

***NORTH HALEDON SCHOOL DISTRICT***

**STUDENT HANDBOOK 2020 - 2021**

H.M.S. Telephone (973) 427-1220  
Memorial School Telephone (973) 427-8993

**This School Agenda belongs to:**

Name:

Address:

Phone: Team:

Homeroom:

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## *Welcome*

**We hope that your years in the North Haledon Schools will be a happy, rewarding experience. This should be a time in your life when you are expanding your horizons; a time when learning and working closely with others becomes interesting and exciting. We, in the North Haledon Schools, consider ourselves to be a family. The family support that we bring to one another will permit each one of us to become more and to achieve more than we ever could alone. Our goal is to provide an atmosphere that will do more than simply prepare students for the future. It is an atmosphere that also supports, each day, a cooperative, positive learning experience.**

**We have justifiable cause to be proud of our school district. Through our continued collaboration, hard work, and dedication, the North Haledon School District will continue to strengthen and reinforce our commitment to learning. On behalf of the teaching staff and administration, please accept our best wishes for a successful, productive, and enjoyable school year.**

## *Mission Statement*

The North Haledon School District together with supportive parents and community members, who value quality education, are dedicated to providing educational excellence for the development of the intellectual, social and emotional growth of our students. The Board of Education, school administration, and very devoted staff are committed to providing a quality education that addresses the individual needs of all students in a positive, supportive and safe learning environment.

## *Affirmative Action/ Multi-Equity*

The Board of Education of North Haledon believes in and wishes to implement the law prohibiting discrimination. The Board is not conscious of any willful or unintentional violation of that law, but wishes to incorporate its feelings into official policy. Therefore, it is the policy of the Board of Education not to discriminate against any person by reason of age, race, color, creed, handicap, religion, ancestry, national origin, marital status or affectional, sexual orientation or social or economic status in the assignment to classes, the selection of curricular materials, the participation in education activities, or in equal educational opportunity to all applicants for employment coming under its jurisdiction.

Also, the Board of Education shall maintain a working environment that is free from sexual harassment. Administrators and supervisors will make it clear to all staff that sexual harassment is prohibited in the workplace or educational setting.

If you have any questions or concerns regarding the Multi-Equity Plan, please contact our Affirmative Action Officer at the number below.

## *Affirmative Action Officer*

**Mrs. Melissa Tait**

**Location: Main Office – Memorial School**

**Telephone Number – 973-423-8993**

***Board of Education Information***

## *Board of Education Meetings*

**The Board of Education has public monthly meetings. At the meetings, actions may be taken on a**

wide variety of topics, e.g., district policies, financial expenditures, curriculum items and personnel decisions. At the meeting, topics are discussed and committee reports are presented to the entire Board.

A schedule of meetings is listed below.

Special meetings of the Board may be called when needed. Advance notice of special meetings will be posted in the Hawthorne Press and the Record, and, if time permits, in the schools, and on the district's website.

If you wish to speak at a Board of Education meeting, you may do so during the portion of the meeting set aside for "petitions of the citizens".

### *General Information*

The North Haledon Board of Education consists of nine elected members. Each year, three members are elected to three-year terms. The function of the Board is to set goals and establish policies for the district. The Board adopts the annual budget and makes decisions on a wide variety of educational concerns. The Board of Education serves as a communication link between schools and community. If you would like further information on becoming a Board member, please contact the Board Secretary at Memorial School.

### *North Haledon Board of Education Meeting Schedule for 2020-2021*

Be it resolved: That the work sessions and the regular meetings for the North Haledon Board of Education will be held in accordance with the following schedule which will be distributed to each Board Member, the Public and spread in the minutes and be it further resolved: All Board Meetings shall be held in the High Mountain School / Memorial School's Media Center and shall begin at 7:00 p.m. unless changed and shall be open to the public under the sunshine law.

**Date Meeting Location**

## **Directory**

### ***Members of the North Haledon Board of Education***

Mr. Michael Colli - President, Mrs. Lucy DeNova - Vice President, Mrs. Susanne Brock, Mrs. Amy Guido, Mr. Stephen Karecki, Mr. Nick Nagy, Mrs. Dina O'Donnell, Mr. Jeremy Serfozo, Mrs. Cherie Van Zile

### ***District Administrative Staff***

Mr. Nick Coffaro, *Superintendent of Schools*  
Mrs. Debra Andreniuk, *School Business Administrator/Board Secretary*  
Mrs. Melissa Tait, *Principal of Memorial School*,  
Mrs. Antonella Lind, *Principal of High Mountain School*  
Mrs. Jarlyn Veras, *Director of Curriculum, Instruction, Assessment and Student Services*

### ***Child Study Team/Special Services***

Mrs. Cynthia Collins, *Learning Disabilities Teacher-Consultant* Mrs. Lori Romeo, Mrs. Audrey Dean,  
*School Social Worker High Mountain School Nurse* Ms. Theresa Troisi, *School Psychologist*  
Mrs. Dena Allen, *Memorial School Nurse*

### ***Support Staff***

Mrs. Deborah Huizing, *Secretary to the Superintendent, HMS Secretary*  
Mrs. Roseann Hood, *Secretary, Memorial School*  
Mrs. Marybeth Thomas, *Business Office Assistant*  
Mrs. Christine Casano, *Human Resources Assistant*

### ***Facilities***

Mr. Musteba Toska, *Maintenance*

### ***Custodial Staff***

***Mr. Carmen Lombardi, Mr.  
Cesar Rojas, Mrs. Kattya  
Zuniga, Mr. Hector Feliz  
Cuevas, Mr. Hermes Barreto  
and Mr. Mario Castillo***

### ***Technology***

***Mr. Todd Buggelen***

### ***Arrival and Dismissal Procedures for H.M.S.***

1. The school building will not be open for students until 8:25 a.m. Students who have appointments with teachers must check in at the office first.
2. **Students that are not in their first period classes prior to the 8:30am bell will be marked tardy.**
3. **A staff member is on duty starting at 8:15 a.m. each morning. Prior to 8:15, no supervision is available.**
4. Students will not be permitted to remain in the building more than ten minutes after the close of the school day unless they are under the supervision of a teacher.
5. Students in grades 5 and 6 should enter the building through the Brookview Drive parking lot doors. Students in grades 7 and 8 should enter the building through the Overlook Avenue parking lot doors. Students are not permitted to enter or exit the building through the loading dock doors or enter the doors that face High Mountain Road.
6. Please note: If your child is enrolled in the Before School Program provided by the Boys and Girls Club, your child will be welcomed into the building by a member of the Boys and Girls Club staff. The parent is to follow the morning care procedures as directed by the Boys and Girls Club.

