

# 2019-2020 SCHOOL YEAR CALENDAR

August 28	First Day for Staff In-Service
September 2	<i>School Closed - Labor Day</i>
September 3	<i>School Closed - Staff In-Service</i>
September 4	First Day for Students
September 5	Early Dismissal/Teacher PD
	Early Dismissal/Teacher PD
October 14	<i>School Closed - Columbus Day</i>
	<i>Teacher in-service</i>
November 4-6	Early Dismissal – Parent-teacher conferences
November 7-8	<i>School Closed</i>
	<i>NJEA Convention</i>
November 27	Early Dismissal
November 28-29	<i>School Closed</i>
	<i>Thanksgiving</i>
December 13	Early Dismissal/Teacher PD
December 23	Early Dismissal
December 24- Jan 1	<i>School Closed</i>
	<i>Winter Break</i>
January 2	School Reopens
January 20	<i>School Closed – MLK Day</i>
	<i>Teacher In-Service</i>
February 14-17	<i>School Closed</i>
	<i>Presidents' Weekend</i>
March 13	Early Dismissal/Teacher PD
April 9	Early Dismissal
April 10-17	<i>School Closed</i>
	<i>Spring Recess</i>
April 20	School Reopens
May 15	Early Dismissal/Teacher PD
May 25	<i>School Closed</i>
	<i>Memorial Day</i>
June 17	Early Dismissal
June 18	Early Dismissal
June 19	Early Dismissal/Last Day

Six inclement weather days are built into this calendar, and if not used, will be given back on days to be determined. If more than 6 inclement weather days are necessary, they will be made up during the spring holiday break in April beginning with April 17, April 16, and so on. If more than (2) inclement weather days are used prior to the December break, the make-up day will be Feb. 14th. Please be advised if school is in session during Spring Recess, absences resulting from preplanned trips or vacations will not be excused.



**PLEASE  
SIGN  
AND  
RETURN.**

**Please sign the following statement acknowledging that you have read and are aware of the guidelines and rules of this Student Handbook.**

I/We have read this handbook and have a mutual understanding of our responsibilities that will ensure success in achieving our goals.

**Student Name (please print):**

\_\_\_\_\_

**Parent Name (please print):**

\_\_\_\_\_

**Parent Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

## **MISSION STATEMENT**

The Great Meadows Regional School District will provide quality educational opportunities that ensure the individual success of all students within a safe and supportive environment and to build life-long learners who will meet society's challenges into and beyond the 21<sup>st</sup> century. To that end, it is anticipated that all students will achieve the New Jersey Core Curriculum Content Standards (NJCCCS) at all grade levels.



## **GMRSD STRATEGIC PLAN** **VISION 2019**

### **GOAL 1**

Provide students with adequate support and experiences to promote growth in all areas.

### **GOAL 2**

Intensify the district's commitment to move toward an environment that provides students with 21<sup>st</sup> Century skills and prepares them for success on a global level by incorporating technology into all settings.

### **GOAL 3**

Create a social and academic environment that is safe and enhances students' ability to become forward thinking risk takers, and to be globally conscious.

### **GOAL 4**

Create a top-notch school environment by opening communication paths and engaging parents in the student's academic life. Collaborate with the community to access resources.

*Dear Students,*

*Welcome to the Great Meadows Regional School District. Our entire staff is looking forward to another year with successful educational experiences for everyone. This student handbook will help you become familiar with our school policies, grading procedures, discipline standards, and the guidelines of our school. We all want the opportunity to enjoy learning in a school environment that is friendly, where teachers and students work cooperatively, and where individuals do not violate the rights of others. Please be sure to familiarize yourself with the information contained in this handbook.*

*We'd like to encourage you to be involved in your child(ren)'s education. We look forward to nurturing a home-school partnership with you*

*- The Administration and Staff of Central School*

### **Great Meadows Central School**

#### **Phone Numbers**

**School Main Office:** 637-4351

**School Nurse, School Announcements and**

**Staff Member Phone Extensions:** 637-4041

**To Report an Absence:** 637-4041 x203

### **Central School Staff**

#### **Administration & Guidance**

*Superintendent* – Mr. Mango

*Principal* – Mr. Mai

*Director of Curriculum & Instruction* – Ms. Grigoletti

*Director of Child Study Team* – Mr. O'Leary

*School Counselor* – Ms. Ackerman

*School Nurse* – Ms. Hendershot

*Central School Secretary* – Ms. Ascolese

*Office Assistant* – Ms. DeNicola

*CST Secretary* – Ms. Castiglia

### **Great Meadows Board of Education**

*President* – Ms. Prymak

*Vice President* – Mr. Koeller

Ms. Cullen

Ms. Wenthen

Mr. Vonder Haar

Mr. O'Melia

Mr. Mailloux

Mr. Smith

TBD

### **Teaching & Other Staff**

#### **Enrichment**

*Gifted & Talented* – Mr. Nutt

#### **Pre-school Inclusion**

Ms. McGeary

Ms. Romagnoli

#### **Kindergarten Team**

Ms. Lynch

Ms. Stevenson

Ms. Weingarten

#### **1<sup>st</sup> Grade Team**

Mr. Carroll

Ms. Daly

Ms. Zino

#### **2<sup>nd</sup> Grade Team**

Ms. Florio

Ms. Hoffman

Ms. Woods

#### **3<sup>rd</sup> Grade Team**

Ms. Broxton

Ms. Castner

Ms. Pezzato

#### **Encore Subjects**

Art – Ms. Levenstein

PE/Wellness – Ms. Sullivan

Music – Mr. Schepis

Media Specialist/Technology – Ms. Larsen

World Language – Ms. DeJesus

BSI – Ms. Flynn, Ms. Schubert

#### **Special Education**

Resource Teachers – Ms. Braxton, Ms.

