

# **JOSEPH T. DONAHUE SCHOOL 2023-2024**

## **PARENT/STUDENT HANDBOOK**

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## **PURPOSE**

The purpose of this handbook is to give our parents the answers to some of the most commonly asked questions regarding the organization and operation of this school. It is our hope that this manual will prove to be beneficial to both you and your child.

This handbook will be revised every year to reflect changes in school and district policies and procedures.

Please note that this booklet may not answer all of your questions. When you need additional information, please contact the office for assistance.

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## **ARRIVAL AND DISMISSAL**

1. JTDS school hours are 8:50 am - 3:40 pm. Students may begin to arrive at school at 8:45 am. This is the time our teachers are on duty to provide proper supervision. Students are dismissed from school at 3:40pm.
2. Parents are not permitted in the building during arrival and dismissal times.

### **Arrival Drop-Off Procedures**

Over the past few years, we have tried a variety of ways to keep the flow of traffic moving when dropping your son or daughter off. As always, safety is our number one concern and, above all else, is the first point taken into consideration when creating the system for our school. Please follow these instructions carefully as it will ensure the safety of your children and keep the wait times for drop off at a minimum.

Please remember that drop off begins at 8:45. This is when our teachers are on duty.

Please DRIVE SLOWLY when on school grounds by maintaining a safe/slow speed and being aware of all your surroundings.

- **If you are driving**, circle around the back of the school, where staff members and security will be outside to help direct traffic.
  - The School Safety Patrol will be standing at the curb to help direct your son or daughter out of the car and into the building.
  - CARS WILL BE DIRECTED TO PULL ALL THE WAY FORWARD TO DROP OFF STUDENTS. This should be done quickly to keep the line moving.
- **Students who do not take school transportation and are walking or being dropped off in the parking lot**, will stand at their designated classroom room number located on the cement under the Joseph T. Donahue School sign on the building which is to the left of the main entrance.
  - Although parents may wait with their child at this location, a staff member will be on duty at 8:45 am to supervise students.
  - This is the only location for students to be standing before school starts. Students are not permitted to wait by the main entrance.

### **Dismissal Procedures**

Once your child is in the care of the school, we take their safety very seriously. As a result, we are very careful and organized in the way we dismiss our students. We kindly ask for your patience at the end of each day, especially at the beginning of the year when students are learning the routine.

In following [Policy 8601](#), dismissal procedures are as follows:

- Students who are not eligible for transportation are designated as Walkers.
- If your child is not taking a bus at the end of each day, they will either be staying after school for a specified program, or walking home/getting picked up.
- There are 2 types of Walkers and they are dismissed differently. Please follow the instructions below for students who are designated Walkers.

## **1. Walkers dismissed independently without parent/guardian ID- Students Walking Home or meeting their parents in the parking lot or by the main entrance**

- All designated Walkers will be dismissed at the main entrance.
- Students whose parents choose not to use district transportation, must provide a written note designating the student a Walker.
- If you choose to wait outside to pick up your child and you have siblings with you, for their own safety, please keep them away from the doors and from jumping off cement structures.
- If your child is walking home without an adult, please remind them to go directly home from school at dismissal.
- If your child is walking home without an adult, please remind them to walk on the sidewalk, obey posted signs, and obey the directions of the crossing guard.

## **2. Walkers dismissed for Student Pick-Up with parent/guardian ID- Parents must sign & return a Request for Supervision After Dismissal form**

- When you face the front of the building, there is an exit to the right of the main entrance. This is the red pod exit and is the designated area for pick up at the end of the school day for parents/guardians who wish to have a direct exchange at dismissal.
- A Request for Supervision After Dismissal form is used by parents requesting their child only be released to a parent or designated escort (from the Emergency Contact List) at dismissal.
  - A Request for Supervision After Dismissal Form must be signed and returned to the main office for your child to be dismissed in this manner.
  - This form will be sent by the principal prior to the opening of school and will also be in your first day packet.
  - Parents may rescind this request in writing at any time.
  - **IMPORTANT:** In the event that a student is not picked up at dismissal time, the principal or designee will attempt to contact the parent/guardian and then follow with the preceding emergency contacts provided to the school. The school will provide parents/guardians information regarding any supervised after school services that may be available to students at the school's facility. If a student is not picked up within 1 hour of dismissal, the Barnegat Township Police Department will be notified.

### **ADVERTISING MATERIALS**

No advertisements, such as circulars, blotters, calendars, etc. are to be distributed on school property unless permission is secured through or approved by the Superintendent of Schools.

### **ANIMALS**

Any student wishing to bring a live animal to school must have prior approval from the principal. Please be aware that any animal brought to school must be protected by a rabies vaccine (with proof of vaccine), if susceptible. In addition, the teacher must approve the animal for educational purposes and must assume responsibility for its protection and the protection of his/her students.

### **ATTENDANCE POLICY**

Excessive absences from school can affect the progress of your child's education. Please refer to the district [Attendance Policy](#) that was sent home with your child on the first day of school and is posted on the district website.

**When your child will be absent, please call the School Nurse at (609) 698-8900 ext. 67108.** You may leave a message on the answering machine. Homework may also be requested when you phone the nurse.

Upon your child's return to school you must send them in with written documentation explaining their absence, even if you have called the school on the day of the absence.

