



School 19
Student
Handbook
2016-17



Dear Parent/Guardian:

This letter is to tell you that you may not send any snack, lunches, etc., to school with your child that have nuts in them. Paterson is a "Nut-Free School District". School #19 is a nut free school. I remind you that even if your child is not allergic to peanuts, he/she may not bring any nut item to school (this includes pecans, walnuts and all types of nuts). I thank you for your cooperation in this matter.

Sincerely,

Mrs. Bespalko

2016 - APPROVED 5/23/16

**PATERSON PUBLIC SCHOOL
2016-2017 SCHOOL CALENDAR**

2017 - APPROVED 5/23/16

JULY

M	T	W	T	F
				1
	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JULY

4 Independence Day - District Closed

SEPTEMBER

1-2 Staff in-service/No Students
 5 Labor Day - District Closed
 6 Opening Day for Students
 12 Eid al-Adha - District Closed
 20 Back-to-School Night (School 7, Don Bosco and New Roberto Clemente)
 22 Back-to-School Night (All other K-8)
 27 Back-to-School Night (9-12)

AUGUST

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

OCTOBER

3 Rosh Hashanah - District Closed
 6 Progress Reports (K-12)
 10 Columbus Day - District Closed
 28 Staff in-service, 1:00 Student Dismissal

NOVEMBER

8 Election Day - District Closed
 10 & 11 NJEA Convention - Schools Closed
 11 Veteran's Day - District Closed
 15 1st Marking Period Ends
 23 Early Dismissal
 24 & 25 Thanksgiving - District Closed
 28 * Report Card Distribution (School 7, Don Bosco and New Roberto Clemente)
 29 * Report Card Distribution (All other K-8)

SEPTEMBER

M	T	W	T	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER

1 * Report Card Distribution (9-12)
 9 Staff in-Service, 1:00 Student Dismissal
 19 Progress Reports (K-12)
 23 Early Dismissal
 26-31 Winter Recess - District Closed

OCTOBER

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY

2 New Year's Observed - District Closed
 16 MLK, Jr. Birthday - District Closed
 30 2nd Marking Period Ends

FEBRUARY

3 Staff in-service; 1:00 Student Dismissal
 16 ** Report Card Distribution (All K-8)
 20 & 21 President's Day Weekend - District Closed
 23 ** Report Card Distribution (9-12)
 28 ** Report Card Distribution (School 7, Don Bosco and New Roberto Clemente)

NOVEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MARCH

10 Staff in-Service/ No Students
 13 Progress Reports (K-12)
 17 PEA & Student Early Dismissal

APRIL

6 3rd Marking Period Ends
 14-21 Spring Break - Schools Closed
 14 & 17 Good Friday - District Closed
 24 * Report Card Distribution (School 7, Don Bosco and New Roberto Clemente)
 25 * Report Card Distribution (9-12)
 27 * Report Card Distribution (All other K-8)

DECEMBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

19 Progress Reports (K-12)
 26 PEA & Student Early Dismissal
 29 Memorial Day - District Closed

JUNE

19 4th Marking Period Ends
 20 Last Day (Students) *
 20 Graduation Day *
 21 Last Day (Staff) *
 * Above are subject to change - see below and next page
 One student day already built into calendar/additional make-up days if needed:
 1.) June 21
 2.) June 22
 3.) June 23

District Closed
 Schools Closed
 1:00 Dismissal Students & Staff (PEA)
 1:00 Dismissal Students/PD for Staff
 Full PD Day for Staff/No Students
 1:00 Dismissal for Students/1:20 Staff

JANUARY

M	T	W	T	F
	3	4	5	6
9	10	11	12	13
17	18	19	20	21
23	24	25	26	27
30	31			

FEBRUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

* Report Card Distr. 5:30 - 7:30 pm
 ** Report Card Distr. 4:30 - 6:30 pm
 Back-to-School Night 6:00 - 8:00 pm

SUMMARY OF DAYS:

	STAFF	STUDENTS
September	20	18
October	19	19
November	17	17
December	17	17
January	20	20
February	18	18
March	23	22
April	14	14
May	22	22
June	15	14
TOTAL:	185	181

EMERGENCY SCHOOL CLOSING ANNOUNCEMENTS

Information regarding emergency school closings during inclement weather may be obtained by choosing any of the following options:

INTERNET
 Log onto the Paterson Public School web site at:
www.paterson.k12.nj.us

Radio station 1010WINS will continue to announce school closings, however, you may also log onto their website for school closing information at www.1010wins.com.