## ***Arrival and Dismissal Procedures for Memorial School***

1. The school building will not be open for students until 8:35 a.m. Students who have appointments with teachers must check in at the office first.
2. **A staff member is on duty starting at 8:25 a.m. each morning.**
3. Students are not permitted to remain in the building unless under the supervision of a teacher.
4. Students are to enter the building only under the supervision of the teacher on morning duty.
5. Students are to be dropped off via Squaw Brook Road and proceed immediately to their previously assigned grade level location. Please follow the drop off guidelines provided at the start of the school year.
6. Children who are **WALKERS** should arrive at Memorial School between 8:25 a.m. and 8:35 a.m. Children are not permitted prior to 8:25 a.m. as there is no supervision.
7. All **WALKERS** will be dismissed at 2:59 p.m. through one of two entrances. (12:59 during single session timeframe)
  - a). If you are using the pick-up/drop-off lane, your child will be dismissed out their entrance, where staff members will assist your child to your car.
  - b). If you have parked your car and are standing to wait for your child, they will be dismissed out the side tunnel door directly adjacent to Squaw Brook Road.
8. Parents and/or children who cross Squaw Brook Road to get to Memorial School should do so only at the location where the crossing guard is on duty.

### ***Late Arrival and Early Dismissal***

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the education program of the district.

The Board recognizes, however, that from time to time compelling circumstances will require that a student be late to school or dismissed early before the end of the school day.

As agent responsible for the education of the children of this district, the Board shall require that the school be notified in advance of such absences by written request of the student's parent, which shall state the reason for the tardiness or early dismissal. The building principal shall decide whether to release the pupil.

No student shall be permitted to leave the school before the close of the school day unless met in the school office by a parent or a person authorized by the parents to act in their behalf.

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the Board of any change in the student's custodian. If one parent has been awarded custody of the student in a divorce settlement, the parent in custody must inform the school that such authorization will be required of any limitations in the rights of the non-custodial parent. Absent of such notice, the school will presume that student may be released into the care of either parent.

## ***Single Session Schedule***

### ***High Mountain School Memorial School***

Classes begin: 8:30 a.m. Classes begin: 8:35 a.m. Dismissal time: 12:49 p.m. Dismissal time 12:59 p.m.

Pre-School Disabilities:

Morning Session:

Class begins: 8:30 a.m.

Dismissal time: 10:30 a.m.

Afternoon Session:

Class Begins: 10:35 a.m.

Afternoon Session 12:59 p.m.

### ***. Delayed Opening Schedule***

In the event of inclement weather, both Memorial and High Mountain Schools will start at 10:30 a.m. Dismissal will be at regular time. Should a delayed opening be necessary, an incident alert will be utilized.

Our Pre-School Disability Program will run as follows: AM session will begin at 10:30 am to 12:00 pm and our PM Session will run from 1:30 pm to 2:59 pm.

### ***Attendance***

Refer to attendance policy located on the district website at [www.nhschools.net](http://www.nhschools.net).

Policy #5200

### ***Homework***

Refer to attendance policy located on the district website at [www.nhschools.net](http://www.nhschools.net).

Policy #2330

### ***Request for Change of Transportation Arrangements***

Any request to change the agreed upon transportation arrangements for a student, should be made in writing, and such a note should be sent to his/her homeroom teacher each and every time. This includes any after school activities as well.

Other than for after school activities, any such requested changes must be for clear EMERGENCY reasons only; not for reasons of simple convenience or play; e.g., so that Jimmy can play with Johnny.

Also, when such unwarranted requests multiply beyond a certain point, it becomes extremely difficult to keep track of them properly. The possibility then arises of a child being unintentionally sent home as a walker when he/she should have been on the school bus, or vice versa.

So please, for the sake of your child's safety, follow the above procedures and keep all requests limited

strictly to after school activities or genuine emergency situations.

## ***Calendar***

### **2020-2021 Revised Calendar**

## ***Cafeteria***

A type A lunch is served. Type A lunch is a well-balanced meal consisting of protein, vegetables, bread product, fruit, and milk. Sandwiches are available in place of the hot entrée. Lunch can be purchased daily.

In order to help in handling the needs of the large group that must be served in the cafeteria each day, cooperation on the part of all is imperative.

The following is a list of rules to be enforced in the cafeteria:

1. Students are to report to lunch on time.
2. Students are to behave appropriately while waiting on line.
3. Students are to eat lunch at the tables only.
4. Students are to clean up their areas when finished eating.
5. Students may use the bathroom only if they obtain a pass from the teacher in charge.

## ***Character Education***

The North Haledon Board of Education is committed to the infusion of character education into all aspects of school life in both buildings in our district. This initiative is an integral part of the fabric of the school culture. Administrators, teachers and staff continually stress a series of universal character virtues in their daily contacts with students. These virtues include: humility, courage, self-discipline, forgiveness, generosity, honesty, justice, kindness, loyalty, hope, moderation, patience, perseverance, prudence, respect, responsibility, simplicity, tolerance and hard work.

The goals of the North Haledon Character Education Initiative include:

1. To infuse character behaviors into the curriculum Pre-K to 8.
2. To provide strong peer leadership programs in schools.
3. To create and maintain an atmosphere of respect, responsibility and non-violence in the schools and classrooms.
4. To encourage the demonstration of character virtues in students.
5. To provide a strong counseling program to provide support.
6. To educate and include parents in the character education programs.

## ***Child Abuse/Neglect***

The North Haledon School District is cognizant of the importance of early identification of child abuse and/or neglect. School personnel will cooperate in accordance with state law and the New Jersey Department of Children Protection and Permanency (DCPP) in the identification, immediate reporting and investigation of the allegations of child abuse.



