



# Clara Barton Elementary School

## 2018-2019 STUDENT HANDBOOK



Clara Barton Elementary School  
100 Crosswicks Street  
Bordentown, NJ 08505  
Phone: (609) 298-0676

**When your child is absent, you are required to notify the school  
at 298-0676 ext. 3102 before 9:00 A.M.**

School Principal – Mrs. Louisa Kenny  
School Secretary – Mrs. Polly Brown  
School Counselor – Mrs. Jan Wilson  
School Nurse – Mrs. Lisa Curry

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### ARRIVAL

Students may enter the building no earlier than 8:25 and will report directly to homeroom. Students arriving after 8:35 will be considered tardy and must report to the Main Office to sign in. Students whose parents bring them to school must remain with their parents until 8:25 and will enter through the back playground doors to allow the front entrance to be available for students who ride a bus. *NO supervision of students will be provided prior to 8:25.* If a

student needs to be left at school prior to 8:25, a parent must contact the CDA office at 298-0674 x1200 to register for the CHILD Program. **Students are not permitted to remain (unescorted) on school grounds prior to 8:25am.**

### DISMISSAL

Students will be dismissed at 3:15. Students who are being picked up by parents should be picked up on the back playground, while students who ride the bus will first report to the All Purpose Room and then be dismissed by bus number under staff supervision. **Students are not permitted to remain (unescorted) on school grounds after 3:15pm.** Changes to a students' after school plans must be received in writing from a parent/guardian. **Please note that we cannot release students per phone request.**

### DROPOFF/PICKUP

- CBS doors open at 8:25 a.m. The safest option is to park legally and walk your child to the front or back doors of school.
- The only locations to legally and safely cross Crosswicks and E. Burlington St. are on the crosswalks with crossing guards.
- Always escort your child across the street with crossing guards in the designated crosswalks.
- Do not stop in traffic on Crosswicks St. or E. Burlington St. and allow your child to exit the car alone and cross the street.
- DO NOT PARK /DROP OFF IN BUS ZONE 8:15-8:35; 3:00-3:45
- CBS Full Day dismissal is at 3:15 and Half Day dismissal is at 12:40.
- Do not park in the CBS staff lot or parking spaces.

### CBS & MIS SCHEDULE

K-5	Normal	Half Day	1 Hour Delay	2 Hour Delay
<b>Arrival</b>	<b>8:25</b>	<b>8:25</b>	<b>9:25</b>	<b>10:25</b>
<b>Dismissal</b>	<b>3:15</b>	<b>12:40</b>	<b>3:15</b>	<b>3:15</b>

### ATTENDANCE

Regular and consistent attendance is essential to a student's success in school and is a law according to New Jersey State Compulsory Attendance Laws

(§18A:38-25). Most subjects are taught in sequence, requiring the understanding of concepts in the order of presentation. Chronic absenteeism creates a genuine hardship for both the student who is not in school and the other students in the class who rely on each other for group work. The following list states the only recognized excuses for school absence:

- Personal illness
- Family illness
- Death in the family

- Religious holidays - *only those prescribed by the State of NJ Dept. of Education: [www.state.nj.us/njded/genfo/holidays.htm](http://www.state.nj.us/njded/genfo/holidays.htm)*
- Take Your Child To Work Day

Parents are required to give advance notice to the school in order to be excused for any other type of absence. Chronic tardiness or absence will be handled by proper authorities to ensure that your child does not fall behind in their work, resulting in poor grades and possible retention. ***Additionally, family vacations during the school year are strongly discouraged, as it presents a significant gap in the child's instruction.***

**\*\*\*\*\*PLEASE NOTE\*\*\*\*\***

**When your child is absent, you are required to notify the school at 298-0676 ext. 3102 before 9:00 A.M.**

### **ATTENDANCE PROCEDURE**

If your child is absent from school or arrives late, you must call 298-0676 ext. 3102 by 9:00 A.M each day of the child's absence/lateness. Our voice mail system makes it possible for you to call in the absence/lateness any time day or night. **Upon your child's return to school, regardless of the duration or reason for absence/ lateness, they are required to present a signed letter to their homeroom teacher. This is in addition to the phone call made to report the absence/lateness. Students who are absent more than four consecutive days must present a certificate of admission from a family doctor or the school physician (excluding vacations).**