RADIO STATIONS
 1010WINS (33 minutes after the hour)

TELEVISION STATIONS
 Paterson Public Schools Cable Station Channel 76
 Channel 2 – WCBS
 Channel 4 – WNBC
 Channel 5 – FOX 5 News
 Channel 7 – WABC
 Cable Channel 12 – News 12 New Jersey
 Channel 41 – Univision

TELEPHONE
 Parents may also call the district school closure telephone line after 6:30 a.m. on the day in question for a recorded announcement: (973) 321-0911

In the event the District is closed due to inclement weather or other emergencies, specific make-up days have been designated. See noted make-up days on calendar. Plans for spring break or for the end of June (including Graduation) which cannot be changed, should not be made.

DELAYED OPENING/EARLY DISMISSAL

The district will implement a delayed opening schedule (school will begin at 9:45 am) when either weather or other emergent conditions are imminent. A delayed opening will allow students and district staff to arrive at their school locations in a timely and safe manner. It will also provide the district with additional time to reconsider full closure based on developing weather conditions and the forecast.

During an Early Dismissal, students will be dismissed at 1 pm and staff will be dismissed per the Weather Emergency Procedure guidelines.

Please refer to the Weather Emergency Procedure guidelines available on the district web site.

State assessment dates provided by the New Jersey Department of Education.

TESTING CALENDAR

TEST	GRADES	DATE
PSAT	9-11	October 19, 2016
Alternate Proficiency Assessment (APA) – Science	4, 8 & 11**	Window 1: Sept. 1 – Nov. 9, 2016 Window 2: Dec. 5, 2016 – Feb. 10, 2017
ACCESS for ELL's	K-12 **	Tentative: February 20 – April 17, 2017 *
Dynamic Learning Maps (DLM)	3-8, 11 **	April 3 – May 19, 2017
PARCC	3-11	March 27 – May 19, 2017 *
NJ Biology Competency	Upon course completion	May 31- June 1, 2017; June 7-8 make-up
NJASK Science	4 & 8	May 31, 2017
NJASK Science (Make-up)	4 & 8	June 7, 2017

**Testing Window – each student will test during a five day window during this time period*
*** For specific student populations only*

REGULAR DAILY SCHEDULE

8:15AM	STAFF SIGN-IN
8:20AM-8:45AM	PERIOD 1-BAB/INT
8:45AM-9:30AM	PERIOD 2
9:30AM-10:15AM	PERIOD 3
10:15AM-11:00AM	PERIOD 4
11:00AM-11:45AM	PERIOD 5 (LUNCH 1)
11:45AM-12:30PM	PERIOD 6 (LUNCH 2)
12:30PM-1:15PM	PERIOD 7 (LUNCH 3)
1:15PM-2:00PM	PERIOD 8
2:00PM-2:45PM	PERIOD 9
2:45PM-3:00PM	PERIOD 10

Early Dismissal/Workshop Schedule

8:15am	Staff Sign-In
8:20am-8:45am	BAB OR 1:10PM
8:45am-9:05am	Period 1
9:05am-9:25am	Period 2
9:25am-9:45am	Period 3
9:45am-10:05am	Period 4
10:05am-10:25am	Period 8
10:25am-10:45am	Period 9
10:45am-11:30am (1 st lunch)	Period 5
11:30am-12:15pm (2 nd lunch)	Period 6
12:15pm-1:00pm (3 rd lunch)	Period 7
1:00pm OR 1:10pm (tbd)	Dismissal

