

Lucy N. Holman Elementary School

Student Handbook 2019 - 2020



125 Manhattan Street, Jackson, NJ 08527
Office 732-833-4620
Fax 732-833-4789

District Site: www.jacksonsd.org
School Site: www.jacksonsd.org/cr

School Administration

Mr. Richard Karas, Principal

Jackson Board of Education

Mr. John Burnetsky, Board President
Mrs. Sharon Dey, Board Vice President
Mr. Gus Acevedo
Mr. Thomas Colucci
Ms. Tara Rivera
Mr. Michael Walsh

Central Office Administration

Dr. Stephen Genco, Superintendent of Schools
Mrs. Nicole Pormilli, Assistant Superintendent
Mr. Daniel Baginski, Assistant Superintendent
Ms. Michelle Richardson, Business Administrator/Board Secretary

The policies and rules contained in this handbook supplement the broad discretionary power of Administration to maintain safety, order and discipline in our school.

This building uses door access technology and a closed circuit camera monitoring system

JACKSON SCHOOL DISTRICT

Lucy N. Holman Elementary School

125 Manhattan Street
Jackson, NJ 08527

(732) 833-4620
FAX (732) 833-4789

Dr. Stephen Genco
Superintendent of Schools

Richard Karas
Principal

September 2019

Dear Students/Parents/Guardian:

Welcome to the Lucy N. Holman Elementary School. The 2019 - 2020 school year commences with great expectations and responsibilities for all of us. The elementary school years come with a great deal of excitement.

This handbook is designed to clearly explain the expectations for each student. Parents and students should take the time to become acquainted with the sections of this handbook and the school's procedures. If you have any questions about any items within this handbook, please know that every adult at the Lucy N. Holman Elementary School is here to assist you. The entire Lucy N. Holman Elementary School Community looks forward to supporting our students as they strive to achieve their hopes and dreams.

Sincerely yours,

Richard Karas

Richard Karas
Principal

**This student handbook is to be reviewed by both
parents/guardians AND students.
Parents will sign off via the Parent Portal that both the parent and child
have reviewed it and understand its contents.**

Please be sure to review the ENTIRE handbook carefully.

NEW for 2019- 2020 STUDENT ID CARDS

School safety is of the utmost importance. In order to continue to strengthen school safety, this year students will be issued student identification cards in grades Pre-K - 5.

These cards will consist of a photo, school name, school year and a barcode that will be used to purchase lunch (instead of entering in their student ID number), take out library books, and be required for sign-in into the nurse's office. The ID will be issued in homeroom on day one of school for students in grades 1-5 and in November for students in Kindergarten and Pre-School once student pictures have become available. The ID will be kept in the possession of the homeroom teacher when not in use. Students will not be carrying the IDs back and forth from home and school.

SPECIAL NOTICE OF ATTENDANCE RULES:

A student who has nine (9) absences during a semester or eighteen (18) for a full year does not meet the minimum instructional requirements. **Those students will be labeled as “chronically absent” by the State of New Jersey.**

Research shows:

- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
- By 6th grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9th grade good attendance can predict graduation rates even better than 8th grade test scores.

Absences can add up quickly. A child is chronically absent if he or she misses just two days every month!

See the full information under the “Attendance” section of this handbook.

JACKSON SCHOOL DISTRICT MISSION STATEMENT

The Jackson School District is a partnership of dedicated staff, learners and community members committed to developing the unique abilities of each student through compelling learning experiences in a safe and nurturing environment.

Our comprehensive, engaging and technology-enriched programs inspire, educate and motivate students to become independent, creative and critical thinkers who will thrive in a diverse, evolving global society.

We are resolved that through commitment to scholarship, character and initiative, our students will succeed beyond the expectations of New Jersey and Common Core Standards as they excel in their life-long pursuit of knowledge.

DISTRICT VALUES AND BELIEFS

We believe that:

- All students can learn.
- Students learn best in an atmosphere of acceptance, tolerance and mutual respect.
- All staff will set high expectations for themselves and for their students.
- Education is most successful when individual learning styles, needs, and talents are respected and utilized.
- It is our responsibility to provide an environment that fosters creativity, develops critical thinking and promotes academic and personal growth.
- Attendance is essential to motivate students to learn.
- Current and relevant technology is an integral part of enhancing instruction.
- Offering diverse instructional opportunities in core subjects and in the fine and performing arts is essential to providing an effective and well-rounded education.
- Athletics and extracurricular activities are valuable to a student's collective educational experience and to creating a culture of leadership, sportsmanship and initiative.

Daily School Schedule

HOLMAN ELEMENTARY SCHOOL

2019 - 2020

FIVE (5) LUNCHES

TIME SCHEDULES / APPROXIMATE COUNT

	REGULAR DAY 30 min. period with	SHORTENED DAY 30 min. period with NO Passing Time	DELAYED OPENING 30 min. period with NO Passing Time
2nd Grades	10:45 – 11:15	10:45 – 11:15	11:00-11:30
1st Grades & 3K Class Shields/Olszuk Murphy	11:20 – 11:50	11:15 – 11:45	11:30-12:00
3rd Grades & 2 K Classes Albertino & Bosley	11:55 – 12:25	11:45 – 12:15	12:00-12:30
4th Grades	12:30 – 1:00	12:15 – 12:45	12:30-1:00
5th Grades	1:05 – 1:35	12:45 – 1:15	1:00-1:30