If the school is unable to verify the reason for absence/lateness due to lack of a phone call and/or note being send with a student that student will be marked absent or tardy-*unverified*, and the following protocol will go into effect:

- Up to four unverified absences/tardies will result in verbal and/or written contact with parent/guardian. An action plan to help improve attendance will be designed and implemented.
- Between five and nine unverified absences/tardies will result in continued verbal and/or written contact with parent/guardian and re-evaluation of action plan.
- **Ten or more unverified absences/tardies will result in mandatory court referral as required by the NJ Administrative Office of the Courts. Parents will receive notice of such referral.**

***This administrative process is not meant to be punitive but is designed to highlight the importance of school attendance and the serious consequences to parents or guardians who do not guarantee regular attendance and/or on time arrival.***

Note: Students may not be promoted to the next grade level if excessive absences are deemed to have a detrimental effect on academic and/or social performance. There is no substitute for classroom experience.

### **AFFIRMATIVE ACTION POLICY**

The New Jersey Constitution and implementing legislation guarantees each child in the public school equal opportunity regardless of race, color, creed, religion, gender, ancestry, national origin, or social economic status. The Board of Education affirms that every student should be given an equal opportunity to enjoy the benefits and privileges of full participation in all aspects of school life. All persons regardless of race, color, creed, religion, gender, or national origin shall have equal access to all categories of employment of the educational system of New Jersey. All concerns or allegations of denial of equal opportunity or for further information about our Policy and our grievance procedures, please contact the District Affirmative Action Officer, Daniel Riether, at 298-2600 ext. 4103.

### **AFTER SCHOOL PLANS**

All plans for after-school visits with friends or classmates must be made with the families involved BEFORE school hours. If you are walking home with a friend, a permission note from BOTH students' parents must be brought to school. **No permission will be given to a student to ride a bus other than the one to which they are assigned.**

### **ACCEPTABLE USE POLICY**

The Acceptable Use Policy / Internet Technology Agreement are policies that outline the use of technology in the Bordentown Regional School District. Please be sure to read all sections, sign and return to school.

### **BEHAVIOR & DISCIPLINE**

It is expected that all members of the Clara Barton School community behave in a manner that helps provide the appropriate atmosphere for learning. As such, we have taken measures to instill positive character traits in students, the encouragement needed to make good choices showing respect for oneself and others as well as taking pride and ownership in the school. Our programs include but are not limited to school-wide character education, adult-student mentoring partnerships, clubs and activities, etc. In addition to fostering and promoting a positive school climate, committees such as the *Intervention and Referral Services Team* meet weekly to address student issues; both academic and behavioral. Teachers, parents and support personnel work together to develop positive plans of action for students in need of academic/behavioral remediation. These plans are implemented and revisited frequently in order to offer students the greatest possible degree of scholastic success.

The CBS Student Code of Conduct is established to achieve the following purposes:

- 1.) Foster the health, safety and social/emotional well being of students

- 2.) Support the establishment and maintenance of civil, safe, secure, supportive and disciplined school environments conducive to learning
- 3.) Promote achievement of high academic standards
- 4.) Prevent the occurrence of problem behaviors
- 5.) Establish parameters for the intervention and remediation of student behaviors at all stages of identification
- 6.) Establish parameters for school responses to violations of the code of students conduct that take into account, at a minimum, the severity of offenses, the developmental ages of the student offenders and students' histories of inappropriate behaviors.

**Note the following:**

- Students will be provided with advanced notification of the consequences for violating school rules.
- All discipline cases will be handled on an individual basis.
- All students will have the right to due process.

**HALL RULES**

- Walk in the halls at all times.
- Walk on the right side of the hall.
- Be reasonably quiet when walking in the hallways, as instruction occurs throughout the day.
- Playground equipment is to be carried in the halls.
- Respect all students and teachers walking in the halls.
- Hands are to be kept at your sides.
- Any act willfully causing or attempting to cause damage to the Public Access Defibrillator (PAD) or activation of a *false* fire alarm will result in disciplinary action.

