

# JEFFERSON TOWNSHIP PUBLIC SCHOOLS

## ***PARENT/STUDENT INFORMATION GUIDE***

*ARTHUR STANLICK ELEMENTARY SCHOOL*

Mr. Kevin Lipton, Principal

AND

*WHITE ROCK ELEMENTARY SCHOOL*

Mrs. Randi De Brito, Principal

GRADES 3 - 5

2019-2020





## **Animals**

Animals/pets could present health concerns. If a teacher would like a particular animal/pet for a lesson or visit, the teacher will check with the nurse for allergies and seek permission from the principal. Due to allergies, pets cannot be brought into the building even with a parent who is picking up a child.

## **Arrivals**

All students are expected to arrive at school on time. Adherence to these arrival times ensures maximum instruction and learning time. The times are as follows:

### Regular Day Arrival Time

Stanlick	8:35 AM
White Rock	8:30 AM

All students arriving after the aforementioned times will be considered tardy and a parent must come into the school to sign their child in. *Please have your driver's license with you.* We encourage all students to ride the bus to school. However, any parent/guardian dropping off a child before school is asked to do so from 8:20 AM to 8:35 AM at Stanlick and 8:15 AM to 8:30 AM at White Rock.

Below please find our schedules for Delayed Openings:

### Delayed Arrival Time

Stanlick	10:35 AM (please do not drop off prior to 10:20 AM)
White Rock	10:30 AM (please do not drop off prior to 10:15 AM)

## **Assemblies**

We are very grateful to our PTA, the sponsor of most school assembly programs. Assemblies are scheduled to minimize academic conflicts. Assembly selection is based upon academic and grade level appropriateness. Not every grade level will attend every assembly.

## **Assignment Planners**

All students receive a planner which we use daily. Please check to make sure your child is recording tests and daily assignments. Your child's teacher will outline its use at Back to School Night. Often your child's teacher will write you an important note in the planner.



## **Attendance**

It is your responsibility to ensure your child attends school daily. When a child is absent, you should contact the school absentee telephone line. This phone line can be accessed 24 hours a day. When your child returns to school, a note should be sent explaining the absence. If a child is absent and the school has not been contacted, you will receive an automated call to confirm

your child's absence. It is very important that every child is accounted for daily. Please try to plan family vacations during scheduled school closings and doctor/dentist appointments outside of school hours. District policy states that students with 30 or more absences in a school year, regardless of reason, will be retained in the current grade level. Further, New Jersey Law directs school's (N.J.S.A. 9:6-1; 18A:38-25 through 31; N.J.A.C. 6A:16-10; N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c.; N.J.A.C. 6A:16-7.6(a)4.iv. and H.4; and 6A: 16-8) mandate that schools contact parents after children accumulate four unexcused absences, between five and nine unexcused absences, and again after ten unexcused absences. Moreover, once a child attains ten or more unexcused absences, the school is legally bound to file a truancy complaint against one of the parents. This is done in the local municipal court. Please refer to District Policy/Regulation 5200 for specific details.

### **Birthdays**

A child's birthday is a very special day and we welcome its recognition. Please be advised that due to state regulations and mandates regarding student health we are implementing a **no foods policy for birthday celebrations**. Students may bring non-food treats such as pencils, erasers, stickers, etc. to share with their classmates on their birthday.



### **Building Use**

Any organization wishing to use the building for an after school activity must fill out the appropriate form on-line at [www.jefftwp.org](http://www.jefftwp.org). The principal will review the request and will allocate facility resources in a manner that is equitable and consistent with other building needs.

### **Busing**

Student bus seating assignments will be determined by the driver of each bus in accordance with the student's social, emotional and behavioral needs. Seating decisions will reflect the district's primary concern of student safety while being transported to and from school.



