

Edward H. Bryan School

Student Handbook

2018 - 2019

Mr. Erik Roth

Principal

eroth@cboek12.org

201-569-1191 Phone

201-569-3367 Fax

51 Brookside Avenue
Cresskill, NJ 07626

www.cboek12.org

School Hours

Full Day: 8:30—3:10

Early Dismissal: 8:30—12:40

Delayed Opening: 10:30 - 3:10



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Parent-Student Handbook

Forward

This handbook is intended to give parents and students a general outline of programs, policies, activities and student responsibilities in the school.

For additional information on any of the subject matter which follows parents are encouraged to visit the school or arrange an appointment with your child's teacher or the principal.

Board of Education

President.....Mrs. Denise Villani
 Vice-President.....Mr. Stephen Moldt
 Secretary.....Mrs. Antoinette Kelly

Trustees

Ms. Sally Cummings	Mr. Raffi Odabashian
Mr. Michael DePalo	Mr. John Park
Mrs. Dionna Griffin	Dr. Roseann Rabinowitz
Mrs. Mary Klein	

Administrators

Superintendent.....Mr. Michael Burke
 Principal—CHS/CMS..... Mr. John Massaro
 Principal—EHB.....Mr. Erik Roth
 Principal—MMS.....Mr. Paul Diverio
 Vice Principal CHS/MS.....Mrs. Melissa Cavins

The Cresskill 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, color, creed, religion, gender, ancestry, national origin, marital status or non-applicable handicap.

Edward H. Bryan School Staff

<p>Principal</p> <p>Assistant Principal</p> <p>Secretary to Principal</p> <p>School Secretary</p> <p>Kindergarten</p> <p>1st Grade</p> <p>2nd Grade</p> <p>3rd Grade</p> <p>4th Grade</p> <p>5th Grade</p> <p>Nurse</p> <p>ESL</p> <p>World Language</p> <p>Basic Skills</p>	<p>Mr. Erik Roth</p> <p>Mr. Paul Wyka</p> <p>Mrs. Ronnie Hartmann</p> <p>Ms. Kristin O'Connell</p> <p>Ms. Julie Rooney - K1 Mrs. Sandy Setka - K2 Mrs. Tanya Maza - K-103</p> <p>Ms. Diana Drescher - 104 Mrs. Stephanie Morales - 109 Mrs. Grace Nahm - 111</p> <p>Mrs. Dafni Nikas - 110 Mrs. Ksenija Kassis - 112 Mrs. Cathy Pacana - 113</p> <p>Ms. Atalia Palummieri - 201 Ms. Deborah Warszniter - 203 Mrs. Lisa Skinner - 204</p> <p>Ms. Ellen Seavers - 205 Mrs. Patricia Dobish - 206 Mrs. Jennifer Wood - 207 Ms. Patricia Auger - 208 Mrs. Christina Russo - 213</p> <p>Mrs. Susan Farina - 202 Ms. Kathleen Zanone - 209 Mrs. Charlene Malki - 210 Mrs. Lori Winters - 211 Mrs. Meaghan Lerner - 212</p> <p>Mrs. Jude Denice Saoud</p> <p>Mrs. Janice Acosta - 108 Ms. Laura Bakelaar - 108</p> <p>Ms. Adrienne Hill - Media</p> <p>Mrs. Deborah Fowley - Media C Mrs. Jennifer Troy - Media D</p>	<p>Media</p> <p>SOAR21</p> <p>Art</p> <p>Music, General</p> <p>Music, Instrumental</p> <p>Physical Education</p> <p>Psychologist</p> <p>Guidance Counselor</p> <p>Social Worker</p> <p>Speech</p> <p>Special Education</p> <p>Step-by-Step</p> <p>Occupational Therapist</p> <p><i>Special Education Aides</i> <i>Tejal Daroowalla, Maria De La Rosa, Laura Germano, Pam Grant, Gina King, Lori Moallen, Michelle Mockler, Liz Scales, Kathleen Simon</i></p> <p><i>Step-by-Step Aides</i> <i>Alexandra Barbieri, Sarah Bazaz, Nick Chabuel, Maci DeCarlo, Lisa DiBari, Shayla Felder, Courtney Flood, Nicole Franchi, Cory Leeds, Eve Weinberg</i></p> <p><i>Custodians</i> Sean Franco, Patrick Kenney, Dennis Kinzler, David Manuet, David Johnson</p>	<p>Ms. Caryn Gray - Media Main Mr. John Orfini - Media Main</p> <p>Mrs. Krystle Hedaria - Media Main</p> <p>Mrs. Elena Ramsden - 107 Mr. Nathan Mello - 107 Ms. Christy Luburger - 107</p> <p>Mr. Nicholas Calandrino/Mr. Kenneth Levine - MPR</p> <p>Dr. Jennifer Pappachristou - 103A</p> <p>Mrs. Danielle Reiffe - 103A</p> <p>Ms. Lisa Ruane - 103A</p> <p>Ms. Patricia Mikiewicz - Media A</p> <p>Mrs. Patricia Alfieri - 102 Mrs. Patricia Cortelli - 201A Mrs. Lindsay Gaffney - Media B Ms. Katie Nally - 203A Mrs. Kristyn Verderese - 114</p> <p>Ms. Catherine Cannon - 105 Mrs. Larell Kusmierz - 106 Ms. Janean Lynch - CHS Ms. Shara Hirsch - 106 Mrs. Barbara Peirano - 103A Ms. Jenny Shatzel - 105</p>
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Class Parents—2018 - 2019

