you to be involved in your child's educational lives. Your child's classroom and related arts teachers will also share important information regarding class activities, procedures, and curriculum.

We are looking forward to your partnership and involvement with our Northeast community!

Warm regards,

A handwritten signature in black ink, appearing to read 'J. Putrino', with a stylized flourish at the end.

Dr. Joseph A. Putrino Jr.
Principal

About Northeast School

- We are the district's K-5 Global Studies Magnet School.
- We are a collaborative, creative community of professional educators who are committed to educating the whole child—socially, emotionally, and academically.
- We build a strong foundation in literacy and mathematics for all children through meaningful curriculum, enhanced through our Global Studies magnet.
- We create a challenging and creative environment that honors diversity, encourages community building, and inspires all children to do their personal best.
- We use effective educational practices to ensure academic excellence based on standards, district curriculum, and best practices.

Communication

The following methods allow us to communicate effectively with families and provide information about classroom and school events!

- **Daily Folders**—Each child receives a pocket folder that she/he/they should use for the whole year. Check this daily for homework, announcements, etc. Place notes to the teacher in this folder as it will be emptied daily.
- **Northeast “A-Z”**—The parents and guardians of incoming Kindergarten and students who are new to Northeast are invited to attend this orientation. This year it will be held on **September 10th** at 6:30pm. We covered lots of important information—health, counseling, transportation, safety, etc. and our wonderful PTA is on hand to highlight some of the many ways that you can be involved along with the amazing activities that they organize and sponsor each year. If you miss event and need information feel free to reach out to the PTA for questions or review.
- **Teacher Newsletters**- Teachers create monthly newsletters to update families on the unfolding curriculum and ways to support learning at home. They are sent home and posted on our Northeast website.
- **Northeast Web site**—School related and district information can be located on our site, which is updated regularly. Please visit www.montclair.k12.nj.us (click on “Schools” and then “Northeast”).
- **Email “Blasts”**—Check your email on Friday for a review of the week, upcoming events, and PTA news. Be sure to check your email daily for all important school/district communications. Please make sure your email is correct in Genesis.
- **Formal Teacher Conferences**—Your child's teacher will ask you to sign-up for formal conference dates during the annual Back-to-School Night. There are both afternoon and evening conference times available to you—the dates are listed on our master calendar.
- **Informal Teacher Conferences**—The faculty at Northeast are committed to working with you to help your child succeed. Please call or send a note with your child to discuss any questions or concerns. Please do not “pop-in” to chat with your child's teacher. They are anxious to help you but are busy working with children and will reach out to you as soon as they are free.

- **Automated Attendance Messages**—You will receive an automated call from the district system when your child is late and/or absent. **These calls are made regardless of notes from home explaining the tardiness or the absence.**
- **Meeting with the Principal**—Parents should always speak with the classroom teacher first since he or she knows your child at school best. However, if you have a concern or suggestion that needs the attention of the principal, please send a note, email, or call the office. Appointments can be made through the school secretary—please be specific about the appointment request so that the principal can be best prepared to address your concerns.

School Day

- Please make sure that your student arrives on time. The first bell rings at **8:10am** when the doors open; Homeroom begins at **8:20am**. **After 8:20am your child will be considered late.**
- Supervision begins at 8:10am at the Grove Street entrance only.
- Students cannot play on the playground before or after school without parent or caregiver supervision.
- Please make sure that you pick your child up on time from school (2:35pm) or at the scheduled bus stop.

School Hours

8:10 am	First bell rings/doors open—school day begins
8:20 am	Late bell (Children who are late must report to the office)
2:35pm	Dismissal of all students

*Please note that students have the minutes between 8:10am and 8:20am to put away their backpacks, get out work/notes, and settle in. Classroom instruction begins with morning meeting promptly at 8:20am.

Early Dismissal

Early dismissal at Northeast School is at 1:10 pm. Please make the necessary arrangements to pick your child up on time. The YMCA After-Care program is in operation these days for enrolled families. Be sure to check the district calendar for all early dismissal days scheduled.

School Closings and Delayed Openings

In the event of inclement weather, the Superintendent may elect to call for a 2-hour delayed school opening or close the schools for a full day. The district's automated system will place calls to inform families of the decision. Information regarding any school closings or delayed openings will be posted on the district's website, email blasted and can be obtained by calling the district main office, (973) 509-4000 to hear a recorded message with school closing information. Some TV and radio stations as well as the websites for the Montclair PTA and Montclair Township may also carry this information.

