



Nishuane School Family Handbook

2018-2019



32 Cedar Avenue, Montclair, NJ 07042

School Office Hours: 8:30-4:30

Phone: 973-509-4222 ~ FAX: 973-746-8865

Web: www.montclair.k12.nj.us



Ms. Jill McLaughlin, Principal

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Principal's Welcome

Welcome to the 2018-2019 school year! As the school year begins, I am really looking forward to partnering with you to ensure the development and achievement of all of 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, and is ready to learn! At home, please encourage your child to tell you about academic and social experiences at school and please make sure your child reads daily! Above all, especially at this young age, please be sure that your child knows your expectations and your belief in them.

We have an exciting year planned at Nishuane School! We are so excited to continue our work with *Nourishing Minds While Nurturing Hearts*. As you will read in the following pages and experience with us throughout this year, we feel that this motto truly embodies our work together as a staff to develop our children academically and emotionally!

Please join us at our **Nishuane Back-to-School Night, which is scheduled for October 3rd at 7:00pm**. On this night, we will share important information regarding instruction and ways for you to be involved in your child's educational lives and our school community. Your child's classroom and related arts teachers will also share important information regarding class activities, procedures, and curriculum.

Again, welcome to 2018-2019. We are looking forward to your partnership and involvement with our Nishuane community!

Sincerely,



Jill McLaughlin
Principal

Nishuane School Vision Statement

Nishuane School is a diverse school that develops creative, curious, and confident learners through academic exploration, healthy relationships, and exposure to the arts.

Nishuane School Mission Statement

Nishuane School provides students with the foundational skills to develop their talents and interests and ensure academic success in a diverse environment; actively engaging families and partnering with the community.

About Nishuane School

- We are the district’s K-2 Gifted & Talented Magnet School dedicated to identifying and nurturing the gifts and talents of our young learners.
- The classes in each of our three grade levels collaborate on a variety of activities throughout the year—field trips, book buddies, lunch & recess times, and grade level productions.
- 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 the visual and performing arts and sciences.
- We create an inclusive, 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 Nishuane administrators and staff to communicate effectively with families and provide information about classroom and school events!

- **Nishuane “A-Z”**—The parents and guardians of incoming Kindergarteners and students who are new to Nishuane are invited to attend this summer evening event. Families are notified of the date and time by mail. This event includes an opportunity for supervised children’s play while parents and guardians join the principal for an overview of procedures, policies, and curriculum. We are also excited to present “Kindergarten 101” to give families a snapshot of their child’s kindergarten experience. Families will gain insight into how to prepare themselves and their children for a wonderful and successful year!
- **Nishuane News**—You will receive a copy of this newsletter from the principal via e-blast! It contains highlights of student activities, learning and upcoming events.
- **Teacher Newsletters**- Teachers create monthly newsletters to update families on the unfolding curriculum and ways to support learning at home.
- **Nishuane Website**—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 “Nishuane”).
- **Email “Blasts”**—We are trying to “Go Green,” so please check your email for updates from the school.
- **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 Nishuane is 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 eager to help you, but they 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 child arrives on time (the first bell rings at 9:10am; classroom instruction begins promptly at 9:20am).
- Supervision begins at 9:00 on the Cedar Avenue 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 (3:35) or at the scheduled bus stop.

School Hours

9:10am	First bell rings—school day begins
9:20am	Late bell (Children who are late must report to the office)
9:20am	Morning Meeting begins
3:35pm	Dismissal of all students

*Please note that students have the minutes between 9:10am and 9:20am to put away their backpacks, get out work/notes, and settle in. Classroom instruction begins with morning meeting promptly at 9:20am. If your child is entering the school building at 9:20am, they are missing this important instruction.

Early Dismissal

Early dismissal at Nishuane School is at 2:10pm. Please make the necessary arrangements to pick your child up on time. The YMCA After-Care program is in operation on these days for enrolled families.

