NPS Student & Family Handbook:

Lower and Upper Program

Please visit our website at: www.wearenorwood.org

Norwood Public School 2026-2027 Leadership

Administration	Board of Education
Dr. Timothy Gouraige Superintendent of Schools	Ms. Heather Garcia President
Mr. Michael Jordan Business Administrator	Mr. Michael Sprague Vice President
Mrs. Nicole Kuhrt Supervisor of Special Services	Ms. Rita Bodine
Mrs. Kathleen DeRosa Lower Program Principal (Pre-K-4)	Ms. Juliana Lee
Mr. Steven Pellegrino Upper Program Principal (5-8)	Ms. Stephanie Machin
	Mr. Omar Pedraza
	Ms. Kelly Wilson

Mission Statement

Our district's mission is to engage our students in an exceptional educational experience that will prepare them for high school, college, career, and life. We will guide our students toward opportunities to demonstrate innovation, global leadership, and 21st-century skills. We are committed to the education of the whole child and preparing lifelong learners, balancing robust academic programs and related arts.

Portrait of a Graduate

Students will demonstrate the ability to think outside the box and model what's right. Students will be communicators, active listeners, and patient and thoughtful when expressing themselves. Students will be personally and socially responsible and demonstrate a moral center, integrity, self-respect, and self-worth. Students will contribute positively to our community. Our students will show compassion and empathy for others and care for their well-being. Students can move others forward to reach their fullest potential

by recognizing their strengths and what they offer. Also, our students will be accepting of others despite perceived differences.

Our students will persevere and stay on course despite adversity. Students will celebrate success while being humble. Students recognize mistakes as opportunities for learning and personal growth. Students seek out support when they need it and know we support them at every turn.

Inclusive Culture and Climate Statement

Norwood Public School is a safe, inclusive, and accepting environment for all students. We are compassionate and caring and celebrate diversity. We recognize that staying silent in the face of bias and racism is being complicit, and we are committed to speaking up against all forms of prejudice and discrimination based on gender, race, religion, sexual orientation, disability, and more. Comments disguised as 'jokes' and bigotry are not welcome in our community. Our learning environment is committed to dismantling racism, bias, and prejudice in all forms by being upstanders and continually fostering the cultural health and well-being of our students, staff, and community.

We at Norwood Public School stand for acceptance despite preserved differences. All forms of hatred are unacceptable. Discrimination based on race, sex, religion, sexual orientation, gender, ethnicity, or disability has no place in our community. We encourage and empower everyone in our community to stand up against racism and discrimination whenever and wherever it occurs. It is both our duty and our obligation to do so.

Our parents and guardians are their primary caregivers who model and encourage the values we reinforce. We will stand with our students, in partnership with our families, as they pursue their goals and follow their hearts.

District Character Programs

Caught Being Kind

To build a culture of kindness by celebrating everyday positive actions among our youngest learners, our PK-Grade 4 students are identified for acts of kindness — helping a classmate or adult, sharing materials, offering encouragement, or showing respect. Once identified they receive a certificate, and a token to our PTO-funded Book Vending Machine, where they choose a brand-new book as a reward for their kindness.

Eagle Eye Mystery Class

One mystery class is selected each week. Adults keep their “eagle eyes” on hallway behavior, transitions, kindness, and following expectations. At the end of the week, if the mystery class met the expectations, the class is congratulated and given a point toward earning a special lunch with the counselors and principal.

Regal Eagle

Grade 4 program connecting leadership with pride, dignity, and school spirit. Groups of students assist at special events and assemblies, helping younger students at lunch or recess, and organizing special projects for the lower program with the school counselor.

A.C.E. Program Recognition

We are excited to be launching a new initiative in the Upper Program called the A.C.E. Program, which stands for Assertiveness, Courage, and Empathy. This program is designed to encourage students to be upstanders, create positive interactions between staff and students, and celebrate those who choose to do the right thing.Teachers will be provided with recognition cards to hand out when they observe an upstanding act. Students will bring these cards to the office, where they will be logged in a Google Form. Mr. Pellegrino will personally meet with students to commend them, creating a positive interaction between principal and student.To culminate the program, we are having an end-of-year celebration in June for all students who received A.C.E. recognition, along with their parents (if available).

Character Ambassador Program

We are excited to share the launch of our Character Ambassador Program, led by our school counselors. This initiative gives students who may not have had previous leadership opportunities the chance to step forward and shine.Character Ambassadors will serve as positive role models, helping to support our younger students in a variety of ways including from welcoming families at school events, buddying/working with younger students, and promoting kindness, respect, and responsibility throughout the school community. This program not only fosters leadership but also strengthens our culture of care, giving students meaningful ways to contribute to the well-being of others. We are proud of our new ambassadors and look forward to seeing the positive impact they will have across our school!

Student Code of Conduct

Please refer to Board of Education Policy Number 5600

The Norwood School Community believes that the behavior of students contributes to the quality of their own lives, the lives of fellow students, and to the school climate. Our mission is to provide a safe and challenging learning environment for every student. Together, the family and school share the responsibility for educating each child.