K1 - Ms. Rooney

Michelle Franke
Heiddy Martin

K2 - Mrs. Setka

Samantha Savitsky

K-103 - Mrs. Maza

Tani Zipper (Treibich)

1-104 - Ms. Drescher

Sharon Carmeli

1-109 - Mrs. Morales

Roni Fridman (Aviv)
Nitzan Tzarfati (Levy)

1-111 - Mrs. Nahm

Yongin Caridi

2-110 - Mrs. Nikas

Amy Cusick
Limor Kovar

2-112 - Mrs. Kassis

Sandra Bernal
Madeline Lobue

2-113 - Mrs. Pacana

Dennis Wood
Ethan Rozenblatt

3-201 - Mrs. Palummieri

Yelena Migardos
Anat Mor

3-203 - Ms. Warszniter

Vivian Zee

3-204 - Mrs. Skinner

Maria Cecere
Alyssa Silver

4-205 - Ms. Seavers

Sharon Magrill
Maria Tafurth

4-206 - Mrs. Dobish

Cindy Yoon

4-207 - Mrs. Wood

Elinor Solomon

4-208 - Ms. Auger

Svetlana Faynzilbert

4-213 - Mrs. Russo

Marie Clarke
Brenda Jamieson

5-202 - Mrs. Farina

Anna Kebabjian
Maria Pannullo

5-209 - Ms. Zanone

Stephanie Cropper
Alyson Kelly

5-210 - Mrs. Malki

Joanie Kopczyński
Dena Ray

5-211 - Mrs. Winters

Adelina Gershman

5-212 - Mrs. Lerner

Michelle Coleman
Stefania Siciliano
Limor Yarkoni (Blum)

**Edward H. Bryan School PTA Board Members
2018 - 2019**

Brenda Jamieson, **President** brendaj2431@gmail.com
Caroline Wein, **Vice President** carolinewein@gmail.com
Christine Berkowitz, **Recording Secretary** clopez363@hotmail.com
Anat Mor, **Corresponding Secretary** anatmor1975@gmail.com
Kim Semenoro, **Treasurer** ksemenoro123@gmail.com

Continuing Operations

Assemblies: Limor Kovar limor.kovar@gmail.com
Box Tops for Education: Mrs. Lerner (5th Grade Teacher)
Class Parents: Michelle Coleman meesh29p@optonline.net | Brenda Jamieson brendaj2431@gmail.com |
Limor Kovar limor.kovar@gmail.com
PTA Membership: Sharon Magrill smagrill4@gmail.com
School Supplies: Brenda Jamieson brendaj2431@gmail.com
Fifth Grade Class Fundraising: Christina Berkowitz clopez363@hotmail.com | Michelle Coleman
meesh29p@optonline.net

Special Events

Bulldog Day: Amy Cusick (amcpt@aol.com)
Field Day: Brenda Jamieson (brendaj2431@gmail.com)
Teacher Appreciation Week: Anat Mor (anatmor1975@gmail.com)