**CAFETERIA RULES**

- Conduct yourself appropriately and follow the directions of cafeteria aides.
- Good manners are expected.
- Sit at an assigned table, and follow rules for getting lunch, milk and snacks.
- Stay in the cafeteria unless excused by a cafeteria or playground aide.
- Money lending and or sharing is not permitted.
- Soda and candy are prohibited.
- Keep your food to yourself. Due to health risks, you may not share with others or sell food to anyone.

**CAFETERIA PAYMENT**

- The state carries over enrollees in free and reduced breakfast/lunch programs until October

1. Please submit your paperwork at the start of school in September to continue services without interruption. New applicants may enroll at any time.

- Our cafeteria is open for both breakfast and lunch services on full days of school.
- Our cafeteria does not serve any meals on half days.

Sodexo prices:

Meal	Daily Price
Breakfast	\$1.50
Reduced Breakfast	\$0.30
Lunch	\$2.70
Reduced Lunch	\$0.40

- To place money on a cafeteria account you may send in the payment with your student in an envelope labeled "CBS Cafeteria." You may also pay online through [www.myschoolbucks.com](http://www.myschoolbucks.com). You will need your child's student ID number to create an account.
- State of New Jersey regulation A 1796 states, "In the event that a school district determines that a student's school breakfast or school lunch bill is in arrears, the district shall contact the student's parent or guardian to provide notice of the arrearage and shall provide the parent or guardian with a period of 10 school days to pay the amount due. If the student's parent or guardian has not made full payment by the end of the 10 school days, then the district shall again contact the student's parent or guardian to provide notice that school breakfast or school lunch, as applicable, shall not be served to the student beginning one week from the date of the second notice unless payment is made in full."
- Please be aware of BOE Policy 3250 regarding lunch charges. The full policy is available at [www.bordentown.k12.nj.us](http://www.bordentown.k12.nj.us)

**PLAYGROUND RULES**

- No rough play allowed on the playground. Students who threaten the safety of others will not be allowed on the playground.
- Students who harass, intimidate or bully other students on the playground can receive consequences which include prohibition from group recess.
- Do not interfere with games and equipment of other students.
- Organized sports games can be played at the discretion of the playground supervisors. Students who play rough will be excluded.
- Keep your hands to yourself at all times (no tag, pushing, tackling or pegging permitted). Students who place their hands on other students will be given a verbal warning and placed on time-out. Further incidents will result in a discipline referral.
- Show respect for playground area and equipment.

- Students with crutches, casts or other medical conditions that may be aggravated by physical activity; running, jumping, kicking etc. will be excluded from recess until such time a physician's note is presented allowing them to resume normal activities.\*

\* *The same applies to physical education classes.*

## STUDENT DRESS CODE

It is critical that both home and school cooperate in the matter of school attire. Students may wear clothing, hairstyles and personal decorations which suit their individual sense of style and taste. However, clothing, accessories and/or decorations, which interfere with order or harmony or distract from the educational program will not be allowed. Inappropriate dress can be disruptive or distracting to the educational process and the school administration reserves the right to make the final decision regarding appropriate dress in school. The regulations regarding student attire are as follows:

- Student attire should be school appropriate, neat, clean and reflecting an appearance of modesty,
- Clothing with inappropriate pictures, liquor advertisements, messages, profanity, tobacco, gang affiliation slogans, offensive or obscene symbols, signs or slogans degrading any race, societal group color, creed, religion, gender, ancestry, national origin, social or economical status, sexual orientation or people with disabilities is not permitted,
- Buttons, pins and other accessories are permitted, as long as they comply with the above mentioned regulations and do not cause disruption, disorder, or a danger,
- Bare midriff, crop tops which expose the abdominal area, halter-tops, spaghetti straps, tube tops, and tank tops with straps that are less than one inch wide are not permitted,
- Clothing which is extremely tight or transparent is not permitted,
- Very short shorts, very short skirts and/or very short culottes are not permitted, (when a student has hands at their sides their shorts or skirts should be longer than their fingertips)
- Shorts should be worn only when it is temperature appropriate,
- No apparel which reveals undergarments or promotes immodesty is permitted,
- Sneakers with backs are always to be worn when in gym,
- Articles which can cause damage to other students and/or property, are not permitted,
- No hats are to be worn in school
- Flip flops, soccer sandals, heeled shoes, and clogs are not permitted due to safety reasons (stairs, recess, etc.); Note: Students may wear sandals with a secure back strap.
- No pajama bottoms are permitted.
- Students inappropriately dressed for the weather, such as without a jacket on a cold day, may be kept inside for recess for their well-being.