In the event of a delayed opening, schools will admit students two hours after the normal opening time (10:10am). Students should report to their regular bus stop two hours after the normal time; riders should be prepared for delays due to poor road conditions and increased traffic. Once schools are in session, students will complete the school day as usual. Lunch will be served on delayed opening days.

Academics

Our curriculum is driven by the New Jersey Learning Standards. Teachers develop lessons from the district curriculum to ensure effective learning opportunities for our students. Our basic curriculum includes language arts literacy, math, science and social science.

Language Arts Literacy

With our curriculum, we will build a strong foundation in literacy for our children. With a balanced literacy approach, we incorporate guided reading, shared reading, independent reading, interactive read aloud, and word study into our language arts block. Our district uses the *Core Knowledge Language Arts* program or CKLA, which is the leading early literacy curriculum grounded in the Science of Reading. By combining knowledge-building and research-based foundational skills, our instruction guides educators in developing strong readers, writers, and thinkers.

Students' reading levels are assessed three times a year using the research based *Acadience* and *IXL*. These assessment tools enable teachers to identify students' reading achievement, document progress, and modify teaching methods to plan and implement instruction.

Mathematics

With our math units of study, Montclair has a new program called *Reveal Math*. *Reveal Math* is based on critical foundational research and proven classroom results. The program develops conceptual understanding through daily problem-based interactive learning and visual learning. It is responsive to differentiate instruction to support and challenge every child and includes a technology component. For more information about the program you can visit:

<https://www.mheducation.com/prek-12/program/reveal-math-k-12/MKTSP-GIP20M0.html?srltid=AfmBOopPSuKC6IKH-7ZS6onKJw5HhdqlqMPSkumq7IVbdgK-3YFZsKMW>

Science & Social Studies

Often these subjects are the organizer of a classroom's themes because they most represent the child's world. Teachers use the standards to incorporate opportunities for our children to interact with the real world around them. Many science and social studies concepts are integrated into our reading and writing instruction. The social studies standards are further enhanced through our Global Studies Magnet theme. The district uses the FOSS science curriculum which follows the Next Generation Science Standards.

Related Arts Classes

The Related Arts classes at Northeast are an integral part of each child's academic experiences. All students receive weekly instruction in music (vocal and instrumental), physical education,

art, technology, and Spanish World Language. The related arts teachers work closely with the classroom teachers to integrate learning themes and activities. Also, all students participate in a weekly Global Studies class as part of our magnet theme and students in grades 4 & 5 have the opportunity to participate in our instrumental band program.

Homework

Homework is given to reinforce skills taught in school as well as to teach students responsibility for their learning. As per the district Homework/Make-Up Work Policy, P-6154, the Board of Education believes that homework “provides an opportunity to broaden, deepen and reinforce the pupil’s knowledge”. The amount and type of homework will vary and increase as students’ progress through grade levels.

We also strongly encourage that every child reads at home daily. Children can enjoy listening to you read aloud; they can read to you, and they should read independently.

We do not assign homework over the weekends or during holiday/vacation breaks.

Projects: Out of school projects are not frequently assigned as homework at Northeast School. This is to encourage integrated project work at school as part of the learning day and to limit the time and expense that families incur to complete these projects.

Homework Requests for Unexcused Absences: Teachers will not provide work ahead of time if you are taking your child out of school for a vacation or trip that you have scheduled when school is in session. Children will make up missed work when they return.

Teachers will review their expectations for homework at the Annual Back-to-School Night. Please contact your child’s teacher if you have any questions or concerns regarding your child’s homework.

Report Cards

Report cards are completed three times during the school year. Our report cards are standardized across the district. The numbers and letters used for the keys (developmental/behavioral) should not be viewed as grades. There is no relationship between those numbers and letters, and numerical or letter grades. The report card reflects our efforts to give you an accurate and on-going assessment of your child’s academic, social, and emotional progress. Report cards are electronic, and parents can access them through Genesis.

Support Programs

As with any learning context, there are times when students require additional time and reinforcements in order to be successful academically, socially and/or emotionally. Such programs to support students are available to children at Northeast, as in all schools throughout the district. The relevant approach is considered for any students for whom a concern arises, and a need is identified. As partners in the education community, parents and

guardians are consulted and informed during each phase of the process. We aim to partner with families as we seek to facilitate student growth and positive academic experiences.

Multi-tiered Systems of Support (MTSS)

Montclair Public Schools is committed to ensuring that all students receive the necessary support to succeed academically, socially, and emotionally. With this, we are working toward a multi-tiered support system with essential components in place. Multi-Tiered System of Support (MTSS) is a framework that our district employs to ensure this. MTSS is rooted in the belief that all students can learn and that they have varying needs. By identifying these needs early and providing appropriate support, we help each student reach their full potential.