### **Cell Phones**



Cell phone use is **not** permitted at any time during school. If a child uses his/her cell phone for any reason the phone will be turned in to the principal. The principal will return the cell phone to that child's parent. The expectation of children who bring cell phones to school is that they are turned off and stored appropriately in the child's backpack. If a child needs to contact his/her parent during school, they will be allowed to use the phone in the main office. If a child feels sick, he/she needs to report to the school nurse who will determine if the parent needs to be called. Students who violate the above procedure may also have disciplinary consequences administered.



## **Class Parties**

Class parties are planned and organized by class parents and the PTA. School policy does not allow siblings or past students to attend. Parents involved in party activities are asked to make child care arrangements on party days.

## **Code of Conduct**

Our schools reinforce the important community values of dependability, honesty, participation, respect, self-reliance, trust, tolerance and responsibility. Every student has the right to:

- Be treated with respect and courtesy as well as respect others
- Learn and be taught without disruption
- Learn in an organized school and classroom setting
- Attend school and each class every day
- Feel safe at their school.

In addition, we endorse the right of teachers to feel safe in their classrooms and to be able to teach without disruptions. There can be no doubt that the behavior of some students prevents teachers and others in their classes from getting the full benefit of our instructional programs.

Offenses involving weapons, drugs, and/or alcohol will be classified as Severe Misconduct and may result in student suspension and disciplinary action up to and including expulsion.

### **School Rules**

- Children will respect others by not fighting, swearing, teasing, spitting, etc.
- Children will not chew gum in school or wear hats
- Children will follow the rules of the all-purpose room and play areas
- Children will be safe at all times and not run in school
- Children will not bring weapons or dangerous substances to school
- All other safety rules will prevail at all times



### **Consequences *(may occur based upon the severity of the event)***

- |                  |                       |   |
|------------------|-----------------------|---|
| ● First offense  | - *time-out one day   | sent by homeroom teacher  |
| ● Second offense | - time-out two days   | teacher contacts parent/guardian  |
| ● Third offense  | - time-out three days | sent to principal   |
| ● Fourth offense | - time-out five days  | conference with parent/guardian<br>teacher & principal  |
| ● Fifth offense  | - suspension          | (letter to superintendent,<br>parent/guardian & file)   |
| ● Sixth offense  | - suspension          | (conference with teacher,<br>parent/guardian and principal<br>before child returns to school) |

*\*A time-out is a short term in-school suspension.*

Offenses at the elementary level that fall into the Severe Misconduct (Grades 6-12) regulations may result in student suspension and disciplinary action up to and including expulsion.

Classroom rules and consequences will be determined by each individual teacher within the general framework of the K-5 Code of Conduct and posted in the classroom. Children will understand the rules and follow them. Consequences will be clear and fair.

Students will be sent to the Principal only after all classroom consequences have been exhausted and the teacher has contacted the parent. In the case of fighting or other serious offense, children will be sent to the Principal.

These regulations shall be interpreted as far as possible to be consistent with all other regulations governing discipline. In the event of a conflict, these regulations shall control.

#### Harassment, Intimidation, and Bullying (HIB) (Policy 5512)

The Board of Education prohibits acts of harassment, intimidation or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate pupils in a safe and disciplined environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of that:

1. 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
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer or pager.

Consequences and appropriate remedial action for a pupil or staff member who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act and take action for documented systemic problems related to harassment, intimidation, and bullying.

#### Substance Abuse (Policy 5530)

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impeded that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of the district.

#### Pupil Discipline (Policy 5600)

The Board of Education believes that the conduct of pupils in school should enable pupils to derive the greatest benefits from the educational program offered by this Board and that pupils should learn to assume responsibility for their own behavior and the consequences of their actions. Pupils are required to conform to reasonable standards of acceptable behavior; to respect the rights, person, and property of others; preserve the degree of order necessary for the conduct of the educational program; and obey those in authority.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules.

The building principal and/or designee shall have the authority to assign discipline to pupils.