Fundraising Events

Book Fair: Christine Lopez clopez363@hotmail.com | Sandra Banguero (Bernal) sanbangu@hotmail.com
Alyssa Silver silver.alyssa@yahoo.com
Bulldog Lunch Program (on-going): Michelle Coleman (meesh29p@optonline.net)
Bulldog Spirit Wear: Caroline Wein carolinewein@gmail.com
Enrichment Programs: Stephanie Cropper stephaniepc@gmail.com | Alyssa Silver silver.alyssa@yahoo.com
Gift Cards (on-going): Anat Mor anatmor1975@gmail.com
Holiday Shop: Gina Couch
Plant Sale: Beth Odabashian odabashianb@hotmail.com | Ritsa Stoglioglou ritsadance@yahoo.com
Pocketbook Bingo: Yelena Migardos Yelena@fulleclipse.net
Support a Circle Books: brendaj2431@gmail.com
Tricky Tray: Gerri Cristantiello spicywud@optonline.net

School Information

Hours of School Session

Kindergarten—Grade 5
8:30 am—3:10 pm
Late Bell—8:35 am

Early Dismissal

Kindergarten—Grade 5
8:30 am—12:40 pm
Late Bell—8:35 am

Delayed Opening

Kindergarten—Grade 5
10:30 - 3:10
Late Bell—10:35 am

In the interest of safety, we request that parents arrange to have children arrive at the school grounds as close to the designated times as possible. There is no supervision for children before 8:15 am.

Report Cards

Report Card dates will be distributed as follows:

Grades 1—5

November 14, 2017
February 27, 2018
June 21, 2018

Kindergarten

January 31, 2018
June 21, 2018

Parent/Teacher Conferences

November 15 - 6:00 - 8:00 pm; November 16, 17 - 1:15 - 3:15 pm
February 28 - 6:30 - 8:30 pm; March 1, 2 - 1:15 - 3:15 pm

School Spirit Days

The first Friday of every month will be School Spirit Day. Students and staff are encouraged to wear red and white clothing, our school colors. Any item of clothing with the name or logo of Edward H. Bryan School or Cresskill would be appropriate as well.

Lunch

	<u>Lunch</u>	<u>Recess</u>
11:20—11:40	Grade 5	Grade 4
11:45—12:05	Grade 4	Grade 5
12:10—12:30	Grades 2 & 3	Grades K & 1
12:35—12:55	Grades K & 1	Grades 2 & 3

Our goal is to make lunch time a safe and enjoyable time of day. Some staff members have been assigned to assist and supervise our children during lunch. Parent volunteers are scheduled through the PTA. If you are interested in helping, please contact Michelle Coleman. Please report to the main office each time you come to school.

Lunch Policy

- If a child is to be excused from the lunchroom for any reason, he/she must bring a note that day from a parent/guardian citing the reason for the excuse.
- Whenever a parent delivers a child's lunch while school is in session, the lunch, clearly marked with the child's name and grade, should be left on the cart in the vestibule.
- No parent may enter the lunchroom without first reporting to the office.
- School lunches will be offered by the PTA. Ice cream will be available for purchase on Wednesdays.

Thank you in advance for your cooperation.

Computer/Internet Acceptable Use Policy

The district has an Acceptable Use Policy that clearly defines acceptable and unacceptable use when using school technology. This policy remains in the student's folder through grade five. The district encourages parents to review this policy with your child during the school year. A copy of the policy can be downloaded from the district website.

Health

Physical Examinations

A complete physical examination is required of all children entering Kindergarten and 3rd grades and all students transferring into the Cresskill School District. Medical examination forms are available on the Cresskill Public School website. Have the examination completed by your child's pediatrician, as they can best evaluate your child's physical condition and monitor his/her growth and development. Please send a copy to the EHB Health Office.

Immunizations

The New Jersey Department of Health mandates the following immunizations in Chapter 14 of the New Jersey State Sanitary code: No principal or person in charge of a school shall knowingly admit or retain any pupil who has not submitted acceptable evidence of the following immunizations:

1. Four doses of Diphtheria, Tetanus and Pertussis Vaccine (DTP) with a minimum of not less than six months between the third and fourth dose, and one dose after the fourth birthday. Students over the age of seven years are only required to have three doses of DT vaccine. Student who have not received any vaccine containing Tetanus toxoid in ten years since the last booster will also be required to have a DT vaccine update.
2. At least three doses of the Poliomyelitis Vaccine, with not less than six months between the second and third dose, and one dose after the fourth birthday.
3. Mumps, Measles and Rubella Vaccine given after the first birthday and a second dose after the fourth birthday.
4. Tuberculin testing is required of all students entering school. Mantoux testing is required of all students entering school from out of the state or country.
5. Any child born on or after January 1, 1998, must receive Varicella Vaccine (chicken pox).
6. Any child born after January 1, 1997, must receive one dose of a meningococcal vaccine and one dose of Tdap (Tetanus, diphtheria and acellular Pertussis) provided at least five years has elapsed since their last documented dose of a DPT/DTap or Td vaccine.