90 Minute Delay Schedule

9:40am	Staff Swipe In
9:45am-10:00am	BAB/Period 1
10:00am-10:30am	Period 2
10:30am-11:00am	Period 3
11:00am-11:30am	Period 4
11:30am-12:15pm	Period 5 (lunch)
12:15pm-1:00pm	Period 6 (lunch)
1:00pm-1:45pm	Period 7 (lunch)
1:45pm-2:15pm	Period 8
2:15pm-2:45pm	Period 9
2:45pm-3:00pm	Period 10
3:10pm	Dismissal

Home School Council Meetings

September 29th, 2016 – Kindergarten Night

October 13th, 2016 – First Grades Night

November 17th, 2016 – Second Grades Night

December 8th, 2016 – Third Grades Night

January 12, 2017 – Fourth Grades Night

February 9th, 2017 – Kindergarten Night

March 9th, 2017 – First Grades Night

April 6th, 2017 – Second grades Night

May 11th, 2017 – Third Grades Night

June 8th, 2017 – Fourth Grades Night

**** All meeting begin at 6:00 p.m. in the cafeteria.**

School 19 Uniform Policy

School #19 is a school uniform school; all of our student's are now required to wear a uniform. Below is a list of reasons that support school uniforms:

- Wearing uniforms supports better behavior and a more positive approach to school
- School "Pride" is enhanced
- Improvement on academic performance

School #19 selected simple products and basic colors that can be easily purchased in most stores. (Kids for Less, Kohls's, Conway, Kmart, etc)

*****Kids for less, located in the Carrado's shopping mall have Paterson school discounts.

School Colors

- Shirts & Tops: Navy blue, Light blue and yellow
- Khaki pants, shorts and shirts: Beige (navy alternate)
- Shoes (black), sneakers, boots, etc

School #19's Policies

School Visitors/Parental Visitations

The parents and guardians of our children are always welcome in the building. However, to insure the safety of our children and procedure established by our district, we ask that all visitors sign in at the security desk, then report to the main office. The best policy is to call the **Main office (973-321-0190)** to schedule an appointment with the person that you want to see. **Please understand that teachers have to teach so unexpected visitations will hinder the learning process in the classroom.**

Picking Students up Early

Parents are not permitted to remove a student during the final 30 minutes of instruction. It has been a school policy that unless there is an emergency or doctor's appointment; all students should remain in school until dismissal at 3:00pm.

Homework Policy

At school #19, we believe that the home and school can work together in educating our children. Homework is an extension of the school day which allows the home support system to review the day's progress, monitor newly learned skills, and helps each child grow independent study skills.

Criteria for Homework activities

1. Homework shall be practice review
2. Homework shall be extension of the previous taught skills.
3. Homework has an established daily time frame (frameworks)

Approximate time Allotments for Homework

Grade 1: 30 minutes

Grade 2: 40 minutes

Grade 3: 50 minutes

Grade 4: 60 minutes

School #19's Policies

Grading System

We utilize various types of reporting to inform parents/guardians of students' progress. for Kindergarten and 1st grade; progress is reported using portfolios and checklist formats. Grades 2nd, 3rd, and 4th have progress reports. Parents are notified mid-marking period regarding students standing before the report cards are completed for grading.

Evaluation key

A- Superior Achievement (90-100)

B- Good Achievement (80-89)

C- Satisfactory (average) (70-79)

D- Unsatisfactory (60-69)

F- Failure to achieve minimum performance in relation to ability (59-0)

Specific Subject key

S- Satisfactory

U- Unsatisfactory

1- Outstanding Growth

2- Average growth

3- Needs Achievement

Important Numbers at School 19

Main Office 973-321-0190

Fax 973-321-0197

Nurse 973-321-0199

Paterson School District Information

90 Delaware Avenue Paterson, NJ 07503

973-321-1000

Paterson Public Schools

Dress Code

Purpose

In the event that a school follows a uniform policy, that policy shall supersede this Dress Code.