**A NOTE FROM YOUR CHILD'S PHYSICIAN IS REQUIRED TO RETURN TO SCHOOL IF YOUR CHILD HAS BEEN ABSENT THREE (3) CONSECUTIVE DAYS.**

As you know, regular attendance in school is a major component to a student's academic success. Studies indicate that students who are on time and in school each day are better able to meet the demands and rigors of the curriculum. To maximize instructional time, it is important that students arrive at school on time each day. The school day begins at 9:00 a.m. and students may arrive to school starting at 8:45 a.m. when staff members are on duty. In addition, classroom instruction takes place until the end of the day, therefore, we are requesting that end-of-day sign-outs occur only if there is an appointment or emergency. If it is necessary to sign-out your child before the end of the school day, please send in a note with your child that morning.

**SOME ATTENDANCE REMINDERS:**

- Students must be present in school for at least 4 hours to be marked present for the full day and participate in extracurricular activities.
- On early dismissal days, students must be in school for two (2) hours to be marked present.
- A note is required if the student is being signed out by a person other than their parent or guardian.
- Students must be in school in order to attend an after school function like a dance, or other school sponsored event
- When a student reaches the following number of days absent, these actions will take place:
  1. **Five Days:** Parents receive a letter explaining attendance policy guidelines and return a signed acknowledgement. Parent conferences may be held. If parents do not respond to the first letter, a second letter will be sent via Certified Mail.
  2. **Ten Days:** Parent in-school conference. Create an Attendance Action Plan for improved attendance. If no improvement is demonstrated, the Principal may, at any time, make a referral to the Court Program Administrator of the NJ Administrative Office of the Courts.
  3. **Eighteen Days:** Mandatory referral by Principal to the Court program for truancy and parents are informed that attendance will be a factor in promotion/retention.

**BICYCLES**

In following [Policy 5514](#), students are permitted to ride bicycles to all schools in the school district. Students riding bicycles to school must comply with all applicable State and local laws for operating a bicycle. All students riding bikes must wear a helmet as per state law. Students must park and lock their bicycles in an area outside the school building using the designated rack. A bicycle may not be brought into the school building without the principal's/principal's designee's permission.

Motorized transportation is not allowed. Students are not permitted to bring any motorized bicycle, skateboard, scooter, roller skates, hoverboard, or any other motorized mode of transportation on school grounds during the school day.

Administration may revoke the privilege of a student's use of any vehicle or mode of transportation permitted by this Policy for the student's failure to follow the provisions of this Policy and any requirements of State or local law or any school rule.

The Board of Education assumes no responsibility for the loss, damage, or theft of any mode of transportation permitted on school grounds in accordance with this Policy.

### **BUILDING VISITATIONS**

As per [Policy 9150](#), persons wishing to visit a school should make arrangements in advance with the school office. Upon their arrival at the school, visitors must sign in at the office where they will be provided with an escort or will receive a visitor's pass and instructions.

Should an emergency require that a student be called to the school office to meet a visitor, the principal or his/her designee must be present during the meeting. A student is not permitted to leave the school with anyone who has not been clearly identified as his/her parent or a person authorized to act on behalf of a parent. Should the student be in the care of one parent, and this fact has been made known officially to the school, in writing, the school shall release the student only to the parent having custody, or a person authorized to act on that parent's behalf.

Any visitor to the school whose presence or conduct is disruptive, or whose behavior, past or present suggests that he/she intends or is likely to become disruptive, may be requested to leave the school premises. If the visitor so addressed does not withdraw, the principal/ designee may summon assistance from security and our local law enforcement agency. All visitors on school property must have permission to be present. Unwanted visitors on school grounds are not permitted when school is in session.

### **BREAKFAST**

- Breakfast will be available in the cafeteria as grab and go at 8:50 am.
- Any student participating in the breakfast program must report there immediately once they enter the building.
- Students receive their breakfast, and report to their homeroom immediately.
- All students must discard their garbage in a trash can
- Our breakfast and lunch vendor is Chartwells Food Services, and they are managed separately from the school district.
- If there are any changes with free and reduced students and their requests, please notify Chartwells Food Services and the Board Office.

### **BUS CONDUCT AND DISCIPLINE**

Students are reminded to follow rules and regulations of proper behavior and conduct on the bus as well as at the bus stop. N.J. Statute 18A-25a Discipline on the School Bus: "The driver shall be in full charge of the school bus at all times and will be responsible for order; he shall report the unmanageable pupil to the principal of the school he attends. A pupil may be excluded from the bus for disciplinary reasons by the principal, and their parents shall provide their transportation to and from school during the period of such exclusion."

### **BUS RULES**

A majority of the students at the Joseph T. Donahue School are dependent upon bus transportation to get to and from school. This means that for everyone's safety and comfort, a few reasonable and necessary regulations must be stated and enforced.

Students must comply with the following:

1. Be on time at the designated bus stop. It is suggested that students arrive eight minutes early.
2. Wait for the bus to come to a complete stop and for the door to open before attempting to board.
3. Acknowledge the driver as the person of authority on the bus.
4. Sit in their assigned seat.
5. Remain seated while the bus is in motion.
6. Be courteous to other pupils and the driver. Use appropriate language and a quiet voice.
7. Use seatbelts where provided.
8. Remember that all school rules are in effect while on the bus. Follow all driver instructions.
9. Ride their assigned bus unless a written note has been received and verified by Transportation and the Main Office. Changes are for emergency use only, not for social use.
10. Keep their hands and head inside the bus at all times.
11. Do not throw anything inside the bus or out of the window.
12. Do not spit at any time.
13. Do not participate in horseplay.
14. Students who are uncooperative will be reported by the driver to the administration for disciplinary action.
15. If referred to administration, a student is subject to disciplinary action, including seat change, central, extended, or all day detention, and/or out-of-school suspension, restitution for damages, or suspension from the bus. In the case that a bus suspension is warranted, parents or guardians are responsible for providing transportation to and from school. (NJ Statute 18A:25-2).