Report Card Distribution

FIRST MARKING PERIOD – SEPTEMBER 5 – December 9

Report Cards Released on Portal for Parents January 3rd

SECOND MARKING PERIOD – December 10 – March 17

Report Cards Released on Portal for Parents April 2nd

THIRD MARKING PERIOD – March 18 - June 19

Report Cards Released on Portal for Parents June 23

IMPORTANT PHONE NUMBERS

School Office	732-833-4620
School Fax	732-833-4789
Board of Education	732-833-4600
School Nurse	732-833-4781
Guidance Counselor	732-833-4785
Child Care Office	732-833-4677 or 732-833-4678
Child Care at Lucy N. Holman	732-833-4787
Transportation	732-833-4614
Family Crisis	732-349-2644
Drug Hotline	800-225-0196
Poison Control Center	800-962-1253
Jackson Township Municipal Offices	732-928-1200
Police	911 for Emergencies or 732-928-1111
First Aid	911 for Emergencies or 732-928-1616
Fire	911 for Emergencies or 732-928-0200

District-Wide Problem Solving Chain of Command

Curriculum (Academic concerns including grades, student performance, teacher concerns)

1. Teacher
2. Subject Area Supervisor
3. Director of Curriculum
4. Principal
5. Assistant Superintendent for Curriculum & Instruction

Student Discipline (Code of Conduct violations)

1. Assistant Principal (assigned to discipline)
2. Principal
3. Assistant Superintendent for Human Resources & Operations

Transportation or Cafeteria

1. Principal
2. Director of Transportation/Director of Food Service
3. Business Administrator

Special Education

1. Teacher
2. Child Study Team
3. Supervisor of Special Education
4. Principal
5. Director of Special Education
6. Assistant Superintendent for Curriculum & Instruction

Publications or District Website

1. Coordinator of Communications and Technology
2. Superintendent

Technology

1. Supervisor of Technology
2. Assistant Superintendent for Human Resources & Operations

Building Affirmative Action

1. Principal
2. Superintendent of Schools

District Affirmative Action

1. Assistant Superintendent for Human Resources & Operations
2. Superintendent of Schools

504 Plans

1. School 504 Case Manager
2. Principal
3. Director of Guidance
4. Director of Special Education (Appeal)

Harassment, Intimidation, and Bullying

1. School Anti-Bullying Specialist
2. Principal
3. Director of Security
4. Assistant Superintendent for Human Resources & Operations

Athletics

1. Head Coach
2. School Athletic Coordinator
3. Supervisor of Athletics
4. Principal
5. Assistant Superintendent for Human Resources & Operations

If after following each step of the above chain of command you have not received a satisfactory resolution, then contact the Superintendent's Office.

Jackson School District Policies

Below are summaries of key policies that must be read and understood by parents and students. They can be read in full in the [Student Handbook Appendix](#) on our district website. All district policies are also available on the [BOE Policies Page](#) of the district website.

Policy 2361 - Acceptable Use of Computers Policy – See Appendix

An Acceptable Use Policy Parent/Guardian Permission Slip is given to parents at the beginning of the school year. See the Appendix for the full policy.

Policy 3283 – Electronic Communications Between Teaching Staff Members and Students

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students. **See the full policy in the Appendix for a list of acceptable protocols and reporting requirements.**

Policies 5350 and 5351 - Student Homicide/Suicide – See Appendix for Full Policy

Students are encouraged to notify a teacher, guidance counselor or principal if a classmate makes a statement leading them to believe that the classmate may do some harm to himself/herself or anyone else. Student confidentiality will be guarded to the greatest degree possible.

As you may or may not be aware, childhood suicide is a growing national concern. We in the Jackson School District are fortunate to have a policy in place, which utilizes the expertise of our professional staff. These personnel will intervene in the event that a child makes statements or takes action that may imply that these thoughts are present. After a child has been seen, parents will be notified. Further intervention may be necessary. **See the full policies in the Appendix.**

Policy 5512 - District Policy Against Sexual Harassment, Harassment, Intimidation, and Bullying

The Board of Education prohibits acts of harassment, intimidation or bullying. 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 its pupils in a safe 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.

It is important to note that this policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions, on a school bus and, as appropriate, acts that occur off school grounds pursuant to N.J.S.A. 18A:37-14. The complete policy (Policy 5512) can be found at the Administrative Office, 151 Don Connor Blvd., Jackson, NJ, or on the district website. **It is also included in the Appendix of this Handbook.**

Contact: Mr. Dan Baginski – Assistant Superintendent and Affirmative Action Officer
Address: Jackson School District, 151 Don Connor Blvd., Jackson, NJ 08527
Telephone: 732-833-4600

Policy 5516 - Use of Electronic Communication and Recording Devices– See Appendix

A pupil is not permitted to have turned on or use an Electronic Communication or Recording Device on school grounds during the school day or when the pupil is participating in a curricular or school-sponsored co-curricular activity. cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. **See the Appendix for the full policy.**

Policy 5530 – Substance Abuse - See Appendix

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11. A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. **See Appendix for full policy.**

Policy 5600 – Pupil Discipline/Code of Conduct – See Appendix for Full Policy

Policy 5610 – Suspensions

Extreme misconduct of multiple violations of basic school rules and regulations may result in the student being suspended from school. In this case the student may not enter the school, and parents or guardians will be notified when a student is being suspended from school, and parents or guardians must meet with the Principal before the student may return to school. He/she is also forbidden to attend any school function held during the time he/she is under suspension.