The purpose of the Dress Code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for the health and safety of the students. In addition, the Dress Code is designed to encourage a mode of dress and grooming which is conducive to establishing a climate for teaching and learning.

Any student in violation of the regulations outlined herein regarding the Dress Code will need to be detained in the administrative office until the parents/guardians can produce proper attire. To prevent the loss of class time, parents/guardians are reminded to monitor their children's attire before they leave for school.

Students must come to school in appropriate attire:

- Pants, shirts and blouses must not be revealing/see-through
- Exposed undergarments or midriffs (belly shirts) are not acceptable
- Tank tops and tube tops must be worn with a shirt with sleeves
- Shorts and skirts must come down to the length of the student's extended fingertips
- Spandex clothing is permitted in P.E. classes only
- Hanging pocket chains, sunglasses, hats, head rags, handkerchiefs, bandanas, gang paraphernalia and clothing that displays profanity, encourages violence or the use of drugs, alcohol, or tobacco, or has sexual connotations are not permitted.
- Words or images on clothing may not be vulgar, or advertise alcohol, drugs or gang affiliation.
- Students participating in physical education shall be allowed to wear any color shorts or sweatpants and t-shirt without penalty.
- Sagging pants are not permitted.
- Scarves and/or hats for religious or medical purposes are accepted and respected.

Please be aware that refusal to comply with a reasonable request by staff in the enforcement of the Dress Code will be considered insubordination and result in a Category I Discipline referral.

IN ALL INSTANCES, THE BUILDING ADMINISTRATOR SHALL BE THE FINAL ARBITER OF THE SCHOOL DRESS CODE.

Paterson Public Schools Dress Code (Continued)

Footwear

Footwear should provide a firm walking surface and good balance. Therefore, platforms, flip-flops, slippers, open-back strapless shoes, and shoes with loose or untied laces or straps which pose a safety hazard are not permitted.

Coats, Jackets and Hats

Students will be required to place coats, jackets, and hats, in the lockers or designated areas during school hours. All head coverings (hats, bandanas, wave caps, etc.) worn during the course of the regular school day will be confiscated by administration unless worn for religious or medical reasons.

Miscellaneous

The following items will not be permitted for use in school: (unless part of the lesson or prior permission is granted)

- 1) Technological devices of communication
- 2) Stereo headsets
- 3) CD players
- 4) Large amounts of money
- 5) Any electronic device or toy
- 6) Cellular phones
- 7) Boom boxes
- 8) Sunglasses
- 9) Glass containers

These items will be confiscated and returned only to a parent/guardian.

BOARD OF EDUCATION EXPECTATIONS OF STUDENTS

The Board of Education recognizes that an effective instructional program requires an orderly school environment. The effectiveness of a successful educational program is, in part, reflected in the behavior of students.

The Board of Education expects students to conduct themselves in keeping with his/her level of maturity, with a proper regard for the rights and welfare of other students, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The Board of Education and State District Superintendent mandate that all administrators and staff consistently and uniformly adhere to enforcing the Paterson Public Schools' Student Code of Conduct. This will permit all students regardless of school location to have the same set of standards and accountability and assure that all disciplinary sanctions are carried out with necessary due process.

The Student Code of Conduct is to be equitably applied to all students without regard to the students' 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, pursuant to N.J.S.A. 10:5. and according to N.J.A.C. 6A:14

District Wide Code of Conduct Grades K-12

Rights & Responsibilities

All members of the Paterson Public School community have the right to be treated respectfully by one another and have the right to a safe, orderly environment in which to learn, work, or entrust their children.

A Community of Learners

A positive school environment is safe and encourages student engagement in learning, family and community engagement in school and supports a professional work environment. Schools will purposefully foster the development of relationships between students, faculty, administration and support staff around the common mission of becoming a Community of Learners.