## *Discipline*

The Board of Education acknowledges that conduct and classroom management are integral to the learning process for students. An effective instructional program requires an orderly school environment, which is reflected in the behavior of our students.

The Board believes that the students should be encouraged to develop character and self-control; respect for school property, themselves and others; responsibility for their own behavior; and, an understanding of the consequences of their actions. All teachers utilize a systematic approach to classroom management and student discipline that enables them to set firm and consistent limits while providing the support and understanding pupils need to be successful. Students are required to adhere to the rules, regulations and procedures. Students are to maintain acceptable and orderly behavior, to respect people and property, and to obey and respond to those who represent authority.

Building Principals and teachers will ensure that structure and routines are established, articulated and enforced from the first day of school each year.

North Haledon School District students are expected to display excellent behavior at all times for the safety and well being of the entire school community. The Code of Conduct Matrix outlines possible consequences implemented when needed.

Please refer to the [\*Expectations for Student Conduct\*](#) board policy for our district code of conduct.

## *Drugs /Alcohol/Tobacco/Vaping*

### **North Haledon School District POLICY 5533: STUDENT SMOKING 5533 STUDENT SMOKING**

Refer to student smoking policy located on the district website at [www.nhschools.net](http://www.nhschools.net).  
Policy #5533

### **North Haledon School District REGULATION 5530: SUBSTANCE ABUSE**

Refer to substance abuse policy located on the district website at [www.nhschools.net](http://www.nhschools.net).  
Policy #5530

## *Fire and School Safety Drills*

Fire and school safety drills are held two times a month at both Memorial and High Mountain School. During drills, students are expected to exit the school buildings in an orderly fashion. Students are to remain quiet at all times to ensure that oral directions can be heard by everyone.

## *High Mountain School Faculty*

## *2020-2021 School Year*

### **Grade 5:**

Ms. Melissa Fieldhouse- English Language Art  
Ms. Tiana Benevenga - Math  
Ms. Cassandra Albano - Science  
Ms. Taleen Gokberk- Social Studies

### **Grade 6:**

Mrs. Karen Gabriele - Math  
Ms. Taleen Gokberk - Social Studies  
Mrs. Judith Russo - English Language Arts  
Ms. Cassandra Albano - Science

### **Grade 7:**

Mrs. Jessica Valdivia - English Language Arts  
Mrs. Corrie Bouma - Math  
Ms. Nicole Loder - Science  
Mr. Daniel O’Nove - Social Studies

### **Grade 8:**

Mr. Daniel O’Nove - Social Studies  
Mr. James Gaffney - English Language Arts  
Ms. Vanessa Talarico- Math  
Ms. Nicole Loder -Science

Mrs. Kristin Klein - Advanced Math  
Mrs. Cristina Rough Advanced Language Arts  
Mr. Robert Topolski - LLD Grades 7-8  
Ms. Alexandra Questa- LLD Grades 5-6  
Mrs. Dayana Bilbao- Spanish  
Mrs. Lindsey Wormald - Music  
Mrs. Nicole Margiotta - STEAM  
Mrs. Victoria Santos - Library Media Specialist  
Mrs. Jennifer Lally - Art  
Ms. Roseanne Taormina - Basic Skills Instruction/ Gifted and Talented  
Mr. Christopher Tinari - Physical Education/Health Mr. Daniel O’Marra Physical Education  
Ms. Andrea Huber - Family and Consumer Science  
Ms. Kaitlyn Salviano - Special Education  
Ms. Carrie Rohlf - Special Education  
Ms. Susan Schwenker - Special Education  
Mrs. Anita Kocovski - Special Education  
Ms. Ann Marie Murphy - Special Education  
Mrs. Cynthia Collins - Learning Disabilities Teacher Consultant  
Mrs. Audrey Dean - Social Worker  
Mrs. Andrea Finkelstein- Occupational Therapist  
Ms. Theresa Troisi - School Psychologist  
Ms. Tanya Dave- Speech Therapist  
Ms. Marissa Blakely - Speech Therapist  
Mr. Jeremy Bongiovanni- Physical Therapist  
Ms. Veronica Conover - School Counselor  
Ms. Kimberly Minarovich -Student Assistance Counselor  
Mrs. Lori Romeo - School Nurse  
Mrs. Lynn McMurray - Instructional Aide  
Mrs. Sherri Nickles - Instructional Aide  
Mrs. Angelita Lauricella - Instructional Aide  
Mrs. Lisa Donnelly- Instructional Aide

## ***Internet Appropriate Use Policy***

Computer technology is an integral component of today's education. The Internet is a vast resource that enables students to access thousands of files of information. While access is free, it is also a privilege. The students in the North Haledon School District are expected to follow certain guidelines for Internet use. They are as follows:

Responsible Internet Use:

- Conducting research for school-based projects
- Exploring computer systems
- Displaying a high level of computer ethics and etiquette

Inappropriate Internet Use:

- Sending and receiving materials that are obscene or offensive
- Employing the network for illegal or commercial purposes
- Using abusive or profane language
- Electronic vandalism of equipment or software

Consequences:

- Consequences will be consistent with those listed for student behavior as outlined in this handbook
- Violations will result in the loss of computer privileges for one to possibly three marking periods
- When applicable, law enforcement agencies may be involved.

## ***Lateness Between Classes - HMS***

While a late bell does not ring, anyone taking more than 2 minutes to reach their next class will be considered late. Since lockers and the lavatory should not be used between classes, ALL STUDENTS will be able to exchange classes in a maximum of 2 minutes.

Walk into and leave each classroom quietly – enter and leave the building quietly.

## ***Lockers (Not in Use for 20/21)***

Lockers are furnished for the convenience of students in grades 5-8 and should contain only coats and books. Students are to use **only** those lockers that have been assigned to them. Each student receiving a locker is assigned a combination lock. No student should enter or tamper with anyone else's locker, nor should anyone allow another student to use his or her locker. Students may go to their lockers only at assigned times.

Lockers are the property of the Board of Education. There is no expectation of privacy in regard to students' use of school-provided lockers. Authorized personnel have the right, for reasonable and/or just cause, to open and examine any locker. Illegal material will be seized and charges will be filed with local authorities.