See the full policy in the Appendix

The State of New Jersey, under Title 18A, Chapter 37, identified student behavior which constitutes good cause for suspension or expulsion. A student guilty of such conduct, but is not limited to any of the following:

- A. Continued and willful disobedience
- b. Open defiance of the authority of any teacher or person, having authority over him
- c. Conduct of such character as to constitute danger to the physical well-being of other people
- d. Physical assault upon another pupil or upon an employee of the district
- e. Taking or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear
- f. Willfully causing, or attempting to cause, substantial damage to school property
- g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by the school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility

- h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district
- i. Incitement which is intended to and does result in truancy by other pupils
- j. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises
- k. Possession of a weapon (gun, knives, etc.) on any school property, on a school bus, or at a school sponsored function

Policy 5611 - Removal of Students for Weapons or Firearms Offenses – See Appendix

Students are forbidden to carry any type of weapon or simulated weapon to school. Strict disciplinary action and legal actions will result if this occurs **“Any person who knowingly has in his possession any imitation firearm in or upon any part of the building or grounds of any school, college, university or other educational institution, without the written authorization of the governing officer of the institution, or while on any school bus is a disorderly person.”**

Students are encouraged to notify a teacher, guidance counselor or principal if a classmate makes a statement leading them to believe that the classmate may do some harm to himself/herself or to anyone else. Student confidentiality will be guarded to the greatest degree possible. For further details regarding prohibited weapons and consequences for various weapons-related offenses and other assaults, please view Board policies 8467 and 5611. **See the Appendix for the Full Policy.**

Policy 5612 - Assaults on District Board of Education Members or Employees – See Appendix

Any student who commits an assault, as defined under N.J.S.A.2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7. **See the Appendix for the Full Policy.**

Policy 5701 – Plagiarism – See Appendix

Pupils are expected to be honest in all of their academic work. The following acts will not be tolerated by any pupil in any subject: Attempting to use or using unauthorized material or information as study aids in any academic exercise. Visually or verbally receiving or giving information during tests, quizzes, or examinations. Turning in work as one's own that was created, researched, or produced by someone else. Turning in a report of another's research, or submitting a paper researched or written by someone else. Using words and ideas of another person as if they were one's own. Communicating all or any part of tests or answer sheets. Turning in the same work to more than one class. Falsifying or altering school documents. **See the Appendix for the full policy.**

Policy 5751 – Sexual Harassment – See Appendix

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties. The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment. **See the Appendix for the full policy.**

Policy 7441 – Electronic Surveillance in School Buildings and on School Grounds – See Appendix

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district's buildings and grounds. **See the Appendix for the full policy.**

Policy 8431 – Preparedness for a Toxic Hazard – See Appendix

The Board of Education is concerned for the safety of the pupils and staff members assigned to district schools and will take reasonable steps to protect pupils and staff members from hazards that may result from industrial accidents beyond the control of school officials. **See the Appendix for the full policy.**

Policy 8550 - Unpaid Meal Service Charges / Outstanding Food Service Charges

How we handle situations where a student may accrue an outstanding balance for food service charges, including our plan to provide a meal for that student and to contact his or her guardians to arrange for the account to be brought current.

Policy 8601 Supervision After Dismissal

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision. It requires parents to submit a form to the district to designate if they wish their child to be released at dismissal to only certain individuals. This form is distributed at the beginning of the year to all parents and is available under the Annual Notices section of the district website.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form. **See the Appendix for the full policy.**

Policy 8690 – Monitoring Devices on School Vehicles – See Appendix

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe pupil behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that: "Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time." **See the Appendix for the full policy.**

SECTION 2: PARENT RESPONSIBILITIES

This handbook has been prepared in order that you may be aware of the opportunities, expectations, and general atmosphere of the school. Parents are encouraged to read the entire handbook to better understand the school's role in establishing the best education for your child.

Parent Conferences

November 19 through November 21, 2019

Night Conference will be held November 20, 2019 - 5:00PM - 8:00PM

The schedule of school hours for Parent Conferences at the **Lucy N. Holman Elementary School** will be as follows:

Grades K-5 Schedule will be:

- **Regular School Day**
Monday – Friday 8:45 AM – 2:55 PM
- **Shortened School Day**
Monday – Friday 8:45 AM – 1:15 PM*

*** NOTE: Lunch will be served**

If you would like to schedule a conference with your child's teacher or pick up assignments throughout the year, call the school's main office at 732-833-4620.

Back to School Night

On this evening, parents are invited to the school to meet teachers and discuss the overall education program. Parents are urged to attend.

Kindergarten, 1 st and 2 nd Grade	September 23, 2019	7:00 P.M.
3 rd , 4 th and 5 th Grade	September 25, 2019	7:00 P.M.

Parent Teacher Organization

The Lucy N. Holman H.O.P.E. is an independent non-profit organization dedicated to our children, and organized for the following purposes:

- To promote a positive learning atmosphere that will enhance the mental, physical and social well-being of the children of the school.
- ◆ To provide a positive channel of communication between administration, teachers, parents and students.
- ◆ To provide representation at monthly school board meetings.
- ◆ To provide education on issues of interest to all members.
- ◆ To provide materials, programs and opportunities to enhance the school curriculum.
- ◆ To provide families with social and/or academic opportunities to interact.