Responsibilities of Students

Every student has the responsibility to:

- Come to school on time prepared and ready to learn
- Respect self, others and property
- Plan for the future
- Ask for help when needed

Student Rights

Every student has the right to:

- A free and appropriate education that supports students' development into productive citizens;
- Attendance in safe and secure school environments;
- Attendance at school irrespective of students' marriage, pregnancy or parenthood;
- Parent notification consistent with policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3, 7.2, 7.3 and 7.8;
- Rights and privacy protections pursuant to Federal and State laws and regulations identified at N.J.A.C. 6A:16-7.1(c)3vii;
- Examination of their school records and participation in developing their academic program;
- Freedom from discrimination and harassment in school;
- Freedom of speech unless such expression imposes on the rights of others;
- Freedom from unreasonable searches and seizures;
- Advance notice of behaviors that will result in suspensions or expulsions, pursuant to N.J.S.A. 18A:37-2;
- Due process and appeal procedures, including the right to be informed of, respond to and appeal any disciplinary action taken.

District Wide Code of Conduct Grades K-12

Rights & Responsibilities

Responsibilities of Families

Every parent/guardian has the responsibility to:

- Ensure their child arrives at school on time prepared to learn
- Respect their child's education and school professionals
- Help their child plan for each day, week and year in school
- Ask for help when unable to meet the educational needs of their child
- Reinforce Paterson Public Schools conduct expectations
- Provide the district with accurate and up-to-date address, telephone number and emergency number
- Be an active participant in their child's education

Family Rights

Every parent/guardian has the right to:

- Participate in planning their child's academic program and examine school records
- The confidential maintenance of their child's records
- Be informed of their child's academic progress and behavior
- Visit their child's school according to school-based protocol
- Be informed of, respond to and appeal any disciplinary action taken

Responsibilities of Teachers

Every teacher has the responsibility to:

- Come to school on time prepared and ready to teach
- Behave professionally and treat all members of the school community with respect
- Model and teach the Student Code of Conduct expectations
- Create a positive learning environment
- Evaluate the progress of students
- Communicate with parents/guardians, staff and administrators regarding student learning and support needs
- Seek ways to involve parents in classroom activities

Teacher Rights

Every teacher has the right to:

- Be treated as a professional
- Be provided with equipment, tools, and/or support necessary to perform their responsibilities
- Collaborate with parents/guardians, administrators and support staff regarding the needs of individual students
- Be informed by administrators regarding student discipline outcomes
- Be free from discrimination and harassment

District Wide Code of Conduct Grades K-12

Rights & Responsibilities

Administrator & Support Staff Responsibilities

Every administrator and school staff member has the responsibility to:

- Come to school on time prepared to work
- Behave professionally and treat all members of the school community with respect
- Model and teach the Student Code of Conduct expectations
- Create a positive learning environment
- Support effective and efficient school operations
- Act as ambassador for school to students, families, faculty, and community partners.

Administrator & Support Staff Rights

Every administrator and staff member has the right to:

- Be treated as a professional
- Be provided with equipment tool, and/or resources that will enable them to perform their responsibilities
- Be free from discrimination and harassment

Responsibilities of Community Partners

Every community partner has the responsibility to:

- Register with the Office of Parent and Community Engagement before working directly with students in our school
- Model the Student Code of Conduct expectations and collaborate with school personnel to create a positive learning environment
- Communicate any and all concerns to school personnel and/or district staff

Community Partner Rights

Every community partner has the right to:

- Be treated as a professional
- Be a member of the school community
- Be free from discrimination and harassment

BEHAVIORAL SUPPORTS

- The Paterson Public Schools utilize an array of behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the district's Board of Education. These include, but are not necessarily limited to, the following:
- Positive reinforcement for good conduct and academic success;
- Supportive interventions and referral services, including those found in N.J.A.C. 6A:16-8;
- Remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the students, and the students' history of problem behaviors and performance; and
- For students with disabilities, the behavior interventions and supports pursuant to the requirements of N.J.A.C. 6A:14.

CORPORAL PUNISHMENT

In accordance with the laws of the State of New Jersey, the use of corporal punishment is **strictly prohibited**. N.J.S.A. 18A:6-1.