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 or 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, Nishuane School will admit students two hours after the normal opening time (11:10am). 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 Student Learning Standards. Teachers develop lessons from district curriculum and programs to ensure effective learning opportunities for our students. Our district curriculum includes language arts, math, science & 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 *Collaborative Classroom* program to help children develop their literacy skills with the *Being a Reader, Making Meaning and Being a Writer* components of the program. We utilize the *Wilson Foundations* program as part of our language arts instruction. *Foundations* provides research-validated strategies for K-3 with phonological/phonemic awareness, phonics and spelling to serve the needs of all young learners.

Students' reading levels are assessed three times a year using the research based *Developmental Reading Assessment 2 (DRA2)*. This assessment tool enables teachers to identify students' reading achievement, document progress, and modify teaching methods to plan and implement instruction. Second grade students will also use the Renaissance Learning (RL) assessment four times throughout the year and first grade students will use this assessment tool two times during the second half of the year. RL will serve as a multiple measure to determine reading level and mathematics proficiency.

Mathematics

We will continue to use the EnVisionMATH program as a teaching resource this year. EnVisionMATH is based on critical foundational research and proven classroom results. EnVisionMATH develops conceptual understanding through daily problem-based interactive learning and visual learning. It differentiates instruction to support and challenge every child.

Science

Following the Next Generation Science Standards, we use the FOSS program to guide our science instruction. FOSS (Full Option Science System) is a research-based science curriculum, which provides tools and strategies to engage students in developing their science understanding. Students participate in active-learning experiences!

Social Studies

In K-2, teachers use the Social Studies standards to incorporate opportunities for our children to interact with the real world around them. Many social studies concepts are integrated into reading and writing instruction.

SNAP Classes (Special Nishuane Arts Program)

The SNAP classes at Nishuane 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 Mandarin World Language.

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-2330, 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. 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 and will be available on the *Genesis Parent Portal*. Report cards are standardized across the district for kindergarten, first and second grades. 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.

Gifted & Talented Magnet Theme

Nishuane’s magnet theme - Gifted and Talented - is based on the premise that all children have gifts and talents. As an educational community it is our responsibility to identify and nurture these in each child. As such, we offer our children many opportunities to participate in a wide range of exciting areas of study.

Enrichment

Nishuane students also receive instruction from our gifted and talented curriculum support teacher. During Enrichment classes, children use critical thinking and various problem-solving strategies to explore a variety of concepts. With an emphasis on effort and attempting challenges, students engage in novel activities that are beyond those examined in their regular classrooms.

Aesthetics

Our magnet theme catalog includes a variety of courses. Families can select from a wide variety of courses – some of which we refer to as “Aesthetics”. These courses are designed to allow children to explore a range of areas. As interest and skills develop, students discover what they like and can work on developing their strengths.

Creative I

Other courses that we refer to as “Creative I” provide more exploration opportunities and add to an enriching experience at Nishuane School. Participation in these courses requires that children qualify through a screening process. Screenings are conducted each year in late spring. Families will receive individual schedules, reflecting acceptance, by September of the new school year.

All children in first and second grade have Aesthetics and/or Creative I classes for three cycles.

Kindergarten Exploration Modules

Kindergarten students experience the magnet theme in cycles two and three, for three days each week. Children have an opportunity to rotate through a series of modules — exploring different intelligences. These investigative activities help children to develop a basis for making selections of Aesthetic and Creative I courses for first grade.

Production

In addition to the rich experiences that occur due to all of the course offerings, all children are afforded the unique opportunity of participating in a production each year. The classroom and SNAP teachers collaborate to select a play that integrates classroom learning with all areas of the show. The children contribute to all aspects of the production including set design, costuming, singing, dancing, and of course dramatic performance.

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 Nishuane, 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.

Response to Intervention (RtI)

Academic support is offered to students who are not on benchmark levels throughout the school year in language arts and math. Teachers assist children regularly as part of their differentiated instruction. If a child does not respond to this Tier I support, then the classroom teacher will provide additional targeted instruction throughout an intervention cycle. This Tier II instruction occurs in addition to regular instruction and takes place three times a week. Tier III instruction, which is provided by a curriculum support teacher in small group, is available to students who need even more intensive support in a particular intervention cycle and is in addition to regular classroom instruction four to five times a week.