Student Conduct

Respect: Students will respect themselves and each other; listen politely to others thoughts ; appreciate diverse races, religions, ethnic backgrounds, genders; respect people's privacy and property, cooperate with others; communicate with teachers and peers in a constructive manner be courteous towards each other, staff, visitors, etc. use school issued electronic devices appropriately, as per District Policy 7523-School District Provided Technology to Students .

Responsibility: Students will take responsibility for their behavior; display academic honesty; develop a sense of civic responsibility; share responsibility with peers in group situations; dress appropriately in attire that shall not distract classmates or staff.

Self-Control: Students will model behavior that develops self-esteem follow established rules; problem solve conflicts without physical contact; refrain from harassment and bullying; use appropriate language

Appearance: The purpose of this dress code (District Policy 5511-Dress and Grooming)) is to promote and encourage an atmosphere which is conducive to learning.The basic responsibility for the appearance of the student rests with the parents. Please consider age, weather, community norms, safety and the need to take the process of education seriously. Please especially take note of what your child wears during the warmer months. Safety should be a consideration in selecting shoes that are appropriate for school wear. Sneakers must be worn for physical education. dress appropriately refrain from wearing unsafe or unhealthy attire abstain from wearing that display messages or graphics with illegal substances, violence,
lewdness, profanity, or prejudice (anti-religious, racist, etc.) abstain from wearing costumes, recreational outfits/uniforms, short skirts or short shorts, halters/midriff tops, hats, spaghetti straps, brief tank tops, etc.

Unacceptable conduct includes, but is not limited to: Disorderly conduct or not obeying school rules; Rudeness, disrespect, disobedience, and defiance; Cutting a class or assembly; Leaving the school or property without permission; Plagiarism and Academic Dishonesty (District Policy 5701-Plagiarism); Using profanity and other offensive language or gestures; Some examples of unhealthy and unsafe behavior include: gum chewing, eating outside the All Purpose Room/Cafe, running in the hallways, throwing objects, misbehaving at bus stops or on school buses by distracting the driver, eating or drinking, disobeying safety rules, harassing another student, etc., various acts of mischief, bringing distracting items to school (e.g. electronic devices, toys), damaging or defacing school property, using gang related gestures and/or signs, inappropriate use of any computer hardware, software, or network including use of the Internet (e.g., deleting files, sending obscene messages, etc.), bullying, harassing, intimidating, “hazing”, or fighting (e.g. verbal abuse, actual or threatened physical harm, extortion, destruction of personal property, or “cyber-bullying”-the misuse of “electronic communication as per policy File Code 5131A), Committing sexual acts, engaging in verbal and/or physical harassment, or exposing oneself
Illegal behaviors, possessing or igniting fireworks or smoke/stink bombs, lighters, matches, etc., possessing, using, or selling of tobacco products or

other illegal substances, gambling, possession of a knife, potentially sharp object, or weapons of any kind, pulling false alarms or making bomb threats.

Student Consequences for Inappropriate Behavior / Methods of Discipline

The Norwood Public School promotes positive behavior and kindness from its student body. However, students who choose to be uncooperative and/or unresponsive to staff direction can expect disciplinary action. In assigning discipline for problem behavior, the nature of the behaviors, the developmental ages of the students, and the students' individual histories of problem behaviors and performance shall be taken into consideration. **A continuum of actions have been designed to remediate and, where necessary required by law, to impose sanctions. Disciplinary actions include: Referral to Principal, Lunch/recess detentions,after school detentions, loss of bus privilege, exclusion from extra curricular activities/class trips, in-school and out-of-school suspension.**

Administration and staff promote positive social skills, and allow students the opportunity to self-reflect and identify positive decision-making skills. A parent or guardian will be contacted throughout the discipline process.

For students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14. The code of student conduct shall be applied equitably without regard to 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.

*All disciplinary action taken against any student is in accordance with NJ State Law under the N.J.S.A. Title 18A, as well as the Norwood Public School District policy. Disciplinary action against a student is not subject to negotiation by parents/ guardians. *

Parental Involvement

We believe in a partnership of the family, community and school to develop and support the learning of universal values, such as love, respect, honesty, integrity and responsible citizenship. The State Department of

Education's Guide to Student Codes of Conduct asserts that: "Values should first be taught within the family structure." Parents retain fundamental influence over the behavior of their children.

Parental Support Of The Student Code of Conduct

1. Read the code with, or to, your child.
2. Discuss the content with your child.
3. Remind your child that the family is financially responsible for property damage caused by acts of violence, vandalism, or arson.
4. Ask questions of faculty and administration if any component is unclear.

8th Grade Service Guidelines

Requirement: Each Grade 8 student must complete 10 hours of community service prior to the end of the school year.

To count towards 8th Grade Service 10-hour requirement, service must:

- Benefit others: the school, community, organization, or individuals outside the student's immediate family.
- Be unpaid and voluntary: students may not receive compensation or other personal financial benefit.
- Involve active participation: students must perform a meaningful service rather than simply attend an event.
- Be age-appropriate: activities should provide an appropriate opportunity for an eighth-grade student to contribute.
- Be supervised by an adult who is not the student's parent/guardian.
- Be documented with the date, organization, activity, hours completed, and adult supervisor verification (All hours must ultimately be approved and signed off on by the appropriate school staff member).