#### Suspension (Policy 5610)

For the purposes of this policy, "suspension" means the temporary removal of a pupil from the regular instructional program and includes removal of a pupil from a place of instruction to another location within the school; "short term suspension" means a suspension of not more than ten days; and "long term suspension" means a suspension of more than ten days.

The suspended pupil may be reinstated by the Principal or designee within ten days of the suspension, or by the Superintendent at any time before the second meeting of the Board following the suspension, or by the Board of Education at the first meeting following the suspension, except that no pupil suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within twenty-one calendar days of the

suspension, to consider that pupil's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the pupil or continue the suspension.

Removal of Pupils from Regular Education Program for  
Weapons/Firearms Violations (Policy 5611)

The Board of Education is committed to providing a safe school environment to all pupils attending the public schools. To provide this safe learning environment, the Board of Education will implement the Safe Schools Initiative - Chapters 127 and 128, The Zero Tolerance For Guns Act. The Act provides for immediate removal of a pupil found to be in possession of a firearm, committing a crime with a firearm or assaulting a member of the school community with a weapon other than a firearm.

Expulsion (Policy 5620)

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a pupil. No pupil will be expelled from this district before other reasonable and appropriate means of discipline have been exhausted. No pupil below the age of sixteen years will be expelled from school without provision for an alternate educational program.

For the purposes of this policy, "expulsion" means the permanent exclusion of a pupil from the schools of this district. A pupil may be expelled from this district only on formal action of the Board duly taken.

**\*\*\*\*Further clarification on each of the policies cited may be obtained at [www.jefftwp.org](http://www.jefftwp.org) in the Board of Education Policy #'s: 5512 HIB, 5530 Substance Abuse, 5600 Pupil Discipline, 5610 Suspension, 5611 Removal of Pupils from Regular Education Program for Weapons/Firearms Violations, 5620 Expulsion.**

***Dismissal***

Students are NOT permitted to switch buses for any reason. For students involved in a regularly scheduled long-term after school activity, one clearly worded note from you will be sufficient. Parents wishing to pick up their children must send in a written note and sign them out in the office. A note stating you will pick up your child means you will come into the building to sign them out. A note stating your child should be dismissed as a walker means your child will meet you outside of the building at dismissal, i.e. on the front walk or at your car. All students are expected to remain at school the entire day. Very important information and directions are given regularly at the end of the day. Please make appointments for your child at the end of the school day whenever possible. Children may be signed out earlier, however, in the event of an emergency. At any time of the day when you will be picking up your child, you will be asked by a staff member to scan your driver's license in our Rapter System before your child is released to you.

*\*For White Rock students only, if you wish your child to be dismissed as a walker, a written note must be sent in to school that morning.*

Below please find our schedules for early dismissals:

	<u>K-5 Early Dismissal</u>	<u>K-12 Early Dismissal</u>
Stanlick	1:10 PM	1:25 PM
White Rock	1:05 PM (conferences only)	1:20 PM

### **Dress Code**

Your child's dress should not create a distraction or otherwise disrupt the educational program at school. Students must not wear clothing that presents a health or safety hazard to the individual or other students. Hats are not permitted unless it is Spirit Day. It is strongly encouraged that students wear sneakers on physical education days and for recess. Students will not be allowed to climb on the playground equipment unless they are wearing shoes with a back (i.e. not flip flops)



Other parts of the policy to keep in mind include, but are not limited to:

- Shoes which are unsafe (soft-soled, slippers, heales) or ill-fitting.
- Shoelaces need to be tied or not dragging.
- Tops, dresses and jumpsuits that are off-the-shoulder, one-shouldered, strapless, spaghetti straps, halters, tube tops, muscle shirts or have straps narrower than one inch.
- Undershirts/underwear worn without an outer shirt.
- Shirts that expose the chest and/or abdominal area (s) of the body. Shirts must be buttoned and cover the abdomen and back at all times.
- Dresses, skirts and shorts that end higher than mid-thigh.
- Outerwear coats/jackets during school hours.
- Sleepwear/loungewear.
- Beachwear/Swimwear.
- Pants or skirts worn below the waist exposing underwear and/or skin.
- Pants or skirts/dresses that drag on the floor inhibiting movement.
- Sunglasses without administrative approval.
- Very tight or loose clothing that inhibits movement and/or causes a classroom distraction.