Administering Medication to Students

The Cresskill district has a policy that deals with the administration of medication to children in school. If it is necessary for your child to have medication, the preferred approach is for you to provide it while your child is at home. Check with your pediatrician for the most appropriate times it should be given. If it is not possible for the medication to be given at home, then you should arrange to come to school to administer it at the designated time. The school will arrange to have your child in the office when you arrive.

If either of these two arrangements are not possible, the remaining alternative is to have the school nurse administer the medication. No other person in the school is authorized to do this. If this becomes necessary, then you must:

- Provide the nurse with a written order from a physician containing the name of the child, name of the drug, dosage, time schedule for administration and the diagnosis for which the medication has been prescribed.
- Provide a written statement from the parent or guardian requesting that the nurse administer/assist the student with the medication at the appropriate times as prescribed by the physician.
- Provide your child's medication in a pharmacy labeled container with the number of doses to be taken during school time.

Over-the counter medication can be administered by the school nurse, using the same procedure and Medication Administration Form for prescription drugs, as described above.

Rescue medications (e.g. Epinephrine, Glucagon, Asthma inhaler, etc.) each have Action Plans available from the district's website and from the school nurse. Parents of students with known medical issues requiring rescue medications must communicate this to the school nurse, and provide the labeled medication and MD's order/Action Plan on the first day of school each year. Students at the elementary level are not permitted to carry or use any medications, including rescue medication, on their own in school. Rescue medications are kept readily available at all times in the Health Office.

Your cooperation in following these procedures will help assure the health and welfare of your child. If you have any questions, please contact the school nurse or the principal.

Yearly Health Screening

Students (K - 5) will receive the following health screenings during the school year.

- Height & weight Hearing and vision
- Scoliosis screening (students ages 10 - 18)

Scoliosis screening is required of all students ages 10 - 18 years per state law (Chapter 97, 1978). The purpose of the screening is to identify spinal problems/deviations at their earliest stages. Scoliosis is curvature of the spine to the right or left. A student will be exempt from this examination if requested in writing by a parent or guardian. Notification of this examination will be sent home prior to screening.

Attendance ~ Dismissal

Attendance

Parents are responsible for assuring that their children attend school regularly when school is in session. There are state requirements which pertain to children between the ages of 6 and 16. Once a student attains five absences, a letter will be sent home to parents; letters will also be mailed home for 10 and 15 absences. Should a student reach 18 absences the possibility of grade retention will be addressed. Please be aware that PARCC testing (for students in Grades 3-5) will occur over many days in April. Please make every effort to see that your child is in school on those days.

Pupil Absence

You are requested to notify the office if your child will be absent due to illness or for any reason. Please call 201-569-1191 and press #2 and leave a message, or email Ms. O'Connell and cc Mrs. Denice-Saoud, Mrs. Hartmann and your child's teacher. If you would like homework sent home, please email the teacher. If a parent has not notified the school by phone or email during the child's absence, a written note must be presented to the teacher on the day the student returns to school. In the event that a parent fails to notify the school of a student's absence, the nurse will contact the parent. If a child becomes ill in school and it is the professional judgment of the school nurse that the child should be sent home, the parent/guardian will be contacted to make appropriate arrangements.

The only excused absences are for illness, death in the immediate family or state designated religious holidays.

Tardiness

Students arriving after the 8:35 am late bell are considered tardy and must **report to the office to obtain a late pass accompanied by their parent**. Parents will be notified when the child has exceeded **five** tardies. Excessive lateness affects student grades and causes disruption to classes in progress. Please make every effort to see that your child arrives on time. Students who are late during the school year are not eligible for a Perfect Attendance Award. No tardies or absences may be incurred in order to get this award.

