

# **SYLVIA ROSENAUER ELEMENTARY SCHOOL**

## **2019-2020 STUDENT HANDBOOK**

**60 Citadel Drive, Jackson, NJ 08527**

**Office 732-833-4630**

**Fax 732-833-4779**

District Site: [www.jacksonsd.org](http://www.jacksonsd.org)

School Site: [www.jacksonsd.org/rosenauer](http://www.jacksonsd.org/rosenauer)

### **School Administration**

Mr. Ron Polakowski, Principal

### **Jackson Board of Education**

Mr. John J. Burnetsky, Board President

Ms. Sharon E. Dey, Board Vice President

Mr. Gus Acevedo

Mr. Thomas Colucci

Mrs. 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.*

**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 1<sup>st</sup> grade are much less likely to read at grade level by the end of 3<sup>rd</sup> grade.
- By 6<sup>th</sup> grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9<sup>th</sup> grade good attendance can predict graduation rates even better than 8<sup>th</sup> 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:**

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

Dear Parents and Students:

Welcome to the 2019-2020 school year. I would like to welcome back our returning students and extend a special welcome to the new students and families joining Rosenauer. There is a great deal of excitement and responsibility that a new school year brings and we welcome the challenges that lie ahead. As you journey on the path into adulthood, put your best foot forward. From the beginning of elementary school, you are taking steps towards the future that lies before you. Make your future bright by showing respect for yourself and others.

This handbook is designed to clearly explain the expectations for each student. Parents please take the time to review this handbook with your children so you are all aware of your responsibilities. If you have any questions about any issues within this handbook, please know that every staff member at the Sylvia Rosenauer Elementary School is here to assist you. The entire Rosenauer School community looks forward to supporting your child as they strive to reach their full potential.

Sincerely yours,

Mr. Ron Polakowski  
Principal

The policies and rules contained in this handbook supplement our broad discretionary power to maintain safety, order and discipline in the Sylvia Rosenauer Elementary School.

#### **School Information**

60 Citadel Drive  
Jackson, New Jersey  
08527

Telephone: (732) 833-4630

FAX: (732) 833-4779

#### **Rosenauer Mission Statement**

The Rosenauer School 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.

## School Schedules

	STANDARD DAY	SHORTENED DAY	2 HOUR DELAYED OPENING
DOORS OPEN	9:10	9:10	11:10
START OF DAY	9:25	9:25	11:25
1st PERIOD	9:30	9:30	11:30
DISMISSAL	3:35	1:55	3:35
“A” LUNCH	11:30 - 12:00	11:11 – 11:41	12:-00 – 12:30
“B” LUNCH	12:00 - 12:30	11:43 – 12:13	12:30 – 1:00
“C” LUNCH	12:30 - 1:00	12:15 – 12:45	1:00 – 1:30

### IMPORTANT PHONE NUMBERS

School Office	732-833-4630
School Fax	732-833-4779
Board of Education	732-833-4600
School Nurse	732-833-4771
Child Care Office	732-833-4677 or 732-833-4678
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.**

# **PARENT RESPONSIBILITIES and SCHOOL PROCEDURES & INFORMATION**

## **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**

Parent conferences will be held during the 1<sup>st</sup> marking period. Your child's teacher will be contacting you in November to schedule a date and time for that conference to take place.

The schedule of school hours for the Sylvia Rosenauer Elementary School during conference week will be as follows:

#### **Grades K-5 Schedule will be:**

Monday – Wednesday

9:25 AM - 1:55 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 732-833-4640.

### **Back to School Night**

On this evening, parents are invited to the school to preview our educational goals and initiatives, to meet their teachers, and to discuss standards and classroom expectations. Parents are urged to attend. 2019-2020 BTSN Dates are:

Pre-Kindergarten (Mrs. Caloia's AM parents in classroom #K-2 5:00 PM)	September 17, 2019	5:30 P.M.
Kindergarten, 1 <sup>st</sup> & 2 <sup>nd</sup> Grades	September 17, 2019	7:00 P.M.
3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> Grades	September 23, 2019	7:00 P.M.

Programs begin at 7:00PM in the Rosenauer APR.

### **Parent Teacher Association**

The *Rosenauer PTA* 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 monthly as scheduled in the Instructional Media Center (IMC).