Schantzenbach, Ms. Buechle

LLD Teachers – Ms. McMahon, Ms. McConnell

BD Teacher – Ms. Amey

Speech/Language – Ms. Dell Elba

#### **Child Study Team**

School Social Worker – Ms. Buhl

School Psychologist – Ms. Saraiva

LDTTC – Ms. Padula

#### **Support Staff**

Instructional Aides – Ms. Araki, Ms. Cambria, Ms.

Duarte, Ms. Healy, Ms. Ihrie, Ms. Mezzina, Mr.

Parker, Ms. Scalera, Ms. Taylor, Ms. Ferraioli, Ms.

Stuber, Ms. Matuszek

\*\*\*This list is subject to change. For a current list of faculty members please visit our website: [www.GMRSD.com](http://www.GMRSD.com)

## **GREAT MEADOWS ELEMENTARY SCHOOLS' PHILOSOPHY**

The Great Meadows Elementary School staff is committed to five beliefs and assumptions about the purpose of elementary school education, and the unique characteristics and needs of students at this developmental level.

1. Elementary school provides a setting for students to develop the social, emotional and academic skills needed for a successful transition to a middle school curriculum.
2. Elementary school provides exposure and opportunities for exploration of interests and strengths through weekly encore subjects, 4<sup>th</sup>/5<sup>th</sup> grade band/chorus and through the Gifted and Talented program.
3. The Elementary Schools focus around 3 school-wide rules: Take Care of Self, Take Care of Others and Take Care of your Environment/Surroundings.
4. Elementary school creates a positive school climate for all students. The elementary school organization recognizes the need to enhance student understanding of key character traits.
5. In order to most effectively meet the needs of the elementary school students and to make learning interesting and enjoyable, as well as challenging and meaningful, the organization of the elementary school centers on grade level Professional teams. Each grade level has a team of teachers that plans and works together to provide a comprehensive program for the students they serve.

## **REGULATIONS AND GUIDELINES ON STUDENT RIGHTS AND RESPONSIBILITIES**

1. All students must attend school daily, except when excused, and be on time to all classes and other functions.
2. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
3. No student has the right to interfere with the education of her/his fellow students.
4. Students must be aware of all rules and regulations for student behavior and conduct themselves in accordance with them and the district's code of conduct.
5. Students have the responsibility to assist the school staff in operating a safe school for all students.
6. Students must be aware of and comply with state and local laws/policies.
7. Students must make all necessary arrangements for making up work when absent from school.

8. Parents and teachers must work together to ensure each child's success.

## **STUDENT SAFETY SECURITY**

In order to provide a safe and secure facility, all doors are locked at the start of the school day. Visitors may only gain entrance once they have rung the doorbell, been identified through the front doors outside the main office, and the school secretary has keyed them into the building. All visitors must register at the main office upon arrival to the school.

Parents/guardians/visitors are not permitted to walk through hallways or visit classrooms without first registering at the office and obtaining a visitor's badge, which they must wear for the duration of their visit. Parents who transport their student to school may not walk their student to class or deliver items without checking in at the office.

Please understand that while we are familiar with the majority of parents, for security reasons and maintenance of minimal interruptions to the educational program, it is imperative that all visitors report to the office. All staff and students are instructed not to open the door for visitors, even if they know who they are, so please do not take offense when you are required to ring the doorbell. We ask that all visitors leaving the building allow the door to close behind them rather than holding the door open for another visitor approaching the building. These measures are taken to provide a safe and secure environment for all staff and students.

## **PARENT PICK UP**

If you are planning to pick your child up at the end of the school day, the following procedures must be followed for the safety of our students:

**A NOTE must be sent to school stating that the student will be picked up at the main foyer. The note must say who will be picking the student up at dismissal. The note will be forwarded to the office and the student's name will be placed on the Parent Pick-up Dismissal list, which is announced at the end of every day at 3:20pm. All requests must be received by 2pm the day of pick up.**

Dismissal sign out will take place in the vestibule area. **The person listed to pick up the student MUST sign the student out prior to exiting the building with the student.** Since the vestibule may get quite crowded, we ask that parents and students exit the building immediately to avoid congestion.

Students who will be consistently picked up at the main foyer (daily, same day/days each week, etc.) need only write one note and the student will be logged accordingly.

**No changes to the Parent Pick-up Dismissal list will be made unless the parent or guardian calls the office or sends a note to authorize the change. No requests from other parents or students will be honored. These measures are taken for the safety of all students.**

It is important for the school to know that each child is accounted for. We have a process that needs to be followed so that we can make sure that students are in the correct place. If a parent is late, the student will be brought to the office until the parent arrives. Students will not be permitted to leave with another parent unless permission has been given in advance in the form of a note, email, or phone call.

Staff will be on duty in the vestibule/foyer, but your help and cooperation is needed to make dismissal safe and efficient. Assigned staff must follow the procedures as directed by the Principal to ensure the safety of all students.

## **VISITORS**

Any person visiting the school must provide identification through our new vestibule entry procedure. For security purposes, visitors will be permitted to enter through the front/main lobby door only. Visitors will be asked to sign in and to wear an identification badge while they are in the building.