Early Dismissal

We realize that there are times when it is necessary for you to take your child out of school for one reason or another during the school session. The procedure to be followed in such cases is:

- Email a note to the homeroom teacher to report an early dismissal.
- Report to the main office and sign the "sign out" book which provides space for the date, time, child's name, reason for request and parent signature. A staff member will call for your child.

In order to safeguard our children, parents who request early dismissal of their children must come to the school office and **IDENTIFY THEMSELVES TO SCHOOL PERSONNEL**. The school personnel will then release the children. This same rule applies to children who are released from school because of illness.

Emergency Closing

In the event of emergency due to severe weather conditions, such as a heavy snow storm, failure of utilities or other hazardous conditions, a determination shall be made by the superintendent as to whether schools shall be opened or closed or shall have a delay in opening. The choice among these three alternatives shall depend upon the severity of the emergency, expected duration of the condition and potential hazard to students, teachers and parents. When in doubt as to the opening of school:

- Please check Cresskill Public School website.
- There will be a recorded phone message from the superintendent that goes out to each family.

Parents are urged to check the website and radio announcements rather than call the school. We will be using our emergency phone system to alert all residents.

Delayed Opening

When we have a delayed opening action you will receive a phone call to that effect. Students will report to school by 10:30 am with classes beginning at 10:40 am. Students will be dismissed at 3:10 pm. You may send lunch or a snack with your child. Lunch ordered through the PTA will be served.

Information

Homework for Absent Children

In instances of student absence, parents are encouraged to request homework assignments by contacting the teacher at the earliest possible time via email. Homework, when requested, will be available for pick up in the office after 3:10. Children have the responsibility to make up work missed due to absence. Teachers will provide guidelines and assistance as necessary.

Entrance Age

The Board of Education will admit to this district children otherwise eligible by law or Board Policy who have attained the age requirements set by law and this Board of Education. The board requires documentary verification of residence and domicile, the age, birth date and health status of any child for whom admission to this district is sought, including:

- A) Birth certificate
- B) Certificate of immunization
- C) Certificates from a licensed physician to attest to the physical condition of the pupil
- D) If transferring from another school, official transfer papers
- E) Custodial rights and stipulation (re: the child's domicile) documentation, when applicable
- F) Proof of residence (telephone, utility bills, income tax return, etc.)

Kindergarten Entrance Age

A child shall be admitted to the kindergarten program under one of the following procedures:

- Attainment of the age of five prior to October 1 of the school year.
- An official transfer from another public school.

First Grade Entrance Age

A child shall be admitted to the first grade program under one of the following procedures:

- Attainment of the age of six prior to October 1 of the school year.
- An official transfer from another public school.

Hours Crossing Guards are on Duty

7:30—9:00

2:45—4:00

Since the crossings are not guarded before 7:45 am, it is best to instruct the younger children to gauge their time so they do not start for school before the posts are covered. Crossing guards are not on duty to supervise students on school grounds. Students should not come to school before 8:15 am when a teacher-in-charge is on duty. Crossing guards are on duty at the following posts:

- Mezzine Drive & Brookside Avenue
- Madison Avenue & Sixth Street
- Jefferson & Lexington Avenues
- Knickerbocker Road & Pershing Street
- Bryan School
- Jefferson & Madison Avenues
- Grant & Brookside Avenues
- Lexington & Brookside Avenues

Information

Lost and Found

Identification on clothing helps us find the owner. Each year we accumulate a number of articles in our Lost and Found Department. Clothing items are placed in a barrel near the back entrance; jewelry, wallets and other valuables are placed in the office. Each year all unclaimed articles are given away at the end of the school year. Please check Lost and Found regularly to reclaim your property.

Substance Abuse Policy Summary

According to New Jersey Statute 18A:40A and New Jersey Administrative Code 6A:16, the following actions shall be taken in response to students and substance abuse.

Whenever it appears to any staff member that a student may be under the influence of a substance during school hours or at a school function, a report shall be made immediately and directly to the principal and school nurse. The superintendent of schools will be notified and the parent/guardian of the student will be required to take their child for an immediate medical exam and urine screen. If this is not possible, the student will be taken to the nearest hospital. The student will not be allowed to return to school without a physician's letter stating that he or she is medically cleared to do so. In addition, the district requires written verification of the exam and urine screen within 24 hours.