The meetings are held every month as scheduled in the Instructional Media Center (IMC).

Membership dues are: \$10.00 per family.

WE DO NOT SPONSOR ANY FUND-RAISERS THAT PROMOTE, REQUIRE OR ENCOURAGE DOOR-TO-DOOR SALES BY CHILDREN. OUR FUND-RAISERS ARE AIMED AT ADULTS IN OUR STUDENTS' HOUSEHOLDS.

HOPE Executive Board 2019 2020 SY
EXECUTIVE BOARD OFFICERS

President	Lori Gribin	lgribin@optonline.net
Vice-President	Melissa Johnson	mj32@mail.com
Principal	Richard Karas	rkaras@jacksonsd.k12.nj.us
Treasurer	Tina Wendel	tinamumma@rocketmail.com
Recording Secretary	Melissa Gregory	Mgregory0710@gmail.com
Corresponding Secretary	Patricia Galvin	PGalvin@jacksonsd.org
Teacher Rep	Carol Shilan	CAShilan@jacksonsd.org

H.O.P.E. MEETING DATES

Date	Time	Event	Location
9/18	7:00PM	HOPE Meeting	IMC
10/23	7:00PM	HOPE Meeting	IMC
11/14	7:00PM	HOPE Meeting	IMC
No Meeting	7:00PM	HOPE Meeting	IMC
1/15	7:00PM	HOPE Meeting	IMC
2/19	7:00PM	HOPE Meeting	IMC
3/18	7:00PM	HOPE Meeting	IMC
4/29	7:00PM	HOPE Meeting	IMC
5/20	7:00PM	HOPE Meeting	IMC
6/10	7:00PM	HOPE Meeting	IMC

Vandalism and Parent Liability

The parent or guardian of any pupil who vandalizes school property shall be liable for the amount of the damage to be collected by the Board of Education of the district in any court of competent jurisdiction, together with civil suit. (18A:37-3)

Pupil Records

In accordance with the requirements set forth in the New Jersey Administrative Code, Title 6, Chapter 3, Subchapter entitled "Pupil Record", local school districts are mandated to notify parents individually at least annually of their rights in regard to pupil records and shall make copies of the applicable state and federal laws and local policies upon request. Pupil records shall contain only such information relevant to the education of the pupil. Mandated pupil records are those pupil records which the schools have been directed to compile by New Jersey statute, regulation or authorized administrative direction. Examples are:

- Identifying pupil's name;
- Address;
- Date of birth;
- Citizenship and sex of pupil;
- Records of daily attendance;
- Description of pupil progress;
- History and status of physical health compiled in accordance with state regulations, and;
- All other records required to be kept by the state regarding the education of handicapped pupils. Permitted pupil records are those which a local Board of Education has authorized the district to collect by resolution adopted at a regular public meeting to promote the educational welfare of the student.

Examples are:

- Group achievement and intelligence tests and interest inventories;
- Systematically gathered teacher or counselor ratings, and;

- Observations and verified reports of serious or recurrent behavior patterns.

As parents, you and your student have a right to individual privacy and the right to know concerning information gathered by the school. If you have any questions or desire to examine your child's records, you must arrange to do so by making an appointment with a building administrator.

Signing Students Out of School

Any parent who wishes to sign their child out early from school must enter the school and present identification to the receptionist. Using the **Green Change in Dismissal Form (See Appendix)**, a note is to be sent in with the child **(if more than one sibling, please send a SEPARATE note for each child)** to inform the teacher and the Main Office that the child will be leaving early on that day.

Prior to 2:30 PM ONLY (by 2:30PM to avoid dismissal safety concerns)

Parents/Guardians need to come inside and sign the child out with the receptionist. **Others need a written note OR be on the emergency card to sign the child out with the receptionist. Proper identification is necessary.**

Visitors

1. All visitors must register with the receptionist and obtain a visitor's badge to be worn while in the building.
2. Visitors who are expected will be escorted to go to the designated area.
3. Visitors who are not expected will need to state their business and a school employee will escort them to their destination if appropriate.
4. Visitors should be prepared to show proper identification.
5. Requests for classroom visitation must be made **24 hours in advance** with the principal.

SECTION III: SCHOOL SERVICES

Health Regulations and Suggestions

1. Inspect children for symptoms of illness before sending them to school.
2. Keep children at home who do not appear to be well, especially those with a sore throat, cough, running nose, rash or temperature above 100.5 degrees.
3. Keep children with colds at home, especially the first twenty-four hours.
4. Isolate a sick child in the home if there are other children.
5. Report any rash on children to the family physician on first day it occurs and keep child home from school.
6. Seek advice of family physician for any illness.
7. Send adequate explanatory note to school on the day the child returns to school. **A five (5) day absence requires a doctor's note.**
8. See that children wash hands frequently, especially before taking food, to prevent the spread of infection.
9. See that children have tissues and use them properly to avoid the spread of infection.
10. Report to nurse and doctor children who have reactions from injections.
11. When a child is on medication during the day, the original prescription bottle of medicine and a valid doctor's order is to be brought to the nurse's office by the parent/guardian. Parental permission is required.
12. Students are not permitted to carry any kind of medication in school. All medications in **original containers only** must be brought to the Health Office.
13. **Absolutely no prescription or over-the-counter medication may be administered in school without a written doctor's order and a signed parental permission form.**
14. Children with chicken pox must be brought to the health office to be checked prior to reentry into school.
15. Children with lice must be brought to the health office to be checked prior to reentry into school.
16. Purchase of accident insurance is recommended if your child is not covered by a family plan.
17. Please be advised that all emergency phone numbers must be updated if any changes occur.