Students Accelerated In Learning (SAIL)

As per a New Jersey Department of Education mandate (NJSA 18A:7A-5d), our district will identify gifted and talented students. Students Accelerated In Learning (SAIL) is the district's approach to addressing the needs of students who are academically advanced. In Montclair, our response is guided by the principles of differentiation. At Nishuane, teachers will provide differentiation in the classroom once students qualify as "SAIL" in Reading and/or Math.

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. 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 Counselor

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 between school and home so students can be supported and 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 (family, environment, etc.) that may affect your child's physical and emotional health.

School Nurse (973-509-4236)

The school nurse is on duty full time at Nishuane. Parents will receive either a call from the nurse or a note in the child's backpack 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: in accordance with 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 and Wellness.

Attendance

Attendance is governed by Board of Education policy (5200). 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.

Reporting an Absence

Parents/guardians are requested to notify the school early in the day when a child will be absent and inform the school of the reason for the 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 9:10am. Students have from 9:10am- 9:20am to put away their coats, backpacks, etc. and be ready to start the instructional day promptly at 9:20am. Students who arrive to school after 9:20 am are marked tardy. After 9:20 am, students must report to the office to be signed in and receive a late pass. A conference with the parent and the principal will be required for students with excessive tardiness.

Please note that classroom instruction begins promptly at 9:20 am, 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 student 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 student's educational program.

Notification of an early dismissal must be made in writing in advance 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 being released early must be picked up from the school office before 3:15 pm and signed out before they leave.**

Students will not be called out of class after 3:15 pm—this is too close to dismissal and causes confusion for the classrooms. It is important that students are getting home safely and last minute changes make supervision more difficult.

Transferring to a New School Out of the District

Please notify the school office as soon as you are aware your child will be transferring to another school outside of the district. A Student Transfer Card will be completed (name and address of new school is needed to complete the card). Once the principal signs the card, it will be returned to you to present to your child's new school upon registration. This card authorizes the new school to request your child's records.

Arrival and Dismissal

Changes to Dismissal

Changes in dismissal must be in writing to the classroom teacher. **Please do not call the office to change dismissal arrangements.** Plan in advance and send a note to the teacher beforehand. Calling into the classrooms to announce changes disrupts instruction and can lead to confusion for the children at the end of the 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 9:00 am (Cedar Ave. entrance only).
3. Park your car and walk your children to the front door.
4. Do not double park or block traffic on Cedar Avenue.
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. At all times, follow posted parking signage.

Road Closures

Because the school buses load and unload on High Street, this street is closed to traffic between 9:00 and 9:30 am and between 3:10 and 3:45 pm. Adjustments to these times are made for delayed openings or early dismissal days.

Car Line

There is a car line staffed by teachers and assistants beginning at 9:00 on Cedar Avenue. 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 Cedar Avenue. There is no car line when there is inclement weather. You may still pull-up to drop off, but staff will not be present.

Walkers

Children who are not eligible for bus transportation should be picked up each day by a parent/guardian or authorized individual at 3:35 pm. Please inform your child's teacher of any individual that you authorize to pick up your child in your absence. It is important for the safety of your child that you fill out the pick-up authorization form out and send it back to the classroom teacher. All students are dismissed through the main entrance. Please be sure that your child is picked up from school on time at 3:35pm.

Bus Riders

Children who are eligible for transportation through the Board of Education will be dismissed to their assigned bus at 3:35pm. 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 be returned to Nishuane School. Please be sure to call the school immediately if this happens. 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 from a parent/guardian indicating the student should not take the bus, the student will be put on the bus at dismissal.

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 Child Protection and Permanency (CP&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 to pick up your child, the classroom teacher will bring the student back into the school. Please be sure to call the school 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 is available at Nishuane School beginning at 7:30 am and after school care is available at Nishuane from 3:35 pm to 6:30 pm. 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 Nishuane Office or by contacting the **YMCA directly at 973-744-3400**. Parents will need to park on High Street when bringing or picking up their child and enter through Door #4.