SEARCH AND SEIZURE & METAL DETECTORS/WANDS

Lockers, desks, and other school property provided for storage of school supplies are school property and therefore, subject to search by the school administrator at any time.

- **All students may be required to submit to metal detector/wand screenings.**
- **Any student who refuses to comply with the search and seizure policy will result in an automatic category III offense.**

(The administrator will determine whether a student's conduct constitutes a refusal)

Administrators or designated personnel may search a student if there is reasonable suspicion that the search will turn up evidence that the student has violated either the law, school board policy or a rule of the school. A particular student's effects (e.g. purse, book bag or personal electronic device) are also subject to being searched by school officials and are subject to the same rule. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusively in light of the age and sex of the student and the nature of the suspected infraction.

A search should be conducted in private, to the extent practicable. In all circumstances in which the search of a student appears necessary, school officials should inform the student of the action to be taken and the reason(s) for the search. School officials should initially request voluntarily consent for the search.

If a student resists or otherwise refuses to consent to a search, the student will be immediately removed and be reasonably isolated until a parent(s) and/or law enforcement representative arrives to assist with the situation in order to observe or minimize disruption. **If the student presents any danger to self or others, or if there is reasonable suspicion to believe that the student possesses a weapon, drugs or alcohol, the student (within reason) will be searched by a school administrator or designee.** An uncooperative or disruptive student will remain subject to disciplinary action.

If a pat-down search of a student's person is conducted, it will be conducted by a school official and security.

If school officials conclude that a more intrusive search (e.g. a search that would involve exposure of or contact with particular sensitive bodily areas) is needed, they will seek the assistance of local law enforcement. Any strip search is prohibited.

Paterson Public Schools Harassment, Intimidation and Bullying (Includes Cyber-Bullying)

The Paterson Public School District strictly prohibits the harassment, intimidation and/or bullying of any student. Prohibited conduct includes written, verbal and physical acts of harassment, intimidation and/or bullying, as well as cyber-bullying. Any act of harassment, intimidation and/or bullying will be considered a Category II offense, at a minimum. A single act of harassment, intimidation and/or bullying may be considered a Category III offense, depending on the nature and severity of the act.

Harassment, intimidation and bullying are defined as:

Any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by either 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, that takes place on school property, at any school-sponsored function, or on a school bus that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- 1) A reasonable person should know, under the circumstances, this will have the effect of physically or emotionally harming a student or damaging a student's property.
- 2) Placing a student in reasonable fear of physical or emotional harm to his person or damage to his property, or has the effect of insulting or demeaning any student or group of students.
- 3) Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical emotional harm to the student. (Refer to Policy 5512.01)

Sexting

The taking disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images of photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district; and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.

Bullying

WHAT DOES BULLYING MEAN?

Bullying is deliberate and hurtful behavior meant to belittle, frighten, hurt, or exclude someone. Bullying usually does not happen just once. It continues to happen over and over.

WHY DOES SOMEONE BULLY?

Most bullies have a hard time understanding or being sensitive to another person's feelings.

The bully may:

- Feel powerful by bullying others;
- Feel bad about themselves and bullying makes them feel smarter, stronger, or more popular;
- May have been bullied themselves;
- Blame the victim by saying the person is annoying, different, or deserving of being bullied.

There are no good excuses for bullying. No one deserves to be bullied no matter how different they may be.

COMMON FORMS OF BULLYING

1. **Physical bullying:** hitting, shoving, kicking, poking, breaking someone's belongings, giving mean looks, or making threats.
2. **Verbal bullying:** teasing, lying to get the victim in trouble, name calling, or taunting.
3. **Social bullying:** ignoring or excluding the victim, encouraging others to dislike the victim, spreading rumors and gossip.
4. **Cyber bullying:** using technology to harass, threaten, spread gossip, or even impersonate someone.

Bullying is a bad habit and bad habits can be broken. Be careful not to develop bullying habits by always remembering this simple rule:

Treat others the way you would like to be treated.