***Membership dues: as established by the PTA. 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.***

For more information on how to get involved and for meeting dates, please visit the Rosenauer Website link found off of the Rosenauer Elementary School website at: [Rosenauer Home page](#)

### **Vandalism and Parent Liability**

The parent of 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 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**

In an effort to ensure the safety of the building, smooth transitions and minimal disruptions to instructional time, we encourage you to please refrain from picking up students early and to make doctor's appointments outside of school time when possible. We understand emergencies do happen and occasionally plans change. We appreciate your keeping these disruptions to a minimum and encourage using the privilege of school bus transportation.

If you must sign your child out, please send a note to the child's teacher to inform them. Adults picking up students must be noted on the student's emergency card on file in the office and have a photo ID in order to enter the building. Please be mindful of instructional times and traffic flow if the need arises to sign out your child. Early dismissal will conclude at 3:15. Any parent who wishes to sign out their child after 3:15 will wait until dismissal at 3:35.

***At NO TIME are cars permitted on the bus ramp between the hours of 9:00 and 9:30 and again at 3:00-3:30.***

## **Visitors**

1. All visitors must provide photo identification and register with the receptionist to obtain a visitor's sticker to be worn while in the building.
2. Visitors who are expected will be allowed 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 and deemed permissible.
4. **ALL** visitors must have proper photo identification, at all times in or on school grounds.
5. ***At NO TIME are cars permitted on the bus ramp between the hours of 9:00 and 9:30 and again at 3:00-3:30.***

## **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, runny 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. Absences with a doctor's note can be excused.
8. See that children wash hands frequently, especially before taking food, to prevent 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 chickenpox 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 with the main office if any changes occur.

### **Illness**

A student who becomes ill at school is sent to the Health Office. If it becomes necessary to send your child home because of illness, you will be notified and requested to provide transportation. Please keep your emergency numbers current. Photo ID is required to enter the building and sign out a student.

Observe your child for symptoms of illness before sending them to school. If your child says they do not feel well, anticipate a call from the school nurse and plan to pick up your child at school.

Keep children at home who do not appear to be well, especially those with sore throat, cough and runny nose. The presence of any rash excludes a child from school until a physician diagnosis is obtained.

A fever is defined by an oral temperature that is 100.5 F or higher. Any student with fever is excluded from school until 24 hours after a normal oral temperature of 98.6 is reached. In the case of a student absence, send a note explaining the absence to school. An absence of 5 days requires a physician note upon return to school.

We encourage parents to provide their child with tissues, should they be recuperating from a cold.

Lice or Pediculosis is a common pediatric problem. Should you see any signs of this problem, keep your child at home and notify the School Nurse immediately. Please discourage children from sharing articles of clothing, especially hats, brushes and headbands.

### **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.

### **Standardized Testing**

The Rosenauer Elementary School administers the following standardized tests:

Grades 3, 4 and 5 – NJSLA Testing	TBA
Grade 4 – NJSLA Testing 4 (Science)	TBA

## **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 punished. Students are to report incidents to their bus driver or teacher immediately upon the act occurring.

When necessary, a student may receive LUNCH DETENTION. Parent will be notified.

### **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 732-833-4771. Any absence from school interferes with the education process. We request that parents try to avoid unnecessary absences. Absences with a doctor's note will be marked excused. A death in the family, with obituary or memorial card, will be excused. Please note, excused absences are still recorded as an absence.

## 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

1st Grade 15 minutes – Four times a week

2nd Grade 20 minutes – Four times a week

3rd Grade 25 minutes – Four times a week

4th 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 10:00 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.

**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. When the vacation is anticipated, the teacher should be notified well in advance. When your child returns to school they are responsible for the material that they missed. Any significant missed work will be assigned for completion within a reasonable time frame. During a student's absence, the Class Webpage can be referenced for topics that will be covered, however, teachers do not provide work in advance. Instead, independent reading, writing in a daily journal, and/or review of math facts can be encouraged.

**Missed Assignments:** If a student is absent **one day**, there is no need to call the school or send someone to get work. Work will be given to the student upon return to school the next day.

If a student is absent **more than one day**, call the office before 10:00am or send a note to the teacher with another child. The teacher will have 24 hours to get the homework to the office or send the homework with another child.

