

BEECHWOOD SCHOOL STUDENT HANDBOOK FOR GRADES PreK-2



**A GUIDE TO POLICIES, PROCEDURES, AND PROGRAMS
INCLUDING THE BEHAVIORAL GUIDELINES
FOR THE 2018-2019 SCHOOL YEAR**

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Primary school educators are committed to pursuing and maintaining an academically excellent, developmentally responsive, and socially equitable learning environment for every student. We realize that the parents/guardians are our partners in the educational process and the student handbook is meant to provide you and your child with information pertaining to academics, attendance, and conduct. We urge you to read and review this school document with your child so that your child's primary school experience is wonderful.

I. ACADEMICS

A. Homework Guidelines and Requests

Homework is an extension and reinforcement of what occurs in the classroom. It enables students to reflect upon and react to learning experiences in a meaningful way. We expect every student to accept the responsibility for completing homework neatly, accurately, and on time. While parents/guardians are supportive and encouraging, it is ultimately the student's responsibility to complete assignments that represent the student's best quality and effort. On average, primary school students are to expect to receive 10-30 minutes of homework per evening. For more specific homework policy information, parents/guardians can contact individual teachers.

In the event a student was or is going to be absent from school for two days or more due to illness, the student's parent/guardian may notify the main office at (908) 301-9104, ext. 200 and request work on the second day of absence. For those students who were or are going to be absent from school for two days or more due to illness, we recommend that parents/guardians contact the main office before 11:30 a.m. if possible so that anticipated missed assignments can be completed by students while they are absent from school. Once the main office has been notified, teachers will provide work for the student. Parents/guardians are to allow 24 hours after notification for the work to be provided by the teacher(s). When students are absent for one day, students or parents/guardians can contact a classmate to obtain assignments rather than the main office or check the teacher's e-board.

B. Grading/Report Cards

Kindergarten, first, and second grade students have art, computers, health, language arts literacy (reading, writing, and spelling), library, mathematics, music, physical education, science, social studies, character education, TEP (The Enrichment Program), and Spanish classes. The grades for academic content areas and special area classes are 4=Exceeds Standards, 3=Achieves Standards, 2=Approaching Standards, and 1=Needs Support. The legend for interpreting student progress on report cards for TEP is C=Consistently, U=Usually, S=Sometimes, and I=Infrequently.

Beechwood students in grades Kindergarten, 1, and 2 will receive report cards in December, March, and June. Student progress will be shared during parent-teacher conferences in November.

Report cards need to be signed by parents/guardians and returned to classroom teachers. Questions related to report cards should be directed to your child's teacher(s).

II. ATTENDANCE

A. General Provisions

New Jersey state law requires that students attend school regularly, and it is the responsibility of the parents/guardians to see their children attend school on the days/hours that the public schools are in session in the district (N.J.S.A. 18A: 38-25). In order to facilitate students' chances for success, Beechwood staff members will work cooperatively with parents/guardians to assure that students attend school daily.

If a student is absent, a parent/guardian is to call the school nurse at (908) 301-9104, ext. 202 to inform the school of the absence prior to 8:30 a.m. on the day of the absence. This number can be accessed 24 hours a day. If a student is absent and the school nurse has not been notified, the school nurse will attempt to call the parent/guardian emergency contacts listed on the yellow health card. If no one can be reached to verify the student's whereabouts, a police officer and the building administrator will be dispatched to the student's home.

Those students not in attendance for a minimum of four hours on any given school day may not participate in or attend any extracurricular activities that are held that day. In accordance with N.J.A.C. 6A: 32-8.3, "for purposes of school attendance, a day in session shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process...A school day shall consist of not less than four hours of actual instruction."

It is recognized that certain legitimate occurrences may occasionally cause a student to be absent from school. Those occurrences which constitute legitimate absences from school and classes include the following: family illness or death; educational opportunities; excused religious observances (pursuant to N.J.S.A. 18A:36-14 through 16); suspension from school or school sponsored activity; and other reasons which receive prior written approval of the Building Administrator.

Students returning to school from an absence are required to submit a note to their teacher within two days of their return. Students must submit a note indicating the reason for the absence upon their return to school in

order for excused absences to be recorded as such. Students who do not submit notes for excused absences will have those absences recorded as unexcused. To verify an excused absence, a doctor's note or parent's/guardian's note for an absence due to illness, a parent's/guardian's note for a death in the family, and/or a parent's/guardian's note for a religious holiday, which is recognized by the state of New Jersey, must be provided.