Examples of Service activities may include:

- Assisting at a library or community organization
- Supporting a school or community event
- Helping with environmental or beautification projects
- Assisting senior citizens
- Tutoring or mentoring younger students
- Volunteering with community, recreation, fire, or emergency-service organizations

- Other service activities approved by the school

The following activities do not count toward the requirement:

- Paid employment
- Routine household chores or family responsibilities
- Babysitting for family members
- Donations of money or goods without service
- Participation in an activity without providing service
- Activities primarily benefiting the student's own family
- Service completed as a disciplinary consequence

School Day

The school day, also referred to as “bell-to bell” in our school policy, is defined as the period from 8:10 a.m. to 3:00 p.m., including the rolling drop-off period from 8:10 a.m. to 8:35 a.m.

Schedules

Daily Schedule

Period	Time
Homeroom	8:30-8:45
Period 1	8:45-9:30
Period 2	9:30-10:15
Period 3	10:15-11:00
SEL BREAK	11:00-11:10
Period 4	11:10-11:55
Period 5 Lunch / Recess (PreK-Grade 4)	11:57-12:42
Period 6 Lunch / Recess (Grades 5-8)	12:44-1:29
Period 7	1:30-2:15
Period 8	2:15-3:00
Lower Program Dismissal	2:55
Upper Program Dismissal	3:00

Single Session Schedule (Planned Early Dismissals 8:30 a.m. - 12:20 p.m.)

Period	Time
Homeroom	8:30-8:45
Period 1	8:45-9:15
Period 2	9:15-9:46
Period 3	9:46-10:17
Period 4	10:17-10:48
Period(s) 5-6	10:48-11:19
Period 7	11:19-11:50
Period 8	11:50-12:20
Dismissal	12:20

Delayed Openings (10:00 a.m. – 3:00 p.m.)

When we have a delayed opening, parents will be notified through the school's automated telephone system. If the delay is due to a weather emergency, office staff will arrive at 9:15 a.m., teachers at 9:30 a.m., and students at 9:45 a.m. Buses will arrive at approximately 75 minutes later than normal time depending on your position on the route.

Period	Time
Homeroom	10:00 - 10:10
Period 1	10:10 - 10:40
Period 2	10:41 - 11:11
Period 3	11:12 - 11:42
Period 4	11:43 - 12:13
Period 5	12:14 - 1:04
Period 6	1:05 - 1:55
Period 7	1:56 - 2:26
Period 8	2:27 - 3:00
Lower Program Dismissal	2:55
Upper Program Dismissal	3:00

Emergency Closings

When serious weather conditions prohibit the opening of school:

1. The school's automated telephone calling system will be activated at the earliest possible time. Please inform us of any changes to your telephone number or other contact information so that you can be reached when necessary.
2. An email blast will be sent.

Arrival and Dismissal

Arrival

Students are permitted to enter the building at 8:10. All students will enter through the main entrance or Door 7 in the rear of the building. Students in grades Pre-K-Grade 4 should report immediately to their homeroom teacher. Students in grades 5-8 should report to the Gym or the APR until 8:25, at which time they are permitted to report to homeroom.

Dismissal

PreK-Kindergarten: All students are dismissed at 2:55 from the designated early childhood doors in the front of the building (left of the main entrance)
Grade 1: All students are dismissed at 2:55 from Door 6 on the left side of the building
Grades 2-4: All students are dismissed at 2:55 from Door 7 in the rear of the building
Grades 5-8: Students are dismissed at 3:00. They may exit through the front or back doors of the building.

Bicycles, Skateboards, Electric Scooters, etc:

Students are encouraged to refer to any local ordinances regarding using bicycles, rollerblades, skateboards, or any other similar mode of recreational transportation. Racks in a specific area will be identified for storage. The school assumes no responsibility for bicycles, rollerblades, skateboards, etc.

Racks are provided for the security of bicycles ridden to school. Bicycles should be placed in racks upon arrival and should not be taken from racks until departure. Chains and locks are required to be used. Students should not ride on the school grounds. Students should dismount at the sidewalk and walk their bicycles to the rack.

Busing

Bus transportation is available to children who live two miles or more from the school. *No other children may ride the buses.*

School Bus Expectations

- Student conduct on school buses shall be orderly at all times and shall conform to standards for conduct in classrooms.
- State school law places the driver in complete charge of the bus and students.
    - Students must obey the driver.
- Students riding the school buses must observe the following rules:
    - Never stand in the roadway while waiting for a bus
    - Walk on the left side of the road facing traffic
    - Talk to the driver only when necessary
    - Keep all parts of the body inside bus windows at all times
- No object is to be put outside the bus window or passed through the bus window.
- A student who fights on a school bus or who is willfully disobedient and/or who destroys property may lose his/her transportation privilege.
- Students shall be on time at their designated school stops (the bus will not wait for students)
    - Use appropriate language at all times
- Public school bus transportation is a privilege that is conditioned on good and strict observance of these rules.

- **Violation of Bus rules and regulations may result in loss of privileges.**

Attendance

Lateness

Arriving at school on time is vital to a student's progress and success. Students who enter the building after 8:35 a.m. are tardy. Tardy students must obtain a late slip from the office before being admitted into the classroom. Teachers will not admit students arriving after that time unless they have a late slip from the Main Office.