Students are always given extra time to complete make-up work. Teachers will determine this length of time based on grade level, difficulty of the assignment, and student ability.

### **Birthday Party Policy**

Birthdays will be celebrated at lunchtime in the cafeteria. **Due to allergens and allergies in children, non-edible items, such as a pencil, a puzzle, a small book, etc. are strongly encouraged for these celebrations;** in this way all children can participate in the celebration and it minimizes health concerns. Contact our Nurse for healthy options. If you choose to send in a snack, consider a healthy snack. Also please note that all items sent must be in **individual portions** so that the child can easily distribute to classmates. Ice-cream cakes and whole cakes cannot be accommodated by the food service staff. You can deliver your item and/or treat to the receptionist or send it with the birthday child. Visitors are not permitted in the cafeteria. Birthday and/or Party invitations are **not** handed out in school, under any circumstances. However, parents are invited to join the class

“party list” which will be distributed to parents that join the list. Please contact your child’s teacher directly for this information.

## **Different Bus**

**WE ARE NOT ABLE** to grant requests for students to ride any bus other than their assigned bus to and from school. This is due to legal capacity mandates.

## **Drop-Off of Students - Walkers**

### **DROP-OFF:**

**Between 9:10 AM and 9:25 AM** – Outside at the front of the school.

There is a duty teacher stationed to supervise your child’s safe entry into the school until 9:25.

**Only students in Child Care will be admitted prior to 9:10 AM**

***At NO TIME are cars permitted on the bus ramp between the hours of 9:00 and 9:30 and again at 3:00-3:30.***

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

**Tardy students (arriving after 9:35 AM)** will need to be signed in by a parent with the receptionist. All parents/guardians must have photo ID to enter the building. **FOR THE SAFETY OF ALL LEARNERS: Please DO NOT drop off your child and allow them to walk in unescorted after 9:25 AM. REMEMBER NO CARS ARE PERMITTED IN THE MAIN PARKING LOT from 9:00 to 9:30 and again from 3:00-3:30. PARKING IN THE FIRE LANE IS NOT PERMITTED AT ANY POINT ON SCHOOL GROUNDS.**

## **Drop-Off of Students - Bussers**

For days when your child cannot ride the bus or a walker is being driven to school, drop off is in the rear of the building between 9:10 & 9:25 (9:30 is considered tardy). A staff member will be stationed at the 1st grade entrance to accept students. After 9:25 all students will need to enter the building through the main entrance.

**Tardy students (arriving after 9:25 AM)** will need to be signed in by a parent with the receptionist. All parents/guardians must have photo ID to enter the building. **FOR THE SAFETY OF ALL LEARNERS: Please DO NOT drop off your child and allow them to walk in unescorted after 9:25 AM. Cars are permitted in the MAIN PARKING LOT from 9:30 to 3:00 during the school day. PARKING IN THE FIRE LANE IS NOT PERMITTED.**

## **Pick-Up/Dismissal/Early Dismissal/Releasing Students To Parents/Guardians, Etc.**

In an effort to make a smooth transition from school to dismissal of students, and in an effort to provide the best security possible for our learners, staff and community, **we kindly suggest that you please refrain from picking up students early, or at dismissal.** We encourage you to make doctor's appointments outside of school time. We understand emergencies do happen and occasionally plans change; and we do not want student to miss instruction, but we also want to ensure the safety of the building, at all times, especially during dismissal. We appreciate your keeping these disruptions to a minimum, and encouraging/using the privilege of school bus transportation. If you must sign your child out, Parents/Guardians need to come inside, show photo identification, and sign the child out with the receptionist. Proper photo identification is necessary at all times. **Early dismissal will conclude at 3:15pm.** Any parent who wishes to sign out their child after 3:10 will wait until dismissal at 3:35. **PLEASE NOTE: Adults picking up students MUST be noted on the student's emergency card on file in the office. Please be mindful of instructional times and traffic flow if the need arises to sign out your child. It is strongly encouraged for the safety of all of our learners that children be dismissed by taking their assigned bus home as this does not impact instructional sessions.**

***At NO TIME are cars permitted on the bus ramp between the hours of 9:00 and 9:30 and again at 3:00-3:30.***

Instruction begins at 9:35am and continues until 3:30pm. Students are held accountable for any time missed. **The importance of on time arrival and on-time dismissal cannot be stressed enough as it allows all students to benefit from optimal teaching and learning.** Parents must present photo ID to enter the building and/or sign-out their child with the receptionist and then wait for their child to be paged. At no time should a parent attempt to remove a child from the dismissal process without proper sign-out. ***At NO TIME are cars permitted on the bus ramp between the hours of 9:00 and 9:30 and again at 3:00-3:30. We do not permit cars to idle in the front lot at any time.*** Parents are not permitted to remove students from school busses while the busses are parked on the bus ramp. The duty teacher and administration will assist.