Please see Policy 5511 for more information.

### **Emergency Operations**

During the school year, the students will be engaged in several emergency practice procedures including, but not limited to, the following: fire drills, re-entry drills, and lock down practices. A re-entry drill will afford the students the opportunity to practice entering the building from the playground area in case of an outside emergency. A lock down will provide students and staff with an opportunity to practice minimizing their presence while securing themselves within the confines of a classroom or specific locations within the building. **Please note:** In the event of a



lock down, strict adherence to cooperative behavior on the part of the students will be expected and enforced by staff members. Students will not be allowed to make phone calls via cell phones. In addition, parent/guardians will not be permitted to pick-up their children during a lock down until the Jefferson Township Police Department has issued a “non-threat” announcement to school administration. Compliance to this procedure will be strictly enforced.

### **Field Trips**

Off site visits are valuable extensions of the instructional program. They enhance the curriculum and are covered by our required attendance policy. Your child’s teacher will provide you with the guidelines for becoming a field trip chaperone at Back to School Night. Bus seating is limited, however, and we may not be able to fill every parent request to attend. Please do not attempt to follow the bus and attend on your own, as this will compromise the plan for supervision developed to ensure field trip safety and effectiveness.

### **Grading System**

The grading scale through Realtime is as follows:

A+ (97%-100%)	B+ (87%-89%)	C+ (77%-79%)	D (65%-69%)
A (94%-96%)	B (84%-86%)	C (74%-76%)	F (64% & below)
A- (90%-93%)	B- (80%-83%)	C- (70%-73%)	



Your child’s classroom teacher will advise you of any special grading procedures used in the classroom such as weighted assignments and tests.

### **Homework**



Homework is an important part of your child’s education. It should be a properly planned part of the curriculum, extending, reinforcing, and practicing the learning experiences of the school day professionally introduced and previously taught by the classroom teacher. Assignments can be daily or long term projects. The Board of Education sets the elementary homework guidelines as follows:

3 <sup>rd</sup> Grade	30 minutes per night
4 <sup>th</sup> Grade	45 minutes per night
5 <sup>th</sup> Grade	60 minutes per night

If your child is experiencing difficulty with the homework or the amount of homework assigned, please notify your child’s classroom teacher via the assignment planner or other appropriate means.

Please note that homework requested to accommodate for family vacations will be limited in scope and may be modified or altered at the discretion of your child’s teacher.

## *Intervention and Referral Services (I&RS)*

The Intervention and Referral Services committee (I&RS) exists to assist students experiencing academic or social difficulties. The committee generally includes the principal, the school nurse, a Child Study Team member, the Student Counselor and the child's teacher. If the Intervention and Referral Services committee meets regarding your child, you will be provided with a written copy of any plan developed on your child's behalf and may request to meet with the I&RS to present questions, concerns, or information you may have.

## *Instrumental Music*

The instrumental music program is offered to our fourth and fifth graders. The various instruments offered to your child may include: Flute, Clarinet (bass & alto), Alto/Tenor/Baritone Saxophone, Trumpet, Piccolo, Trombone, Baritone/French horn, Tuba and Drum. Information regarding this program will follow once the school year begins.



Additionally, please note that due to size issues and safety concerns, the following instruments are the only instruments allowed on our school buses: Flute, Clarinet, Alto Saxophone, Trumpet, and Piccolo. All other instruments must be transported to and from school by parents/guardians.



## *Meals*

Students may purchase breakfast in school on all days. As the children arrive at school, they may stop at the kitchen and select breakfast. Children eat breakfast during homeroom and must have breakfast completed before the start of class.