Physical Education

Sneakers are required. Shoes with rubber soles are not acceptable. Play type clothes should also be worn on Gym day. Jewelry (of any kind) should not be worn during the Gym period. Students not adhering to the physical education dress code will be unable to participate which may affect their grade. Written permission is requested for any student to be EXCUSED from participation in physical activities. If the excuse is for more than two days, a doctor's approval may be necessary. Excuses should be directed to the School Nurses.

Guidance

The basic responsibility of the guidance department is to assist each student in making his/her school experience as enriching as possible. There is a full-time guidance counselor on staff to provide services to students. Guidance is a shared responsibility between home and school and is most effective when all work together in the best interest of the student. The main function of the counselor is to establish a relationship with the student that will help him/her to make better present and future decisions about social, emotional, and academic challenges.

SECTION IV: POLICIES AND PROCEDURES FOR STUDENTS

NEW for 2019- 2020 STUDENT ID CARDS

School safety is of the utmost importance. In order to continue to strengthen school safety, this year students will be issued student identification cards in grades Pre-K - 5. These cards will consist of a photo, school name, school year and a barcode that will be used to purchase lunch (instead of entering in their student ID number), take out library books, and be required for sign-in into the nurse's office. The ID will be issued in homeroom on day one of school for students in grades 1-5 and in November for students in Kindergarten and Pre-School once student pictures have become available. The ID will be kept in the possession of the homeroom teacher when not in use. Students will not be carrying the IDs back and forth from home and school.

General School Rules

1. Students will show respect for all adults and their fellow students without exception.
2. Students will follow the directions of teachers and supervising adults at all times.
3. Physical aggression, verbal abuse, and/or profanity toward a fellow student or adult is not accepted or permitted for any reason.
4. Students are to enter, leave, and move through the building in an orderly manner. Running is not permitted.
5. Students are not to bring any inappropriate items that are not associated with classroom curriculum.

Students are expected to make good choices about their conduct and to behave in an orderly, courteous manner at all times. In the event a student acts inappropriately, there will be consequences in order to make it clear that this behavior is not acceptable and will not be tolerated. Bullying and dangerous student behavior on school grounds or on school busses will be addressed directly and consequences determined.

When necessary, a student may receive **LUNCH DETENTION or BEFORE-SCHOOL DETENTION**. Lunch detention will be held during the assigned lunch time. The student will sit in an alternate location in the cafeteria to eat lunch. Before-School detention will be held from 8:25 a.m. to 8:55 a.m. on an assigned day. The parent or guardian will be required to bring their child to the main lobby for detention. Three or more lunch detentions can result in student removal from school activities such as trips and/or special activity. A parental notification form may be sent home prior to the assignment of lunch detention indicating reason and date(s).

Absences

When a child is absent, please send a note explaining the absence upon his/her return. If the absence is for more than three (3) consecutive days, please call the school nurse at 732-833-4620, Extension 4781. Any absence from school interferes with the education process. We request that parents try to avoid unnecessary absences. Attendance and Tardy letters will be sent for students who exceed 10 days. **As per Policy 2430, students absent from school cannot participate in after school activities held any day in which they are absent from school.**

Birthday Party Policy

Birthdays will be celebrated at lunchtime in the cafeteria. You can deliver your treat for the class to the receptionist or send it with the birthday child. **PLEASE BE AWARE OF FOOD ALLERGIES.** Non-food items are suggested (i.e.: pencils, bookmarks, activity pads) instead of sugary snacks.

Different Bus

WE ARE NOT ABLE to grant requests for students to ride any bus other than their assigned bus to and from school. An alternate bus assignment may be reviewed in the case of an emergency on a case by case basis.

Drop-Off and Pick-Up of Students

DROP-OFF:

Between 8:35 AM and 8:45 AM – Outside, at the **side entrance** of the school.

Please note: Side entrance closes at 8:45 AM.

A duty person will supervise students during this time.

Only students in Child Care will be admitted prior to 8:35 AM

(Procedures should be followed as per Child Care Guidelines.)

Tardy students (arriving after 8:45 AM) must enter through the **main entrance with a parent/guardian** and will need to be signed in by a parent/guardian with the receptionist. **(NOTE: Carline entrance is locked at 8:45AM daily....please DO NOT drop your child off at the side entrance after 8:45 AM)**

PICK-UP/DISMISSAL:

Prior to 2:30 PM ONLY. (by 2:30pm in the main reception area to ensure safety at dismissal)

Parents/Guardians need to come inside and sign the child out with the receptionist. Others need a written note, the **GREEN** Change in Dismissal form **OR be on the EMERGENCY CARD to sign the child out** with the receptionist. **Proper identification is always necessary.**

In an effort to continuously improve the safety of students and staff, starting this school year (2019-20), parents **may not** pick up their child(ren) at the end of the day in the main lobby on a *consistent basis*.

Dismissal in the main lobby will only be reserved for parents who need to occasionally pick up their child due to a doctor's appointment, an illness, or some other reason prior to the end of the day.

There will be three choices for end of the day student dismissal. Students may **take the bus, be picked up at the walker dismissal site, or be picked up in the car line.** Parents choosing the car line dismissal must fill out paperwork and pick up their child(ren) *everyday* on the car line.