## **SCHOOL BUS CONDUCT**

The school bus is an extension of the school property. Students are expected to conduct themselves on the bus as if they were in the school building. This is essential for the safety of all who ride the bus. **Misconduct on the bus may result in suspension of bus riding privileges.**

Students are not allowed to ride a different bus to or from school. The number of students riding on a bus is carefully formulated and additional students cannot be seated. If the student needs to go home on a different bus for **emergency reasons**, a note from both sets of parents must be presented to the school secretary for approval on the morning of the change. Drivers will not allow an additional student on the bus without a signed note from the school. All students should conduct themselves as follows:

1. Obey your bus driver and treat her/him with respect.
2. Stay in your assigned seat for the duration of the bus ride.
3. Remain seated facing forward at all times during the entire trip.
4. Talking quietly is permissible, but excessively loud noises or voices are not allowed.
5. Eating or drinking is not allowed.
6. Throwing any object in, from, or at a bus is not allowed.

7. Spitting is not allowed.
8. For safety reasons, windows may be lowered one-third of the way while on school property. Windows may be lowered more, with permission of the driver, once you have left school property.
9. Keep all parts of your body to yourself and inside the bus.
10. Keep your bus clean.
11. Live animals are not allowed on the bus.
12. Glass or other breakable objects are not allowed on the bus.
13. Tobacco, drugs, matches, lighters or any other such objects are prohibited.
14. Any act that would endanger the safety of any persons is prohibited.
15. Items that cannot be secured such as a skateboard, bat, large radio boom boxes or any large items are not allowed.
16. All electronic devices are not to be brought on the bus.
17. Cell phones are to remain off and inside backpacks for the duration of the bus ride.

### **The following will be the disciplinary action policy for students that receive bus referrals:**

When an infraction on the bus occurs a bus conduct report will be sent home to the parent/guardian for signature and return and the following will happen (***the consequences below may be modified at the discretion of Administration based on severity of offense***):

**First Offense:** The student will meet with the Principal and the parents will be notified.

**Second Offense:** The student will serve a lunch and recess detention and meet with the Principal. Parents will be notified.

**Third Offense:** The student will be given an after school detention and parents will be notified.

**Fourth Offense:** The student will not be allowed on the bus for up to 5 days. Parents will be responsible for transporting the child to and from school during that period. School attendance is required during this time.

**Fifth Offense:** The student will not be allowed on the bus for up to 30 days. Parents will be responsible for transportation during this time, and school attendance is required.

## FOOD ALLERGIES IN SCHOOL

Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced when school, students, parents, and physicians work together to minimize risks of exposure to allergens and provide a safe educational environment for food-allergic students. Parents must notify the school of a student's allergies. Procedures have been developed with considerations for cafeteria, classroom, school environment, and field trips. Parents will be notified of any prohibitions of food in specific classrooms. **Food with unknown ingredients will not be permitted in "Allergen Free" classrooms.**

## NUTRITION AND WELLNESS

In compliance with our Wellness Policy, which meets state and federal guidelines, the following items may not be served, sold, or given out in the school:

- All food and beverage items listing sugar, in any form, as the first ingredient.
- All forms of candy.

With respect to classroom celebrations, we ask that food items **not** be served, but rather include pencils, erasers, stickers, or other items that the students will enjoy. If food is a component of a classroom celebration it may not be homemade, as we are not able to guarantee the safety of the kitchen where it was prepared. This also pertains to all cut up fruits and vegetables as we cannot guarantee cross contamination with allergens. All ingredients in food items must be labeled and reviewed by the school nurse prior to being allowed in the classroom. These guidelines are consistent with the Food Allergy and Anaphylaxis Network recommendations. More specific expectations for classroom celebrations will be addressed with the Homeroom Parents at their initial meeting with their classroom teachers.

## POLICIES & PROCEDURES

### LENGTH OF SCHOOL DAY

School hours for students are as follows:

**Supervision begins: 8:45 a.m.**

Regular Day: 8:45-3:20

Half Day: 8:45-1:10

**Supervision ends: 3:45 p.m.** (unless the student is staying for an afterschool activity or club)

### ABSENCE FROM SCHOOL

Irregular attendance at school is one of the most common causes of failure. Even though a student may try to "make-up" what has been missed, it is almost impossible to duplicate the experience that occurred as the class discussed its lessons. If a child is absent from school, it is the responsibility of the child to make up all work after returning to school.

It is a regular practice of the school to call the home of students who have not reported to school.

*Parents can help the school monitor attendance by calling the **school nurse, 637-4041 ext. 203**, if their child is going to be absent.*

In the event a student is absent from school and contact has not been made between home and school, a signed note by the parent or guardian explaining the reason for absence is required.

The state law is very strict in regard to children's absence from school. Religious holidays are the only reasons for absence that the state will accept as legal excuses. As per Board of Education practice; parents will be notified by letter, when the number of absences reaches 10 and again when it reaches 15. When absences reach 20 days, the student may be referred to the Warren County Crisis Intervention Unit. Parents will be contacted any time truancy is suspected. Students who are absent due to a vacation planned while school is in session will not be provided with work prior to the absence and will be expected to make up all missed work upon their return to school. In order to make up the missed work without missing new instruction, students may be required to make up work during scheduled recess time and/or after school sessions. Keep tardiness and absences at a minimum, but keep an ill child home. The following absences are non-cumulative with written documentation:

1. Exclusion by the Board of Health
2. Religious holiday
3. School sponsored activities

All other absences are classified as cumulative.

For cumulative unexcused absences of ten or more:

- a. The student shall be suspended from attendance at all non-academic activities for the remainder of the school year.
- b. The student will attend mandatory after school detention sessions, as necessary, for the purpose of completing missed schoolwork. Parents/guardians are responsible for pick up from the after school sessions.

### **Excused From School**

Parents are encouraged to schedule all appointments (dentist, doctor, etc.) after school hours. In the event it is necessary to take a student out of school during the school day, the following steps should be taken:

1. The student should bring a written, signed parental request to the office **on the morning of the appointment.**
2. At the time the student will be leaving school, the parent must come into the school to sign the student out.
3. If the student returns to school, she/he should report to the office.