For attendance, students and parents/guardians are to be aware of the following additional expectations and regulations:

Students under the age of 16 who exceed 20 days of unexcused absences during the course of one school year may have a complaint filed against their parents/guardians in municipal court;

Students who have an extended or serious illness shall not be charged with absences provided they are under a doctor's care or are receiving home instruction;

Students who are absent from school due to observance of a religious holiday shall not be deprived of any award or eligibility thereof or opportunity to compete for any award, or of the right to take an alternate test/examination, as long as an absence note is submitted as described herein;

Student absences from school because of students being assigned in-school and/or out-of-school suspension are excused absences; and

Students vacationing during school days will accrue unexcused absences. The scheduling of vacations during the school year is not encouraged in that students miss valuable instructional time. Teachers will not be able to provide a list of specific assignments in advance but will make general assignments available to students within a reasonable amount of time. This being the case, teachers will establish guidelines for due dates that the building administrator will support.

Although certain medical appointments may be considered excused absences, parents/guardians are urged to schedule doctor and dental appointments after school hours.

B. Late Arrivals/Early Dismissals

Students are expected to be in their classrooms by 8:30 a.m. Students who arrive late to school are to be accompanied to the main office with their parent/guardian for the parent/guardian to sign the tardy student into school. The main office will then issue passes to students who are late to school before they proceed to their classroom. Please call the school nurse at (908) 301-9104, ext. 202 if you anticipate your child being more than a few minutes late to school.

Students who wish to be dismissed early from school must have a written request to do so from a parent/guardian. That request is to be presented to the main office as soon as the student arrives at school the morning of the request. The student is not to submit notes for early dismissals to teachers. The request must state the reason and time for the early dismissal. The parent/guardian who is picking up the student must personally sign out and pick up the child in the main office, at which time, he/she may be asked to display personal identification and/or to identify the Family Security Code listed on the emergency card. This is for security purposes. Siblings who are under the age of 18 will not be permitted to sign students out under any circumstances. Students being dismissed early from school will be called to the main office just prior to the stated dismissal time. If the student is returning later in the day, the parent will need to go to the main office and sign the student back in.

If a parent/guardian wishes to change student pick-up procedure, please contact the main office at (908) 301-9104 ext. 200 and the message will be relayed to the classroom teacher. Please do not assume your child's teacher will retrieve your message before dismissal. **Substitute teachers do not listen to the teacher's voicemail or read their emails, which is another reason we are asking you to leave a message with the main office.**

III. SCHOOL PROGRAMS AND SERVICES

A. Communication with Staff Members

Parents/guardians are partners in the educational process. It is essential for parents/guardians and staff members to communicate with one another in terms of student progress and behavior. Frequent contact through telephone calls, e-mail, conferences, and publications is vital in that the success of primary school students is contingent upon continual communication.

Staff members can be contacted by telephone at (908) 301-9104 followed by the respective extension. A list of staff members, telephone extensions, and e-mail addresses is linked to the school website. In the event parents/guardians are contacting a teacher for the first time by telephone, parents/guardians are reminded that most teachers are required to arrive at 8:10 a.m. and are required to remain in the building until 3:30 p.m. At Back-to-School Night, parents/guardians are encouraged to ask teachers when the best time is to contact them by telephone. To contact staff members through e-mail, simply type the first letter of the first name of the staff member you wish to contact followed by the last name of the staff member you wish to contact. The final step is to attach: @mountainsideschools.org. For example, if you wished to contact Ms. Mary Smith (fictitious teacher for example only), you would use this address: msmith@mountainsideschools.org.

A conference is to be scheduled on Back-to-School Night so that parents/guardians can meet with their child's teachers in November to review student progress for the first marking period. If a parent/guardian wishes to schedule a conference with a staff member(s) during the rest of the school year, that parent/guardian is to contact the staff member(s). Building administrators are generally available for conferences as needed.

As a general reminder to all parents/guardians, all visitors must sign-in and sign-out in the main office and may be asked to display personal identification and/or to identify the Family Security Code listed on the emergency card. Additional school information is available to parents/guardians through the school website, <http://www.mountainsideschools.org>.