Before & After Care Parents are not permitted to drop off or park in the staff parking lot.

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 for their child, it should be left in the office and the child will be notified.

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 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.

Policies and Procedures

Birthday Celebrations

Please contact your child's teacher to make arrangements to celebrate your child's birthday. In accordance with Montclair Public Schools Food Guidelines (attached to the back of the Handbook), no food is allowed for birthday parties, other individual student celebrations, or to be used as student rewards. You may choose to read a favorite story, plan a craft or bring in a small treat such as a pencil or stickers for students. You can coordinate with your child's teacher.

In addition, please note that birthday party invitations cannot be distributed in school unless each child from the class is being invited and all invitations are provided to the classroom teacher at the same time to ensure this.

Dogs

Dogs are NOT allowed on school property. The exception is allowed for "visitors" who come to our Paws and Claws classes given special permission.

Dress Code

Nishuane 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 shoes. Keep in mind your child's physical education and art schedule in selecting the day's attire.

Emergency Contact Information

Please be sure to complete (and update as necessary) your correct contact information on the *Genesis* portal. **It is critical that you provide us with a working phone number so that we may reach you in the event of an emergency.**

Field Trips

Part of the Nishuane 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. Parents chaperoning on field trips are discouraged from bringing siblings or other family members.

Lost and Found

There are containers set up between the custodian's office and the art rooms in the basement. Items that children have misplaced are placed in the 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, iPods, or other valuable items that are brought to school and are lost or stolen.

Lunch Program

The lunch program is run by Pomptonian Food Services in each school. Emails re: the lunch program may be sent to foodservice@montclair.k12.nj.us.

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 website.

There are "peanut free" tables 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

Please be sure to complete the information regarding parental consent for use of students' photos for media and web use on the *Genesis* portal.

<https://parent.montclair.k12.nj.us/genesis/parents?gohome=true>

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 Go Noodle! In addition, many of our CI and Aesthetic classes are movement based. Kindergarten classes are scheduled for 30 minutes of additional movement daily when not participating in Aesthetics.

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 times that we will have inside recess are under the following conditions:

- Real feel temperature is below 28 degrees
- Precipitation
- High winds
- Icy or messy surface conditions

Even during indoor recess days, recess supervisors facilitate movement activities in combination with student directed activities. Recess is not taken away as a consequence for behavior decisions. A child may have a "quiet lunch (eating time)" as per our Code of Conduct, but will be included in the recess/movement time listed above.

Registration

Any eligible child shall be admitted to the Kindergarten provided:

1. The child will have attained the age of five years on or before Oct. 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. As per the MPS Food Guidelines, all snacks must be tree nut and peanut free. Please make sure that you provide your child with a healthy choice, which can include: fruits, veggies, whole grain crackers, pretzels, yogurt, cheese/ hard-boiled eggs, low-fat muffins, icing-free animal crackers, water.

*See **MPS Food Guidelines** at the end of this handbook for USDA Smart Snack Standards.

Family Engagement at Nishuane

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 and Mayfair! The PTA has a dedicated website and a mailbox in the school for your convenience.

School Action Team for Partnership

The Montclair Board of Education believes that the success of the school and the students it serves is the shared responsibility of school administrators, teachers, families, and community partners. Consistent with its commitment to create and maintain a system of high-performing magnet schools, the Montclair Board of Education has authorized the implementation of a School Action Team for Partnerships (P-2419) at each school driven by the diverse voices of its members to inform and support the School Improvement Plan.

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
- 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

Parent Liaisons for District Programs

Parents are invited to represent Nishuane at the district level for SEPAC, School Action Team for Partnership, etc. If you're interested in any of these opportunities, please notify the office.

CODE OF CONDUCT

Overview of the Student Code of Conduct

The Nishuane 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.