For students to be considered in attendance for a day of school, they must be present for *at least one hour during the morning and at least one hour during the afternoon session*. If a student goes home after 10:10am or arrives to school by 2:10pm, they will be marked absent ½ day. If the student goes home before 10:10am, they are considered absent for the day. Parents/guardians will need to update emergency cards if work or home phone numbers change.

#### **Late to School**

Students who arrive late to school should report to the office for a tardy slip before reporting to class. The following will be the disciplinary policy regarding unexcused tardies.

- 1-3 Tardies – No Action Taken
- 4-5 Tardies – Parent Notification
- 8<sup>th</sup> Tardy – May result in Parent/Administrator Meeting

### **CHAIN OF COMMAND**

It is the desire of the Administration to rectify any misunderstandings between stakeholders and the school district by direct and informal discussions among interested parties. It is only when informal meetings fail to resolve the differences, that more formal procedures be considered. We ask that that you follow the below procedure:

1. If it is a matter specifically about or directed toward a staff member, the matter should be initially discussed by the parent with the staff member.
2. If the matter cannot be resolved, it should be referred to the Principal, who will take all necessary steps to resolve the issue.
3. Should the matter still not be resolved, the Principal will take the necessary action to involve the Superintendent to ensure that the issue is resolved to the mutual satisfaction of all interested parties.

### **CLASS PLACEMENTS**

The class assignments each year are developed collaboratively between the outgoing grade level teachers, the incoming grade level teachers, the guidance counselor, and the Principal. The factors that are considered include an equitable balance of girls and boys, a heterogeneous grouping of academic abilities, and services that may need to be provided to specific students as part of an IEP or a 504 Plan. The relationship between students is also taken into consideration if there have been prior disciplinary actions or particular incidents of concern. We ask that you trust our judgment in making these decisions and refrain from class placement requests.

### **CONFERENCES**

#### **Parent-Teacher**

The district will announce regularly scheduled parent-teacher conferences at the beginning of the new school year. Individual conferences with a teacher should be set up independently by contacting the teacher at (908) 637-4790 and the teacher's respective extension. Only conferences that are scheduled, with the teacher, prior to the day will be held unless in an emergency. Visitation to your child's classroom will only be allowed in prearranged and scheduled situations.

### **COMPUTERS NETWORK AND RESOURCES**

GMRSD supports access by pupils to the Internet but reserves the right to limit in-school use to materials appropriate for educational purposes.

According to school board policy 2361, unethical, unacceptable, or illegal behavior is just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action. Serious violations may result in additional discipline sanctions such as administrative detention, suspension, or expulsion.

The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and insure its proper use.

#### **Standards for Use of Computer Networks**

Any individual engaging in the following actions when using computer networks and computers shall be subject to discipline or legal action.

- A. Using the computer network/computers for illegal, inappropriate or obscene purposes, or in support of such activities.
- B. Using the computer network/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts
- C. Using the computer network/computers in a manner that:
  1. Intentionally disrupts network traffic or crashes the network;
  2. Degrades or disrupts equipment of system performance;
  3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
  4. Steals data or other intellectual property;
  5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
  6. Gains or seeks unauthorized access to resources or entities;
  7. Forges electronic mail messages or uses an account owned by others;
  8. Invades privacy of others;
  9. Posts anonymous messages;
  10. Possesses any data which is a violation of Board policy; and or
  11. Engages in other activities that do not advance the educational purposes for which computer network/computers are provided.

### **Consent Requirement**

No student shall be allowed to use the computer network and the Internet, without direct supervision, unless they have filed with the principal a consent form signed by the pupil and her/his parents or guardian.

### **DINING ROOM PROCEDURES**

Lunch should be a pleasant experience for both the students who eat in the dining room and the staff who work in and monitor the dining room. **Failure of an individual to abide by the rules will result in disciplinary action.**

- Boisterous/loud behavior will not be tolerated.
- Horseplay, throwing of food or tampering with the food of others will result in a disciplinary action.
- Students who cannot utilize self-discipline during the lunch period will be assigned a seat.
- Upon finishing their lunch, students will bring trays and garbage to the disposal area and then return to their tables.
- Students must be excused by an adult before being dismissed.
- Students will not be allowed to go back to their classroom once they are in the dining room.
- In the interest of safety, **beverages in glass containers will not be permitted in school.**

If any of the above expectations are not adhered to, the following action will be taken:

- 1) **The student will receive a verbal warning.**
- 2) **If inappropriate behavior continues, the student will be asked to sit at another location for the remainder of the lunch period.**
- 3) **If inappropriate behavior continues, the student will be required to sit out their recess period.**
- 4) **Any further inappropriate behavior will necessitate a phone call and/or email home.**

### **SCHOOL PROPERTY**

Students are responsible for keeping their desks neat, clean and free of non-essential articles. This assists them with organization. Abuse of school furniture or property may result in disciplinary actions. Desks are the property of the school and the staff may inspect desks.

### **LOST AND FOUND**

Students should turn in any found articles to the school secretary. Any student looking for an item they may have left at school or on the bus should ask the school secretary. Small or expensive items such as rings, jewelry, cameras, or money are kept in the main office until retrieved. Lost articles of clothing are hung on hooks in the cafeteria. Please look for any missing

clothing items in that area. Please note that all items that are left unclaimed as of the last day the school are donated to local area clothing bins who provide resources to those in need in our area.

### **LIBRARY GUIDELINES**

Students are responsible for all items they sign out. Students who lose or damage library materials are required to pay for the replacement cost of the item(s) before the last day of the current marking period. Students who fail to clear their library obligations will lose the privilege of borrowing materials.