Parents who ignore this new procedure and try to pick up their child(ren) in the main lobby at the end of the day on a consistent basis will kindly be asked to choose an alternative dismissal option.

Thank you in advance for your support in our efforts to improve the safety and well being of our students and staff members.

ATTENTION ALL 2019 CARLINE DISMISSAL PARENTS:

********The Car line will not be in effect until Monday, September 16, 2019********

We do understand that some parents may need to pick up their child(ren) in the main lobby during the first couple of weeks of school due to the fact that the car line dismissal does not start until the 16th. This is understandable. However, the main lobby dismissal may not continue after the 16th of September on a consistent basis as stated above. Thank you!

You Would Like A Message Delivered To Your Child

In case of an emergency, give the message to one of the school secretaries and it will be transmitted to your child.

Early Dismissal/Releasing Students To Parents/Guardians, Etc.

It is school policy that a signed note is required to give permission for your child to be released to another parent/relative/friend and they must be listed on the STUDENT EMERGENCY CARD. When taking your child out of school during the school day, the parent/relative/friend must sign the child out with the receptionist. Please send a note using the **GREEN Change of Dismissal Form** (See Appendix) to the teacher when you intend to pick up your child prior to dismissal. **Pick-up should be prior to 2:40 pm and parents/guardians need to park in the SOUTH parking lot, not in front of the building.** Anyone picking up a child must be

prepared to show positive identification. This is a safety precaution to protect your child. Please adhere to this policy. Children will not be released to any individual without a note OR if they are not listed on the emergency card.

Emergency Closing Due To Inclement Weather – Early Dismissal and School Closings

The district will continue to use the automated voice calling system to notify of emergency closures. In addition, announcements will be made on the radio stations listed below. **Please instruct your child as to what to do in case you are not at home when he/she arrives following an emergency dismissal.**

It is vitally important that your emergency contact forms are kept current. Please be sure to contact your school with any updates.

When inclement weather and/or poor road conditions indicate to police and school officials that school buses should remain off the roads, a decision will be made to close the schools or implement a delayed opening schedule.

Please remember to say “Hello” when you receive the automated message call, as the system is voice activated. It is important that parents do not rely solely on the automated calling system to discover if schools are closed. The school district also posts messages on our web site and notifies the following media with school closing information as soon as a decision is made. We cannot, however, dictate the timing or frequency of media broadcasts.

- **Our district website - www.jacksonsd.org - is an excellent first resource for school closings**, although the frequency with which we can update this site during inclement weather varies (due to possible power outages);
- Tune into J-TV (Channel 77 on Cablevision);
- WOBM — 92.7 FM or 1160 AM;
- WJLK — 94.3 FM or 1310 AM;
- WJRZ — 100.1 FM;
- Tune your television to Channel 12 - News 12 New Jersey;
- Please do NOT e-mail the district to ask whether school is closed.

The district may make a decision to implement a **two-hour delayed opening**. In the event of a delayed opening:

- All school schedules start TWO HOURS after their normally scheduled time.
- Students should be at their bus stops TWO HOURS after their normally scheduled time.

ELEMENTARY

REDUCED BREAKFAST	\$0.30
REDUCED LUNCH	\$0.40
PAID BREAKFAST	\$1.65
PAID LUNCH	\$2.85
A La CARTE MILK	\$0.60

School menus are on both the school and district website.

LUNCH ROOM RULES AND DIRECTIONS

1. FOLLOW DIRECTIONS THE FIRST TIME THEY ARE GIVEN. THE DIRECTIONS ARE:
 - BE QUIET WHEN THE TEACHERS ASK FOR YOUR ATTENTION AND ARE TALKING ON THE MICROPHONE
 - STAY IN YOUR SEAT UNLESS YOU HAVE PERMISSION TO BE UP
 - WALK WHEN MOVING AROUND THE ROOM
 - ALWAYS ENGAGE IN SAFE, RESPONSIBLE BEHAVIORS
2. KEEP FEET ON THE FLOOR IN FRONT OF YOU
3. KEEP HANDS, FEET AND OBJECTS TO YOURSELF
4. PRACTICE/KNOW YOUR STUDENT ID NUMBER.
5. ONE TRIP TO THE LUNCH LINE

- **HOT LUNCH STUDENTS:** BUY LUNCH AND SNACK AT ONE TIME
 - **BAGGED LUNCH STUDENTS:** BUY SNACK ONLY AFTER HOT LUNCH STUDENTS
6. FOOD SHOULD NOT BE BROUGHT BACK TO THE CLASSROOM
 7. ALL BIRTHDAYS CELEBRATED IN THE LUNCH ROOM DURING LUNCH TIME

ANY STUDENT WHO CONSISTENTLY MISBEHAVES WILL BE REPORTED TO HIS/HER CLASSROOM TEACHER BY THE LUNCH DUTY TEACHER. THE CLASSROOM TEACHER WILL TAKE APPROPRIATE ACTION USING HIS/HER CLASSROOM DISCIPLINE PLAN.

SEVERE CLAUSE – ANYONE SEVERELY MISBEHAVING WILL BE SENT TO THE GUIDANCE COUNSELOR, NCLB TEACHER AND/OR THE PRINCIPAL. Further consequences can include lunch detention in the cafeteria.

