

JEFFERSON TOWNSHIP PUBLIC SCHOOLS

PARENT/STUDENT INFORMATION GUIDE

ELLEN T. BRIGGS SCHOOL
Dr. Michael Valenti, Principal

AND

MILTON AND COZY LAKE ELEMENTARY SCHOOLS
Mr. Karl Mundi, Principal

GRADES Pre-K, K, 1, & 2

2018-2019





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. As such, please check with your child's teacher before sending any pets.

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:

	<u>Regular Day Arrival Time</u>
Milton	8:30 a.m.
Cozy Lake	8:30 a.m.
Briggs	8:35 a.m.

All students arriving after the aforementioned times will be considered tardy. 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 8:10AM to 8:30AM at Cozy Lake/Milton and 8:15AM to 8:35AM at Briggs.

Below please find our schedules for Delayed Openings:

	<u>Delayed Arrival Time</u>
Milton/Cozy Lake	10:15 a.m.
Briggs	10:20 a.m.

On Delayed Opening days, there is no AM preschool; PM preschool classes occur at their regularly scheduled times.

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 in grade 2 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. 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.



Birthdays

A child's birthday is a very special day and we welcome its recognition. **Please be advised that all birthday celebrations will be food-free** due to managing students' health/allergy concerns. No food will be permitted in the classroom as part of the celebration. You may consult with your child's teacher for alternative ideas and activities or may consider an idea from the suggestions below. Always check with your child's teacher first to inquire what is acceptable for the classroom and to be that birthday plans will fit into the day's schedule.

Celebration Ideas:

- Choose a book for his/her parent to read and then possibly donate to the class;
- Bring in a special story, board game or item to share with the class;
- Bring in non-food goodie bags (pencils, stickers, erasers, bookmarks, etc.);
- Bring in a craft for the class to make;
- Bring in a decorated box with index cards for classmates to write something nice about the birthday child and put into the box to be sent home;
- Bring in an autograph book for classmates to write a message/draw a picture for the birthday child;
- Bring in something that his/her classmates can sign/decorate such as a shirt/sweatshirt, tote bag, pillowcase, stuffed animal, etc.; or
- Ask classmates to color a picture and/or write what they like best about the birthday child.

Birthday party invitations may **only** be distributed at school if the entire class is included, or all of the girls in the class for a birthday girl/all the boys in the class for a birthday boy.

Building Use

Any organization wishing to use the building for an after school activity must apply on-line at www.jefftwp.org Facilities Request under "Quick Links". After approval, the principal 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. Students should report any issues on the bus to the bus driver immediately, who will address the concern and write up a Bus Misconduct Report if warranted by the situation.



Class Parties

Class parties are planned and organized by class parents. School policy does not allow siblings 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
teacher & principal |
| • Fifth offense | - suspension | (letter to superintendent,
parent/guardian & file) |
| • Sixth offense | - suspension | (conference with teacher,
parent/guardian and principal
before child returns to school) |

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

Classroom rules and consequences will be determined by each individual teacher within the general framework of the Pre-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.

5512 Harassment, Intimidation, and Bullying (HIB)

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.

5530 Substance Abuse

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes 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.

5600 Pupil Discipline

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 discipline of an educationally disabled pupil must consider his or her educational disability and educational needs. Pupils with educational disabilities are subject to the same discipline policies and procedures as non-disabled pupils, unless the pupil's individualized educational program includes exemptions to those policies or procedures. Pupils with educational disabilities may be suspended for up to ten consecutive or nonconsecutive school days without initiating action by the IEP Team.

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

5610 Suspension

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.

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

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.

5620 Expulsion

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.iefftwp.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 the parent will be sufficient. Parents wishing to pick up their children must sign them out in the office. 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. Children may be signed out earlier, however, in the event of an emergency.

Below please find our schedules for early dismissals:

	<u>K-5 Early Dismissal</u>	<u>K-12 Early Dismissal</u>
Milton/Cozy Lake	1:05 p.m.	1:20 p.m.
Briggs	1:10 p.m.	1:25 p.m.

On K-12 Early Dismissal days and inclement weather early dismissals, there is no PM preschool. AM Preschool occurs at their regularly scheduled hours.

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. Please ensure that your child avoids wearing clothing that drags on the floor. Hats are not permitted unless it is Spirit Day. It is strongly encouraged that students wear sneakers on physical education days. Flip-flops are not permitted to be worn at school.

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:

For Pre-K, K, 1, & 2

4	Proficient
3	Progressing
2	Emerging
1	Support Needed
√	Requires additional development
N/A	Not assessed this marking period

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:

Kindergarten	30 minutes per night
1st Grade	45 minutes per night
2nd 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 committee to present questions, concerns, or information you may have.

Meals/Snacks



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 30 minutes to eat lunch and a scheduled 30 minute recess each day. There are no facilities for heating student lunches brought from home. 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. The lunch and breakfast menus are also available on the district website. Children may purchase their lunch, milk or snack at school or bring lunch from home.

All students may also bring a small snack for refreshment during lessons. Snacks should be healthy, and able to be consumed in approximately 10 minutes. There will not be a formal snack period.

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. At Cozy Lake and Milton, an area near the building will be designated as a student drop off zone. At Briggs School, parents can park in the Star of the Sea Church parking lot and walk their children across the street to the school. Please use caution at all times, as this will ensure the safety of our children.



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)

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.

The RTI program 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.



Recess

Students have physical education as a part of recess. This fulfills the state- sports mandated requirement for physical education and health instruction. No contact sports are allowed. Please ensure your child brings appropriate outdoor clothing to school. This includes hats and gloves in the winter and closed-back shoes in the spring.

Smoking

State law prohibits smoking at any time on school property.

School Security

The district protocol for the safety and security of the students and staff in our buildings includes a locked entry system. To be permitted entry to the building, visitors must ring the main office and be prepared to present a form of photo identification. We ask that you do not hold the door open for any other visitors; each visitor must ring the main office for entry. Drop off items will be placed in a bin with your child's name and teacher on it; office staff will retrieve the item and give it to your child in a timely manner. In order to enter the building, visitors will be required to answer the following questions:

- Your name;
- Whom you are here to see;
- Purpose of your visit; and
- If you are expected.

Visitor/volunteer badges will be issued for the duration of your visit. Please return the badges 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.

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 through our notification system, Blackboard Connect. Contact information is downloaded from your Realtime Parent Portal, therefore, it is imperative for you to review and ensure this information is kept up-to-date.

Toys/Electronics/Games

Toys and trading cards are not permitted at school or on school buses including during field trip events. This includes valuable electronic equipment such as cell phones. 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.



Transfers

Please notify the main office as soon as possible if you plan to move. Health records and transfer cards must be prepared and sent to your child's new school. Student records are mailed directly to the new school district upon their request.