### **MEDICAL GYM EXCLUSIONS**

Medical excuses must be presented to the school nurse before the start of the school day. A parent note may be accepted as a Wellness activity excuse, for a maximum of two classes. Excuses for longer periods of time must be medical and must state a diagnosis and a date for return to physical activity. The student may only be excused from the physical activity. All other portions of the class and or/an alternative assignment will be required.

### **PERMANENT RECORDS POLICY**

As per the Family Educational Rights and Privacy Act (FERPA), parents have the right to inspect and review any and all records, files, and data directly related to their children. Please call the school office to arrange for an appointment if you wish to review your child's records.

### ***STUDENT CODE OF CONDUCT***

*Keep Great Meadows Schools Safe & Friendly!*

***The rules you are about to read in this student handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.***

### **Essential Contributions of Parents, Students, and the School:**

School-wide appropriate student behavior has positive effects upon the academic, social, and emotional well-being of the school community. We believe that positive behavior originates in the home and is reinforced in the school. At Central Elementary School, we are committed to working with parents to develop in our students the social skills necessary for them to be successful students now and good citizens later.

### **It is essential that parents/guardians:**

- Recognize that the school takes the place of the parent while the child is in the school, including the time going to and from school. Students may not leave the property during any school function.
- Realize the children are best able to learn when they feel safe; and that this happens when they



know their boundaries and when their environment is predictable.

- Teach their child to respect the law, proper authority, the rights of others, and private and public property.
- Ensure the prompt and regular school attendance of their child by complying with state attendance laws and school attendance procedures.
- Work with the school to carry out academic and behavioral recommendations.

**It is essential that Central Elementary School:**

- Fosters a sense of respect in the school community
- Establishes a framework for good citizenship
- Maintains a safe and orderly educational environment
- Promotes a sense of teamwork in the classroom and in the school as a whole.
- Celebrates student successes and positive behavior.
- Involves students in meaningful activities and focuses on standards that promote academic achievement.
- Focuses on standards that promote academic achievement.

**It is imperative that the student:**

- Be respectful of the feelings and property of those around him/her.
- Act appropriately to help make the school a safe and positive place for everybody.
- Manage your time and tasks by getting organized.
- Strive to succeed by always giving his/her best effort.

**Backpacks** - Students will be required to leave backpacks and other unnecessary items in their coat closet or cubbies. Students will only be allowed to bring into class the materials necessary for that class. If you are unsure of the necessary materials, please ask your classroom teacher.

**Great Meadows Regional School District has a very strict anti-bullying policy. Any harassment or bullying will not be tolerated. Please refer to policy (#5512) Harassment, Intimidation and Bullying**

**Bully Hotline** – Have you felt threatened by another student? Do you know someone who has? Call the bully hotline and leave an anonymous message on the bully hotline by calling (908) 637-4341 ext. 200

**Cheating** – Cheating takes on different consequences as a child matures. Therefore, grade level teams will designate appropriate grade level consequences. This may result in a zero for the assignment, test, or project. This is also possible for the person offering or volunteering the information.

**Plagiarism** – Students are expected to read and interpret information from books, magazines, Internet, etc. for research assignments and are required to submit information in his/her own words. Copying word-for-word, simply changing a few words from its original source, or attempting to pass the work from someone else as your own is plagiarism. **Plagiarism is cheating and will not be tolerated.** Appropriate documentation will be expected in the form of internal citations and works cited depending on the grade level and specific teacher requirements. Exact quotes are acceptable when proper credit is given within the body of a research paper and quotation marks used. If a student plagiarizes, the teacher has the option of assigning a grade of zero.

**Electronics** – If adhering to Board of Education Policy #2363 Pupil Use of Privately-Owned Technology, and students are notified to do so by their teacher, students will be allowed to use smartphones, iPads, and other portable devices that allow students to access the internet in class for assignment and research purposes. Please refer to Policy #2363 sent home with your student packet.

**Otherwise**

NO student radios, MP3 players, iPads, kindles, iPods, or recorders are permitted on the school campus or on the school buses. Exceptions may be made by teachers or bus drivers for field trips and other special occasions. Also, cell phones may not be used during school hours and must be kept in a backpack. The use of personal electronics is not authorized for any purpose during the school day.

**Gum** - Gum chewing is **NOT ALLOWED** in school.

**Loitering** - NO loitering on the school grounds after school. Students on campus after school must be involved in a school sponsored activity. Skateboarding, roller-blading, and unsafe cycling are prohibited on school grounds.

**Littering** – NO littering! Trash at lunch and during the day must be put in trash cans. Do your part to keep our school clean.

**Public Display Of Affection** – Inappropriate displays of affection are not allowed in school.

**Profane Or Vulgar Language** - Common courtesy must be observed at all times and in all situations. There is no exception to this rule. NO profane or vulgar language. Disrespect to teachers, students, and/or visitors will result in disciplinary action. **We have zero tolerance for disrespect.**

**Possession Of Weapons** – NO possession of anything that might be considered dangerous, or appear to be dangerous to yourself or others. Anything that might be considered a weapon or imitate a weapon, and any type of laser, is strictly forbidden.

**Personal Property** - You are responsible for all items in your possession. Never leave purses, books, or personal property unattended. Never bring more money to school than is needed for the day. The school cannot be responsible for loss or damage to items, including loss of money that students bring to school.

**Use Of The Restrooms** – School staff will regulate the use of restroom facilities so as to maximize student participation in classroom activities. Students are expected to keep the restrooms and everything therein clean and in good condition. Any student misusing the lavatories will be required to clean up any mess that she/he creates. If any damage occurs, the student responsible will have to pay the cost of the repair.