Students who are in violation of the dress code will be sent to the office and given an opportunity to change into more appropriate dress. If a student does not have a change of clothing, he or she will be asked to call home to request a change of clothes to be brought to the building. The student will not be allowed to return to class until dressed appropriately.

## GENERAL RULES

- Please LABEL all of your student's belongings with their name.
- Weapons of any kind are strictly prohibited. This includes knives, cap guns, water pistols, etc. Police will be notified of any kind brought to school.
- Fighting is not permitted and will result in consequences.
- Students should never carry unnecessary amounts of money. If money is needed at school to pay for items, it should be brought on the day due and taken as soon as possible to the appropriate person.
- Students should keep all personal items with them and not leave them unattended.
- Should something be found that belongs to someone else, it should be turned in to the office.
- Courtesy and politeness are expected in your relationships with school staff members and classmates.
- Treat others as you want others to treat you.
- Profane, vulgar or threatening language will not be accepted.
- Selling of any items including candy, stickers, etc. is not permitted.
- Gum chewing or eating candy in the school or bus is not permitted.
- Snow, rocks, sticks, and other objects should not to be picked up, kicked, or thrown.
- Written or graphic material referring to or displaying violent nature is not permitted and will be confiscated.
- School authorities have the right to impose consequences on students for conduct away from school grounds including on a school bus or off campus student/school sponsored function.
- Cellular telephones, **toys**, trading cards (such as Magic or Pokémon), silly bands, stuffed animals, dolls, balls, mp3 players, handheld video games, I-Pods, breath spray, aerosol cans, paint balls, spray cans, matches/lighters, pagers, laser lights, etc. should not be brought to school. These items will be confiscated and returned only to a parent / guardian.
- Fidget spinners are regarded as toys unless your child has an official document such as an IEP or 504 which indicates it is required for your student's academic program.

***Note: BRSD does not condone the possession and or use of cellular telephones by students.***

***We strongly encourage parents to contact the school if there is an emergency and they need to speak to their child. In addition, school phones may be used by students if there is an urgent need to contact a parent/guardian. Cellular Telephones confiscated from students will only be returned to parents following the first offense. Subsequent offenses will be considered willful/deliberate disobedience. Appropriate disciplinary actions will be taken in such cases.***

## **ASSEMBLY RULES**

Assemblies and other special events are a privilege. Attendance at such programs may be denied to students for inappropriate behavior or to those who owe assignments at the discretion of the administration.

- Be respectful to staff, performers, speakers, and fellow students.
- Remain quiet and attentive.
- Remain seated.
- Use the restroom only if it is an emergency.
- Applaud and respond appropriately

## **BUS and BUS STOP RULES & PROCEDURES**

Riding the bus to/from school is a privilege. It is expected that all students cooperate with the bus driver while traveling to and from school. Frequent or flagrant violations of safety rules or regulations on the buses will result in disciplinary action by the administration. Students who do not respond to disciplinary measures will be removed from the bus for a period of time, which may extend throughout the school year. In such cases, the parent of the child will become responsible for transporting the child to and from school.

- Students are to walk to the bus from the bus stop and from the school building.
- Students should arrive at their bus stop no more than 10 minutes before appointed pick-up time.
- Students are to behave with kindness and decorum at the bus stop. No bullying, ball playing, tag or aggressive play will be tolerated.
- Upon finding their assigned seat, students are expected to sit down and fasten their safety belt
- Students may change seats on the bus only with the permission from the bus driver. Everyone must remain seated while the bus is in operation. On buses equipped with seat belts, the belts must be worn at all times. It is the LAW.
- Talking is permitted on the bus at a reasonable level. Shouting, whistling, use of bad language, etc. is not permitted.
- Under no circumstances may pupils put their hands, arms, or heads out of the windows of the bus.