### **CAFETERIA PRICES**

Student Lunch or Salad Bar (includes milk) - \$2.75

Breakfast - \$1.45



## **CALENDAR 2023-2024**

### **Schools & Offices Closed**

**7/4-5/2023**  
 – Independence Day Holiday  
**9/4/2023**  
 – Labor Day  
**11/6-10/2023**  
 – NJEA Convention  
**11/23-24/2023**  
 – Thanksgiving Break  
**12/23/2023 - 1/2/2024**  
 – Winter Break  
**2/19/2024**  
 – Presidents’ Day  
**3/29- 4/5/2024**  
 – Spring Break  
**5/27/2024**  
 Memorial Day  
**6/20/2024 (12 month employees)**  
 – Juneteenth

### **Early Dismissal Days**

**9/6-8/2023 – Students Only**  
**10/18/2023 – Students Only/PM PD**  
**11/20-21/2023 – Parent/Teacher**  
**Conf/Early Dismissal Students**  
**11/22/2023 – Students/Staff**  
**12/6/2023 – Students Only/PM PD**  
**12/22/2023 -Students/Staff**  
**2/7/2024 – Students Only/PM PD**  
**3/28/2024 -Students/Staff**  
**4/17/2024 – Students Only/PM PD**  
**5/22/2024 – Students Only/PM PD**  
**6/12-18/2024 -Students/Staff**

### **Student No School / Teacher Full PD Days**

**9/5/2023**  
**10/9/2023**  
**1/15/2024**  
**3/11/2024**

### **Other Days**

**5/23-24/2024 - Built in Snow Days**  
**6/13/2024 – Graduation**  
**6/14/2024 – Graduation (Rain Date)**  
**6/18/2024 - Last Day of School**  
**12 Month Employees: District Closed**  
**Fridays in July/August, and last 2 weeks**  
**in June**

## **CARE OF SCHOOL PROPERTY**

In [Policy 5513](#), the school building and grounds are for student use. Students are expected to keep the school property as clean as possible and take pride in the appearance of our building.

Students help by:

1. Keeping hallways and classrooms free of litter.
2. Keeping desks, cafeteria, and bathrooms clean by properly disposing of their garbage.
3. Properly using pens/pencils. When passing in hallways, all writing tools should be contained.
4. Writing utensils are not permitted in lavatories.
5. Reporting broken glass or dangerous objects found on the playground and school property.
6. Enjoying and reading posters/hallway bulletin boards without marking or defacing them.

### **CHAIN OF COMMAND**

Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken, with appeals moving on to the next level on the Chain of Command.

The easiest way to communicate would be by email.

Email format: first initial followed by the last name @barnegatschools.com

EX: rsantolla@barnegatschools.com

A phone call would be the next preferable way to communicate.

Here is a brief guide on where to go if you have a concern:

1. On general elementary school matters:
  1. Classroom Teacher
  2. Guidance Counselor - Mrs. Jennifer Blanchard
  3. Vice Principal - Mrs. Brittany Schork
  4. Principal - Mrs. Regina Santolla
2. On specific elementary matters:
  1. Classroom Teacher
  2. Guidance Counselor - Mrs. Jennifer Blanchard
  3. Vice Principal - Mrs. Brittany Schork
  4. Principal - Mrs. Regina Santolla
  5. District Supervisors
    - Curriculum - Mrs. Sue Mayo (609) 698-5800 ext. 11108
    - Special Education - Mrs. Stacey Jakalow (609) 698-5832 ext. 11121
    - Guidance - Mrs. Carolyn Johnson (609) 660-7510 ext. 77114
  6. District Directors:
    - Director of Special Services - Mr. Daniel Gunderson (609) 698-5800
    - Director of Curriculum - Mr. James Barbieri (609) 698-5800
  7. To Resolve all matters ONLY after you have followed the levels outlined above:
    - Superintendent of Schools – Dr. Brian Latwis (609) 698-5800
3. On matters involving Buildings or Grounds (building maintenance/custodial/ground maintenance)
  1. Principal - Mrs. Regina Santolla (609) 660-8900
  2. Facilities Director – Mr. Dean Adams (609) 698-5824
  3. Buildings and Grounds Supervisor - Mr. Richard Zeleznok (609) 698-5824
  4. Business Administrator - Mr. Steven Brennan (609) 698-5800
  5. To Resolve ALL Matters ONLY after you have followed the levels outlined above:
    - Superintendent of Schools – Dr. Brian Latwis (609) 698-5800
4. On matters involving Transportation:
  1. Transportation Coordinator – Ms. Lisa Vargas ( 609) 698-5816
  2. Business Administrator - Mr. Steven Brennan (609) 698-5800

3. To Resolve ALL Matters ONLY after you have followed the levels outlined above:
  - Superintendent of Schools – Dr. Brian Latwis (609) 698-5800
5. On matter involving Nursing:
  1. Director of Student Services - Mr. Dan Gunderson (609) 698-5000

### **CHEATING AND PLAGIARISM**

The Joseph T. Donahue School is committed to the promotion of intellectual and moral development. The fulfillment of these goals depends largely on the personal honesty of each student and on the bond of mutual trust between faculty and students. All course requirements are expected to be fulfilled by work that is exclusively the product of the student's own effort, without unauthorized help from any other source as students should demonstrate integrity and honesty at all times.