Our schools' Student Support Committees (SSC) are designed to support students who are experiencing learning, behavior, health, or social-emotional challenges and to assist staff in addressing the student needs. Student Support includes school-based teams that support the development, implementation, review, and evaluation of action plans to support students.

Gifted and Talented

As per a New Jersey Department of Education mandate (NJSA 18A:35-36), our district has adopted a policy and procedures for the identifying students who require gifted and talented services. We follow the MPS Comprehensive plan for identification and services. Students are assessed at the end of kindergarten and 3rd grade for identification. All new students to the district who may have missed these assessments will be included. In Montclair, our response to the demonstration of advanced capabilities is guided by the principles of differentiation.

The Child Study Team

The Child Study Team determines pupil eligibility for Special Education and related services in accordance with federal and state requirements under the provisions of the Individuals with Disabilities Education Act and N.J.A.C. 6A:14.

Speech Therapy

The speech therapist provides services to children for articulation and language development. Sessions occur according to the student's needs.

Auditory Support Therapy

A specialist provides support services to hearing-impaired students who are in regular classrooms. The therapist meets with identified children according to the students' needs.

Occupational Therapy and Physical Therapy

A certified occupational therapist and/or physical therapist works with classified students on fine motor development, or other needs as identified through evaluation.

School Social Worker (formerly known as the SAC)

A full-time counselor is available to provide assistance to children when they need emotional support. Students have a safe place in which to process feelings and talk. A student may see the counselor once about a particular incident or may meet over a longer period of time.

depending on the child's needs. When long-term counseling becomes necessary, parents are notified for their input and consent. The counselor's goal is to establish a positive relationship with youngsters and their homes so that students can be supported to have a wonderful school experience. The counselor also conducts lessons on social skills, in classrooms, as a proactive measure toward building a kind, safe and respectful school community. Please inform the school of changes within the family, environment, or other significant factors that may affect your child's physical and emotional health.

School Nurse (973-509-4241)

The school nurse is on duty full time at Northeast. Parents will receive either a call from the nurse and/or a note in the child's backpack (if warranted) to confirm a visit to the nurse. Parents or an emergency contact are also notified when a child becomes ill during the school day. According to Montclair Board of Education policy, there are specific instances such as an elevated temperature, vomiting and skin rashes that require children to be excluded from school. A child may also be excluded based on the clinical assessment of the nurse. Please note: according to district policy, the school nurse does not administer any herbal, homeopathic, or dietary supplements.

* Please see additional helpful information from the Health Office under the section entitled Health Office.

Attendance

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance. The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully. A pupil must not be absent more than 10 days per semester in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. The board will report infractions of the law regarding the attendance of pupils below the age of 16 to appropriate authorities.

Calling out Absent: 973-509-4242 Option 1

Parents/Guardians are requested to notify the school when a child will be absent and inform the school of the reason for the absence. **The preferred method is to use the attendance notifications through Genesis on the "Notify Attendance Office" page.** If you have trouble reporting the absence in Genesis, please call the school office at 975-509-4242 Opt. 1 to report your child's absence.

Tardy Students

Students are expected to be in school on time. Late arrivals slow down not only your student's learning, but also interrupt the rest of the class—and the teacher. The first bell rings at 8:10am. Students have from 8:10am- 8:20am to put away their coats, backpacks, etc. and be ready to start the instructional day promptly at 8:20am. Students who arrive at school after 8:20am are

marked tardy. After 8:20am, students must report to the office to be signed in. A conference with the parent and the principal will be required for students with excessive tardiness.

Please note that classroom instruction begins promptly at 8:20am, students should be in the classroom ready to learn at that time, not entering the school building.

Signing Students Out Before the End of the School Day

The board recognizes that from time-to-time compelling circumstances will require that a pupil be dismissed before the end of the school day. There are varying situations that may justify release of a student from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the pupil's educational program.

Notification of an early dismissal must be made in writing in advance to the homeroom teacher by the student's parent/guardian and should state the reason for an early release from school. No student shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian. **All students must be picked up from the school office before 2:15pm and signed out before they are released.**

Students will not be called out of class after 2:15pm—this is too close to dismissal and causes confusion for the classrooms. It is important that students get home safely and last-minute changes make supervision more difficult. Also, please understand that students will not be pulled out of their lunch/Recess period. Parents will need to wait until after that period or plan to pick-up before.