The following are some guidelines governing locker use:

1. Lockers are to be locked at all times.

2. Lockers should be kept neat and orderly.
3. Use only the locker assigned to you.
4. No private locks are to be placed on lockers.
5. Locker combinations should not be given to other students.

### ***Lunch Program & Procedures***

Students are provided cafeteria facilities during their regularly scheduled lunch period. This eliminates the need for students to leave school premises for lunch purposes. Additionally, the district participates in the National School Lunch Program (NSLP) administered by the Bureau 40 of Child Nutrition of the NJ State Department of Education that establishes both operating procedures and nutritional guidelines for local educational agencies. Lunch applications are sent home with all students at the beginning of the school year for parents to complete. New students entering the district will be given lunch applications at the time of registration.

All required data must be completed on the application prior to processing. Parents shall be notified as to whether their child qualifies for free or reduced lunch. Students also have the option of a “brown bag” lunch from home or purchasing the daily lunch at full price, if they do not qualify for free or reduced program services. It should be noted that if there is a change in the financial status of a family during the school year, contact should be made with the building Principal for purposes of reviewing eligibility for free or reduced lunch.

Please visit the school website for information on the MealTime program utilized to establish accounts and pay for school lunches.

#### Cafeteria Price List

Price Student Full-Price Lunch .....\$2.95  
 Student Reduced Price Lunch.....\$0.40

### ***Memorial School Faculty 2020-2021 School Year***

Ms. Allison Cosgrave Kindergarten  
 Mrs. Margaret Peschel Kindergarten  
 Mrs. Victoria Macaluso Kindergarten  
 Ms. Chelsea Todisco

Ms. Elise Fromer First Grade  
 Ms. Kerri Kennedy First Grade  
 Mrs. Wendy DeStaso First Grade  
 Mrs. Dana Tinari, First Grade

Ms. Krista Losardo Second Grade  
 Ms. Mary VanHorn Second Grade  
 Mrs. Janelle Metzler Second Grade

Miss Kaitlyn Bailey Third Grade  
 Mrs. Nancy Caruso Third Grade  
 Ms. Erin Endaz  
 Mrs. Renee Weinstein Third Grade

Mrs. Laura Coscia Fourth Grade  
 Ms. Stacey Dougherty Fourth Grade

Mrs. Maryann Jones Fourth Grade

Mrs. Sharon Governale Special Education  
Ms. Marissa Madison, Special Education  
Mrs. Mary McLaughlin Special Education  
Mrs. Nicole Bacchas Special Education  
Mrs. Dara Scully Special Education  
Mrs. Kim Tanis Special Education / ELL

Mrs. Roseanne Morgantini Intensive Reading  
Ms. Lyndsey Wormald Music  
Mrs. Kristina Stipelkovich Technology / Basic Skills / Gifted & Talented  
Mrs. Jennifer Lally Art  
Mrs. Kristina Meyers Enrichment  
Mr. Daniel O'Marra Physical Education  
Mrs. Marissa Blakely Speech Therapist  
Mrs. Audrey Dean Social Worker  
Mrs. Andrea Finkelstein Occupational Therapist  
Ms. Jennifer Stessel MLS / Spanish  
Mr. Jeremy Bongovanni Physical Therapist  
Mrs. Jessica Van Dyke Speech Therapist  
Mrs. Dena Allen School Nurse  
Ms. Veronica Conover School Counselor  
Ms. Kimberly Jacobson SAC

Mrs. Kristine Nashed Instructional Aide  
Mrs. Cheryl D'Andrea Instructional Aide  
Mr. Michael Ring Instructional Aide  
Mrs. Michele Stansfield Instructional Aide  
Mrs. Lisa Josephs Instructional Aide  
Mrs. Mirieh Alain Instructional Aide  
Mrs. Kim Ryan Instructional Aide  
Mrs. Amanda Giaccone Instructional Aide

Mrs. Lynda Portella Cafeteria Aide  
Mrs. Grace Vetere Cafeteria Aide  
Mrs. Jennifer Olsen Cafeteria Aide

### ***Memorial School Regular Day Schedule***

Arrival 8:35 a.m. Dismissal 2:59 p.m.

### ***Pre-School Disabilities Regular School Day Schedule***

#### ***Morning Session Afternoon Session***

Class begins: 8:30 a.m. Class begins: 12:30 p.m.

Dismissal time: 11:00 a.m. Dismissal time: 3:00 p.m.

### ***Memorial School Single Session Day Schedule***

NO LUNCH ON SINGLE SESSION DAYS

Arrival 8:35 a.m.

Dismissal 12:59 p.m.

## ***Memorial School Arrival & Pick-up Procedures***

The guidelines below will help to assist with a smooth operation and make certain the students remain safe.

School doors open at 8:25 a.m. at which time faculty members are available for supervision. Staff is on duty beginning at 8:25 at both entrances of Memorial School. Students are not permitted to arrive prior to 8:25 a.m. Students are not permitted to play in the playground area before the start of school as well as in the morning or after dismissal in the afternoon. Students are expected to leave the school grounds upon dismissal.

Classes begin at 8:25 a.m. for Pre-K students and 8:35 for grades K-4. This is when the teachers pick up the children from the morning arrival spot. All children arriving late must report directly to the Main Office via the front entrance to obtain a late pass. Please be reminded that five tardies equals one absence.

### **Drop-Off 8:25 a.m. - 8:35 a.m.**

\* **(Option 1)** If you are simply dropping your child off in the morning and wish to continue on after they have safely exited your vehicle, you may do so via the drop-off/pick-up lanes. Students whose class is located on the first floor enter through the Main Entrance and students whose class is on the second floor will enter/exit through the back door by the Gymnasium. The drop off lanes are accessible from the bottom of Squaw Brook Road and empties back out onto Squaw Brook Road or High Mountain Road.

**Please note:** You may not park in the drop off lane or leave your vehicle unattended while dropping your child off. This lane is simply for those parents/guardians who would like to drop their child off and continue out the exits towards Squaw Brook Road or High Mountain Road.