**Controlled Substances** – Possession of tobacco products, alcohol or drugs at school or at any school activity is forbidden. **IT'S THE LAW!** In an effort to enforce its policy of Zero Tolerance for drugs, the district may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law and district policy. The above inspections shall be unannounced. Any student, who is identified as being in possession of or under the influence of an illegal substance, shall be referred immediately to the office. Parents and police will be notified immediately. Due process procedures will be implemented.

## STUDENT CONDUCT AND BEHAVIORAL CONSEQUENCES

Administrators reserve the right to use their discretion in reviewing a student's disciplinary infraction and dealing with that infraction on an individual basis, apart from the discipline responses listed herein. Administration will act in whatever manner necessary to insure the safety, health, and well-being of all students. Guidelines on student discipline are essential if we are to establish orderly, effective, and fair procedures for consequences when infractions of school rules occur. All infractions (Level I, II, and III) apply to behavior on school property, school buses, bus stops, school-sponsored events on or off school property, and buses transporting students to and from school-sponsored events. Any offense not covered (at any level) will be handled by the administration on a discretionary basis. The infraction categories are reflective of our Positive Behavior philosophy. Within that philosophy it is essential that students:

**Be Respectful:** By using language and actions that show concern and consideration toward all adults, fellow students and school property.

**Be Responsible:** By being accountable for language, actions, commitments and academic requirements.

**Be Obedient:** By following directions, school rules and routines.

**Be in Control of Your Body and Emotions:** By keeping your hands, feet and objects to yourself; By

considering the personal space of others while remaining calm and in control.

**Be There and Be Ready:** By being present, on time, prepared and focused on learning.

Pupils are expected to come to school with the understanding that rules and policies of the school are to be observed and followed.

### Teacher-Level Infractions

Each classroom teacher handles minor types of pupil misconduct. In the case of minor classroom misconduct the teacher may assign a **lunch and/or recess detention**. Teachers will informally assign and proctor their own lunch detentions or after-school detentions for certain offenses. These detentions will not be reflected on the student's disciplinary record, but will be documented by the teacher. The length of the detention will be at the teacher's discretion.

**Description of Behaviors** - Teacher-Level misconduct involves misbehavior on the part of the student that disrupts classroom instruction or interferes with the orderly operation of the school. These behaviors are initially handled by an individual staff member, but may require the intervention of other school support personnel if repeated or severe.

The following list shows some typical **Teacher-Level infractions**, but is not all inclusive:

- Cafeteria misconduct
- Calling out
- Cheating
- Disrespectful remarks
- Horseplay
- Inappropriate language
- Littering
- Loitering
- Minor physical contact
- Not doing class work
- Not telling the truth
- Out of seat
- Rudeness
- Tampering with school or employee property
- Throwing/flicking/shooting small objects
- Unprepared for class

### **Progression of Teacher Responses**

The progression of Teacher Responses is intended to first give the student a chance to correct his or her own behavior, then to enlist the help of the parent in correcting the child's behavior, and finally to refer the student to the administration for discipline if the teacher and parent together are not able to correct the behavior.

**1st Step:** Student conference and reprimand issued by teacher

**2nd Step:** Reprimand issued and parent contact by teacher

**3rd Step:** Parent contact and consequence

**4th Step:** Discipline referral sent to office

## **Types of Administrative Disciplinary Infractions**

### **Level 1 Infractions**

**Description of Behaviors** - Level 1 misconduct involves violation of school policies or more serious misbehavior on the part of the student that repeatedly disrupts classroom instruction or substantially interferes with the orderly operation of the school. Infraction consequences will range from a verbal warning to in-school suspension.

*\*Administrative discretion will prevail over recommended responses when so determined*

### **Level 2 Infractions**

**Description of Behaviors** - Level 2 misconduct involves behavior that frequently or seriously disrupts the learning climate of the school. These are not handled by the teacher; the student is referred to the administration for appropriate actions. Parental contact will be made by the building administrator. Restitution may also be required. Level 2 disciplinary infraction consequences will range from lunch detention to out-of-school suspension.

The following list shows some typical **Level 2 Infractions**, but is not all inclusive:

- Use of profanity or abusive language or gesture toward a district employee
- Insubordination / defiance
- Gross disrespect to a district employee
- Gross misconduct
- Theft
- Fighting
- Instigating violence
- Striking another student
- smoking or possession of smoking material or tobacco products;
- use, sale, transfer, or possession of controlled dangerous substances including alcohol
- possession of any type of weapon or laser in school;
- threatening another person verbally or threatening violent actions
- A confirmed act of Harassment, Intimidation or Bullying.
- Disorderly conduct
- Unauthorized access to computer files
- Transmission/reception of inappropriate computer files
- Possession of pornography
- Repeated Level 1 Infractions
- Other Level 2 Offenses not listed (Building administrator's discretion)
- Cheating
- Plagiarism

*\*Administrative discretion will prevail over recommended responses. Suspensions may be assigned in or out of school.*

### **Level 3 Infractions**

**Description of Behaviors** - Level 3 conduct involves acts which result in violence to another person, property, or acts which pose a direct threat to the safety of self or others in the school. Infractions consequences of this

level will range from a 5 to 10 day suspension pending expulsion.