Transferring to a New School Out of the District

A Student Transfer Form must be completed in Genesis by the parent/guardian. Once the transfer is processed, you can print out the transfer form. Provide this form to the student's new school. This authorizes them to request records. Records are sent to the new school after an official request for records is received.

Arrival and Dismissal

Changes to Dismissal

Changes in dismissal must be in written note to the classroom teacher or email sent prior to the day of the change. **Please do not email teachers for same day changes as they are in the middle of instruction and not checking emails.** **If necessary or in case of an emergency call the main office.** Calling into the classrooms to announce changes disrupts everyone's instruction and can lead to confusion for the children at the end of the day. Changes to dismissal cannot be sent after 1:15pm on the same day.

Safety at Arrival and Dismissal

For the **safety** of all children, please follow these guidelines during drop-off and pick up:

1. **CROSS CHILDREN ONLY AT THE CROSSWALKS.**
2. Do not leave children unsupervised at the school before 8:10 am (Grove St. entrance only).
3. Park your car and walk your children to the front door.
4. The MPD will ticket cars that are parked on Grove Street
5. At all times, watch out for other children.

6. **Do not use the school's parking lot for drop-off or pick up.**
7. **Do not park in the front semi-circle after 2:15pm; buses arrive and need access.**
8. **Do not drop students off on Grove Street at any time.**
9. At all times, follow posted parking signage.

Car Line

There is a car line staffed by teachers and assistants beginning at 8:10am in the front semi-circle. Please pull up to one of the staff members who will help your child out of the car. If you use the car line, then **you should NOT get out of your car.** Use caution as you re-enter the traffic flow on Grove Street—**only right hand turns during drop-off.** We will make every effort to staff our car line during inclement weather. You may still pull-up to drop off, but staff may not be present in typical locations.

Walkers

Children who are not eligible for bus transportation should be picked up each day by a parent/guardian or authorized individual each day at 2:35pm. Be sure to indicate in Genesis emergency contacts and who is authorized to pick up. The classroom teacher brings students outside in the back of the building. **Students will NOT be released to anyone who is not on the consent form unless you send in a NOTE to inform the teacher of changes in pick-up including play dates.**

Bus Riders

Children who are eligible for transportation through the Board of Education will be dismissed to their assigned bus beginning at 2:35pm. Students should be picked up on time at the bus stop. In the rare instance that you miss your child at the stop, he/she will stay on the bus and be taken to the next school in the run **(they do not return to Northeast)**. If a student is missed at the bus stop on a regular basis, he/she will be suspended from taking the bus.

Changes in dismissal must be in writing by a parent/guardian. If a note is not received by the teacher from a parent/guardian indicating the student should not take the bus, the student will be put on the bus at dismissal. Students are not allowed to ride a bus unless they are assigned to the bus—no play date or family switches.

Bus Rules and Consequences

A pupil may be excluded from the bus for disciplinary reasons by the administration and his/her parents shall provide for his/her transportation to and from school during the period of such exclusion.

- First Offense – The student will be reported to the school administration. A letter will be sent to the student's parents informing them of the problem as well as what procedure will be followed if a second or third offense occurs during the school year.
- Second Offense – The student will be excluded from the bus for a period of five (5) school days and his/her parents shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy.

- Third Offense – The student will be excluded from the bus for a period of thirty (30) school days and his/her parents shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy. Any further infractions will be subject to an additional thirty (30) school days suspension of bus privileges. Suspension will be carried from year to year.

Late Pick-Ups

Please be sure to pick up your child on time each day. Montclair Board of Education Policy 5142.1, which states: Provision shall be made to take care of “officially escorted” students through the police and/or the Division of Child Protection and Permanency (DCP&P) if the designated individual does not arrive at dismissal time on a regular basis. Parents/guardians failing to arrive at school or to have an authorized person arrive at school in a timely manner to “officially escort” their child/children will be reported to the proper authorities and parents/guardians who fail to arrange prompt dismissal pick up on an ongoing basis may be required to meet with the principal to develop alternate arrangements for dismissal time. Further district or legal action may be taken if the alternate arrangements are unsuccessful.

If an emergency arises which causes you to be late picking up your child, the classroom teacher will bring the student back into the school. Please be sure to call the school office immediately to let us know what arrangements are being made to pick up your child.

YMCA Before & After School Care Program

Before school care for students may be available at Northeast School beginning at 7:00am (in the past we have not hosted a before care due to low enrollment) and after school care is available at Northeast from 2:35pm to 6:30pm. Both are offered at a nominal fee. Parents must provide transportation to and from school. Information about the YMCA-sponsored Expanded Day Program is available in the Northeast Office or by contacting the **YMCA directly at 973-744-3400**.