### **You Would Like A Message Delivered To Your Child**

In case of an emergency, give the message to the school secretary and it will be transmitted to your child's teacher. Students are not permitted to take phone calls during the school day. If it is an emergency, you may request to speak to the Guidance Counselor or Principal and one of them will make the determination.

### **Emergency Closing Due To Inclement Weather – Early Dismissal**

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. Please check your Parentlink account for accuracy. We are unable to contact parents individually regarding school closings.**

When inclement weather and/or poor road conditions indicate to police and school officials that school busses 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. Please be mindful, we are unable to contact parents individually.

**Our district website – [www.jacksonsd.org](http://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)

Tune your television to NEWS 12 NEW JERSEY - Channel 12

WJRZ 100 FM

WOBM 92.7 FM and 1160 AM

WJLK 94.3 FM and 1310 AM

Please do NOT e-mail the district to ask whether the 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.

**It is vitally important that your emergency contact forms are kept current. Please be sure to contact the main office with any updates as to contact information (i.e. phone numbers, email addresses, emergency contacts, etc.) IN WRITING.**

## **Lunch**

Lunchtime should be social and orderly. Students are encouraged to know their Student I.D. number for purchasing lunches.

Cafeteria rules are few.

They include:

Remain seated with legs under table & eat over the table.

Remain seated and raise hand for assistance.

Use an indoor voice.

Be considerate of those around you.

Be responsible for your actions.

Be respectful to your neighbors.

Be responsible for cleaning-up after yourself using “Clean-up Rules.” Consistent inappropriate lunch behavior may result in an assigned seat for a period of time and/or lunch detention.

Students may purchase snack with their lunches, the price of snack is listed inside the cafeteria. Those who bring lunch may purchase snack after everyone has purchased their lunches. **Pre-paid lunch cards are encouraged.** School menus are posted on the food service website. Lunch money can be deposited into student accounts via the district website, Food Services section. Please be sure to keep accounts current as this will maintain full access to food service choices and not result in limited offerings.

### **Lunch/Money Is Left Home**

Deliver the lunch or lunch money to the school’s receptionist. Photo ID is required to enter the building. The lunch or lunch money will be delivered to your child. Lunch money can be deposited into student accounts via the district website, Food Services section. Please be sure to keep accounts current as this will maintain full access to food service choices and not result in limited offerings.

### **Personal Property, Money and Valuables**

Any monies should be brought in an envelope with the student’s name and teacher’s name clearly indicated. Wireless games, iphones, ipads, ipods, Radios, tape recorders, cameras, gameboys, DS, other battery or electrical operated games or recording 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.

**Use of Electronic Reading Devices** (i.e. Nooks, Kindles, etc) can be permitted for the purposes of **READING ONLY** at the discretion of the building administrator and the classroom teacher. Use of E-reading devices will be monitored by the classroom teacher and inappropriate usage (i.e. unauthorized internet use, game playing, etc.), could mean confiscation of device as pursuant to the building rules (see below [Confiscated Student Property](#)) or revocation of e-reader use in school. If student is granted permission by building administrator and classroom teacher, the device would be the responsibility solely of the student, and not the Jackson Board of Education or any of their employees.

### **Reentry Into The Classroom After School Hours**

Students sometimes forget books, assignments, or other items necessary for homework completion. However, for the safety of our school, please note that students and/or parents may not re-enter the school after students have been dismissed for the day. Please consider “Is this a critical item; will a note to the teacher suffice; can the child benefit by surviving the consequences”? Chronic forgetfulness is something that happens to the best of students.