B. Support Services

Counseling - Beechwood shares with Deerfield, a school guidance counselor who provides services for the student population. Parents/guardians are to make every effort to contact the school counselor in the event they notice a significant change in their child's behavior and/or attitude. The counselor can be quite helpful regarding conflict resolution if a parent/guardian notices that students are having difficulty relating to one another. Our school guidance counselor is instrumental in dealing with the many personalities and challenges associated with primary school as the counselor addresses various developmentally responsive themes. Specifically, the primary school counseling program focuses on the following areas: transition/orientation, character education, crisis intervention, problem solving, individual counseling, small group counseling, classroom developmental counseling, parent/family involvement, and consultation/collaboration with staff members, parents/guardians, mental health professionals, and community members.

I&RS - Beechwood also has an Intervention and Referral Services (I&RS) Committee, which is comprised of teachers, a Child Study Team representative, a school nurse, and a school administrator. When a concern arises pertaining to the academic and/or social-emotional growth of a student, parents/guardians or staff members may share the concern with the building administrator. After the concern is shared, a recommendation may be made to schedule an I&RS Committee meeting. The purpose of an I&RS Committee meeting is often for teachers to communicate with the student's parents/guardians in order to identify the difficulties the student is experiencing. Strategies for assisting the student in school are established. When necessary, the Child Study Team (CST) conducts a complete evaluation of the student.

Child Study Team - Beechwood provides special education services to classified students via the Child Study Team (CST). The CST includes the

Learning Disabilities Teacher-Consultant (LDT-C), the school psychologist, the school social worker, and the school speech therapist. The LDT-C works directly with classroom teachers, observing and offering academic and classroom management strategies to assist students who are experiencing difficulties. The school psychologist is available to students for counseling purposes and to parents/guardians for additional support strategies relative to student behavior. In addition, the school social worker can guide the development of social skills. The CST may conduct an evaluation to determine whether or not a student is eligible for special education and related services. Each CST member may serve as case manager for students who are referred for evaluation or who are identified as needing special education services. The case manager coordinates the development, monitoring, and evaluation of the effectiveness of the Individualized Education Program (IEP). This staff member facilitates communication between home and school and facilitates the annual review and re-evaluation process.

C. Extracurricular Programs & Activities

Beechwood students will have the opportunity to participate in Chess Club, Recreation Club, and Art Enrichment during the school year.

We do offer many activities for our students at the various grade levels. In kindergarten the students participate in the following activities: Teddy Bear Making, Gingerbread Houses, Mother's Tea, and Father's Breakfast. In second grade the students in the spring participate in the Bike Rodeo event.

IV. POLICIES AND PROCEDURES

In the section that follows, we have provided an alphabetical listing of several guidelines parents/guardians and students can familiarize themselves with to better understand general school policies and procedures.

A. Assemblies

Assemblies will occur at various times throughout the school year. When attending assemblies, students will be accompanied and supervised by staff members. Students are expected to proceed to and from assemblies in an orderly fashion with a minimum amount of noise. Audience members are to commend assembly participants through applause. There is to be no whistling, booing, or excessive noise made during assemblies. Students who choose not to demonstrate proper behavior will lose the privilege of attending assemblies. Constant talking during assemblies will not be tolerated.

B. Birthday Invitations

Birthday invitations may only be handed out in the classroom if everyone in the class receives an invitation. Please refrain from asking staff members to release student names, addresses, dates of birth or other personal information regarding students in our school.

C. Birthday Class Celebrations

“Books for Birthdays” is a way for your child to celebrate their birthday with their classmates and also share the love for books and reading!

To celebrate your child’s birthday please donate a book to your child’s classroom library. This is a special way to recognize a child’s birthday and at the same time benefit the classroom. It does not have to be an expensive, hard covered picture book, but rather a book that your child and their class will enjoy!

Parents are invited to share in the reading of the book with the class. It is a great idea to wrap the book as a gift when you present it to your child and the class. After the book is read it will be placed in a special “Books for Birthdays” basket from which children can read at their leisure.

Food, treats, balloons and/or goodie bags are not allowed in school to celebrate your child’s birthday.

D. Building Appearance

Our custodial staff members work very hard to keep Beechwood School clean. Every student is to respect and care for the building with a great degree of enthusiasm in order to contribute toward maintaining a pleasant learning environment. Students are to take pride in the appearance of our school by refraining from defacing and vandalizing school property and by removing debris when appropriate.