**Cheating** - Cheating is taking credit for any work that is not one's own and is a violation of academic integrity.

1. Cheating on any work produced for a grade will be penalized.
2. Students who cheat, including those who help others cheat, will receive no credit for the activities in question.
3. If a student is found cheating, the student(s) may receive a zero. It is the teacher's discretion to allow the student(s) to resubmit the work for partial credit.
4. The parents or guardians will be contacted by the teacher.
5. Cheating may result in further disciplinary action as determined by the administration.
6. The office will be notified of each instance of cheating with appropriate documentation in Genesis. This information will be kept on file for the duration of the student's career.

**Plagiarism** is copying all or part of another person's work (ideas as well as exact words) as if they were the copier's own. It is stealing; it is illegal and unethical.

1. Any use of pictures, graphics, videos, sound recordings, etc. from computer databases, the Internet, books or magazines, must be documented appropriately.
2. If a student's work is found to be plagiarized, the student may receive a zero. It is the teacher's discretion to allow the student to resubmit the work for partial credit.
3. The parents or guardians will be contacted by the teacher.
4. Plagiarism may result in further disciplinary action as determined by the administration.
5. The office will be notified of each instance of plagiarism with appropriate documentation in Genesis. This information will be kept on file for the duration of the student's career.

### **CLASSROOM PARTIES**

1. Parties for selected holidays and events are permitted at the discretion of the classroom teacher.
2. Classroom parents will assist in planning parties under the direction of the classroom teacher.
3. Siblings are not permitted to attend classroom parties.
4. Parents may not leave their assigned classroom to go visit another party.
5. All food sent in for parties/birthdays must be brought to the Main Office for the nurse to check ingredients. Please do not bring food directly to your child's classroom.
- 6. No foods containing peanuts, peanut butter or nuts of any kind will be allowed in the classroom. Please do not send in any food or party snacks that list nuts as an ingredient. Food containing nut products will not be served.**

## **CODE OF CONDUCT**

The Barnegat School District believes in providing their students with a positive environment that is conducive to the learning process. In order to create this environment, Barnegat Township believes in a philosophy of strong, consistent and effective discipline. It is necessary that rules and procedures be formulated to provide for the safety of the individual, to protect school and personal property and to maintain an atmosphere conducive to learning. The Board of Education requires each student to adhere to these rules and regulations promulgated by the administration of each district school and to comply with such disciplinary measures as assigned for the infractions of these rules. Accordingly, a student code shall require that all students:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the person, property and rights of others.
3. Comply with the directions of those persons responsible for the order and maintenance of the educational process.

The **mission** of the Joseph T. Donahue School is to inspire our team to make a positive impact in each student's life by nurturing relationships, cultivating pillars of character, and creating lifelong learners who are empowered to be responsible and engaged citizens.

**Our vision is that Donahue Readers Make Great Leaders.**

In order to achieve this we have implemented the following positive behavior systems where we are developing student character and nurturing the ability of our students to make good choices in order to become productive members of our community.

Our positive behavior programs are as follows:

### **A BENGAL INSPIRES**

Using positive behavior supports the Barnegat Township School District INSPIRES

**I** ndividuals  
**N** urturing  
**S** upportive  
**P** ride  
**I** nclusive  
**R** ighteous  
**E** ngaging  
**S** uccess

and shows how we should behave across different settings. Posters are displayed throughout the building that outline what is expected in the lunchroom, hallways, classrooms, playground, assemblies, as well as at arrival and dismissal. In addition, there is a Bengal INSPIRES Post Office, consisting of mailboxes where INSPIRES tickets will be collected.

This is how it works: Staff are always on the lookout for students displaying the INSPIRES attributes. When they catch a student displaying these attributes, a student receives a ticket to place in the mailbox located outside the main office. Every Friday, the guidance counselor draws names from each mailbox. The winners are announced on the P.A. and receive Bengal INSPIRES prizes. Additionally, there is a school INSPIRES celebration at the end of each marking period if the students fill the designated INSPIRES container.

### **No Place for Hate**

No Place for Hate is a certified school-wide initiative led by the guidance counselor that was created to develop long-term solutions for maintaining an inclusive and equitable school climate. The Joseph T.

Donahue School is a No Place for Hate School because we build inclusive and safe communities in which respect and equity are the goals and where all students can thrive. With No Place for Hate we are sending a clear, unified message that all students have a place where they belong. At JTDS, we are empowering our students, faculty, administrators, and family members to take a stand against bias and bullying.

### **Social Emotional Learning**

Social Emotional Learning will be integrated into each class's daily schedule. This is a time where teachers will read a real life scenario aloud and the class will be able to have a meaningful conversation to develop students' social skills and strategies to handle situations.

The successful implementation of social emotional learning is everyone's responsibility. We can do this by supporting the school-wide positive behavior and discipline policy, knowing, communicating, and consistently monitoring the policy, maintaining open lines of communication between school and home, and using positive response strategies and corrective feedback for disruptive students.