If a student is found to have been under the influence of alcohol or drugs, disciplinary action will be taken and may include, but is not limited to, restriction from extra-curricular activities, detention, community service, police notification and in/out of school suspension. Any student found to sell, purchase, transfer, possess or distribute drugs, paraphernalia or alcoholic beverage is also subject to a range of disciplinary actions including expulsion. All contraband will be turned over to the police.

Cell Phone Policy

Children are generally not permitted to make or receive calls/text messages during the school day on a cell phone. A child may request to use the school phone with the teacher's permission. Use of a cell phone for purposes related to learning will be at the teacher's discretion.

Electronic Device Policy

Electronic devices may be brought to school for purposes related to student learning; this should be at the discretion of the teacher. This includes iPads, laptops, etc.

Pupils Transferring to Another District

A pupil who moves out of the district is required to:

1. Return all books and school materials to the teachers and settle all obligations with school personnel.
2. Supply the office with his/her new address as soon as possible so that records may be completed. Parent must sign a release form so that records may be sent to the new school. The pupil will be given his/her report card to present to the new school. Any additional information will be sent to the new school at their request.

Visitors to the School

Visitors are always welcome in Bryan School. Visits with your child's teacher should take place before or after school hours so that the children's learning will not be interrupted. According to state law, all visitors during regular school hours **must receive permission from the office to visit any classroom**. Parents are asked to adhere to the following procedure:

1. Make arrangements for an appointment with your child's teacher, giving at least one day's notice.
2. Before going to the classroom, stop at the Main Office to pick up a visitor's pass.
3. Forgotten lunches, books and materials should be left on the appropriate cart in the vestibule for a child to pick up at a time when it will not interrupt his/her class work. Lunch aides will bring lunches from the cart to the lunch room. Please write your child's name on the outside of the lunch box in permanent marker.

We encourage on-going school/home communications as a key to success with our children.

Student Regulations

STUDENT REGULATIONS

Behavior

Students are to behave in a manner that is a credit to our school and community. All staff members have been requested to be on the alert for any behavior which is in violation of school regulations.

Pupils are to refrain from disruptions to teaching/learning or health/safety hazards such as: bullying or fighting on or near school property; flagrant disrespect of adults or peers; rude language; rowdy behavior or running in the building; chewing gum on school property; eating or drinking outside the all purpose room, misuse of school property (bathrooms, etc.)

Dress Code

It is generally accepted that the dress of students contributes toward their general behavior and attitude. The school has an obligation to encourage the proper standards of dress among students.

A. General Requirements

Student dress and grooming shall reflect appropriateness, cleanliness and safety within the classroom and at school activities. The interpretation of this lies with the administration.

B. Specific Requirements

1. Shorts of appropriate length are permitted in warm weather only.
2. Offensive or obscene dress is prohibited. Articles of clothing that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils are prohibited.
2. Hats will not be worn in the school--this applies equally to boys and girls.
3. Unsafe footwear is not permitted.

The school reserves the right to make the decision whether or not student dress fits the above categories. In general, such decisions will be made in a manner that suggests school is a place of serious study in which mutual respect should prevail.

Books and Fines

Books including, textbooks, workbooks and library books, are a serious responsibility. Pupils with lost or damaged books will be fined accordingly.

Care of School Property

Students are responsible for the proper care of all materials, supplies and furniture supplied by the school.

Invitations

Party invitations will not be distributed to students in school unless the entire class is invited. We appreciate your adhering to this policy to avoid embarrassment and disappointment.

Detention

Students may be kept after school at the discretion of the teacher. No pupil will remain later than 3:25 pm unless the parent has been notified in advance.

Homework

A desirable environment for study includes:

1. A quiet place free from distraction.
2. A comfortable desk and chair.
3. Good lighting.
4. Proper temperature and ventilation.

Some pupils will require more time to do homework assignments than others, depending upon attention span, interest and speed of learning. In general, the amount of time spent each night will vary according to your child's ability. If a pupil has difficulty in doing his/her homework or seems to require an unusually long time to finish it, it may be because he/she does not understand the work.

Conversely, if a pupil does not have sufficient home study work, it may mean that he/she is neglecting to take note of their assignments. In such cases, the need for a parent conference with the teacher is indicated and parents are requested to make an appointment with the teacher. Check the teacher's homework policy for your child's grade.