### **Safety Assurance**

This is a safe and secure building. We ask your patience and cooperation with our policies and procedures. Photo 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 door allows access to the building. ***At NO TIME are cars permitted on the bus ramp between the hours of 9:00 and 9:30 and again at 3:00-3:30.*** For safety reasons, parents are permitted to park in the main lot from 9:30 to 3:00 in the parking lot and are required to present a photo ID to sign in with receptionist. (All entrances are locked).

### **Confiscated Student Property**

Sylvia Rosenauer Elementary 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 students 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, the item(s) will be discarded.

If such behavior continues, the home will be notified and a parent conference will be scheduled.

### **Illness of Your Child at School**

A student who becomes ill at school is sent to the Health Office. If it becomes necessary to send your child home because of illness, you will be notified and requested to provide transportation. Please keep your emergency numbers current.

### **Lost Items**

Our school has a LOST AND FOUND box. If the item is not recovered, please check the Lost and Found Box in the APR. Any items not claimed in the Lost & Found Box at the end of each semester will be donated.

### **Pupil Records**

If you have any questions or desire to examine your child’s records at any time, you may arrange to do so by making an appointment with the Principal.

## **School Visitation Procedures**

We welcome visitors into our school, keeping in mind that student instruction and safety remain our primary focus. Visitors are asked to realize, and respect, this when planning to come into the

School. **No visitor will be allowed into the cafeteria during a lunch period.**

All visitors must show photo ID and register with the receptionist where a visitor's sticker can be obtained. This is to be worn while in the school or involved in a school activity. Visitors who are expected will be permitted into the designated area. Visitors who are not expected will need to state their business to the receptionist and a staff member will escort them to their destination if it is determined to be appropriate. **Visitors are not to park in the bus loading area.** For the safety of all learners and for our building: **Cars/vehicles are NOT PERMITTED to park in the bus loading area at any time.**

## **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.
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. No boxers, spandex shorts or cutoff shorts will be worn.
5. No torn or tattered clothing.
6. 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.

## **Transfers**

When a family plans to move to another school district, a transfer card must be made out for each child. The following information should be given to the office at least one week in advance if possible: name, address, name of new school, the last day of attendance in Jackson.

## **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. \*Please note: 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: 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<sup>st</sup> Offense: Student conference with Assistant Principal. Parent notified
- 2<sup>nd</sup> Offense: Student conference with Principal and parent notified. Student assigned to right front seat for a designated number of days.
- 3<sup>rd</sup> Offense: In-School Parent conference. Consequences to be determined.
- 4<sup>th</sup> Offense: Student denied transportation for a period of three (3) days. Parent will be expected to provide transportation to and from school.
- 5<sup>th</sup> Offense: Student denied transportation for a period of two (2) weeks. Parent will be expected to provide transportation to and from school.
- 6<sup>th</sup> 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.

<b>SCHOOL-WIDE MISCONDUCT</b>	<b>SERIOUS – MISCONDUCT</b>	<b>MAJOR – MISCONDUCT</b>
Possible consequences: Student and/or parent conference and detention <ul style="list-style-type: none"> <li>▪ Corridor behavior</li> <li>▪ Cheating on tests</li> </ul>	Possible consequences: Student and/or parent conference, removal from school functions, and detention/suspension <ul style="list-style-type: none"> <li>▪ Disrespect or defiance               <ul style="list-style-type: none"> <li>▪ Forges signature</li> </ul> </li> <li>▪ Fighting in school and on school property</li> </ul>	Possible consequence: Suspension <ul style="list-style-type: none"> <li>▪ Vandalism – Defacing school property</li> <li>▪ Stealing or in possession of stolen property               <ul style="list-style-type: none"> <li>▪ Alcohol/Drugs</li> <li>▪ Fireworks</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>▪ Disrespect of school property</li> <li>▪ Dress code violation</li> <li>▪ Disruptive behavior in cafeteria, on playground, school functions, etc.</li> <li>▪ Not following directions of substitute teacher</li> </ul>	<ul style="list-style-type: none"> <li>▪ Profanity</li> <li>▪ Disrespect of others property</li> <li>▪ Violation of any school policy</li> <li>▪ Harassment (bullying, hazing, bias, threats, obscenities and sexual harassment)</li> <li>▪ Possession of obscene materials</li> <li>▪ Endangering the safety of others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leaving school property during school hours without permission</li> <li>▪ Weapons and dangerous instruments</li> </ul>
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**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.