For our students to receive a high-quality, standards-based education, it is essential and expected that all students adhere to our school's student expectations. All adults should communicate the same message and should have the same expectations. Together, we can maintain a positive school culture with individuals interacting in a safe, responsible, and respectful way towards themselves and others. Maintaining open lines of communication between home and school is essential. Please do not hesitate to contact the school if you have a concern. We are here to support each other.

Please refer to the Chain of Command to direct you to the appropriate personnel..

### **RESTORATIVE DISCIPLINE AND PRACTICES**

Although we have instituted positive behavior support at JTDS, it is important for students to learn how to repair relationships. Restorative discipline and practices are inspired by the philosophy and practice of restorative justice. Restorative justice is when one is involved in a conflict, those involved work at repairing harm done to relationships and people over and above the need of assigning blame and administering punishment. Restorative practices are important because they cultivate a culture in which everyone feels like they belong. They build a particular sense of community in which every member--students, teacher, parent bus drivers, volunteers, aides--feel that they are seen, heard, and respected.

These practices have been shown to reduce referrals, time lost out of the classroom, and suspensions.

### **DISCIPLINE**

While most students consistently maintain student expectations and behave safely and appropriately, there are times when misbehavior warrants interventions and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior.

A phone call home or a parental conference will, in most cases, resolve most issues . If a problem arises that the parent and teacher are in disagreement about, parents are encouraged to contact the principal and vice principal.

For students to be successful academically, we must cultivate a learning environment that is safe and provides students with access to a free and appropriate public education. There are times when we need to help students solve problems, make better decisions, and be more respectful. Therefore, it is sometimes necessary to use discipline procedures to help redirect behavior to keep the student and

our school safe. Please note that harassment, intimidation, and bullying are against the law and have more severe consequences. Please refer to the HIB section of this manual for more information on that topic.

In short, most issues involving students in the classroom may include but are not limited to, being disruptive, defiant, inappropriate use of technology and other common student to student conflicts. When administering consequences for these types of conduct issues, we attempt to help the child or children solve and resolve conflicts while protecting the safety, learning environment and welfare of all students in the school.

The consequences for such behavior may include one or more of the following:

- Verbal Warning
- Reflection or Refocus Time
- Problem Solving with Adult
- Oral/Written Apology
- Telephone Call Home
- Email home
- Parent/Teacher/Child Meeting
- Detention
- Suspension

Serious offenses will be immediately referred to the office. These include but are not limited to:

1. Substance abuse. Violent behavior. Fighting
2. Threats
3. Profanity directed at a staff member or student with blatant disrespect
4. Safety and well-being of staff and students.
5. Harassment, Intimidation, Bullying
6. Fighting
7. Theft
8. Vandalism

The Principal, Vice Principal or designee will address code of conduct offenses when reported. Habitual infractions lead to further interventions and more severe consequences. Severe offenses affect the safety and welfare of students and staff and disrupt the educational process. Hitting of any kind is not tolerated. Please note that in school children are not permitted to hit back. More egregious behaviors will be reported to the School Resource Officer/Barneget Police Department.

Consequences for serious and/or habitual offenses:

- Detention
- Short-Term Suspension
- Long-Term Suspension
- Law Enforcement Referral
- Counseling/Child Welfare Referral
- Interagency/Intervention Referral (PESS, Children's Mobile Response)
- Restrictions on school wide events such as dances, trips, field day, etc.

## **HIB SOP**

1. Acts of HIB must be verbally reported to the Principal the same day that they are made known.
2. The Principal will inform the parent/guardians of alleged targets/accused students involved.
3. A Written Report will be completed by the reporter of the incident within 2 days of HIB report.
4. If the report meets criteria to launch an investigation, the investigation is initiated by the Principal within 1 day of the incident report.
5. Investigation is completed by the School Anti-Bullying Specialist within 10 school days of the Written Report.
6. Results of the investigation are given to the Superintendent within 2 school days of completion of investigation.
7. Results of the investigation are given to BOE at the next regularly scheduled meeting following the completion of investigation.
8. Results of the investigation are given to the parent/guardian within 5 school days after the results are reported to BOE of students involved.
9. Parents/guardians may request a hearing before the BOE via communicating to the Board Secretary within 60 calendar days of their written notification following the regularly-scheduled BOE meeting. If requested, such meeting will be held within 10 business days of the request in Executive Session, which is a confidential meeting.
10. At the next regularly-scheduled BOE meeting following receipt of the report, BOE issues a decision to affirm, modify, or support Superintendent's decision; this can be appealed to the Commissioner of Education no later than 90 days after BOE decision.
11. Parents/guardians may file a complaint with the Division of Civil Rights within 180 days of any incident.

Finally, not all issues fit neatly into a shoebox. We will use our best judgment and the concepts outlined here to deal with each situation.

THE BOARD AND ADMINISTRATION RESERVE THE RIGHT NOT TO INVOKE THE DISCIPLINE CODE IN THE DISPOSITION OF THOSE REFERRALS THAT WARRANT SPECIAL CONSIDERATION. THE BOARD AND ADMINISTRATION ALSO RECOGNIZE ITS RESPONSIBILITY AND RIGHT TO TAKE REASONABLE DISCIPLINARY ACTIONS FOR STUDENT BEHAVIOR/OR CONDUCT THAT IS NOT SPELLED OUT IN THE CODE BUT IS JUDGED INAPPROPRIATE BY THE ADMINISTRATION.