Visitors

It is the policy of the Montclair Public School district that all visitors must first report to the office before going anywhere in the building. If a parent comes to drop something off (lunches, homework, instruments, etc.) for their child, it will be retrieved at the front door and the child will be notified when time allows. Please have items that are being dropped off labeled with child's name and room #. **Please understand that the office is short staffed. Dropping items off after 10am becomes very difficult to manage. We ask that if a child has forgotten an item to avoid dropping off after 10am.**

Doors are locked throughout the school day, and all visitors must ring the front doorbell to gain access. All visitors must adhere to the following rules for the safety of the children.

1. A secretary or security guard will greet you over the intercom when you ring the bell. Please look into the camera and state your name, your child's name and your intended purpose in the building.
2. Report to the office before going anywhere else in the building.
3. Sign in at the front office.
4. Wear a visitor's badge for the duration of your visit.

5. Sign out before leaving the building.
6. Please **do not** let anyone in the building. This includes holding the door for someone whether you are entering or leaving. Again, all visitors must be let in by the main office staff.

Policies and Procedures

Birthday Celebrations

According to the board-approved Food Guidelines, **NO food is permitted for birthdays.**

Also, please note that birthday party invitations cannot be distributed in school unless each child from the class is invited.

Dogs

According to Board Policy: Dogs are **NOT** allowed on school property whether they are on leash or on your person (arms, bags, etc.).

Dress Code

Northeast School does not have a dress code, but we do ask parents to consider their children's safety and comfort when selecting school clothes. Play clothes are recommended, including sneakers or other rubber-soled shoes. **Please avoid flip-flops, crocs, and other backless or open toe shoes.** Keep in mind your child's physical education, art schedule and recess in selecting the day's attire.

Emergency Contact Information

It is the responsibility of families to complete emergency contact information in Genesis. **If your information is not updated or correct, you may not receive effective communication. Please take time to double check that all required fields and boxes are filled and/ or checked.** If you need assistance with this, please contact the main office.

Field Trips

Part of the Northeast experience is to provide enrichment through field trips. A few weeks before a class field trip, parents will receive a permission slip and notice of any admission or bus fees. Lunches from home must be packed in a paper bag marked with the child's name (no lunch boxes) and may not include a thermos, soda cans or glass bottles. **Siblings are not permitted on trips with parent chaperones. Children must have up to date medications to be permitted to participate in field trips. Contact the nurse to ensure that these are up to date and aligned with your child's pediatrician's orders.**

Lost and Found

There are containers set up near the porch door exit in the basement. Items that children have misplaced are placed in containers. You and your children are welcome to check the containers for lost items.

PLEASE NOTE: The Montclair Board of Education will not be responsible for cell phones, iPads, or other valuable items that are brought to school and are lost or stolen.

Lunch Program

Students may either bring a lunch from home or purchase a lunch at school. All students eat in the cafeteria. School menus are posted on the district's web site.

There is a "peanut free" table in the cafeteria. Students who have an Individual Health Plan developed with the nurse will be seated here. Children may invite friends to join them who do not have any nut items in their lunches. Students are constantly reminded not to share food—please reinforce this at home.

Photo Consent/Web Consent

Each year parents will need to complete photo and media consent forms on Genesis.

Recess

We believe in the importance of movement for child development and learning. As such, there are multiple opportunities for children to move throughout the learning day. Teachers facilitate different exercises or movement activities for periods of time, including some fun movements with interactive videos. In addition, classes often earn extra outside recess time as a class incentive. Kindergarten classes are scheduled for 30 minutes of additional movement each day that involves outside and inside play and exploration.

All students have a scheduled twenty-five minute daily recess period. The children will go outside even during the winter months, so please send your child dressed for winter weather.

The following are the only times when we will not go out for recess:

- Real feel temperature is below 30 degrees
- Precipitation
- High winds
- Icy or messy surface conditions
- Situations deemed unsafe by authorized personnel

Even during indoor recess days, recess supervisors facilitate movement activities in combination with student directed activities. Each grade level has a collection of board games for children to select from as an option for inside recess.

Recess is not taken away as a consequence for behavior decisions unless a child is serving a school suspension. Teachers do not take away recess for individual children and/or the whole class. A child may have a "quiet lunch (eating time)" as per our Code of Conduct but will be included in the 25-minute recess/movement time listed above.