Lunch Is Left Home

Deliver the lunch or lunch money to the school's receptionist. The lunch or lunch money will be delivered to your child.

Personal Property, Money and Valuables

Any monies should be brought in an envelope with the student's name and teacher's name clearly indicated. Cell phones, pagers, CD players, DVD players, radios, tape recorders, cameras, iPods, gameboys, handheld electronic toys/devices and large sums of money should NOT be brought to school. Our school has a Lost and Found. If an item is not recovered, please check with the main office.

The school, in order to provide a safe environment free of distractions to the educational process, will confiscate any item that is deemed dangerous or disruptive. Items of disruptive nature will be held by the teacher in a secure place and may be returned to the student at the end of the day. An adult will send all items that are believed to be unsafe, dangerous, or destructive to the office. If appropriate, the police or district security will be notified. Otherwise, the parents will be notified to pick up the article at school. If not claimed by the end of the year, it will be discarded. If such behavior continues, the home will be notified and a parent conference may be scheduled.

Re-entry Into The Classroom After School Hours

Students sometimes forget books, assignments, or other items necessary for homework completion. **School procedures do not allow access into any classrooms after dismissal.** Please consider is this a critical item, will a note to the teacher suffice, and can the child benefit by surviving the consequences? Chronic forgetfulness needs to be addressed with your child's teacher. Occasional forgetfulness is something that happens to the best of students.

Safety Assurance

This is a safe and secure building. We ask for your patience and cooperation with our policies and procedures. Identification is required when taking a child from the school. We welcome you to our school; however, please know that the safety of our children is a first priority. During the school day, only the flagpole entrance doors are accessible. For safety reasons, parents must park in the parking lot adjacent to the building, at the south entrance when entering the building for any event/visit unless otherwise noted.

Jackson Township Schools Disciplinary Procedure for School Bus Infractions

According to Board of Education Policy and NJ State School Statute, riding the school bus is a privilege extended to our students, and while transported, they are under the authority of the school bus driver and subject to the following procedures. Video and/or audio monitoring devices are used on school owned and contracted vehicles and all vehicles may be monitored at any time. For additional information on vehicle monitoring please refer to BOE policy 8690.

Student infractions include, but are not limited to: Standing, abusive language, fighting, pushing, hitting, tripping, smoking, not wearing seatbelts, destruction of property and possession of drugs/medications are some examples. These are suggested consequences for inappropriate student behavior. Serious misbehavior may necessitate more serious consequence at any point.

1 st Offense:	Student conference with Guidance Counselor and/or designee or Parent notified
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2 nd Offense:	Student conference with Guidance Counselor / NCLB Teacher and/or designee and parent notified. Student assigned to right front seat for a designated number of days.
3 rd Offense:	In-School Parent conference with Principal. Consequences to be determined.
4 th Offense:	Student denied transportation for a period of three (3) days. Parent will be expected to provide transportation to and from school.
5 th Offense:	Student denied transportation for a period of two (2) weeks. Parent will be expected to provide transportation to and from school.
6 th Offense:	Students denied transportation for a period of one (1) month. Parent will be expected to provide transportation to and from school.

Discipline Categories

The chart below is non-exhaustive and the misconduct listed under each category includes, but is not limited to, the specific behaviors set forth under each heading. The consequence for severely violent, disrespectful, disruptive, or destructive behavior will be at the discretion of the building administrator.

SCHOOL-WIDE MISCONDUCT	SERIOUS – MISCONDUCT	MAJOR – MISCONDUCT
<p>Possible consequences: Student and/or parent conference with teacher and detention</p> <ul style="list-style-type: none"> ▪ Corridor behavior ▪ Cheating on tests ▪ Disrespect of school property ▪ Dress code violation ▪ Disruptive behavior in the classroom, cafeteria, on playground, school functions, etc. ▪ Not following directions of substitute teacher 	<p>Possible consequences: Student and/or parent conference, removal from school functions, and/or detention/suspension</p> <ul style="list-style-type: none"> ▪ Disrespect or defiance ▪ Forges signature ▪ Fighting in school and on school property ▪ Profanity ▪ Disrespect of others property ▪ Violation of any school policy ▪ Harassment (bullying, hazing, bias, threats, obscenities and sexual harassment) ▪ Possession of obscene materials ▪ Endangering the safety of others 	<p>Possible consequence: Suspension</p> <ul style="list-style-type: none"> ▪ Vandalism – Defacing school property ▪ Stealing or in possession of stolen property ▪ Alcohol/Drugs ▪ Fireworks ▪ Leaving school property during school hours without permission ▪ Weapons and dangerous instruments

Homework Policy

Homework assignments should serve several purposes:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems.
3. Homework should develop the pupil's responsibility and provide an opportunity for the exercise of independent work and judgment.

Time Limits

It is difficult to set time limits on homework, since students vary greatly in their rate of speed when working. In addition, the home environment may, or may not, encourage a concentrated effort. The following suggested times represent the maximum amount of time that a student should be spending on homework, for the average student. No daily homework assignments will be made prior to the weekend or preceding a school holiday. However, teachers may assign long range projects, which students may choose to work on over a weekend or school holiday. Teachers will provide ample notification about any long range projects or tests, so that students can prepare in advance. Additional, **independent reading for all students on a daily basis is encouraged to strengthen essential reading skills.**

These are the suggested maximum time limits for each grade level.