\* **(Option 2)** If you wish to park and accompany your child to the school grounds in the morning, you may park in any surrounding streets where parking may be available. \*All children, regardless of their drop-off point, or means of transportation, must access their designated line-up area using the sidewalk, which outlines the building and grounds. Students will not be permitted to cross in front of cars within the drop-off lane, or after exiting a car that is parked in a designated parking lot space.

### **Line-up Procedures: 8:25 a.m. - 8:35 a.m.**

Upon arrival, students will enter through their designated entrance door and report

directly to their classroom.

### **Pick-Up: 2:59 p.m. – 3:10 p.m.**

- **(Option 1 – “Car”)** - When picking up your child, you may drive through the separate pick-up/drop off lane, which is accessible from the top of Squaw Brook Road. Using this lane will allow you to pull up directly in front of the school. As you enter the school parking lot when picking up your child, please place your child’s **Name Identification Tag** on the passenger side windshield of your vehicle. This will help to expedite the process of picking up your child and allow the Memorial School Teachers to identify the correct vehicle to release your child. Upon pick-up you may proceed out the pick-up/drop off lane via Squaw Brook Road or High Mountain Road. Memorial School Teachers will be present to assist your child to your car in this particular lane. Please pull all the way up and your child will come to you. Please know that it is the responsibility of the parents/guardians to fasten your child’s safety belt before departing from the pick-in line.

- **(Option 2 – “Walkers”)** - Parents/Guardians electing to park in neighboring streets must exit their vehicle and accompany their child back to their vehicle using the sidewalk along Squaw Brook Road. Students and parents will not be allowed to cross through the parking lot. **\*Parents are required to complete a form that is sent home, which will indicate your child’s pick-up procedure for the remainder of the school year.**

**Carpool arrangements need to be submitted in writing by filling out Memorial School’s carpool form, which will be kept on file in the main office. As always, please refrain from changing your child’s pick-up schedule. If a change needs to be made due to an emergency, please notify the main office on the given day prior to 2:00p.m. For safety reasons, all change requests made after 2:00 p.m. will not be granted.\***

### **Rules of the Road**

- Please form one single lane on the far right side of North Haledon Avenue.
- Maintain a single line on the right side of Squaw Brook Road. Please continue to stay in a single line as you enter the pick-up entrance.
- Please be reminded that there are not three lanes of traffic on Squaw Brook Road. The right lane is the pick-up lane only. The left lane is the lane to be used to maintain the flow of traffic.
- Please be reminded that vehicles are not able to enter the entrance at the top of Squaw Brook Road. Additionally, please be reminded that vehicles are not able to enter the Memorial School parking lot for student dismissal prior to 2:45.
- Please ensure that all doors to your vehicle are closed and that you have buckled your

child/children in before moving your vehicle. While we understand that the arrival and dismissal process can be frustrating and stressful at times, it is imperative to remember that one of our top priorities at Memorial School is the safety of everyone. As a professional learning community it is important that we continue to work together to ensure we are making this process as smooth as possible.

### *North Haledon's Gifted and Talented Program*

Our Gifted and Talented Program is designed to challenge the special learning styles of the gifted students. Our curriculum and teaching strategies stimulate the development of higher levels of thinking and problem solving.

### *Nutrition and Board of Education Policy 8505*

Refer to Nutrition policy located on the district website at [www.nhschools.net](http://www.nhschools.net).  
Policy #8505 and #8540

### *Healthy Celebrations*

A policy was instituted by the state of New Jersey in 2007 regarding the nutritional value of foods served in a school setting. Specifically, it “limits the foods of minimal nutritional value, restricts fat and sugar content and increases fruit, vegetable and whole grain offerings for all foods and beverages available to students on the school campus during the school day... Candy cannot be sold or distributed in schools. Foods for special events should be prepared observing the Food Safety Guidelines.” (Administrative Policy #3542.1)

A committee was comprised of parents, staff, administration, and board of education members was formed to readdress the concerns of our school community as well as be in compliance with the above-state policy. In an effort to provide the students with the most comprehensive and sound educational program possible, this committee gave much thought and consideration into best practices that are being implemented in surrounding schools districts as well as the current policies and recommendations by the State Department of Education and the Department of Food and Agriculture.

The committee's recommendation was to continue with the elimination of birthday celebrations at High Mountain School and any food for monthly birthday celebrations at Memorial School. Nonetheless, birthdays will continue to be recognized in a special, unique way. At High Mountain School, birthdays will be announced as a part of the morning announcements. At Memorial School, students are permitted to bring in pencils, stickers, etc. to share with their classmates or they may bring in a favorite book for a teacher read aloud. It is imperative that you coordinate with your child's classroom teacher regarding the same.

**Birthday goody bags must contain non-food items only.**

We are happy to say that holiday celebrations with food will continue to occur at both buildings. However, please see attached document from the USDA Food & Nutrition Service that lists foods of minimal nutritional value that will be allowed on school property. (Appendix B of 7 CFP Part 210) **Any food or goody bags containing food will not be distributed and returned.**

- **High Mountain School:** Grade level team teachers and their class parents will coordinate parties for the December Holidays and the End of the Year celebration. The Halloween treat will continue to



be sponsored by the High Mountain Student Council.

- **Memorial School:** Grade level teachers and class parents will coordinate celebration parties for the following holidays - Halloween, December Holidays, Valentine's Day and the End of the Year. **Any holiday goody bag as well must contain non-food items only.**

We appreciate your cooperation as with this procedure. Please remember that our number one goal is to keep all our students safe while at the same time providing a fun-filled learning environment. If you have any questions or require additional information throughout the year, please contact the PTO School Coordinator who will communicate your concerns with the school administration.

### *Parents*

Parent Conferences with Teachers:

Communication between the home and school is a vital link in the educational process. Scheduled parent conferences are held on specific dates, which are listed on the school calendar. Forms for these conference times are sent home with each child and parents are asked to respond to the teacher and the teacher returns a confirmation.

The district strongly urges parents/guardians to meet with their child's teacher. Communication between parent and teacher offers early detection and prevention of possible problems.