### **DRESS CODE**

Student attire must be school appropriate – neat, clean and modest. The following guidelines are established regarding student dress code. Clothing that is extremely ragged or extremely tight or transparent is not permitted. Bathing suits are not permitted.

In general, the following decorations and/or designs imprinted upon or attached to the body or clothing is prohibited: symbols, mottos, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia, convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages, identify a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward someone else.

### **Outerwear**

Students must store outerwear (coats, hats, gloves, scarves, etc.) in their cubbies upon arrival to school. Outerwear will not be permitted in classrooms, cafeterias, libraries, corridors or other areas of the school buildings after arrival unless authorized by the school's administration.

**Head Coverings/Sunglasses**

Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings. Caps, hats or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity. Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

**Garments**

Undergarments should not be visible or exposed.

Strapless garments are prohibited. Shoulder straps of permitted garments must be a minimum of the width of three fingers of the person wearing the garment. Bare midriiffs, low cut necklines, off the shoulder straps, or bare back shirts are prohibited. Crop tops, halter-tops, tube tops that expose the lower back or abdominal area are not permitted.

Pants and shorts should be worn at the waist. Shorts and skirts must not be above the fingertips of the students wearing them with the arm fully extended. No holes, slashes or frayed material is permitted above the short/skirt minimum length requirement.

**Footwear and Accessories**

Students must wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. All footwear must have a back or a back strap. Slippers, sliders/sandals and flip flops are examples of unacceptable footwear.

Jewelry and other accessories should not convey prohibited messages as defined above. Visible pierced jewelry may not be worn when participating in physical education classes or athletic practices or competitions. Dog collars, wallet chains, chains that connect one part of the body to another or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

**Dress Code Violation**

1st Offense	2nd Offense	3rd Offense
Change clothes, parent/guardian notification, warning	Change clothes, parent/guardian notification, central detention	Change clothes, parent/guardian notification, extended detention

**DRUG/SUBSTANCE ABUSE**

At no time will alcohol, drugs, drug paraphernalia or mood altering substances be allowed on school property. Any teacher suspicious of a student being in possession of or under the influence of such substances must notify the office immediately and send the student to the nurse's office. Subsequently, an administrator will contact parents, and they will implement the district's drug protocol.

**EARLY SIGN OUT**

Early dismissals are discouraged. However, the school will honor medical/dental appointments and extreme emergencies. To arrange for early dismissal, parents are expected to write a note to the MAIN Office specifying the date, time and reason for the request. Students will be allowed to leave with a



parent if a note is presented to the administration and parental approval is confirmed. Notes must include a home number where the parent/guardian can be reached for verification purposes. If the parent cannot be reached to verify the early dismissal, the student will be refused permission to leave.

- Parents-Designee will be expected to show identification.
- If a student is ill, permission from the school nurse must be given prior to signing out. Parents must pick up ill students in a timely manner. Students will remain in the nurse's office until the sign out is complete.
- In emergency situations, the administration may secure parent permission for alternative action.
- Students who sign out prior to the end of the regular school day may not attend or participate in any after-school activities if they don't have the required hours accumulated for the school day. Exceptions may be made only with the approval of the Administration.

Classes are in session until 3:25 and in order for us to properly prepare for dismissal and end of day matters, we **are unable to accommodate sign-outs after 3:00 p.m. without prior notification.** We appreciate your cooperation in following this procedure.

### **EMERGENCY CLOSING OF SCHOOL**

Except in cases of emergency, schools will be kept open in accordance with the school calendar. When it's necessary to close schools because of inclement weather or other emergencies, radio stations **WOBM (FM) 92.7, WJRZ (FM) 100.1 and NEWS 12 NJ** will make the announcements and you may also visit our website at [www.barnegatschools.com](http://www.barnegatschools.com). In addition, School Messenger will be enacted.

Parents and students are asked not to call the school. Incoming phone inquiries close needed phone lines necessary for school district communication and emergencies. With your help in this matter, our phone lines will remain open, and we will be able to assist you with any emergency. It is important that the school has your current phone number.

In the event it becomes necessary to close school early due to inclement weather or other emergencies, School Messenger will be utilized. In addition, it will also be broadcast on the following radio stations **WOBM (FM) 92.7, WJRZ (FM) 100.1 and NEWS 12 NJ.**

Each child should be informed by his/her parents of a baby-sitter, relative, or neighbor that he/she can go to in the event that you are not home at the time of dismissal. These arrangements, made ahead of time, will help to ensure the safety and well-being of all our children and should be listed on the student's Contact Information. Please keep this updated.

### **EMERGENCY RESPONSE PLAN**

As you may be aware, a portion of this county may be affected in the event of a problem at the Oyster Creek Nuclear Generating Station. The state, county, and your municipality have combined resources to prepare a detailed plan for any emergency. While it is highly unlikely that a plant condition could warrant protective actions, it is wise that our parents be prepared for this remote possibility.

In the event of an emergency, the first action may be a Shelter in Place, which means just that. Students will remain indoors to reduce or eliminate exposure. If the plant condition continues, long before the public is in danger, an evacuation will be ordered. Specific plans have been developed for transporting school children to safe locations. Based on information received from the power plant, field evaluation by the NJ Department of Environmental Management will provide the measures to

insure public safety. The public response and the localities affected will be broadcast in the form of specific instruction. Stay tuned to your local radio station **WOBM FM 92.7 and WJRZ FM 100**.