The following list shows some typical **Level 3 Infractions**, but is not all inclusive:

- Threatening a district employee
- Possession/use of fireworks or live ammunition
- Possession, transfer, sale of stolen property, or other illegal transaction
- Under the influence of drugs, alcohol, or other illegal substance
- Gross technology misconduct, including destruction of district property in the form of hardware or software, destruction of teacher or administrative files, dissemination of any computer virus
- Extortion
- Theft
- Transporting, possession, distribution of drugs including look-alikes, alcohol, medications both prescription and over the counter, or other illegal substances for personal use, as determined by police
- Disorderly conduct
- Possession/use/transfer of weapons: clubs, chains, brass knuckles, mace, etc., which can be used to inflict harm to property, self and/or others
- Assault and Battery
- Arson
- Possession/use/transfer of weapons: knife, gun, explosive instrument, poisons, etc., which can be used to inflict harm to property, self, and/or others
- Institutional vandalism
- Ethnic and Racial Intimidation
- Purchase or sale of drugs, alcohol, or other illegal substances on school property
- Deliberately striking a district employee
- Any act that constitutes a hazard to self/others/property, trespass, breaking and entering
- Initiating or participating in bomb scares or false alarms of any kind, including phone threats
- A confirmed act of Harassment, Intimidation or Bullying.
- Unauthorized video/audio recording and/or photography

### **Detention/Suspension**

**Detention** is held after school for the duration of 45 minutes. Parents/guardians are responsible for student pick up at 4:15pm on these days. Parents/guardians will be made aware of the assignment of an after school detention **two days prior** in order to make the appropriate arrangements for student pick up.

When detention does not result in a positive change in behavior, or if a child accumulates five after-school

detentions, the principal may find it necessary to assign **in-school suspension or suspend out of school.**

Behavior that is threatening, harmful or dangerous to others, creates a hostile learning environment, or is considered a confirmed act of HIB, is strictly prohibited and will result in multiple consequences including loss of school trips, school events both during and after school and other restrictions. All consequences will follow the student code of conduct.

Students under suspension will be given an opportunity to do, to the extent possible, all classwork and homework; and to make up all quizzes, tests, etc. that are missed as a result of the suspension.

When students are suspended, either in or out of school, they are **ineligible** for any after-school and extra-curricular activities for the duration of the suspension.

### **School Trips**

School field trips are a privilege that may be taken away from individual students who have habitual discipline offenses or participate in offenses that result in in-school or out-of-school suspension.

### **Police Involvement**

Per an agreement made between Warren County schools and the Prosecutor's Office, the police will be notified when students are involved in activities that prompt suspension, such as violence or threats, or use of non-prescribed controlled substances.

*In any case of student misbehavior, or involvement in circumstances that may lead to misbehavior, the principal may suspend her/him from school and/or school related activities. Habitual offenders or extreme incidents may be referred to the Superintendent, the Child Study Team, the Board of Education, or to other agencies or authorities for actions deemed necessary.*

### **Dress Standards**

*The Great Meadows School District Dress Standards are designed to provide a broad guideline for student attire. Parents and students are reminded that the primary focus of our school is to facilitate learning and, therefore, clothing should be appropriately suited to this goal. Additionally, students are reminded that their clothing should reflect a positive image of themselves and of the school.*

Students wearing clothing that, in the judgment of school personnel, presents the potential to disrupt the learning environment or that the administration deems inappropriate will be asked to change into proper clothing. **Students may receive disciplinary consequences for violating the dress code policy.**

Some general guidelines to follow are:

1. Clothing designed for beachwear, lounging, or picnic activities should not be worn to school. (These include, but are not limited to, tank tops,

bandanas, cut-off shirts, bare midriffs, enlarged armholes, plunging necklines, etc.)

2. Sneakers or shoes must be worn at all times. Laces must be tied as a safety factor. **Flip-flops**, platform shoes, and other hazardous footwear are not acceptable due to bus safety policies and the need for sturdy and safe footwear for Physical Education and recess.
3. Hats will not be worn inside the school.
4. Any buttons or other insignia that are judged by an adult authority as obscene or intended to mock, ridicule, or demean others must be removed or covered if so directed by an administrator or teacher.
5. Trousers must be worn at waist level and underwear must not be exposed.
6. Students may not wear:
  - Hanging accessories that could cause a safety hazard (including belt chains and wrist spikes).
  - Skirt length must be no shorter than 5 inches above the kneecap and shorts no more than 4 inches above the kneecap.
  - Clothing imprinted with vulgar, profane, and double-meaning pictures or slogans.
  - Clothing that has been intentionally torn, cut, or ripped in a fashion that displays skin more than 5 inches above the knee caps.
  - Spandex garments without additional outer clothing.
  - See-through garments.
  - Exposed undergarments.
7. Students participating in any school function or trip where they act as representatives of the Great Meadows Regional School District are expected to abide by the dress regulations as established by the adult authority or chaperone.
8. Some outside activities or weather conditions may necessitate the modification of dress regulations and will be left to the faculty to set the dress regulations for the particular circumstance.
9. During the winter months the faculty will advise students to wear coats, sweaters, jackets and other outerwear when going outside for activities. If a child does not possess the necessary outerwear, in temperatures below 45 degrees, they will be asked to remain inside for that activity. A phone call will then be made to the parents to make them aware of our concern. It is up to the parent/guardian to make the final decision as to their child's winter attire.

**PLEASE NOTE: Outerwear is not to be worn inside the building.**

*For student clarification, we have attempted to list all unacceptable attire. As styles change, this becomes a difficult task. The staff and administration retains the right to ask students to change anything we deem inappropriate for school.*

## TELEPHONES

Telephones in the classroom and school office are for emergency purposes only. Use of cell phones and pagers are not permitted during school hours.

## WEB SITE

Upcoming school events and district information can be obtained by visiting [www.gmrtd.com](http://www.gmrtd.com).