E. Busing/Bus Evacuation Drills

Students must have a bus pass to ride the bus and are not allowed to ride a different bus than the one assigned to them. Requests for your child to ride another student’s bus will not be honored. However, if you need your child to get off his/her bus at a stop other than their own, please contact the school office at 908-301-9104, ext. 200.

New Jersey state law requires schools to conduct bus evacuation drills. During a bus evacuation drill, students are to leave all of their personal belongings on the bus (should they have them with them) and exit the rear of the bus quickly, silently, and in a single file line. Upon exiting, students are to bend down and use their hands and arms to brace themselves as

they get out of the actual bus. Our students will be assisted by an adult (teacher, police officer, bus driver, and/or building administrator) to ensure their safety. Once students have exited the bus, they are to stand quietly and wait until the signal is given for them to return to the bus and gather their personal belongings. Students can then proceed to their classes in an orderly fashion.

F. Delayed Openings/Early Dismissals/Emergency School Closings

In the event of a delayed opening, Beechwood School will open at 10:30 a.m. This is 2 hours later than usual. Beechwood bus students will be picked up 2 hours later than their daily pickup time. When there is a delayed opening, parents/guardians will receive a call from the automated telephone system, a service provided by the district. The Mountainside School District website, www.mountainsideschools.org is another resource for this information. All students will have their regularly scheduled lunch periods when we have delayed openings.

Should an **early dismissal** occur, school will close at 1:00 p.m. with a limited lunch to be served, meaning a full, hot lunch selection will not be available. Parents/guardians will receive a call from the automated telephone system when there is an early dismissal. The Mountainside School District website is another resource for this information.

Prior to an **emergency school closing**, parents/guardians will receive a call from the automated telephone system. The Mountainside School District website is another resource for this information. Parents/guardians are advised to plan ahead to make arrangements for child care should no one be home during the school day.

G. Drop Off/Pickup

For students who are transported to and from school by car, the respective parents/guardians are to adhere to the guidelines to ensure their child's safety.

The start of the school day is 8:30 a.m. With this in mind, parents/guardians can drop-off their child starting at 8:10 a.m. The Child Care Program is available at Deerfield School from 7:15–8:15 a.m. should parents/guardians wish to drop-off earlier than 8:10 a.m. Those Beechwood students who attend the Child Care Program will be transported by bus to Beechwood. Any parent interested in the Child Care Program should call the Westfield YMCA.

Parking of cars is to be in parking lot spaces only, so as to assist with the flow of traffic along the designated route.

H. Electronic Devices/Toys

MP3 players, iPods, portable radios, CD players, pagers, and electronic games such as PSP are permitted in school. However, these devices must be turned off and stored in book bags and backpacks during school hours meaning from 8:30 a.m.-3:10 p.m. Prior to the start of school, students are to store these devices securely in their book bags and backpacks and are not to remove them until they exit the school. Staff members will confiscate these items if students are seen handling or using them in school. Once a staff member has confiscated an electronic device, it will be turned over to the building administrator. The first time this occurs, the item will be returned to the student at the end of the school day. The second incident will result in the item being returned to the student's parent/guardian, and the student will be assigned lunch/recess detention. Students shall be personally and solely responsible for the security of their electronic devices. The school is not responsible for theft, loss, or damage of an electronic device.

Toys are considered to be disruptive to the learning process. We strongly discourage students from bringing any toys to school. Once a staff member has confiscated a toy or other disruptive article, it will be turned over to the building administrator. The first time this occurs, the article will be returned to the student at the end of the school day. The second incident will result in the article being returned to the student's parent/guardian, and the student will be assigned lunch/recess detention.

I. Field Trips

Field trips are designed to stimulate student interest and inquiry. Field trips provide opportunities for social growth and development and are considered appropriate extensions of the classroom or school program. In order to attend a field trip, students must provide school officials with signed permission slips. Parent/guardian notes will not be accepted in lieu of signed permission slips. As for conduct, students may be denied the privilege of attending a field trip if their behavior shows a negative pattern. If parents/guardians decide not to give their child permission to participate in a field trip, their child is expected to be in school for the entire day of the trip. Appropriate lessons for each student remaining behind will be developed by teachers. Students and parents/guardians are also to be aware that the Behavioral Guidelines also extend to field trips.