As always, additional conferences are available. Parents wishing to schedule a conference regarding individual student achievement and/or grades should call the school to either speak directly with the teacher or have one of the school secretaries schedule an appointment. In all cases, parents are directed to speak with the teacher before contacting the Principal or Superintendent.

Parent Involvement in the Schools:

The formula for a successful educational experience includes three parts: the child, the school and the home. Without a sincere partnership between the home and the school, the student will not be able to maximize his or her educational opportunities. The North Haledon School District encourages and promotes strong parent involvement in our schools.

Our schools welcome parents to visit their child's school. Back-to-School Night, along with conferences, are an integral part of every child's education. Parents are encouraged to volunteer in our schools, our libraries and for the Parent Teacher Organization activities.

Active parents believe in and value education. Active parents are positive role models and they encourage the development of respect and responsibility in their children. We welcome and appreciate active parents in our school district.

Parent Teacher Organization:

The North Haledon PTO is a vital link between home and school. The PTO provides many programs for children, and works with the school community for the common good of children. Meetings are held primarily at HMS on the first Monday of every month beginning in October. There are many opportunities to volunteer for the many activities the PTO sponsors. If you would like more information about this organization, please contact either school secretary or visit our website at [www.nhschools.net](http://www.nhschools.net).

## ***Photographic Equipment***

Cameras in any form—film, digital, PDA, or cellular telephone—are not permitted to be used by students in the North Haledon Schools during the school day and at school-sponsored activities before and after the school day without the express permission of a teacher or the Principal. Unauthorized use of a camera will result in its confiscation. Only a parent or guardian may retrieve the camera once confiscated. Additional consequences may apply depending upon the circumstances.

## ***Physical Education Procedures at H.M.S. (Lockers Suspended for 20/21)***

Students are to be prepared at all times. Students are to wear their uniform to every class. Uniforms consist of:

- Shorts or Sweatpants and a T-Shirt
- Socks
- Sneakers (tied)

Sweatshirts may be worn, at the discretion of the gym teacher, during cooler weather. This is in addition to the standard uniform, not in place of required clothing. Student's name must be printed on shirts and shorts. Students are to report to class on time.

Students will be given 5 minutes to change before class begins. The same amount of time will be given to change back into school clothing at the end of the period. Students are to remain in the locker room until dismissal.

Students are to conduct themselves as young adults in the locker room. This means that there is to be no shouting, pushing, throwing objects or any other unacceptable behavior.

Students are to exhibit proper behavior during class. Be courteous, quiet and avoid physical contact.

Students are not permitted to:

- run in the halls
- wear rings, watches or bracelets during class
- chew gum
- get equipment without permission
- use equipment before or after class
- stand on benches or fool around in the locker room

GYM EXCUSES:

Students may be excused from gym for the class with a parent's note, but not for more than three consecutive classes. All other excuses must have a doctor's note.

## ***Prohibition of Harassment, Intimidation and Bullying on School Property, at School-Sponsored Functions and on School Buses***

**Mrs. Melissa Tait, District Anti-Bullying Coordinator**  
**Mrs. Veronica Conover, Anti-Bullying Specialist**  
**Ms. Kimberly Minarovich, Anti-Bullying Specialist**

Refer to HIB policy located on the district website at [www.nhschools.net](http://www.nhschools.net).  
Policy #5512

### ***Promotion and Retention of Students***

Refer to promotion and retention policy located on the district website at [www.nhschools.net](http://www.nhschools.net).  
Policy #5410

### ***Pupil Right of Privacy***

Refer to pupil rights policy located on the district website at [www.nhschools.net](http://www.nhschools.net).  
Policy #5700

### ***Registration for School***

The North Haledon School District provides a free, public education for eligible students in kindergarten through grade eight. In addition, students with educational handicaps are eligible to attend school when they reach their third birthday. As per Board of Education policy, to be eligible to enroll in kindergarten, a child must reach his or her fifth birthday on or before October 1st of the school year. Parents/Guardians will be required to present the appropriate forms of documentation, which will demonstrate a student's eligibility for enrollment in the district. The registration process can be completed with the school secretary in each building.

### ***Use of Electronic Communication and Recording Devices***

Refer to policy located on the district website at [www.nhschools.net](http://www.nhschools.net).  
Policy #5516

NORTH HALEDON SCHOOL DISTRICT WILL UTILIZE THE REALTIME PARENT PORTAL TO  
DISTRIBUTE DISTRICT-WIDE REPORT CARDS AND PROGRESS REPORTS

### ***Report Cards for Memorial School***

Report Cards will be issued four times during the school year.

Kindergarten receives a report card two times during the school year.

In addition to receiving a grade in each subject, factors affecting the teacher's evaluation for the student's work might also be noted. Parents should discuss the report card, in detail with their child, each marking period.

### ***Report Cards for High Mountain School***

Report Cards are issued four times during the year. All subjects receive a letter grade including Art and Music. In addition to receiving a grade in each subject, factors affecting the teacher's evaluation for the student's work might also be noted. Parent should discuss the report card, in detail with their child, each marking period. The following grading system is in effect:

Numerical Scale:

A+ = 98-100 C+ = 78-79  
A = 92-97 C = 72-77  
A- = 90-91 C- = 70-71  
B+ = 88-89 D+ = 68-69  
B = 82-87 D = 62-67  
B- = 80-81 D- = 60-61  
F = 59-0

#### ***Principal's High Honor Roll***

A student having all A's (90% and higher), on their report card during a given marking period will be placed on the Principal's High Honor Roll. However, if a student receives a number in the areas needing improvement related to school conduct, then that student will NOT be eligible for inclusion on the High Honor Roll.

#### ***Principal's Honor Roll***

A student having all A's, B's (80% and higher), on their report card during a given marking period will be placed on the Principal's Honor Roll. However, if a student receives an a number in the areas needing improvement related to school conduct, then that student will NOT be eligible for inclusion on the Principal's Honor Roll.