Students who are chronically tardy and whose undocumented late arrival (i.e. note from doctor) in accordance with Board Policy will be subject to disciplinary action as outlined below.

After the 7th offense for students in 5-8, a mandatory meeting will be requested with the Principal, Parent(s), and Student to discuss lateness and a plan moving forward. *Students are subject to Lunch/Recess Detentions if lateness continues*.

Early Dismissal

Dental, medical, and other appointments should be made outside of regular school hours. If it is necessary for you to take your child out of school during the school day, please follow the below procedure.

Absences

It is important that a child be present each day that school is in session unless illness prevents attendance. Frequent absences negatively impact a child's academic achievement.

The Norwood Public School conducts a required Absence Verification Program. We intend to ensure the safety and well-being of your children by verifying that your child arrives safely. You are requested to report absences in advance via our Realtime Parent Portal. If we receive no notice of a pupil's absence and cannot reach anyone at home or the emergency numbers, we will notify the police.

Please advise our school nurse about any illnesses that require a child to remain at home. If a child has a contagious disease, the other children in the classroom who may have had contact with him/her may need to be monitored for illness. Students should be free from fever and/or vomiting for 24 hours before returning to school.

Please see our district policy: Attendance Policy. When needed, attendance intervention plans will be developed via the Multi-Tiered Systems of Support Team (MTSS).

Homework

The Norwood Board of Education (District Policy 2330-Homework) believes that homework relevant to material presented in class provides an opportunity to broaden, deepen or reinforce the student's knowledge. Homework is considered an important component of a student's educational program. The student is responsible for its timely completion.

Homework may take many forms. It may be written or verbal and may involve the use of various materials. It may require independent completion or require interaction with a family member or other individuals. It may be completed in one evening or be part of a long-range assignment.

Homework for Absent Children

If a child is expected to be out of school for longer than three days due to illness or injury, parents should contact their child's teacher to arrange for homework assignments. Homework is usually not provided when a child is out of school for only one day. For the teacher to have sufficient time to prepare the materials for homework, requests should be emailed to the student's teacher by 9:30 a.m. The teacher will make the homework available in the main office before afternoon dismissal for parent pickup.

Teachers are not required to provide homework for students who are absent from school for a non-excused reason, i.e., family vacations when school is in session. Teachers receiving such requests should direct the parent(s) to the Principal.

Making up Test or Assignments After an Absence

Students are allowed to make up tests and assignments missed because of an absence. Children are responsible for making up missed classroom work and homework.

Grade Reporting

Lower Program Grade Reporting

The Kindergarten-Grade 4 Standards Based report card allows parents and students to understand more clearly what is expected at each grade level. With this understanding, parents will be better able to guide and support their child's success in a rigorous academic program.

Teachers use a variety of methods and tools to assess students proficiency levels based on the standards for that grade level. They look at evidence of student proficiency by analyzing work samples and reviewing student performance on activities, projects, and assessments such as quizzes and tests, as well as collecting classroom participation and anecdotal notes. This collected evidence of a student's learning is compared to what a student is expected to know or do according to the New Jersey Student Learning Standards (NJSLS) for the grade level.

Lower Program Report Card Levels of Mastery

4-Exceeds Standard
The student independently and consistently exceeds marking period benchmark standards. Earning a "4" demonstrates academically superior skills in that specific area. This student shows initiative, challenges himself or herself, and demonstrates this advanced knowledge at school. A "4" indicates unusually high achievement.

3-Grade Level Expectations
The student meets marking period benchmark standards. Earning a "3" means the student has proficient understanding and meets grade level expectations. We want all of our students to reach a level "3". A student receiving a "3" is right on track with our high academic expectations. A "3" is

something to be Celebrated!

2-Progresses toward Meeting Standard
The student demonstrates progress toward meeting marking period benchmark standards. Earning a "2" means the student has basic understanding and partially meets grade level expectations. A student receiving a "2" understands the basic concept or skill, but has not yet reached the Proficient level. A "2" should indicate to parents that their child may need some extra help or extra time to practice/understand this concept.

1. Limited Progress toward Meeting the Standard
Earning a "1" means the student demonstrates limited progress toward meeting period benchmark standards. A student receiving a "1" has academic delays according to our district standards, and interventions may be needed to learn and stay on track with district expectations.

Upper Program Grade Reporting

In grades 5-8, the Norwood Public School communicates student progress in a variety of ways. The goal of this communication is to provide routine updates on student achievement, as well as formal reports at specified points during the school year. The parent portal provides up-to-date information about student grades and overall progress on an ongoing basis.

Additionally, teachers will notify parents either by email or phone if a student is experiencing difficulty in a particular area. Conferences may be held at the request of a teacher, counselor, or parent. Parents should contact individual teachers to schedule a conference, and when a grade level team conference is warranted, should contract the school counselor.