Kindergarten	10 minutes – Four times a week
1 st Grade	15 minutes – Four times a week
2 nd Grade	20 minutes – Four times a week
3 rd Grade	25 minutes – Four times a week
4 th Grade	30 minutes – Four times a week

5th Grade 35 minutes – Four times a week

Parents should communicate with their child's teacher, so that necessary adjustments can be made and the homework load can be adjusted.

Work Missed Due to Student Illness

If a student is absent from school and the parent would like to request any missed work, then the parent should call the office to request any missed work **before 9:30 AM**. This will ensure that the teacher has enough time to gather the work and submit it to the main office by the end of the school day. Any request that is made after 9:30 AM will require a 24 hour time period to organize any missed work.

Absence Due to Family Vacation

It is preferred that student school attendance remains a family priority. It is acknowledged that circumstances within families sometimes necessitate a vacation when school is in session. Students are responsible for the material that they miss. When your child **returns** to school, any **significant missed work will be assigned** for completion within a reasonable time frame. During their absence independent reading of both expository and narrative selections, writing in a daily journal, and/or review of math facts can be encouraged. Also, check the Class Web Page.

Student Dress Code

Restrictions on freedom of students dress will be imposed whenever the code of dress in question is unsafe either for the student or for those around him/her. Or whenever it is disruptive of school operations and the educational process in general. **Specifically:**

1. Students will not wear hats, caps, or other head coverings in the building.
2. No clothing, jewelry, or item that promotes violence, bigotry, profanity or use of a restricted substance, and/or otherwise deemed inappropriate, or interferes with the instructional setting.
3. Jewelry and clothing should not restrict movement, be distracting or cause a safety hazard to oneself or others.
4. No micro-mini skirts will be permitted. Skirts/shorts must be no shorter than mid-thigh in length.
5. No boxers, spandex shorts or cutoff shorts will be worn.
6. **No torn or tattered clothing.**
All students must wear shoes at all times for safety and health reasons. **No flip-flops or open-toed footwear are allowed.**
7. Students should not wear outer clothing in the building.
8. All shirts should cover students' shoulders, backs and come down to the waistline.
9. **Tank tops and backless shirts are not permitted.**

JACKSON SCHOOL DISTRICT

Lucy N. Holman Elementary School

125 Manhattan Street
Jackson, NJ 08527

(732) 833-4620
FAX (732) 833-4789

Dr. Stephen Genco
Superintendent of Schools

Richard Karas
Principal

HOLMAN GREEN CHANGE IN DISMISSAL **MUST BE COMPLETED FOR** **“ALL” OF YOUR CHILDREN** **AS IT GOES TO THE CHILD’S TEACHER**

Dear Parents/Guardians:

In order to continue to ensure the safety of all of our learners, effective immediately, please use the back side of this letter **ONLY to indicate day to day changes in dismissal that differ from those already in place.**

When you find it necessary to use the form, please be sure to **fill out the form completely, detach the slip, and send it to school with your child.** It is imperative that **the form be dated, signed, and that emergency contact number(s) be listed each time the form is completed.** A **SEPARATE form MUST BE completed for EACH child, siblings included.**

Please notify your child’s teacher when you need an additional supply. Please post it in a safe place so it readily accessible and utilized **only when there is a change in the normal dismissal procedure on record at the school.** Additional copies can be obtained at school.

Please remember that students can only be released to a parent/guardian and/or to adults that are listed on the student’s EMERGENCY CARD. The school may contact you directly if further clarification is needed. As always, thank you for your continued cooperation in all matters pertaining to your child and their school.

Sincerely,

Richard Karas

Richard Karas, Principal

Lucy Holman School – 2019-2020 – GREEN CHANGE IN DISMISSAL FORM
for TODAY – DATE “AND” DAY OF THE WEEK MUST BE NOTED
A SEPARATE FORM MUST BE FILLED OUT AND SENT IN FOR EACH CHILD

DAY OF THE WEEK this is in effect : _____
AND DATE it is in effect : _____

Child’s Name: _____
Grade: _____ **Teacher:** _____

Parent/Guardian SIGNATURE: _____
Parent/Guardian: CELL AND HOME Contact Number(s): Cell: _____
Home: _____

TODAY – (Re-Write day AND date) _____
My child is BEING RELEASED TO _____

Please Note: Students can only be dismissed to parent/guardian or a person
ON THE STUDENT EMERGENCY CARD.

And is to go to:

+++++-----DETACH/CUT HERE-----+++++

Lucy Holman School – 2019-2020 – GREEN CHANGE IN DISMISSAL FORM
for TODAY – DATE “AND” DAY OF THE WEEK MUST BE NOTED
A SEPARATE FORM MUST BE FILLED OUT AND SENT IN FOR EACH CHILD

DAY OF THE WEEK this is in effect : _____
AND DATE it is in effect : _____

Child’s Name: _____
Grade: _____ **Teacher:** _____

Parent/Guardian SIGNATURE: _____
Parent/Guardian: CELL AND HOME Contact Number(s): Cell: _____
Home: _____

TODAY – (Re-Write day AND date) _____
My child is BEING RELEASED TO _____

Please Note: Students can only be dismissed to parent/guardian or a person
ON THE STUDENT EMERGENCY CARD.

And is to go to:

Reminder:

This handbook contains summaries of key policies that must be read and understood by parents and students.

They can be read in full in the [Student Handbook Appendix](#) on our district website.

All district policies are also available on the [BOE Policies Page](#) of the district website.