### ***Safety Procedures for Staff at Memorial School and High Mountain School Beyond the Close of the School Day***

In light for the need for increased vigilance due to the many terroristic acts that have occurred throughout the nation involving schools, the North Haledon Board of Education has implemented the following additional safety procedures to further enhance the degree of protection being provided to school district personnel after the close of the school day:

- A person, or persons, wishing to confer with a teacher shall arrange, in advance, to meet with that teacher at a mutually convenient time and location during the regular school day by making such a request through the school secretary or directly to the teacher in writing.
- A person, or persons, wishing to confer with the building principal shall express their desire to do so, in advance, to the building principal's office secretary. The building principal shall arrange, either directly or through his/her secretary, to meet with that person, or persons, at a mutually convenient time and location.
- To keep program interruptions to a minimum between the hours of 3:15p.m. and 3:45p.m., parents are required to wait in the vestibule, while their children proceed to, and return from, a

- classroom to retrieve any items they forgot to bring home.
- The school doors remain locked. Individuals wishing to enter the building will be permitted through the main office with a previously scheduled appointment.
  - Persons, either adults or children, shall not be permitted to enter the school building after 3:45p.m.
  - A specific school building entrance/exit shall be provided for persons who attend the after school programs. Such persons shall not be permitted to roam areas of the school building, which have not been designated to accommodate the after school programs.
  - A visitor, with a previously scheduled appointment, shall be required to wear a “visitor identification badge” during their entire stay in the facility.

### ***School Health Procedures***

All cases of accident or emergency involving injury to students in school, on the school grounds, in activities (field trips included) or, on the way to and from school; are to receive First Aid.

No medications are to be given internally at any time by any of the school personnel to any student. All medication is to be given by the school nurse only when written preauthorization has been provided by the child’s physician and parent.

Minor accidents are to be cared for by the principal or teacher in the absence of the school nurse; the nurse is to be called if available.

Standard health procedures are to be followed in all such cases. In serious accidents or emergencies, notify the school nurse and the principal immediately. The following procedures are to be followed:

1. Notify the parent.
2. In the absence of the parent, consult the family physician.
3. If the family physician is unavailable, consult the school physician.
4. If no physician is available, take the student to the emergency room of St. Joseph’s, Wayne. 5. Arrange transportation (ambulance or car).
6. The Board of Education office is to be notified by the principal immediately of all serious accidents.
7. Fill out accident report with all pertinent data and send to the principal’s office with a copy for the nurse if she is not present at the time.
8. Students with a temperature of 100° or higher, cannot return to school until they are fever free for 24 hours.
9. Suspected Contagious Disease: If a student presents with excessive coughing or mucus discharge, parents will be notified in order to pick up their child from school.

No student is to be excused to go home unless a parent or responsible person is at home. If necessary, contact a parent or guardian at work or call someone delineated on the child’s contact list.

No student is permitted to walk home if ill.

If the school nurse is otherwise engaged and is unable to call for the student, the principal is to assume the responsibility for sending the student home, with permission of the parent.

### ***School Office Hours***

Office hours for Memorial and High Mountain Schools are 8:00 a.m. – 3:45 p.m. Please feel free to contact the appropriate school secretary with any questions you may have.

High Mountain: 973-427-1220 Memorial: 973-427-8993

## ***Standard Operating Procedure for Law Enforcement Officers in Passaic County***

Under the Standard Operating Procedure, the law enforcement agency which files a juvenile delinquency complaint **shall** promptly and confidentially provide a copy of the complaint to the appropriate school principal(s) with a cover letter and in an envelope marked: "Confidential to the Principal".

### ***School Rules***

While every rule and regulation cannot be thought of, students are to remember the basic principles of why there are rules and if you are not sure if you are breaking the rule, ask yourself these questions:

- Have I infringed on the rights of someone else?
- Will what I am doing hurt someone emotionally or physically? (This includes damaging property). -What would happen if everyone did what I am doing? If everyone did what I'm doing, would it disrupt the learning environment of the school? Remember—we are a learning community, we cannot expect to do something that will disrupt others.

### **BASIC PREMISE OF ALL RULES AND REGULATIONS IS MUTUAL RESPECT**

#### ***BASIC SCHOOL RULES FOR H.M.S.***

##### **A.M.**

- Students should not come into the building before 8:25. During inclement weather, students may report to the All-Purpose Room at 8:20. This means there is never a reason for anyone to arrive at H.M.S. prior to 8:20.

##### **P.M.**

- All students are to remain in their class until 2:49. That is dismissal time. At that point, students may report to their lockers before leaving the building.
- Students must obtain permission from a teacher and sign out to use the bathroom facilities. · No running, shouting, or treating your fellow student with disregard in the halls. · Never intentionally damage the building.
- Assume responsibility for keeping the building clean by wiping your feet and picking up after yourself and fellow students if you should notice something on the floor.
- Do not walk in the halls during classes.

Students may be required to stay after school until 3:04 P.M., at the request of a teacher, without prior parent notification. Please schedule personal appointments accordingly.

**LOCKS:** In September, each student receives two locks, one for their hall locker and one for their gym locker. It is the responsibility of each student to ensure that his/her lock is securely fastened before leaving the locker. If a lock is lost, the student will have to pay \$5.00 for a replacement.

### ***Social Events and Class Trips***

The North Haledon Board of Education recognizes the value of pupil social events and class trips enhancing and enriching the school experience of the children of this community.

The Board will make school facilities available and provide appropriate staff for the conduct of social events within the school facilities that have been approved by the Building Principal. Approval of the Superintendent is required for social events, which take place outside school facilities.

As voluntary participants in school social events and class trips, pupils shall be held responsible for compliance with rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program.

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school. For the purpose of this policy, “the rules of the school” will constitute academics and behavior. With regard to academics, any student who is failing more than two (2) subjects at the time of the social event(s) or trip(s), shall be denied participation in the event(s) or trip(s). With regard to behavior, any student who has been suspended more than once, or has been asked to leave school for reasons of disrespect, shall be denied participation in the event(s) or trip(s). Such notification will be given to the parent/guardian in writing in advance of the event/trip.

If participation has been denied, students are expected to attend school on the day(s) of the trip. Schoolwork will be available for the student.