Our school's numerical grading equivalents are (numbers are recorded on the report cards):

A+: 98-100	B+: 88-89	C+: 78-79	D: 65-69
A: 92-97	B: 82-87	C: 72-77	F: 0-64
A-: 90-91	B-: 80-81	C-: 70-71	

Upper Program: Honor Roll Criteria

The Board of Education has defined the purpose of Honor Roll to be: motivating all students to challenge themselves to achieve at higher levels. Our trustees believe that the criteria below will motivate our students to attain the highest level of achievement and enjoy the resulting sense of satisfaction from doing one's best. It is our hope that our student's motivations go beyond the earning of rewards but the intrinsic satisfaction of hard work, effort and pride in oneself.

The Board of Education has defined the purpose of Honor Roll to be: motivating all students to challenge themselves to achieve at higher levels. Our trustees believe that the criteria below will motivate our most advanced students to attain the highest level of achievement and other students to challenge themselves with the hope of gaining some level of recognition.

Meritorious Honor Roll:

Achievement of A (90-100) in all Academic Programs. No grades lower than an 82, O or P in any other subject or program

Honor Roll:

Grades 7 and 8: A Minimum of Four A's (90-100) in Academic Programs. No grades lower than an 82, O or P in any other subject or program

Grades 5 and 6: A Minimum of Three A's (90-100) in Academic Programs. No grades lower than an 82, O or P in any other subject or program

Honorable Mention

A minimum of two A's (90-100) in Academic Programs.
No grades lower than an 82, O or "P" in any other subject or program.

> End of Year Meritorious Honor Roll, Honor Roll, and Honorable Mention must have been attained in each of the three trimesters.

Courses in the "Academic Programs" are :

LA - Language Arts
MA - Math
SC - Science
SS - Social Studies
WL - World Language (7th-8th Grade)

Northern Valley Regional High School: Criteria for Placement

The Northern Valley Regional High School District will provide updated placement criteria prior to eighth grade high school course selection meetings during the second trimester.

Academic Expectations for Students

Norwood Public School expects all students to fulfill the expectations of the school community, and to:

- prepare themselves mentally and physically for the process of learning
- demonstrate respect for people and property
- take responsibility for their own behavior and learning
- use time and other resources responsibly
- share responsibilities when working as members of a group
- meet the unique requirements of each class
- monitor their own progress toward objectives
- communicate with parents and school personnel about school-related matters

NOTE: As per District Policy 2430, academic failures shall result in exclusion from athletics, as well as extra and co-curricular activities

Marking Period Dates

Marking Period	Beginning-End Dates	Report Cards Issued
Trimester 1	9/3/2026 - 12/4/2026	12/14/2026
Trimester 2	12/7/2026 - 3/18/2027	3/24/2027

Trimester 3	3/19/2027 - 6/17/2027	6/23/2027

Communication & Collaboration

Concern of Parent/Guardian of Student:

What follows is the appropriate chain of command a parent/guardian should follow to communicate a concern.

Parent/Guardian
↓
Teacher/Counselor
↓
School Administrator
↓
School Administrator, Teacher, Appropriate School Personnel
↓
Superintendent of Schools
↓
Board of Education

Back-to-School Night

Back-to-school night helps teachers foster connections with their students' families, and gives families a glimpse into what children will learn in the upcoming school year. All parents should try to attend Back-School Night.

- Lower Program (Prek-Grade 4) Wednesday, September 16, 2026

- Upper Program (Grades 5-8) Tuesday, September 17, 2026

Parent/Teacher Conferences:

Teachers of students in grades K-8 will conduct parent-teacher conferences on 11/3/25 and 11/10/25. Conferences will be scheduled directly between teachers and parents. Evening conferences on both days will be reserved for parents that require a night conference. All conferences will be scheduled and confirmed through the Realtime Parent Portal. Additional information about these procedures will be provided in October.

Parent-Teacher Organization

All parents and teachers are encouraged to join the Parent Teacher Organization. Notices of meeting dates and times will be sent via email and will be posted to the PTO website.

Technology

The Board of Education prohibits student use of internet-enabled devices on school grounds during the school day in accordance with N.J.S.A.:18A:36-40b. The school day, also referred to as "bell-to bell" in our school policy, is defined as the period from 8:10 a.m. to 3:00 p.m., including the rolling drop-off period from 8:10 a.m. to 8:35 a.m.

Please refer to Board of Education Policy 2361 Acceptable Use of Computer Network/Computers and Resources

Technology Discipline

Most tech-related behavior violations are equivalent to "traditional" classroom violations

- Leaving your chromebook at home is equivalent to leaving your textbook or school supplies at home.
- Cyber-bullying is equivalent to bullying or harassment.
- Damaging or defacing the device or accessories is equivalent to vandalism or property damage. Families should expect to pay for devices that are not considered accidentally damaged.

Chromebooks

Each student in grades 5–8 is required to pay a $50 non-refundable, annual technology maintenance fee. The annual technology maintenance fee helps cover regular maintenance as well as accidental damage or mechanical breakdown.

Coverage includes:

- Accidental Damage: Drops, cracks, housing damage, shattered screens, and accidental liquid spills.
- Mechanical Breakdown: Mechanical or electrical failures, defective buttons, or connectivity ports.

Lost Chromebooks, chargers, or cases are not covered. Students are responsible for damages resulting from intentional or excessive misuse (e.g., multiple missing keys, carvings, or deliberate breakage).