- Fighting, physical contact (slapping, pushing, poking etc.) and other forms of misbehavior will not be tolerated and will result in suspension of bus privileges.
- Pupils are expected to treat the buses with care.
- Eating/drinking is not permitted on the bus.
- Buses will stop to pick up and drop off pupils at designated bus stops only. Requests for stops other than designated stops cannot be honored.
- Upon exiting the bus students are to walk directly to their residence or designated after school location.
- Students are to walk on the sidewalks, not on the grass of homeowner's lawns.
- Safety is the rule at all times.

## **Self Defense**

Self defense is an action to prevent injury to oneself. When a defensive action causes excessive harm to the offender, or it is known to be the result of instigation by the claimant, such defensive action will be considered return aggression. RETURN AGGRESSION will incur the same consequence as mutually combative/assaultive behavior.

## **Bullying and Harassment**

**The Clara Barton HIB Officer is Jan Wilson School Counselor. You may report offenses by calling the school or emailing her at [jwilson@bordentown.k12.nj.us](mailto:jwilson@bordentown.k12.nj.us)** Students in Bordentown schools are expected to treat one another with respect regardless of gender, race, color, creed, religion, national origin, or sexual orientation. Bullying is a common and damaging form of violence among children. **New Jersey State law defines "harassment, intimidation or bullying" as any gesture or written, verbal or physical act that is reasonably perceived as being motivated by an actual or perceived distinguishing characteristic and has the effect of causing harm to a student or damage to the student's property, or reasonable fear of harm or property damage, or of insulting a student or group of students in a way that substantially interferes with the orderly operation of a school. Bullying can be direct (e.g. hitting, teasing, name calling) or indirect (e.g. social exclusion) and includes cyber bullying (e.g. sending insulting or embarrassing e-mail, text messages or photos/video to the child or others about the child).** All instances of such harassment/bullying must be reported to a BRSD employee, classroom teacher and or administrator, as per stated in Board Policy 4105. *The person filing a report may choose to remain anonymous and granted he/she files the report in compliance with the district's BOE policy, will be immune from a cause of action for damages arising from any failure to remedy the reported incident. A school employee, student or volunteer shall not engage in reprisal, retaliation or false accusation against a victim, witness or one with reliable information about an act of harassment,*

*intimidation or bullying. In addition, those persons making false accusations against another for reasons of retaliation and or harassment/intimidation/bullying shall incur consequences and appropriate remedial action.* Once reported, each incident will be recorded, parents will be contacted and appropriate action will be taken promptly including careful follow-up to prevent re-occurrence. Interventions include, but are not limited to: contacting district and local authorities, supportive counseling, detentions, and suspensions. Victim assistance/support will be provided as well. Contact the Affirmative Action Officer at 298-0025, ext. 5215, or school administration for further information.

***The Bordentown Regional School District continues to maintain a zero tolerance policy in regard to both bullying and harassment.***

### **Consequences**

Students who do not follow the rules will have consequences for their misbehavior. Punishments will vary according to the frequency and severity of the misbehavior. Consequences may include detentions at lunchtime, before or after school detention, loss of school activities, in-school suspension, and out-of-school suspension.

Parents will receive a Notice of Disciplinary Action, letter, or telephone call whenever a detention or more severe punishment is given. Disciplinary notices must be signed by a parent/guardian and returned to school the next day. Further disciplinary action may be taken if a student returns the notices unsigned or late. Parents may appeal out of school suspensions to the principal. This should occur immediately so a decision can be rendered before the suspension begins.

According to Bordentown Regional School District's policy number 5070, a student may be suspended from school for good cause. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher, or of the habitual use of profanity or obscene language, or who shall damage, deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Additionally, the student may be held financially liable for damages inflicted upon the school or its property.

In each instance of short term suspension, the Bordentown Regional School District Board of Education shall assure the rights of students suspended for ten (10) consecutive days or less by providing for the following:

- Oral or written notice of charges to student as soon as practicable.
- An informal hearing prior to the suspension in which the student is given the opportunity to present his/her version of events regarding their actions leading to the short-term suspension and provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2and5
- Oral and or written notification to the student's parents of the student's removal from his/her

educational program prior to the end of the school day on which the school administrator makes the decision to suspend the student.