### ***Student Dress and Grooming***

Refer to dress and grooming policy located on the district website at [www.nhschools.net](http://www.nhschools.net).  
Policy #5511

### ***Student Council for H.M.S.***

The purpose of the High Mountain School Student Council shall be:

1. To represent the students of each homeroom at the Council meetings.
2. To discuss and make recommendations for rules of student behavior in school.
3. With the consent of the principal, to enforce school regulations, adopted by the Council.
4. To set up and run extra-curricular activities.
5. To perpetuate school pride and spirit.

MEMBERS:

1. Each grade level shall have representatives on the Council. The total number of representatives per grade level shall be two times the number of homerooms.
2. The Council representatives are chosen in September of each school year.
3. If a representative misses two Student Council meetings without prior notification to the Council and

Advisors, the member will receive a warning. Upon a members' third absence, after the warning has been given, dismissal will occur.

4. A five-minute grace period shall be established at the commencement of each meeting. Each member is entitled to three late arrivals in the guidelines of the grace period. Any member reporting to the meeting after the grace period shall be charged with an unexcused absence. In the event of more than three lates, a warning will be given with follow-up of dismissal.
5. Any conduct unbecoming of a representative, which is detrimental to the reputation of the Student Council, may result in the dismissal of the representative, subject to a majority vote of the Council representatives.
6. Any representative who receives lower than a 70% or C-, and or a "12" or an "13" in the areas related to school conduct, on their report card, will be placed on probation until progress reports are given out for the next marking period.
7. All members must attend the Student Council Dances. If a member cannot attend a dance, they must notify the Advisors prior to the dance in writing, with explanation and signature by parent.
8. All members must be able to work at the Snack Bar on a rotating basis, with a minimum of twice per month.

#### COUNCIL OFFICERS:

The officers of the Student Council shall be President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Sergeant at Arms.

1. The offices of president and vice president should be filled by seventh and/or eighth graders. In the event no seventh or eighth grade student runs for office, the election would be open to sixth graders.
2. The officers shall be nominated by the members of the Student Council, and elected by the student body.
3. Vacancies among the officers shall be filled by election from among the Council.
4. Any officer who does not fulfill his/her obligation to the Student Council shall be subject to his/her removal from the position he/she holds by a majority vote of the Council's representatives.
5. Fifth graders will not run for office.

#### MEETINGS:

1. Regular meeting days will be set by the Council at its first meeting.
2. Special meetings may be called by the President with consent of the advisors.
3. The Student Council will conduct its meetings under the Roberts Rules of Order.

#### VOTING:

1. All officers and members of the Council shall have a vote.
2. A majority vote will constitute passage of a motion unless otherwise stipulated.
3. There will be no voting by proxy.
4. A quorum shall consist of a majority of the members of the Council.
5. The presiding officer shall exercise his/her vote only in case of a tie.

#### COMMITTEES:

The President will appoint and designate committees he/she feels are necessary or are in the best interest of the Council.

#### AMENDMENTS OF BY-LAWS (Student Council)

1. Amendments to the by-laws may be proposed by any member of the Council at a regular meeting of the general fellowship only, which proposals shall therefore be automatically referred by the President to the by-laws committee for study and report findings to the general membership.



2. Any proposals for amendment must be read at two consecutive general membership meetings. 3. A two-thirds vote of the quorum present at said meetings shall be necessary to enact said proposed amendments.

### ***Suspension - Board Policy***

Refer to suspension policy located on the district website at [www.nhschools.net](http://www.nhschools.net).  
Policy #5610

### ***The School Agenda Memorial School***

In order to further assist our second through fourth grade students in developing strong study and organizational skills, we have incorporated the school agenda into our program. The booklet is designed to aid students, teachers and parents in the educational process by identifying expectancies, responsibilities and obligations that reside with all of us in the educational community.

At the start of the school year, students in grades two through four will receive a copy of the school agenda. Each student will be expected to maintain the booklet throughout the academic year and will be responsible for purchasing a replacement book in the event it is lost. The agendas will be used daily by students and teachers to record homework assignments as well as short and long term projects.

Teachers will routinely assign homework and other products throughout the year. They will periodically check students' agendas and assist them with organizational and time management skills when necessary. Students will also be encouraged to maintain neat and accurate records each marking period in order to monitor their individual progress throughout the school year.

Parents/guardians will also be asked to periodically review the school agenda with their child. In this manner they too may monitor student progress during the academic year. Additionally, they are encouraged to contact their child's teacher for additional assistance and support whenever necessary.

We are happy to offer the school agenda to students at Memorial School. We are confident it will assist them as they develop important life skills, which will serve them throughout their high school and adult years.

### ***High Mountain School***

Aligned with the implementation of the Chromebook one to one initiative and the feedback solicited from the community regarding homework being found in one location, students in High Mountain School will have access to a Google Classroom dedicated to the grade level's homework assignments. Parents can obtain access to this as well in an effort to work collaboratively with their child on assignments.

Homework for all courses, including special area subjects will be displayed here. In September, all students will be provided with login information to access this site. Homework will continue to be posted in the classrooms and on each teacher's OnCourse webpage. You are encouraged to maintain open lines of communication with your child's teacher for support and assistance when needed.

### ***Use of Medications***

The school nurse may assist any student who is required to take medication prescribed by a physician during the regular school day if the school has received:

1. A written statement from the prescribing physician detailing the purpose of the medication, types of drug, method of administration, dosage and time schedule.
2. A written statement from the parent or guardian of the pupil giving permission for the child to receive medication prescribed by the physician.

### ***Vacation Procedures***

Procedures to follow when class work/homework is requested if a child will be out of school for the purpose of family vacation:

If a child is going to be out for the purpose of family vacation, missed assignments will be given upon the child's return to school. The number of days allowed to make up the assignments will coincide with the number of days the child has been out of school and/or at the teacher's discretion. For example, if a child has missed 4 days of school, he/she has 4 days to make up missed assignments.

### ***Visitation Guidelines***

To ensure the safety of the children and staff in Memorial and High Mountain School, all visitors are required to have a previously scheduled appointment. Only visitors with an appointment will be granted access to the buildings. Visitors will then be required to sign in to the main office and receive a visitor ID badge that must be worn at all times. Visitors are required to remain in their designated location during their time in the building.

For more information, please refer to Visitation policy located on the district website at [www.nhschools.net](http://www.nhschools.net) Policy # 9150