NPS Student Emails in Grades 5-8

All NPS students in Grades 5-8 are issued an email address: username@Wearenorwood.com. NPS email allows students to safely and effectively communicate and collaborate with teachers and classmates, giving them an authentic purpose for writing. For students in Grades 5-8, email can only be sent and received within the NPS domain. (username@Wearenorwood.com)The primary purpose of the student electronic mail system is for students to communicate with school staff and fellow students to collaborate on school activities.

- Students are responsible for good behavior while using school email (at school and at home).
- Students are responsible for messages and emails sent from their accounts.
- Students should never share their passwords.
- Students should not give out personal information over email, including telephone numbers, home addresses or passwords.
- Students will not use email to bully, harass, or threaten other students or individuals.

- Students will report any unusual activities such as "spam" communications or inappropriate communications to Administration.
- School email should only be used to sign up for school-related accounts and other collaborative internet tools.
- Student email is provided by the district and is district property. NPS reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the District's email system.

We ask that mobile phones, personal computers and tablet computers, unless being used as part of a class or school activity, be turned off and unused by students during the course of the school day. Students who are unable to meet this baseline expectation will have these returned by school administration to their parents with possible behavior consequences.

On a general note, Norwood Public School highly recommends that parents impress upon their children the permanency of what is said, posted and displayed on the Internet, including social media sites as well as personal webpages. All parents and students will need to acknowledge having accessed and read the Board of Education Policy regarding Acceptable Use of Computer Network/ Computers and Resources. Please review Policies and Regulations 2361/7523, which can be found on the homepage of our school website.

Lunch

Students may bring lunch from home or purchase lunch through the Norwood PTO. Information on ordering lunches can be found at www.norwoodpto.com.

Per Board Policy 8500 – Food Services, lunchtime is a closed program. Students are expected to remain in school for lunch, with the following options: 1. Students may bring lunch from home when they arrive at school in the morning. 2. Students may purchase food through a PTO fundraising offering.

To ensure student safety, minimize disruptions, and ensure a smooth lunch program, lunches may not be brought to school after the start of the school day. Lunch drop offs will not be accepted after 8:40 a.m. Commercial food deliveries from private vendors, including DoorDash, Uber Eats, and similar services, are also prohibited.

Lunch Guidelines

The following lunch rules are posted in every classroom and reviewed with students. We ask parents to please reinforce these expectations at home.

- Remember you are responsible for your conduct.
- Be sure you have everything with you for lunch. You will not be allowed to return to your classroom or locker.
- Speak softly.
- Stay in your seat. Raise your hand if you need assistance.
- Be respectful of the servers and the staff.
- Do not share food. Remember, some of your friends may have allergies.
- Remember there is no borrowing of money.
- Clean up after yourself.
- Electronic devices are not permitted in the cafeteria.
- Please do not bring any games, sports equipment, or toys from home for recess.

Nurse's Notice

Medications and Allergies

No child is to carry or take medicine in school on his/her own unless directed by a physician. If a child must have medication during school hours or for emergency purposes, *the parent must bring the medication to the Nurse's Office along with a written permission slip from the doctor*. Medication must be supplied in its original pharmacy container. Neither prescription drugs nor inhalants are to be shared by siblings. Prescriptions need to be clearly labeled with the following information: the child's name, name of drug, dosage and directions for use. Over-the-counter medication must be supplied in its original packaging. Neither prescribed nor over-the-counter medication will be dispensed unless it is accompanied by a physician's

written order and the parent's written permission. Parents must notify the school nurse if a child has severe allergies or other medical conditions. This information is especially critical when planning field trips. A parental note is required for cough drops.

Accident Reports

Report all accidents to the nurse so that a school accident report can be completed. The Board of Education does not provide accident insurance.

Screenings

Screenings for vision, hearing, height, and weight will be provided annually for all students. Scoliosis screenings will occur in Grades 5 and 7.

Co-Curricular Activities and Athletics

Norwood Public School offers a wide variety of co-curricular activities. All students are encouraged to take an interest and participate in one or more phases of our co-curricular programs. Participation in co-curricular activities is a very important part of our school experience, and gives every student an opportunity to develop special interests and talents.

Eligibility

To be eligible for participation in interscholastic and/or co-curricular activities, students must maintain a trimester grade of at least seventy percent (70%) in all subject areas. A student that receives a grade of less than seventy percent (70%) in any subject will be placed on probation and will have two weeks to meet the eligibility standards (probationary period may be extended at the discretion of the Athletic Director/Principal). Students are able to fully participate while on probation, but will only be given one probationary period during each season. If after the probationary period the student has not demonstrated the required academic standards, the student will be suspended from the team/activity/club indefinitely.

Students that leave school early are not permitted to attend after-school activities on the same day without a note from a physician or special permission from a school administrator.

Harassment, Intimidation, and Bullying (HIB)

Please review (District Policy 5512-Harassment, Intimidation, or Bullying) which can be found on the homepage of our school website.

Definition of HIB

HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; and takes place on school property, at any school-sponsored function, or off school grounds as provided for in N.J.S.A. 18a:37-15.3; and substantially disrupts or interferes with the orderly operation of the school or the rights of others.