- Appropriate supervision of the student while waiting for his/her parent to remove the student from school during the school day.
- Academic Instruction either in school or out of school that addresses the NJ State Core Curriculum Content Standards in accordance with the provisions of N.J.A.C. 6A:16-9 or 10.
- Academic instruction services shall begin after 5 consecutive days of suspension
- The district Board of Education may deny participation in extracurricular activities, school functions, sports or graduation exercises where such measures are designed to maintain the order and integrity of the school environment.

In order to be readmitted to school after a suspension, a reinstatement meeting must be held between school administration and the suspended child's parents. The student's presence at this meeting may also be required by administration. The student will not be readmitted to school until the meeting is held. The suspended child is responsible to make up all missed work after reinstatement. This work is to be solicited by the student and completed in a time frame equal to the number of school days missed. For example, a student has one-day to make up work missed from a one-day suspension.

### **6A:16-7.4 Mandated Student Removals from General Education**

There are certain times when the State of New Jersey mandates that a student be removed from general education. These instances are stated below and are pursuant with the NJAC 6A:16-5.5,5.6 and 5.7

- removal for firearms offenses
- removal for assault with weapons offenses
- removal for assaults on district board of education members or employees

### **Gang Assessment Procedures**

The Bordentown Regional School District believes that the physical, emotional and mental well being of all pupils must be maintained as a prerequisite to achievement through the formal education process. Recognizing that gang affiliation and gang related activity is on the rise in our community and surrounding areas, the school district wishes to adopt a procedure regarding assessing gang involvement. Please note that although gang related issues/behaviors tend not to affect students at the PreK-3 level, this information is being shared with all BRSD students and their families.

Bordentown Regional School District recognizes that the police department has a wealth of knowledge and experience dealing with gang related activities. Therefore, the school district will utilize the police department's expertise in this area when facilitating a gang assessment. The gang assessment is in no way a criminal proceeding. All information obtained will be kept strictly confidential, shared only with

appropriate staff members. This gang assessment will function as an outreach for students and their parents or guardians. The goal of the assessment will be to ascertain the level of knowledge, interest and/or affiliation with gangs. The results of the gang assessment may play a role in the determination of school related discipline procedures. If during the gang assessment, a determination is made that the student is not affiliated with a gang, it does not preclude disciplinary actions. In order to offer assistance, the student and parent or guardian will be given information about outreach programs and any other information necessary to assist the formal education process

Procedures for a gang assessment:

- A student is suspected of having interest, knowledge or affiliation in a gang by school personnel, the police department, or community member.
- A School administrator is notified of the circumstances.
- An investigation by the school administration may be conducted at this point.
- The school administrator will contact the police department designee to discuss the level of police involvement if any.
- The police designee determines the level of police involvement which will be tailored to meet the specific needs of the individual student.
- Disciplinary consequences may be enforced by the school.
- If necessary, an available police designee will schedule a mutually agreed upon meeting with the school administration to evaluate the circumstances.
- If the school administrator and the police officer agree that a gang assessment should be done, the school administrator will contact the student's parent or guardian to schedule the meeting.
- The assessment can take place at the police station, the school, or another mutually agreed upon location.

The assessment **must** involve the following participants:

- Student in question
- Parent or guardian
- Police officer
- School administrator

The assessment may also involve any other pertinent school staff members. During the gang assessment, the school administrator and the police designee will ask questions to the student to determine any level of gang interest, knowledge and/ or affiliation. Questions will be asked to ascertain the level of gang interest/knowledge and/or affiliation.

Examples/areas of concern are the following:

- Dress
- Symbols
- Hierarchy
- Time of involvement
- Meeting places/times

- Rituals
- Slang
- Illegal activity
- Fighting
- Substance abuse/sales
- Other

A gang assessment can occur for a student more than once if there is further suspicion of gang activity. Any information gathered during the gang assessment can be used in order to develop a plan of support for the student.

### **BIRTHDAYS AND INVITATIONS**

A child's birthday is a very special day. Often, families plan parties for their children to celebrate this day. If you would like to send out invitations to students in your child's class, please tell your child to ask his or her teacher how best to distribute them. Also, invitations will only be distributed in school if every child in the class is invited.