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

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

Positive Behavior with “Bucket-filling”

Nishuane School students are “Bucket-fillers”! As students develop their social skills through their learning experiences and interactions with peers and adults, we emphasize being kind and just through the sharing of good thoughts and feelings. In developing a common language throughout the school, children, faculty and families use vocabulary from the book *Have You Filled a Bucket Today?* By being kind and just through sharing these good thoughts and feelings, students “fill buckets.”

We have incorporated this theme into a school wide positive behavior management system to recognize positive behavior decisions for citizenship at our school. Students’ positive behavior decisions are recognized throughout the school-in their classrooms, related arts classes, hallways, cafeteria and recess-with bucket-filling squares, which are put first into class buckets and then into a school wide bucket. Students’ positive choices are celebrated in their classrooms by their teachers in various ways. Additionally, each week students from each grade are selected from the school bucket and recognized to share their acts with the whole school. Bucket-fillers celebrate monthly with a “Peaceful Picnic with the Principal” with Ms. McLaughlin.

“Bucket Dipping” Consequences and Actions:

While our goal is to have a school community of students and staff who fill each other’s buckets, sharing good thoughts and feelings to be kind, respectful and safe, it is not uncommon in elementary school classrooms and buildings for students to “bucket dip.” Students are learning during these critical early childhood years how to build and maintain friendships and how to be good citizens simultaneously learning from mistakes in the process.

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 Nishuane School, students utilize Apologies of Action to show responsibility for their actions and to demonstrate that they care for one another. The Apology of Action Chart helps teachers to guide class consequences for bucket-dipping behaviors.

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 and result in consequences so that the family can work with the school to reduce and eliminate such behaviors.

The following Code of Conduct chart will help students, staff and families to understand the expectations for acceptable conduct at Nishuane 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 has discretion regarding actions as they relate to individual circumstances. Further, in an instance where the behavior may not clearly be listed above, the principal will use her discretion to determine an appropriate action for a particular behavior.

Level One: Infractions on an infrequent basis
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Teacher/staff member refers incident to principal • Parent/guardian contacted by principal • Parent/guardian conference with 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
<ul style="list-style-type: none"> • Immediate referral to 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 and Wellness

Health Office



Dear Nishuane Families,

Welcome to all Nishuane students, and I extend 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 -1197 or emailed to galfaro@montclair.k12.nj.us.

All 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 (See FORMS tab at top of web page).

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

Sincerely,

Grace Alfaro, RN, CSN

973-509-4236 Office (973-509-1197 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:

- Height/Weight & Blood Pressure: Kdgn. – 12th Grade
- Auditory Screening: Kdgn. – 2nd Grade
- Vision Screening: Kdgn. and 2nd 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.

Keeping Germs Away

The most important thing that you can do to keep from getting sick is to wash your hands. One of the most common and frequent ways to catch a cold is by rubbing your nose or eyes. To protect against infection, wash your hands frequently. Your hands pick up germs from other people as well as from contaminated surfaces. Washing your hands and keeping them clean will prevent you from infecting yourself with germs. For best results use warm water and soap and wash for several minutes.

Medical Absences

If your child or children are or will be absent, please call the main office and leave a message on the attendance line: 973-509-4222, extension #1. Include the reason for the absence.

Returning to School after an Injury or Surgery

If your child has had surgery or any type of medical intervention, or has been diagnosed with a medical condition that may preclude physical activity, we will require a note from the treating physician stating that your child is medically cleared. In addition, the doctor will need to outline any restrictions from full participation in school, if any exist.

When Your Child Should Stay Home

It is our goal for students to attend classes every day that 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 (eg. 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.**

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 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 (**See FORMS tab at top of web page**).

This applies to all medication (prescription and over-the-counter) that will be administered on for a short term (eg. antibiotics), routinely (eg. for asthma) or on an emergency basis (eg. 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 Nishuane School we want to 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. Discuss it with your entire family. You will learn 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.