Conflict vs. Bullying

Bullying is not a conflict between students or among groups of students. Conflict is a mutually competitive or opposing action or engagement, including a disagreement or an argument which is a normal part of human development. Bullying is one-sided, where one or more students are victims of one or more person's aggression, which is intended to physically or emotionally hurt the victim(s).

Anti-bullying Coordinator:
Ms. Nicole Kuhrt, Supervisor of Special Services
Anti-bullying Specialists:
Ms. Deanna DeLuca, Guidance Counselor (delucad@wearenorwood.com)
Mrs. Jennifer Boccuzzi (boccuzzij@wearenorwood.com)

*Reporting Forms can be found on our district website (HIB Tab).
Anonymous reports should be mailed to:

Ms. Kathleen DeRosa and Mr. Steven Pellegrino
Norwood Public School Principals
177 Summit Street
Norwood, NJ 07648

Nondiscrimination

(Americans With Disabilities Act - Section 504)
Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Norwood School District are hereby notified that this district does not discriminate on the basis of gender, race, creed, color, religion, age, national origin, ancestry, marital status, familial status, veteran status, sexual orientation, handicap or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the district's compliance with the regulations implementing the Americans With Disabilities Act (ADA) or Section 504 is directed to contact.

Affirmative Action

The Norwood Public School is an Equal Opportunity/ Affirmative Action institution. We do not discriminate on the basis of race, gender, color, religion, national origin, age, or physical capability in the operation of our educational program or activities (enrollment, access to programs, physical education, athletics, counseling, use of facilities, and school sponsored extracurricular activities). Our Affirmative Action Complaint Officer is Mr. Pellegrino. He should be contacted for guidance in our Title IX Grievance Procedure for the resolution of discrimination related concerns (201-768-6363 Ext. 60126). Our superintendent , Dr. Gouraige coordinates our on-going internal monitoring, staff training, and state reporting. The Norwood Board of Education guarantees each child in its school equal opportunity to participate in every facet of district sponsored programs, courses and activities regardless of race, gender, color, creed, religion, age, ancestry, national origin, sexual orientation, handicap or disability.

Student Services

Multi-Tiered Systems of Support (MTSS)

Norwood Public Schools Multi-Tiered System of Support (NMTSS) is a framework of supports and interventions to improve student achievement, based on the core components of Multi-Tiered Systems of Support and the

three tier prevention logic of Response to Intervention (RTI). With a foundation of strong district and school leadership, a positive school culture and climate and family and community engagement, NMTSS builds on Intervention and Referral Services (I&RS) and gives schools structure to meet the academic, behavioral, health, enrichment and social/emotional needs of all students.

English as a Second Language

Support is provided to Multilingual learners through meaningful instruction for successful language acquisition. We provide integrated support for students within mainstreamed classrooms in accordance with the New Jersey Student Learning Standards, TESOL Standards and WIDA Standards. These services are provided both through pushing into the classroom and pulling children out of the classroom. The ESL teacher collaborates with the mainstream teacher regularly so that learning goals can be matched to the grade level curriculum. In addition, ESL techniques and modifications are presented to the general education teachers so they can further support these students.

Special Education

Norwood Public Schools has a continuum of programs and services to support the learning of students determined eligible for special education and related services. When a referral is made to the child study team (CST), an initial identification planning meeting is scheduled within 20 calendar days. The CST comprises a school psychologist, a school social worker, and a learning disabilities teacher-consultant (LDT-C), as well as a speech/language specialist for preschool-aged students. If a disability is suspected and evaluations are warranted, the CST will complete initial evaluations and determine eligibility within 90 calendar days of the date of parental consent to conduct the evaluations. Additionally, if found eligible, an Individualized Education Program (IEP) will be developed for the student by the IEP team. In determining programming needs, students are educated in the least restrictive environment. Students are included in general education classes, whenever possible, with appropriate modifications, accommodations, and supplementary aids and services provided to ensure their success. The district provides a continuum of special education programming in order to support the diverse needs of our special education students.

Gifted and Talented

In the area of gifted education we provide a continuum of Talented and Gifted (TAG) programs. In-classroom services include whole class enrichment lessons, collections of grade level and subject area enrichment materials, voluntary enrichment projects, and curriculum compacting. Services extend beyond the classroom. Finally, pull-out scheduling and outreach activities are added for formally identified students in the spring of grade 2 and continue through grade 8. For additional information, contact Ms. Lee, Norwood's Talented and Gifted teacher, at 201-768-6363, ext. 60034 or via email, leeyena@wearenorwood.com.