If you are only inviting select children, invitations must be delivered outside of school. The PTO directory may be used to gather student addresses.

If you want to send a birthday treat into school please to obtain approval beforehand from the teacher and school nurse due to allergies.

### **CHANGE OF ADDRESS or PHONE**

It is very important that every student maintains an up-to-date address, telephone number, and emergency contact listing at the school office. Notify the main office of Clara Barton immediately if you have a change of address or telephone number during the school year. Please keep your contact information up to date via InfoSnap on our website to receive electronic calls, e-mails, and texts on important changes such as snow closings or bus delays.

### **DAMAGE TO SCHOOL PROPERTY**

Parents shall be held financially responsible for damage to school property by their children

### **EARLY SIGN OUT**

Parent's written requests to sign a child out early for dental/doctor appointments, etc., must be brought to the Main Office in the morning after their homeroom teacher has signed the note. ***Please refrain from signing your child out of school early simply for convenience purposes as this disrupts the learning continuum.*** A parent/guardian must sign the student out in the Main Office. We cannot accommodate parents who wish to wait inside the building for their children at dismissal time.

### **EMERGENCY CLOSING OF SCHOOL**

In the event of severely inclement weather or emergency, all students will receive an automated



message from the Superintendent or Principal via the School Messenger calling system. You may also choose to call the school's voice mail, check the district's website or listen to a local TV or radio broadcast. The following stations provide school closing information:

- WPST 94.5 FM
- WKXW NJ 101.5 FM
- WTTM 920 AM
- WHWH 1350 AM

### **GUIDANCE SERVICES**

Counselors are available for all students. All discussions with the guidance counselor will be kept confidential. Students can participate in group or individual sessions.

### **HOMEWORK**

Students are required to complete all homework assignments on time. Parents are required to ensure assignments sent home are completed to the best of their child's ability and returned to school the next day. It is the student's responsibility to ask for and make up assignments that are missed due to absences. Students should ask their teacher for assignments missed due to absence after their return to school or ask a study buddy to provide them with the materials and assignments during their absence. Overdue, incomplete or missed assignments may result in loss of credit, reduction in grade and/or a required meeting with parents, student, teacher and school administration.

### **LIBRARY**

Our library classes are part of our Humanities program. Students travel to the library for book selection and instruction. Once a student checks a book out, it is the student's full responsibility to care for that book. Books must come back to the library in the good condition that they left. Replacement costs for lost or damaged books are to be paid for by the student. Any students with outstanding library books will not be allowed to borrow additional materials until the overdue books are returned. Failure to pay fines will result in administrative intervention.

### **LOST AND FOUND**

A Lost and Found service is maintained in the school. Anyone finding lost materials should turn them into the Lost and Found. Students may request permission to check the Lost and Found. No valuables or electronics of any kind should be brought to school. After a reasonable time, articles in Lost and Found are donated to charity. **Please make every effort to LABEL everything sent to school with your child/children.**

### **MEDICATION**

Students may not have medication in their possession. This includes cough drops, cold medicine, aspirin, vitamins, or any other over-the-counter medications or preparations.

- Medications prescribed by a physician must be kept in the nurse's office.
- These medications must be kept in the original container and be accompanied by written permission and directions from the physician in order to be administered by the school nurse.
- Medication must be brought in to the school nurse from an adult – it can not be sent in with a student.
- There are NO exceptions to these rules.

### **NEWS ARTICLES / PHOTOGRAPHS**

Throughout the year, we will be sending various items of newsworthy events to area newspapers and media outlets. Additionally, our website will document school activities and upcoming events. Should you wish that your child's name or photos **not** appear in these media, please contact the Principal.

### **PARENT-TEACHER ORGANIZATION**

The Parent Teacher Organization (PTO) is an active organization that provides assistance and support to the educational programs in our school. Additional parent assistance is needed to help with the many educational activities provided for the children. Many parents volunteer as classroom or library helpers and the PTO frequently participates in the organization of special events. Parents are encouraged to consider membership, even if they are unable to attend meetings. Parental support directly benefits each child.