WHO GETS BULLIED?

Every day, nice, ordinary people become victims of a bully. Both boys and girls can be bullies and both boys and girls can be a target.

Anything that makes a person different e.g., being too short, too tall, or too smart, can make him or her a target for bullying. Remember the things about you that are different are the things that make you special. Bullies often pick on people who seem to lack self-confidence. The best protection is confidence. Victims are often afraid or embarrassed and think telling an adult is tattling or is a bad thing to do. Everyone has the right to feel safe in and out of school. Often, once a trusted adult becomes aware and involved, the bully will back off.

WAYS TO STOP A BULLY

1. Avoid the bully. Avoid places you know he/she will be.
2. Ignore the bully. Walk away; bullies want a reaction. Don't give them one.
3. Be confident, not aggressive. Use a firm voice to tell the bully to "Stop."
4. Practice - Work with a friend or adult to practice how to best handle a confrontation.
5. Hang with friends who will stand by you. Join school activities to make more friends. Stand up for your friends if they are bullied.
6. Believe in yourself. Good self-esteem helps you cope with bullies.
7. Distract the bully by changing the subject or making a joke.
8. Don't bully back. Fighting back will likely get you into trouble.
9. Remain calm. Self-control gives you power.
10. Avoid places where no adults are present.
11. Leave expensive items at home.
12. Don't be afraid to yell; the bully won't be expecting that.
13. Tell a friend or a trusted adult.
14. Have your parents help you block the bully from your e-mail.
15. If the bully makes serious threats, in person or online, ask an adult to contact police.

Never blame yourself for being bullied. . . It's not your fault!

DON'T STAND BY - SPEAK UP

What can you do if you see someone being bullied? Ignoring or tolerating bullying makes the bully think what they are doing is acceptable. Believe it or not, when a bystander speaks out and tells a bully to stop, many times the bully actually stops. Follow these tips:

- Don't join in or encourage the bully;
- Do your best to calm the situation;
- Offer your support to the bullied person;
- When your support doesn't help, tell a teacher what's happening.

ENCOURAGE THE VICTIM

Be a friend to the victim. This lets a bully know the victim is not alone. Invite the person to spend time with you and your friends. If you reached out to help someone in need, you can be sure they will be there when you need help.

START A CAMPAIGN

Together with parents and teachers, start a campaign in your school to let everyone know **Bullying isn't OK here!** Make posters and banners showing this is everyone's school and everyone has the right to:

- Feel safe, and not be hit or teased;
- Be treated fairly and with respect;
- Be accepted for who he or she is;
- Be free of negative peer pressure.

You can make a difference by showing respect for yourself, respect for others, and being responsible for your actions.



PATERSON PUBLIC SCHOOLS



90 Delaware Avenue
Paterson, New Jersey 07503
Office: (973) 321-0980
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Donnie W. Evans, Ed.D.
State District Superintendent

September 2013

Dear Parents and Guardians:

As you know the Paterson Public School District is taking steps to significantly improve student achievement. One of these steps includes enforcing School Board Policy #5410 to put an end to "social promotion" (promoting students from one grade level to the next when the child has not demonstrated sufficient educational growth during the school year).

School Board Policy # 5410 reads: "A pupil in the elementary grades will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade ..."

It is important for all parents to understand that if your child's educational performance does not meet district's promotion policy, he or she will be retained. This means that the district will not promote students to the next grade level until they clearly demonstrate proficiency in language arts or mathematics or they demonstrate significant gains or growth in these subjects as measured by district assessments and report card grades.

Several Times during the school year you will receive notification regarding progress toward the promotion of your child from one grade level to the next through the School Report Card and the STAR Assessment Scores in Reading and Mathematics. If the STAR Assessment indicates insufficient growth or other assessments indicate that your child is reading below their grade level and/or performing below grade level in math, your child will not be promoted to the next grade. Also, he or she will be required to attend a mandatory summer school program and show adequate growth, based on district guidelines, before being considered for promotion to the next grade level.