### School Cancellations and Delays

Information regarding school cancellations and delays due to inclement weather or other emergency situations may be obtained by calling Central School at **908-637-4041**, or checking the district's website. In addition, announcements will be made via the RealTime Student Information System, on local TV & Radio stations: WRNJ am 1510, and WFMZ-TV channel 69 & Comcast channel 18.

## ACADEMIC POLICIES

### **Grades (K-2)**

Students will be assessed in core content subject areas and special content areas using number-based assessments. These assessments provide indicators of growth, improvement, or areas requiring remediation.

### **Grade Reporting Key (Grades K-2)**

The following indicators will be used to reflect student performance on report cards in grades Kindergarten through grade 2.

#### Academic:

#### **4 – Exceeding Learning Standards**

Student performance demonstrates an understanding of knowledge and skills beyond expectations and consistently shows evidence of higher level thinking.

#### **3 – Meeting Learning Standards**

Student performance demonstrates a thorough understanding of the knowledge and skills expected at this grade. Successfully meets stated grade-level benchmarks.

#### **2 – Approaching Learning Standards**

Student performance demonstrates a partial understanding of the knowledge and skills expected at this grade level. Progressing towards stated benchmarks

#### **1 – Not Meeting Learning Standards**

### Shaded Blocks

Shaded blocks indicate that the standard has not yet been introduced.

### Behaviors that Support Learning and Social Development:

- 4 – Consistently meets/exceeds expectations
- 3 – Generally meets expectations
- 2 – Progressing towards meeting expectations
- 1 – Not meeting expectations. Area of concern that requires action

### **Grade Reporting Key (Grade 3)**

The following indicators will be used to reflect student performance on report cards in grade 3.

<b>A+</b> 97-100	<b>A</b> 93-96	<b>A-</b> 90-92
<b>B+</b> 87-89	<b>B</b> 82-86	<b>B-</b> 80-81
<b>C+</b> 77-79	<b>C</b> 73-76	<b>C-</b> 70-72
<b>D+</b> 67-69	<b>D</b> 63-66	<b>D-</b> 60-62
<b>F</b> below 60		

### **Trimester Timelines**

Please reference the district calendar

### **Promotion-Retention Policy**

*Promotion* – A full promotion requires satisfactory completion of the following major academic courses of study: LANGUAGE ARTS, MATHEMATICS, SCIENCE, SOCIAL STUDIES, HEALTH, AND PHYSICAL EDUCATION.

*Retention* – According to Board of Education Policy M5410, "Retention would have a reasonable chance of benefiting the child totally as determined by the parent(s) or legal guardian(s), teachers, administration and Child Study Team or Intervention and Referral Services Team."

Whenever retention is being considered, but not later than the beginning of the second trimester, the teacher shall confer with the Principal, Child Study Team, and other staff members involved with the pupil. The parent(s) or legal guardian(s) shall be invited to a meeting with the teacher, Principal, and other appropriate staff members for discussion of the matter. This discussion shall consist of an explanation to the parent(s) or legal guardian(s) of their child's ability to achieve. Goals shall be set for the second trimester. During the first two weeks of the third trimester, another meeting shall be held to review the goals and the pupil's progress. At this time, the Principal shall make his or her decision as to whether the pupil will be retained in grade. That decision shall be based on recommendations of the teaching staff and evaluations of the pupil's progress in remedial programs and parent input.

## **HOMEWORK POLICY**

Homework is assigned at Central Elementary School. Homework is an extension of the learning experience and is an integral part of the complete educational process. In addition to completing work initiated in class, students learn independence and the ability to organize work. In preparation for class, homework must be completed. Developing good study habits now will have a large impact on future academic success.

Failure to complete assignments on time and the failure to do required homework may result in:

1. A teacher notification to parents.
2. Assignment to supervised study during the lunch period or recess.
3. Loss of classroom and school privileges.

### Students' Role in the Homework Process

- Complete all assignments on time and in a neat and acceptable manner.
- Write down the assignments in your agenda book.
- Budget time, during and after the school day, to complete assignments; students should not wait until the last minute to complete assignments.
- Develop good work habits and study habits.
- Complete all missed assignments.

### Parents' Role in the Homework Process

- If necessary, check the Agenda Book daily and the teacher's website when clarification is needed.
- Review schoolwork with your child, and if necessary, sign the agenda book.
- Provide an area for your child to study that is away from the center of activity in your home.
- Set aside a regular study time and help your child organize assignments.
- Be aware of homework assignments and talk to teachers, if necessary, to make sure the work is being done.
- Support your children while they are doing homework by checking in periodically and by being available to help if needed.
- Ask your child questions about what they have learned.
- Accept each child's best work and avoid undue comparison with other children.

### Homework and Absenteeism

For any absence of less than three days, a student should get homework from the teacher's website or from classmates. To obtain assignments for extended absences (**more than 3 days**) parents should call their child's teacher by 8:30 AM and they will coordinate getting the assignments together. Homework may be picked up between 3:00 and 3:30 PM in the main office. For an unexcused absence, the student must get the make-up work from her/his teachers upon their return to school.

### NOTES:

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### ABSENTEE NOTE (copy as needed):

**My child,**

\_\_\_\_\_ **was**  
**absent from school on the**  
**following date(s):**

\_\_\_\_\_ **due to**

\_\_\_\_\_.  
**He/She will complete any**  
**missed work during this**  
**absence. Thank you.**

**Sincerely,**

### ABSENTEE NOTE (copy as needed)

**My child,**

\_\_\_\_\_ **was**  
**absent from school on the**  
**following date(s):**

\_\_\_\_\_ **due to**

\_\_\_\_\_.  
**He/She will complete any**  
**missed work during this**  
**absence. Thank you.**

**Sincerely,**