J. Food - Lunch

A hot lunch is available daily. Visit www.mountainsideschools.org for information regarding "MySchoolBucks", a program to prepay for school lunches from your computer or smartphone. Prices and monthly menus are posted under "Lunch Menus" at the top of the Beechwood School webpage.

Many children, when coming through the lunch line, do not take their salads, soups, vegetables, or fruits which comprise the balanced meal. Questioning your child regularly will help you know your child's preferences.

When bringing lunch from home, please give serious thought to healthy food choices. Avoid sugary treats, drinks and candy.

We do not permit sharing of food since many children suffer from food allergies.

K. Food – Snack

Please pack a healthy snack for your child to eat at snack time. We suggest it be placed in a paper bag clearly marked with your child's name. Due to the number of students with peanut related allergies, we suggest a snack free of nuts, peanuts, nut or peanut by-products and is manufactured in a nut free facility.

L. Fire Drills

New Jersey state law requires schools to conduct fire drills. Every classroom and shared space such as the gymnasium has posted fire drill procedures as well as a map of fire drill escape routes. During a fire drill, students are to walk quickly, silently, and in a single file line from the classroom. Students who are not with their regular class when the fire alarm sounds are to report to the nearest staff member and give his/her name to that individual for attendance/security purposes. While outside, students are to stand quietly and wait for the signal to return to the building. After the signal has sounded, students can return to their classrooms in an orderly fashion. Students are to be aware of alternate routes to evacuate the building should designated escape routes be blocked.

M. Lockdown/Evacuation Drills

NJ state law requires schools to conduct lockdown and evacuation drills. In the event of an emergency, which requires students and staff members to remain in their classrooms or exit the building, it is essential that all students fully cooperate by following their teacher's directions. We will practice these drills on a monthly basis.

N. Lunch Money

Beechwood School does not have cash on hand. Students are not able to borrow money from staff members in the event they forget or lose their lunch money. Students are not to borrow money from other students. For this reason, parents/guardians are reminded that students who wish to purchase items from the cafeteria for lunch must bring money with them to

school or utilize mySchoolbucks.com, our prepaid lunch program. Should a student not have a lunch, lunch money, or money to spend in their prepaid account, he/she may use the main office telephone to call home. In the event no one is available to drop off a lunch or lunch money for a student, the student is to see the cashier in the cafeteria to obtain a meal. Please note that school policy states that no child will be denied lunch even if the child does not have money with them. **Every student has an account and may make purchases at the lunch counter.** If you do not wish to participate, cash and personal checks will be accepted at the cash register. However, to eliminate lost money on the playground during lunch recess, all change will be put into your child's account. You will receive reminders if your child's account reaches a negative balance. If a pattern emerges whereby a student is frequently taking advantage of this courtesy, the building administrator will contact his/her parent/guardian.

O. Media Center

The media center serves as an informational and instructional resource for students and staff members. Beechwood students will visit the media center during their assigned, weekly media center period and are encouraged to read in our Beechwood Nook area. If the student has an overdue book, he/she will lose his/her borrowing privileges until the overdue item is returned. When patterns of overdue items emerge, the media specialist and parent/guardian will meet to discuss ways to address this issue for the individual student. It is ultimately the responsibility of the student to pay for any media center materials that are lost or damaged.

P. Medication Procedures/Notes for the Nurse

The school nurse must supervise the administration of any medication, prescription or nonprescription, to any student during the school day. All medications must be contained in original-labeled bottles, must be accompanied by a doctor's note, and must include written parent/guardian permission. As for excuses from physical education classes, any student who receives an injury requiring doctor's care must submit a doctor's note to the nurse stating how long he/she will not be participating in physical education activities. Parent/guardian requests excusing students from physical education classes for more than three days of time will not be honored. Students with medical conditions that prohibit participation in physical education activities for the school year must submit new doctor's notes every September to the school nurse excusing them from physical education classes.

Q. Personal Possessions (Lost and Found)

Personal possessions are brought to school at the student's own risk. Staff members are not responsible for any damages, thefts, or losses relative to personal possessions. This includes jewelry, money, and other valuables. Students may check the lost and found for missing items. The

lost and found has one location inside the main doors of Beechwood near the main office. Also, valuables and items other than clothing are to be brought to the main office. To increase the chance of returning lost articles to the rightful owners, please permanently mark all items brought to school with the student's name.