Staff

<table>
<tr><th colspan="2">Administration</th></tr>
<tr><td colspan="2">Dr. Timothy Gouraige
Superintendent
Ext. 60002
gouraiget@wearenorwood.com

Assistant - Jennifer Koth
Ext. 60002
kothj@wearenorwood.com</td></tr>
<tr><td>Mrs. Kathleen DeRosa
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Assistant - Kate Zito
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Upper Program Principal
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Assistant - Rosanna Caruso
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<tr><td>Mr. Michael Jordan
School Business Administrator
Ext. 60257
jordanm@wearenorwood.com

Assistant - Susan Sullivan</td><td>Mrs. Nicole Kuhrt
Supervisor of Special Services
Ext. 60249
kuhrtn@wearenorwood.com

Assistant - Linda Weissenborn</td></tr>
</table>

Ext. 60121 sullivans@wearenorwood.com	Ext. 60122 weissenbornl@wearenorwood.com

District Technology Coordinator
Mr. Chris Rzucidlo Ext. 60027 rzucidlo@wearenorwood.com

School Nurse
Nicole Davila Ext. 60053 davilan@wearenorwood.com

Child Study Team	
Mrs. Bonnie Malora LDTC Ext. 60124 malora@wearenorwood.com	Ms. Kristen Cuff School Psychologist Ext. 60130 cuffk@wearenorwood.com
Ms. Taylor Blanco School Social Worker Ext. 60125 blancot@wearenorwood.com	Mr. Zachary Craig BCBA Ext. 60126 craigz@wearenorwood.com

Guidance	
Ms. Deanna DeLuca Ext. 60248 delucad@wearenorwood.com	Mrs. Jennifer Boccuzzi Ext. 60015 boccuzzij@wearenorwood.com

Teaching Staff	
Pre - K Ms. Ariella Audi audia@wearenorwood.com Mrs. Abigail DiCostanzo Ms. Carmit Zagelbaum zagelbaumc@wearenorwood.com	**Kindergarten** Ms. Lauren Allgor allgorl@wearenorwood.com Ms. Brittany Galligan galliganb@wearenorwood.com Ms. Kerri Marano maranok@wearenorwood.com Mrs. Elizabeth Giampaglia giampagliae@wearenorwood.com Mrs. Alison Servideo servideoa@wearenorwood.com
First Grade Mrs. Elizabeth Giampaglia giampagliae@wearenorwood.com Ms. Laura Gil Mrs. Sara Gillet gillets@wearenorwood.com Amanda Leichter leichtera@wearenorwood.com	**Second Grade** Hannah Cho choh@wearenorwood.com Mrs. Elizabeth Giampaglia giampagliae@wearenorwood.com Ms. Paige Newman newmanp@wearenorwood.com Mrs. Ashley Panella panellaa@wearenorwood.com Mrs. Alison Servideo servideoa@wearenorwood.com
Third Grade Mrs. Betty Didato	**Fourth Grade** Mrs. Marijean O'Donnell

didatob@wearenorwood.com Mrs. Danielle Findlay findlay@wearenorwood.com	odonnell@wearenorwood.com Ms. Su Bin Sin sinsubin@wearenorwood.com Mrs. Alison Servideo servideoa@wearenorwood.com

Grades 5-8	
Math Mrs. Cassandra Cacavella cacavellac@wearenorwood.com Ms. Christie DeStefano destefano@wearenorwood.com Mrs. Grace Kim kimg@wearenorwood.com Ms. Nicole Hill hilln@wearenorwood.com Mrs. Michelle Wesley wesleym@wearenorwood.com	**Science** Mrs. Mary Leocata leocatam@wearenorwood.com Mr. Seth Links links@wearenorwood.com Ms. Lisa Baird bairdl@wearenorwood.com
English Language Arts Ms. Angelyna Rodriguez rodrigueza@wearenorwood.com Ms. Lauren Flyge flygel@wearenorwood.com Ms. Marianne Morris morris@wearenorwood.com Ms. Emily Francavilla fancavillae@wearenorwood.com	**Social Studies** Mr. Gianvito DeCandia decandiag@wearenorwood.com Ms. Mary Kate Portera porteram@wearenorwood.com Mr. Justin Bronner bronnerj@wearenorwood.com

Mrs. Laurie Princing princingl@wearenorwood.com Mrs. Lauren Rondinelli rondinelli@wearenorwood.com Ms. Lyndsey Stodnick stodnickl@wearenorwood.com	

Student Support Services	
Mrs. Elizabeth Belfiore Speech belfioree@wearenorwood.com	Ms. Shelley Esposito Speech espositos@wearenorwood.com
Mrs. Laurie Zeltzer Occupational Therapist zeltzerl@wearenorwood.com	Ms. Erika Gomez Reading Specialist gomeze@wearenorwood.com

Related Arts and Special Area Teachers	
Mr. Danny Mun ESL munhaejin@wearenorwood.com	Mr. Paul D'Errico Physical Education derrico@wearenorwood.com
Mrs. Amy Walsh Physical Education walsha@wearenorwood.com	Ms. Gloria Falcon Gaytan Music
Mrs. Stephanie Tirri Music tirris@wearenorwood.com	Ms. Samantha Griffin Art griffins@wearenorwood.com
Mrs. Jennifer Kinnealy STEM kinnealyj@wearenorwood.com	Ms. Yena Lee Gifted and Talented leeyena@wearenorwood.com
Mrs. Karen Feder Library/Media Specialist federk@wearenorwood.com	Mrs. Kyoungja Lyu Korean lyuk@wearenorwood.com

Spanish Ms. Diana Fiore fiored@wearenorwood.com	

Maintenance Staff	
Allan Males Supervisor of Building and Grounds Ext. 60232 malesa@wearenorwood.com	
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Veronica Marcelino	Thomas McDermott
Kareem Patterson	Brian Schryver
Dimitrios Ziropoulos	