Students registered at JTDS will be transferred, with adult supervision, to **Stockton State College** in Pomona, NJ (Atlantic County). He/she will be registered and cared for until your arrival to pick him/her up and reunite the family.

**If a problem occurs, the degree of emergency will be classified as follows:**

<b>Emergency Category</b>	<b>Plant Condition</b>	<b>Responses</b>
Notification of Unusual Event	Off-normal situation: worker injury or minor repairs required. No release expected.	Requires No Action
Alert	May affect plant safety: instrument problems or a developing tornado Off-site release not probable.	Requires No Action
Site Area	Equipment failure: pump or fire affecting safety systems. Potential for radioactive release.	Public protection. Actions will be directed after accident assessment.

### **FAMILY LIFE**

As per [Policy 5250](#) parents/guardians have the right to present to the school principal a signed statement indicating that specific instructional lessons in health, family life education or sex education are in conflict with their conscience, moral or religious beliefs and, as a result, may request their son/daughter be excused from that portion of the course where such instruction is being given. No penalties to academic credit will result.

### **FAMILY VACATIONS**

Vacation days are chargeable to the attendance record. The following procedures regarding student make-up opportunities shall apply to absences for family vacations:

1. Students are to have their parents/guardians notify the school in writing of a vacation.
2. The classroom teacher will provide the student with appropriate assignments prior to the absence, if applicable and if so requested by the student, parents or guardian with 72 hour notice.
3. Failure to complete the assignments and/or tests within the specified time will result in the issuance of a failing grade for the assignment and/or test.
4. Responsibility for making arrangements to complete missed assignments and/or tests should be discussed with the teacher prior to the vacation.

### **GRADING POLICY**

A = 90-100

B = 80-89

C = 70-79

D = 65-69

F = 64 & below

Report cards will use numbers to report the marking period averages in Reading, Writing, Math, Science, and Social Studies. Elementary progress reports and Report Cards for students will be available online via the Genesis Parent Portal. Elementary gradebooks for students will be available online via the Genesis Parent Portal.

### Second Chances / Mastery Based Learning

The concept of mastery-based learning is almost 50 years old, and decades of research have verified its efficacy to promote student achievement. At the most basic level, the idea is that all children can learn: students just learn at different rates and under different optimal conditions. Therefore, students should be given multiple opportunities to demonstrate their learning, including the mastery of concepts that were taught earlier in the curriculum or school year. Students do not always learn things the first time they are taught; however, the district wants to encourage a growth mindset where children continually strive to achieve, particularly in the face of adversity or initial failure. The goal is to build students' mastery of skills while simultaneously providing a safety net along the way to help students succeed.

Based on these premises, the district is implementing a policy of retakes, or earned "second chances" for certain assessments, where students will be given another opportunity to demonstrate their learning after remediating any gaps or deficiencies in their original assessment. This practice leaves a window open for student achievement and encourages students to continue attacking the curriculum until they reach a point of mastery.

Retakes are only available on **Major Assessments**. Benchmark Assessments are not included in retakes. Benchmarks provide a true indicator for student mastery of cumulative skills/knowledge at a single point in time.

The retake grade replaces the original grade, not an average of the two. However, if the retake grade is actually lower, then the original grade stands. Retakes will not be offered during the final 5 school days of each marking period. This allows teachers time to work on grading and finalizing marking period grades for the close of the cycle. However, if the student wishes to retake an assessment that occurred during the closing days of the previous marking period, he/she can complete the retake process during the next marking period and the teacher can submit a Change of Grade form if necessary.

Retakes are given at the discretion of the teacher. Further, unless an assessment is complex and interwoven, students are permitted—again, at the teacher's discretion—to retake just the portion(s) of an assessment on which they performed poorly, not the entire assessment. If the teacher agrees, he/she would simply retest the particular Standards aligned to the content/skills where the student struggled.

Second Chances/Retakes K-5

- Please refer to the District [Grading Manual](#) for more details.

### **HALLWAY BEHAVIOR**

Homeroom teachers will acquaint pupils with the proper order and procedure for passing in the corridors. Students are requested to keep to the right when walking in the hallways. Running is never permitted. A pass is required for students in the hallway when not accompanied by their class. Students

must use the most direct route to their destination. Pushing, shoving and general horseplay will not be tolerated and could result in disciplinary action.

### **HARASSMENT/INTIMIDATION/BULLYING (HIB)**

New Jersey's Anti-Bullying Bill of Rights Act was signed into law on January 5, 2011. The provisions of this law take effect on September 1, 2011. There are many new requirements in the Act requiring:

- The school district provides training to current and new school employees, volunteers and contracted service providers who have significant contact with pupils.
  - Every teacher has to complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each professional development period as part of the professional development requirement pursuant to N.J.S.A. 18A:37-22.d.

#### **Definition of HIB**

Harassment, intimidation or bullying (HIB) means any gesture, any written, verbal or physical act, or any electronic communication as defined by NJSA 18A: 37-14, whether is a single act or a series of incidents that:

- Can be reasonably perceived as being motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or mental, physical, or sensory disability.
- By any other distinguishing characteristic
- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in the law, that substantially disrupts and/or interferes with the orderly operation of the school or the rights of other pupils; and that
  - a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging a pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
  - has the effect of insulting or demeaning any pupil or group of pupils
  - creates a hostile educational environment for the pupil by interfering with a pupil's education by severely or pervasively causing physical or emotional harm to the pupil.