R. Pets/Animals

No pets or animals are permitted in school given this may negatively impact students with allergies. If a student wishes to utilize a pet/animal as part of a presentation directly related to the curriculum, the student must obtain permission from the building administrator in advance.

S. Recording Devices

Students are not permitted to be in possession of or use tape recorders, video cameras, standard handheld cameras, disposable cameras, digital cameras, cellular telephones with recording abilities, and other recording devices at Beechwood. These items will be confiscated by staff members if students are handling or using them. Once a staff member has confiscated a recording device, it will be turned over to the building administrator. The first time this occurs, the item will be returned to the student at the end of the school day. The second incident will result in the item being returned to the student's parent/guardian. Allowances may be made by the building administrator for the use of recording devices in school for instructional purposes or at school functions. If a student is uncertain as to whether or not it is appropriate to bring one of these items in, the student is to ask his/her teacher(s) or the building administrator.

T. Telephone Usage

A student is permitted to use the main office telephone to call parents/guardians if the student is experiencing a true emergency. Arrangements for transportation to and from school, forgotten lunches or lunch money, and forgotten reading glasses are examples of true emergencies. Students will not be routinely allowed to call parents/guardians to bring in homework, class projects/materials, permission slips, or other school materials/forms that the student is responsible for bringing to and from school himself/herself. When a student uses the telephone to call a parent/guardian, the student is missing valuable instructional time. Students who call home for emergency items are reminded to check the main office counter for these items during their lunch periods and/or at dismissal. We ask parents/guardians to respect this rule and refrain from calling staff members with messages for students unless it is a true emergency.

V. BEHAVIORAL GUIDELINES

Addressing student behavior issues involves different degrees of support and interaction depending upon the behavior and its severity. These steps will be followed by primary school staff members.

A. Infractions

Before the following steps occur, the staff member will address the inappropriate behavior by contacting the parent/guardian via telephone, e-mail, or note as to how he/she is going to proceed. Typical infractions include but are not limited to: repeated gum chewing, inappropriate dress, disruptive behavior interfering with instruction, lying, cheating, inappropriate behavior toward teacher and/or students, and inappropriate language.

The individual staff member will meet with the student to identify the infraction, and help the student problem-solve. The staff member will contact the parent/guardian to share information about the incident. The individual staff member may also choose to conduct a staff member/parent/student conference.

If a change in student behavior is still not observed then the student will be referred to the building administrator.

B. Consequences for Infractions

Upon receipt of a referral, the building administrator will notify the parents/guardians and take the appropriate administrative action. Students and parents/guardians are to note that appropriate administrative action may include: behavior modification plan, lunch/recess detention, counselor or I&RS referral.

Most behavioral issues can be resolved with staff members before administrative referral. At all times, the building administrator reserves the right to intervene and take action if student behavior is deemed inappropriate or in violation of district-wide policies.

C. Acceptable Use Policy

Appropriate computer use is an expectation for kindergarten, first, and second grade students. Recognizing that the Internet is neither a regulated nor policed entity, staff members require students to use this resource as an aid in the learning process according to the guidelines established in the Acceptable Use Policy, which is available on our website.

D. Dress Code

The purpose of the dress code is to develop an appropriate tone that contributes to a safe and positive learning environment with a minimal amount of distractions. We expect student apparel choices to be neat, clean, and modest throughout the school day.

Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual student or to others, materially interfere with schoolwork, create disorder or disrupt the educational program, cause excessive wear or damage to school property, and prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement. Students wearing strapless sandals and/or flip flops may cause injury when worn on the playground during recess. Therefore, we encourage students to wear shoes that will enable them to play outside safely. Staff members will determine whether or not the dress or grooming of students meets these expectations.

Also, clothing that does not meet the waistband is not permitted to be worn in school, and headgear is not to be worn in the building during school hours. Hair accessories that complement students' dress and which pose no safety concern are permitted. Head accessories worn for religious purposes will be permitted if accompanied by a note from an official representative of the religious institution or a parent/guardian. Also, students having a medical condition, which may require headgear, will be permitted if accompanied by a parent/guardian note or medical excuse. Students are required to wear sneakers during gym class. If the student does not have sneakers then he or she can call home or else sit out during gym class.