Per district policy #5410: "Standards for pupil promotion shall be related to the New Jersey Core Curriculum Content Standards and district goals and objectives and to the accomplishments of pupils. A pupil in the elementary grades will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade."

PLEASE NOTE: Students with failures in two subject areas and/or excessive absences will be retained and not promoted to the next grade level.

We are committed to ensuring that your children receive a quality education that will prepare him or her for college and their chosen career.

Your support and cooperation is greatly appreciated.

If you have any questions regarding the district's promotion policy, please contact your school principal.

Thank you.

Donnie W. Evans, Ed.D.
State District Superintendent

Attachment: Paterson Board of Education Policy 5410



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Donnie W. Evans, Ed.D.
State District Superintendent

Septiembre 2013

Estimados Padres/Guardianes,

Como ustedes saben el distrito escolar de Paterson esta tomando pasos significativos para el mejoramiento del aprovechamiento academico de los estudiantes. Uno de los pasos incluye el enforzar la poliza aprobada por la Junta de Educacion #5410 la cual pone fin a la "promocion social" (el promover estudiantes de un grado al otro cuando el estudiante no ha demostrado suficiente progreso academico durante el ano escolar).

La Poliza de la Junta de Educacion #5410 lee asi: "El estudiante en los grados elementales sera promovido al siguiente grado cuando el o ella haya completado los requisitos y los cursos requeridos en el grado actual; haya alcanzado los objetivos educativos de ese grado; haya demostrado las proficiencias requeridas para ser movido al programa educativo del proximo grado..."

Es muy importante para los padres el entender que si su niño no muestra un aprovechamiento academico que cumpla con las expectativas y no alcanza el progreso indicado bajo la poliza de promocion de grado del distrito su niño no sera promovido al grado siguiente. Esto significa que el niño no sera promovido al grado siguiente hasta que demuestre claramente que es proficiente en las artes del lenguaje, lectura y escritura, matematicas o hasta que demuestre un progreso significativo y crecimiento aceptable en estas areas a traves de las pruebas que ofrece el distrito escolar y en la tarjeta de calificaciones.

Varias veces al ano usted recibira notificacion respecto al progreso de su niño para ser promovido al grado siguiente a traves de la tarjeta de calificaciones y de los reportes de lectura y matematicas del Star Assessment. Si los reportes del Star Assessment y otros reportes de progreso indican que su niño no muestra el progreso esperado o que no esta leyendo a nivel de grado o que esta bajo el nivel del grado en matematicas, su niño no sera promovido al grado siguiente. Ademas, su niño tendra que asistir de manera mandatoria a la escuela de verano donde debera mostrar el progreso necesario para ser considerado para ser promovido al grado siguiente.

De acuerdo con la poliza #5410: "Los estandares para la promocion de los estudiantes deberan estar relacionados a los Estandares del Estado de New Jersey del Curriculum Comun de Contenido y a las metas y objetivos del distrito para el aprovechamiento de los estudiantes. Un estudiante en los grados elementales sera promovido al siguiente grado cuando haya cumplido con los cursos requeridos en el grado presente; haya alcanzado los objetivos del grado actual; haya demostrado la proficiencia requerida para ser movido al grado siguiente; y haya demostrado el grado social, emocional y de madurez fisica necesarios para tener una experiencia exitosa de aprendizaje en el proximo grado."

Por favor note: Todo estudiante que fracase dos areas academicas o que tenga ausencias en exceso sera retenido en el grado y no sera promovido al grado siguiente.

Nuestro compromiso es preparar a nuestros estudiantes con una educacion de calidad para ir a la universidad o para escoger la profesion de su preferencia. Su apoyo y cooperacion son apreciados. Si tiene alguna pregunta respecto a la poliza de promocion de grado del distrito, por favor comuniquese con el principal de la escuela.

Gracias.

Dr. Donnie W. Evans
Superintendente Estatal del Distrito

"Our Children, Our Future"