Registration

As per Board Policy: Any eligible child shall be admitted to the kindergarten provided:

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

2. Proof shall be furnished of immunization against the communicable diseases at the time of enrollment or such immunization shall be completed within 30 days from entry into the school, or the pupil is exempted from immunization in accordance with policy.
3. The child shall have been examined by either the school or a private physician, and the results shall be furnished to the school on the form provided.
4. Pupils transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunization and proof of identity.
5. Initial placement shall be made on the basis of the records, but adjustments may be made at the discretion of the administration when assessment indicates that such adjustments would be beneficial to the child. Parents/guardians shall be informed of this policy on registration.

Residency Hotline: (973) 509-4128

Those with questions or concerns regarding non-residency of students may call the above listed hotline number. All reports may be made anonymously and will be kept strictly confidential. Callers do not have to identify themselves when leaving a message.

Snacks

Since the school day is long and children need to refuel, the classroom teachers allow for snack time as part of the instructional day. Please make sure that you provide your child with a healthy choice using the following list:

- fruits
- veggies
- whole grain crackers
- pretzels
- yogurt
- cheese
- hard-boiled eggs
- water

The following are not allowed during snack time: No potato chips, popcorn, candy (never), cakes, donuts, cupcakes, etc. According to board policy, students are NEVER allowed to have any item that contains tree nuts or peanuts in the classroom. You may pack these items for your child's lunch, but not for a snack. **Candy and soda are NOT permitted in school.**

Family Engagement at Northeast

PTA:

All families are encouraged to join the PTA and to participate in the many activities and events that they sponsor. There are many opportunities to become involved and you are encouraged

to attend the monthly meetings, sign up for committee work, and/or volunteer at any one of the many fun and exciting events—don't miss the Annual Pancake Breakfast, GeoBee, and End-of-the-Year Family Picnic! The PTA has a dedicated website and a mailbox in the school for your convenience. ***The PTA often serves food at their events and will follow the board approved Food Guidelines by advertising at least 5 days in advance that food will be served and by ensuring that all food is tree nut and peanut free and has a list of ingredients posted. Foods that do not have ingredients listed and/or contain tree nuts or peanuts CANNOT be served.***

Classroom/School Volunteers

Teachers welcome help in a variety of ways: work with small groups of children, chaperone a field trip, share a part of your culture, help with special projects, etc. Contact your child's teacher or respond to his/her requests to see how you can become actively involved in the classroom.

- Please follow visitor procedures (detailed above) each time you volunteer
- **Volunteers may not bring younger siblings with them during the school day**
- Make sure that you have scheduled your volunteer time in advance with the teacher
- Because volunteers are sometimes exposed to confidential matters, it is expected that the rights of the students and school personnel be respected by holding matters strictly confidential

CODE OF CONDUCT

Overview of the Student Code of Conduct

The Northeast School philosophy is based on positive reinforcement. We believe that children can behave appropriately in a climate of warmth and support; the goal of school discipline is to help children become self-directed citizens within a variety of environments and with different people. We believe that expectations for behavior and ways of dealing with misbehavior should be in accord with developmental goals. Clearly defined school rules and classroom procedures with incremental actions and consequences consistently carried out will foster appropriate behavior.

Northeast School has three school wide rules for consistency within classrooms and throughout the school. These school rules are:

- We will be safe.
- We will be kind.
- We will be respectful.

Positive Behavior

Northeast School fosters positive decision making. Through regular classroom lessons delivered by our teachers, school counselor and principal, our goal is to instill an internal value system that reminds our students that we all have an impact on one another. Throughout the year we host several assemblies and events like poster contests that will encourage students to demonstrate they understand our core values.

Consequences and Actions:

While our goal is to have a school community of students and staff who consistently demonstrate our core values of responsibility to one another, we do recognize that anyone can have a bad day or make a mistake.

It is well understood that it is best for children and their class community when the students and teacher solve problems within the classroom community. At Northeast School, students utilize mediations with our counselor or other staff to show responsibility for their actions and to demonstrate that they care for one another.

Parents are an integral part in helping the school to promote positive behaviors. The home and the school must work together to bring about a positive school experience for the student. Parents will be notified when behaviors that violate our Code of Conduct occur that result in consequences so that the family can work with the school to alleviate such behaviors.

The following Code of Conduct Chart will help students, staff and families to understand the expectations for acceptable conduct at Northeast School. All students are expected to follow the Code of Conduct in a developmentally appropriate manner.

The following table describes some general unacceptable behaviors and associated actions, which are divided into four tiers according to severity/ developmental level/ student's history of behaviors.