Students who do not adhere to the student dress code will be referred directly to the building administrator. Students will be required to change the inappropriate clothing. Multiple dress code infractions will result in students being assigned lunch/recess detention. Parent/guardian notification will be inclusive of dress code offenses.

E. Lunch

Our aim regarding lunch is to provide students with a pleasant dining atmosphere. This requires appropriate student behavior. As soon as students enter the cafeteria, they are expected to adhere to these rules. Should students choose not to adhere to these rules, consequences will be imposed.

Lunch Rules:

1. Students must be seated at all times and may not stand in groups to socialize.

2. Every student is responsible for cleaning up his/her own garbage.
3. Students may not throw food for any reason.
4. Students must walk while in the cafeteria, particularly when entering the line for food. Students are not to cut or engage in horseplay while in line.
5. Disrespect or insubordination toward cafeteria staff members will not be tolerated. Cafeteria staff members deserve the same level of respect as do teachers and other staff members.
6. No food is to be taken out of the cafeteria unless the student has been given permission to do so by a lunch supervisor. On occasion, exceptions to this rule occur when students are receiving extra help from a teacher, are working on a project or school event, are making up schoolwork, or are serving lunch/recess detention. Although students are generally not permitted to take food out of the cafeteria, students are allowed to carry water bottles with them throughout the school day. Students are not permitted to carry beverages other than water with them.

Consequences for Lunch Infractions:

If a student does not follow the lunch rules, a lunch supervisor will change the student's seat for an extended period of time after meeting with the student to identify and discuss the inappropriate behavior. If a change in behavior is not observed after these steps have occurred, the student will either be assigned lunch/recess detention or will be referred to the building administrator. Parents/guardians will be contacted in regard to lunch offenses as needed.

F. Bus Discipline

The primary function of the bus driver is to transport students safely to and from school. If the driver is preoccupied with disciplining students, it increases the chance that an accident may occur. For bus safety purposes, a set of rules and consequences is listed below.

Bus Rules:

1. Students are to remain in their assigned seats for the entire ride.
2. Students are not permitted to eat or drink on the bus. This includes gum chewing, candy, water bottles, etc. Littering is not to occur either.
3. Students are not permitted to use inappropriate language on the bus.
4. Students are not permitted to scream or make excessive noise on the bus.

5. Students are not to be disrespectful or confrontational with the driver. Bus drivers deserve the same level of respect as do teachers and other staff members.
6. Students must keep their hands and bodies inside the bus at all times.
7. Students are not permitted to throw objects or spit out of the window.
8. Students are not permitted to throw or shoot objects on the bus.
9. Vandalism is not permitted on the bus. This includes writing on bus seats (floors, ceilings, sides, and windows) and/or ripping/cutting bus seats.
10. Fighting and horseplay are not permitted on the bus.

Students must ride the bus the transportation department has assigned for them. To be clear, a student may not ride on another student's bus to or from school at any time. Written and verbal requests to do so will be denied. Only those students who have been given permission to ride the bus may do so. Only routine, scheduled pickups and stops will be made. If a student needs to be dropped off at a stop other than his/her own, a note must be sent to the classroom teacher who will then fill out a bus pass for the bus driver.

Consequences for Bus Infractions:

If a student does not follow the bus rules, he/she will be referred to the building administrator. Students and parents/guardians are to note that appropriate administrative action will be taken which may include: the issuance of a bus contract, lunch/recess detention, suspension or removal of bus privileges, in-school suspension, out-of-school suspension, restitution assignment, and/or police contact. At all times, the building administrator reserves the right to intervene and take action if student behavior is deemed inappropriate or in violation of district-wide policies.

In addition, students and parents/guardians are to be aware of the fact that the school day begins as soon as students reach the bus stop and does not conclude until students exit the bus on the ride home. This extends to after-school activities and field trips as well. If students choose to misbehave at the bus stop on the way to or from school, they will be held accountable for their actions. Parents/guardians will be contacted in regard to bus offenses as needed. With respect to the suspension of bus privileges, New Jersey state law permits staff members to deny bus transportation privileges if a student's conduct warrants such action. If transportation privileges are denied, it becomes the responsibility of the

student's parents/guardians to see that he/she arrives at school and is transported home at dismissal.

A FINAL NOTE

Thank you for taking the time to read and review the student handbook with your child. Please understand that each child's safety is our primary concern. We look forward to working with you. Please contact us if you have any questions or concerns.