Regulation: 8505 Food/Nutrition Standards

- No food may be sold for fundraising **during school lunchtime**.
- Food sold for fundraising **during school hours (other than lunchtime)** must be tree nut free and peanut free with all ingredients clearly labeled, **and must follow USDA Smart Snack Guidelines** (see below).
- Food sold for fundraising **before and after school hours** must be tree nut and peanut free with all ingredients clearly labeled. This includes PTA and Booster Club fundraisers.
- No food is allowed for birthday parties or other individual student celebrations, or used as student rewards, with the exception of food rewards designated in an individual student's IEP. This reward must be tree nut and peanut free, and eaten in the designated classroom.
- Food may be use as instructional material in science labs, family and consumer science classes, and classes where course lesson plans contain a food-specific educational component. All food used as instructional material must be tree nut and peanut free.
- Food served at any classroom or all-school festivity must be tree nut free and peanut free with all ingredients clearly labeled. If any food does not have all ingredients clearly labeled, it cannot be served. These rules also apply to evening and weekend functions. Parents/guardians must be given a five day notice of any event serving food.
- **All classrooms must be tree nut and peanut aware.** Other life-threatening food allergens will be restricted on a class by class basis as deemed necessary by the school nurse. Tree nuts and peanuts must be consumed only in the cafeteria during lunchtime. All K-5 schools will have a designated tree nut free and peanut free table in the cafeteria or outside picnic area. Middle and high schools will have a designated tree nut free and peanut free table in the cafeteria or outside picnic area only upon parent request.
- Breakfast Program may be consumed in the classroom by students within 10 minutes of arrival to school.
- Snacks in the classroom may be eaten only during a snack time designated by the teacher or administrator. All snacks must be tree nut and peanut free.
- No food may be consumed on K-12 school buses with the exception of students with diabetes who require an emergency snack. They may consume a tree nut free and peanut free snack at a seat in the front of the bus. Buses for field trips and athletic events must be tree nut free and peanut free.
- All school trips must consider the needs of students with food allergies. For example, a class may not go apple picking if a student in the class is allergic to apples. It is the teacher's responsibility to ensure all students are accommodated.

USDA Smart Snack Standards

Grain products must contain 50 percent or more whole grains by weight (have a whole grain as the first ingredient); Non-grain products have fruit, vegetable, dairy product, or protein food listed as the first ingredient.

The food must meet the following nutrient standards for calories, sodium, sugar, and fats:

Nutrient	Snack
	200 calories or less
Sodium	200 mg or less
	35% of calories or less
Saturated Fat	Less than 10% of calories
	0 g
Sugar	35% by weight or less

USDA Smart Snack Beverages

Beverage	Amount
Water: Plain (with or without carbonation)	No Limit
Milk: Unflavored low-fat, unflavored or flavored fat-free; milk alternatives	Elementary School 8 fl oz Middle School and High School 12 fl oz
Juice: 100% fruit or vegetable juice (with or without carbonation)	Elementary School 8 fl oz Middle School and High School 12 fl oz



MONTCLAIR PUBLIC SCHOOLS

NISHUANE SCHOOL

32 CEDAR AVENUE ~ MONTCLAIR, NEW JERSEY 07042

WWW.MONTCLAIR.K12.NJ.US

JILL McLAUGHLIN

Principal

September 2018

Dear Nishuane Families,

The attached Family Handbook outlines important information for the school year! Please partner with us to read this handbook.

You will see the Nishuane Bucket Filler / Code of Conduct section. We have a school-wide positive behavior management system, which supports students as they develop their social skills through their learning experiences and interactions with peers and adults. In all areas of our school- classroom, cafeteria, bathroom, playground, hallway, and bus- we emphasize being kind and respectful through the sharing of good thoughts and feelings.

Please review the Code of Conduct with your child. We will do the same here at school during classroom lessons and community assemblies.

After reviewing the Handbook, please sign and return the bottom portion of this paper to your child's classroom teacher. Thank you in advance for your support.

Sincerely,

A handwritten signature in cursive script that reads "Jill McLaughlin".

Jill McLaughlin
Principal

I have read and discussed the attached Family Handbook with my child. We understand and will support the Nishuane community.

Child's Signature

Teacher

Parent's Signature

Date