Behaviors	Actions			
	Level 1	Level 2	Level 3	Level 4
Harassment, Intimidation, and Bullying	**See specific information re: bullying legislation			
Defiance/Disruption	X	X	X	X
Fighting			X	X
Inappropriate Physical Conduct	X	X	X	X
Unsafe Behavior	X	X	X	X
Teasing/Exclusion	X	X	X	X
Theft		X	X	X
Threats		X	X	X
Vandalism	X	X	X	X

*This rubric is a guideline—The principal and assistant principal have discretion regarding actions as they relate to individual circumstances. Further, in an instance where the behavior may not clearly be listed above, the principal and assistant principal will use their discretion to determine an appropriate action for a particular behavior.

Level One: Infractions on an infrequent basis
- Conference with teacher/ staff member - Teacher selected consequence - Teacher contacts parent/ guardian via telephone - Record of contact submitted to administration and parent/guardian for signature
Level Two: Repeated infractions
- In-school parent/guardian conference with teacher/staff member to develop a behavior plan - Possible referral to counselor/nurse - Teacher selected consequence
Level Three: Continuing infractions or serious infractions
- Teacher/staff member refers incident to principal or assistant principal - Parent/guardian contacted by principal or assistant principal - Parent/guardian conference with principal or assistant principal - Possible community service or character education project - Time out from classroom (working in alternate location) - Possible short-term suspension - Possible referral to counselor/nurse
Level Four: Infractions that are highly serious or cause imminent danger to self or others
Immediate referral to principal or assistant principal

- Parent/guardian contact
- Parent/ guardian conference
- Possible suspension
- Possible referral to counselor/nurse

*Parents/Guardians will accompany the students back to school for re-admittance once suspension is over.

N.J. Anti-Bullying Bill of Rights Act

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

- clarify and strengthen the standards and procedures for preventing, reporting, investigating and responding to incidents of harassment, intimidation, and bullying (HIB) of students that occur on school grounds and off school grounds under specified circumstances
- respond to research on the incidence, prevalence and effects of HIB that has emerged since the adoption of the original HIB laws adopted in 2002 and amended in 2007 and 2008
- establish clearer standards for the definition of HIB
- use and better manage existing resources to increase school safety. • reduce the risk of suicide due to HIB

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

- is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic
- takes place on school property, at any school sponsored function, or off school grounds as provided for in section 16 of P.L. 2010, Chapter 122
- substantially disrupts or interferes with the orderly operation of the school or the rights of other students
- a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property
- has the effect of insulting or demeaning any student or group of students
- creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student

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

****Please refer to our school website for information re: Anti-Bullying legislation- definitions, consequences, procedures, etc.**

Health Office



Dear Northeast Families,

Welcome to all Northeast students, and an extra welcome to all of our new students and families, for the **new** school year!!! I hope that everyone had a healthy and happy summer.

Parents of incoming Kindergarten students and new students, please make sure that you have submitted your child's **Most Recent Physical Examination form AND** an up-to-date **immunization record**, before the first day of school. These may be faxed to 973-509-0811 or emailed to crule@montclairps.org

All forms can be obtained in the nurse's office or by printing the form from the district's website: www.montclair.k12.nj.us. Pull down menu "Parents" >Forms

Yearly Physical Examination forms are greatly appreciated in order to keep the student's records up to date.

You can contact the nurse: 973-509-4241 Office (973-509-0811 Fax)

Immunization Requirements

New Jersey Law (NJAC 8:57) requires that any student enrolled in school must be immunized against certain diseases. Therefore, your child may not be admitted to school unless the following immunization requirements are met.

Kindergarten Students will need the following vaccines:

- 5 doses of Dtap (the 5th dose is not necessary if the 4th dose was administered after the 4th birthday).

- 4 doses of Polio (the 4th dose is not necessary if the 3rd dose was administered after the 4th birthday).
- 3 doses of Hepatitis B
- 2 doses of MMR
- 1 dose of Varicella

Routine Screenings

According to state law (N.J.S.A. 18A:40-4) the following health screenings are to be performed annually; unless the parent or guardian refuses via the form in Genesis.

- Height/Weight & Blood Pressure: Kindergarten – 12th Grade
- Auditory Screening: Kindergarten – 3rd Grade
- Vision Screening: Kindergarten, 2nd Grade and 4th Grade

Please note that screenings for Height, Weight, Hearing and Vision will begin in October. If you do not receive a referral letter, your child has met the guidelines.

Scoliosis Screenings

5th Grade parents will be notified with a letter before screenings take place. If you do not want your child to be screened, please send a note to the nurse along with a copy of the assessment that was completed by your child's physician.