### **PUPIL RECORDS**

In accordance with requirements set forth in New Jersey Administrative Code 6:3-2.3, entitled "Pupil Records," districts must notify parents 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 only contain information relevant to the education of the pupil and is objectively based on the personal observation of knowledge of the originator of the record. The local school district may not compile any other records except mandated and permitted records.

#### **Mandated Pupil Records**

Mandated Pupil Records are records which the school has been directed to compile by the New Jersey Statute, regulation or authorized administrative directive. Examples of mandated pupil records are: identifying data, pupil's name, address, date of birth, name of parents, citizenship and gender of the pupil; record of daily attendance; description of pupil progress; history and status of physical health compiled in accordance with state regulation; and all other records required to be kept by the State regarding the education of handicapped pupils.

#### **Permitted Pupil Records**

Permitted Pupil Records are records which our 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 of permitted pupil records are: systematically gathered teacher or counselor ratings; and observations and varied reports of serious or recurrent behavior patterns.

As a parent or guardian, you and your child have a right to individual privacy and the right to know concerning information gathered by the school. This protection should help you maintain faith and trust in your local school system and will also assist school administrators and other staff members to effectively educate your child. If you have any questions or desire to examine your child's record file at any time, you may arrange to do so by making an appointment with the principal at 298-0676.

### **Student Records and Confidentiality**

When a student transfers to a public school district from another public school district, all information collected on that student pursuant to NJSA 2A:4A-60 shall be provided to the receiving district in accordance with the provisions of NJSA 18A:36-19a

1. The records shall be provided within two weeks of the date that the student enrolls in the receiving school district.
2. Written consent of the parent, guardian or adult student shall not be required as a condition of the transfer of this information.

When a student transfers to a private school, (sectarian or non sectarian) records will be provided in the same manner listed above.

### **REPORT CARDS**

Report cards are issued three times per year. The report card has an explanation of the marking system for each particular grade. We have a standards-based report card and the report cards and benchmarks by grade are available on the website under the link "Elementary Report Cards." Report card covers must be signed and returned each trimester.

### **STUDENT SURVEYS**

On occasion, our school may have the need to survey students concerning specific issues. Surveys are conducted to establish baseline information and the results are used for grant writing and research that may be conducted by the district or to other agencies. Although the surveys may ask for personal information such as the school, age, or gender, all information is kept strictly confidential.

### **STUDENT VISITORS**

We are not able to accommodate student visitors from other schools. We can only ask our staff to be responsible for the Clara Barton School students. We appreciate your desire to have other students visit us, but we will not be able to honor such a request.

## **TEACHER QUALIFICATIONS**

At the start of each school year, under the provisions of the No Child Left Behind Act, districts will notify parents / guardians that individuals may request information on the professional qualification of their child's classroom teachers. The information can include:

- Qualifications and licensing criteria for the grade levels and subject area taught by the teacher,
- Emergency or other provisional licensure and/or licensing criteria that have been waived,
- The teacher's degree major, graduate certification or other degree held, and the discipline of the degree or certification.

Bordentown Regional School District would like you to know the following conditions are true:

- All teachers who are on staff and instruct students daily in all subjects are highly qualified according to the State of New Jersey requirements. They have obtained full state certification as a teacher, including certification obtained through alternative routes to certification, or passed the state teacher's licensing examination and hold a license to teach in our state.
- No teacher has had certification or licensure requirements waived on an emergency, temporary or provisional basis.
- No teacher in the district is teaching a class or course for which he or she is not properly certified or qualified to teach.
- All teachers' aides meet requirements for instruction.

If you have any questions, please contact the building principal at 298-0676, ext. 3102.

### **VISITORS**

Visitors are a vital and welcomed part of our educational community. However, all visitors to Clara Barton, for any purpose, must report to the Main Office. The doors to Clara Barton, for safety reasons, are locked during the school day. Please ring the buzzer and await the receptionist's directions for entrance. Note that video cameras are used to monitor this entrance and hallways. Parents and other visitors may not go directly to a classroom without permission from the office and an official visitor's badge. Such action causes unnecessary interruptions to the classroom proceedings and violates our security procedures. Visitors and volunteers are required to sign in at the Main Office prior to receiving a visitor's badge.