Student Code of Conduct - Rights and Expectations

Student Rights

All students have the right to:

- An education
- A safe learning environment
- Be treated with compassion
- Receive/earn certificates/awards
- Be themselves
- Learn about themselves
- Establish a student council
- Express their feelings and opinions in a risk-free environment
- Have representation through the Student Council
- Use school facilities with proper supervision

Student Expectations - Responsibility

Each student is expected to:

- Attend school daily
- Be punctual
- Participate fully in the learning process
- Come to class with the necessary materials
- Complete assignments within timelines as required
- Cooperate with peers, other students and all staff members
- Seek assistance from staff and students as required
- Refrain from aggressive and intimidating behavior
- Remain on school property during school hours unless formally excused
- Behave in a safe manner on the way to and from school
- Use designated entrance, exit and stairs
- Move in a quiet, orderly fashion on the stairs and in the halls
- Follow all classroom routines
- Accept the consequences of his/her behavior and actions
- Make proper use of all facilities, including the bathroom
- Dress appropriately while at school and during field trips
- Use appropriate and acceptable language in the school, on the playground and on a school sponsored field trip
- Refrain from substance and alcohol use at school or on school sponsored field trip
- Refrain from bringing to school any weapons, replicas of weapons or articles that may serve as a weapon.

Student Expectations - Respect

Each student is expected to behave in a respectful manner to:

- Themselves
- Other students
- All staff members
- Parent and community volunteers
- Visitors

Each student is expected to show respect towards

- Their own possessions
- The possessions of others
- School property, resources, furniture and equipment
- Neighboring and community property
- The environment

Each student is to show tolerance and acceptance to all:

- Genders
- Ethnic origins
- Races
- Religions
- Physical or mental challenges
- Academic challenges

Each student is expected to respect the rights of others to:

- Express their feelings and opinions
- Work in a safe learning environment
- Express their individuality
- Study and learn in an environment free of disruption

Student Expectations - Courtesy

- Students are expected to treat all peers, other students and all staff members with dignity as they would like to be treated themselves.
- Students are expected to laugh with, and not at, others.
- Students are expected to resolve conflicts cooperatively by expressing their point of view and listening to the views of others.
- Students are expected to be cooperative in sharing materials, resources and equipment.
- Students are expected to refrain from bringing inappropriate music or media materials to school that would violate any part of this Code of Behavior.
- Students are expected to use Internet communications in a way that would not violate any part of this code of Behavior.

Student Expectations

Students Expectations - Independence

Students are encouraged to be actively involved in their learning by:

- Being an active participant in their education
- Being self-motivated
- Being a self-directed problem solver
- Attaining a sense of self-worth and confidence
- Being a creative and capable thinker
- Understanding how to learn
- Modeling personal, cultural and societal values
- Setting, then working toward, particular goals
- Fairly contributing when working in group situations

Students are expected to consider all possible consequences for their actions and to learn and grow from their choices.

Students are expected to seek guidance, support or advice for problem solving.

Students are expected to accept responsibility and consequences for their own decisions and actions.

Safety

The safety of our children is the concern of both the school and the home. The school, home and community must be constantly aware of the hazards our children are likely to face and all must work together to build safety habits.

In school the teaching of safety is a continuing process and parents are earnestly requested to assist the school and the Police Department in giving repeated warnings and setting the example for children. Children are instructed by their teachers to leave the building and grounds immediately on dismissal. Pupils are to go directly home or proceed to a place designated by the parents.

Children should never ask for rides or accept rides from persons they do not know; never go with strangers when they ask for directions.

The Police Department should be notified if a stranger is seen talking to a child. If the stranger is in an automobile, the license number and description of the driver and car should be noted.

If a child fails to arrive at home within a reasonable time at noon or after school, it is advisable for the parent to telephone the school.

All doors to the building will be locked including the Main Entrance. A security buzzer system has been installed for safety reasons, along with a closed circuit monitor. After being buzzed in, please report directly to the Main Office.

Be Prepared

Please encourage your children to exit school with all necessary homework materials. For reasons of safety, we do not encourage allowing students back into the school.

Complaint Procedure

Following Board policy, any student/teacher related problem should be processed via this sequence of communications:

1. Discuss problem with teacher.
2. Contact the principal.
3. Follow up with superintendent where deemed appropriate.
4. Appear before the Board of Education where necessary.

Our goal is to resolve misunderstandings as close to their source as possible. Thank you in advance for your cooperation.