Mandatory Immunizations for Sixth Graders

Tdap and Meningococcal vaccinations are required for incoming students entering 6th Grade and born after 1-1-97—this is mandatory, and students will not be permitted to begin 6th Grade without them.

Notify the School When Your Child is Absent: 973-509-4242 Option 1

If your child or children are or will be absent, please call the main office and leave a message on the attendance line: 973-509-4242, extension #1. Include the reason for the absence.

Student Injury or Surgery

If your child has had surgery or has been fitted with a boot, cast, or any medical condition that may preclude physical activity, we will require a form filled out by the treating physician outlining restrictions. The crutches, cast, splints or orthopedic boots form can be found on the MHS website under medical forms. Students will NOT be permitted to participate in activities without a clearance from a physician—this includes PE, recess, and/or field day activities.

When Your Child Should Stay Home

It is our goal for students to attend classes every day when school is in session. However, there are times when students need to stay home for their own health and/or the health and safety of others. Below are guidelines to help families decide when to keep a child at home.

- **The student has a temperature over 100°F. The child may return to school after having a normal temperature for *at least 24 hours*, while not taking any fever-reducing medications (e.g., Tylenol or Motrin).**
- **Antibiotics are prescribed to the student. The student may return to school after taking the antibiotics for a *minimum of 24 hours* and being without a temperature over 100°F for *at least 24 hours*, without taking any fever reducing medications.**
- **The student seems tired/lethargic, pale, has little appetite and is generally not him/herself.**
- **The student is vomiting. The student may return to school *approximately 24 hours after symptoms are resolved*, and the child is able to tolerate a normal diet.**
- **The student has an undiagnosed rash.** A rash may be indicative of many things, frequently of illnesses that are contagious. Therefore, a student should see a physician to be evaluated and to determine the nature of the rash. A note from the physician should be provided upon return to school.
- **The student has severe cold symptoms, an upper respiratory infection, a persistent cough, a runny nose that he/she cannot manage by him/herself and/or contain with tissues, or there are other symptoms that would interfere with effective school participation.**
- **The student is diagnosed with a communicable disease or illness.** (Ex: Influenza, Pneumonia, Strep Throat, Pertussis, Chicken Pox (Varicella), Impetigo, Scabies). Please contact the school nurse before sending your child back to school.
- **Strep Throat – The child must have been taking an antibiotic for at least 24 hours before returning to school.**
- **Covid – Please see Montclair District website for up-to-date requirements**

Your child's physician can help you to determine if your child is able to return to school. However, it is important to make sure she/he is truly feeling better and is able to make it through a school day before returning.

Medication

To protect your child's safety, the school nurse should be notified when there is a change in your child's health status, or if a medication has been added, deleted or changed on the student's treatment plan.

It is the policy of the Montclair Board of Education that all medication, including over-the-counter medications, taken during school hours be administered in the health office by either the school nurse or the parent. The only exception to this rule is the administering of prescription medication that is required in a potentially life-threatening situation such as in an asthmatic episode, a severe allergic reaction and diabetic emergency.

Furthermore, the district requires both parent and medical provider authorizations be completed and on file in the health office. **Medication cannot be administered at school until**

the written authorization form is completed. These forms can be obtained in the nurse's office or by printing the form from the district's web site: www.montclair.k12.nj.us

This applies to all medication (prescription and over the counter) that will be administered for a short term (e.g., antibiotics), routinely (e.g., for asthma) or on an emergency basis (e.g., Epi-Pen for severe allergic reactions).

In order for your child to receive any medication at school, please confirm the following:

- All medical consent forms and orders expire at the end of the school year. Medication orders must be renewed at the beginning of the school year. Medication must be brought to school by the parent/caregiver in the original container with proper labeling for the student. **Children are not permitted to carry medications.**
- A new written request must be completed for any changes to the original request.
- Students are not permitted by law to self-administer medication at school, with the exception of insulin, asthma inhalers, emergency epinephrine, and then only if written authorization for self-administration is provided by the parent/caregiver and the student's healthcare provider.
- End of school year: medication has to be picked up by the parent/caregiver during the last week of school. Medication not picked up is discarded and destroyed.

Head Lice

Unfortunately, many children will have at least one case of lice detected in the classroom before the year is over. At the Northeast School we want to help keep your child and our classrooms free of head lice. We suggest you read the information on the link below, as well as the information provided with this packet, and discuss it with your entire family. This will tell you how lice live and breed and how they spread: www.montclair.k12.nj.us (District ☐ School Nurses ☐ Head Lice). Also, see our special addendum - Myths and Reality Regarding Head Lice.