Children have 25 minutes to eat lunch and a scheduled 25 minute recess each day. There is no recess on days in which a delayed opening or early dismissal has occurred, however, there is a lunch period scheduled. The lunch menu is sent home at the beginning of each month. Children may purchase their lunch, milk or snack at school or bring lunch from home.

## *Parking*

Parking is not permitted in the fire lanes or other non-designated spaces. Please check the yellow painted curbs indicating NO PARKING and follow all signs designating parking areas. Parking is very limited. Students should ride the buses whenever possible. An area near the building will be designated as a student drop off zone. At White Rock this area is above the main parking lot. At Stanlick, please drop students off at the sidewalk along the front of the building. **Please use caution at all times, as this will ensure the safety of our children.** Please make sure that **students only exit the car on the building side of the car.**



## **Parent Teacher Association (PTA)**

The PTA is very supportive of our schools. Parents are a welcome resource for our schools and the dedication of the PTA has a tremendous impact on our children. All parents are encouraged to become an active part of this vital organization. It is amazing the accomplishments the PTA achieves each and every year.

## **Response to Intervention (RTI)/Pyramid of Intervention**

Students who are not progressing sufficiently in an academic setting may need additional supports to core instruction. In addition, frequent progress monitoring will provide data to determine changes in the delivery of interventions. The application of research-based strategies will result in specific interventions for students.

RTI is a formalized plan for developing strategies to assist students who need additional supports. It is a multi-level approach and an organized system for monitoring appropriate interventions based on data.

## **Realtime**

Realtime is the student database system utilized by the district. A unique login and password is generated for every student, although families can link siblings together, so that only one login is required for each family. Students' report cards, progress reports, attendance and lunch account information are accessed through Realtime. Any changes or updates to telephone numbers, emergency contact information, etc. must be done by parents in Realtime. It is **IMPERATIVE** that you keep all emergency contact information up to date in this system. All required paperwork and important documentation is located on the Parent Portal portion of Realtime as well. Parents and guardians should get into the habit of checking the Parent Portal at least weekly. **\*Please be sure to answer the "Parent Questions" in the portal as soon as possible.**



## **Recess**

Students have physical education as a part of recess at least three times a week. This fulfills the state-mandated requirement for physical education and health instruction. During these three days, the students participate in a structured recess program where the activities are in line with state standards and curriculum. Students' other-recess days are free and unstructured, including the opportunity to take part in clubs, make up work and be removed by the teacher for all or part due to disciplinary consequences. No contact sports are allowed. Please ensure your child brings appropriate outdoor clothing to school.

## **Smoking**

State law prohibits smoking at any time on school property.

### **Snow/Emergency Closing**

The Superintendent of Schools will determine school closings. The Jefferson Township School website will post the information as well as announcements on TV and radio stations. **Please ensure that your phone numbers are updated within the Realtime student data base so that you will be notified of any school emergency or closing.**

### **Toys/Electronics/Games**

Toys are not permitted at school or on school buses including during field trip events. This includes valuable electronic equipment such as cell phones, I-Pods, DS Players, and E-Pets as well as trading cards and fidget spinners, etc. These items can get broken or lost. They also create classroom distractions. Remember that the school assumes no responsibility for any such item that is lost, stolen, sold, traded or damaged.



### **Visitor Sign In and Item Drop Off**

All parents, guardians and other visitors must have a valid driver's license and scan into our Rapter System to enter the building. This process helps to insure the safety of all our children. Visitor/volunteer badges will be issued for the duration of your visit. Please let the office know when you exit the building. Please respect teachers' professional time and note that unscheduled visits to your child's classroom disrupt important preparations for the day's lessons. Any items that need to be delivered to your child's classroom must be deposited in the bin outside the building or inside the first set of doors. After informing us that an item has been deposited, we will ensure of proper delivery to the classroom.