Bullying may be physical, verbal, social, relational, and occur in cyberspace. There is a difference between teasing and bullying, which needs to be distinguished.

Teasing is poking fun and laughing with somebody when there is no intent to insult or demean and the receiver does not consider it to be such.

HIB is when the person intends to be hurtful, insulting, or demeaning to the target.

Once a complaint has been received, there is a specific process which must be followed. A prompt, thorough and complete investigation of the alleged incident shall occur within the boundaries of the following timeline.

## TIMELINE FOR REPORTING ACTS OF HIB: HIB STANDING OPERATING PROCEDURE (SOP)

1. Acts of HIB must be verbally reported to the Principal the same day that they are made known or a parent/guardian can complete the 338 Form, which is located on our District Website or available through our guidance office.
2. The Principal will inform the parent/guardians of alleged targets/accused students involved.
3. A Written Report will be completed by the reporter of the incident within 2 days of HIB report.
4. If the report meets criteria to launch an investigation, the investigation is initiated by the Principal within 1 day of the incident report.
5. Investigation is completed by the School Anti-Bullying Specialist within 10 school days of the Written Report.
6. Results of the investigation are given to the Superintendent within 2 school days of completion of investigation.
7. Results of the investigation are given to BOE at the next regularly scheduled meeting following the completion of investigation.
8. Results of the investigation are given to the parent/guardian within 5 school days after the results are reported to BOE of students involved.
9. Parents/guardians may request a hearing before the BOE via communicating to the Board Secretary within 60 calendar days of their written notification following the regularly-scheduled BOE meeting. If requested, such meeting will be held within 10 business days of the request in Executive Session, which is a confidential meeting.
10. At the next regularly-scheduled BOE meeting following receipt of the report, BOE issues a decision to affirm, modify, or support Superintendent's decision; this can be appealed to the Commissioner of Education no later than 90 days after BOE decision.
11. Parent/guardian may file a complaint with the Division of Civil Rights within 180 days of any incident

### **PROHIBITION ON REPRISAL OR RETALIATIONS**

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, bullying or hazing. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and district policies and procedures.

### **CONSEQUENCES FOR FALSE ACCUSATIONS**

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1.

Students are expected to be RESPECTFUL at all times. This Includes but is not limited to:

- Using polite language and displaying good behavior
- Listening and giving your full attention
- Being considerate and compassionate - caring for others
- Being fair in the treatment of others by following the Golden Rule (treat others as you yourself want to be treated)
- Accepting those who are different and appreciating those differences
- Being thoughtful of others and having regard for their feelings
- Recognizing that everyone makes mistakes. Be willing to apologize if you make a mistake.

For the district's complete policy, please refer to the HIB school webpage.

### **HOMEWORK**

[Homework Policy 2330](#) "Homework" shall refer to those assignments to be prepared by the student outside of the school or independently while in attendance at school.

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.

Homework should help develop the student's responsibility by providing an opportunity for the exercise of independent work and judgment.

Joseph T. Donahue School recognizes the role of parents by suggesting ways in which parents may assist the school in helping a child carry out assigned responsibilities. Since every student learns differently, please speak to your child's teacher for specific suggestions to help your child.

### **LAVATORY USE**

The use of the facilities during the school day requires SPECIFIC PERMISSION from a specific teacher.

Students must:

1. Properly sign out of classes - name and time
2. Writing utensils are not permitted in the lavatory. Students are not to bring any writing utensils to the bathroom with them. These include, but are not limited to, pens, pencils, crayons, markers.
3. Parental contact may be made for any student who abuses this privilege.
4. It is important to remember that using the lavatory in school is a privilege and may be restricted for misuse of this privilege.

### **LIBRARY-MEDIA CENTER**

Students visit the Media Center during scheduled Media time and may also visit the library at other times with a teacher's note. Items may be checked out by students. Books which are lost or damaged must be paid for at replacement price. During the course of the school year, the Media Center, in conjunction with the PTA, will offer our students and parents the opportunity to purchase books at our book fairs.

### **LOST AND FOUND**

The Lost & Found section is located in the **cafeteria**. Students may check for lost items while they are at lunch or any other time a teacher has given them permission. **Parents are encouraged to call the main office and make an appointment to come in and check the Lost and Found for missing items.** Please be sure to mark all of your child's belongings with their name, especially hats, coats, lunch boxes, and book bags. **At the end of the school year, items will be donated.**

### **LUNCH AND RECESS**

#### Lunch Conduct

All general school rules apply in addition to the following:

- Students are to follow the directions of the cafeteria staff.
- Students will walk to and from the playground in an orderly and quiet manner as other students are working in their classrooms.
- Glass bottles are not permitted in the cafeteria.
- Students will walk at all times in the cafeteria.

- Students will remain in their seats unless called upon.
- Students will use their inside voice at all times.
- Students will not ask other students for food or money.
- Students will not play with or throw food.
- Students may be assigned lunch or recess detention for misbehavior.
- Chronic misbehavior by a student may result in their loss of class trip(s), field day or other school-wide events..

### Playground Conduct

All general school rules apply in addition to the following:

- Students follow the directions of the supervising staff.
- Students will walk to and from the playground in an orderly and quiet manner as other students are working in their classrooms.
- Students will use playground equipment safely and properly.
- Students will share equipment by taking turns and being considerate of one another.
- Students will line up in an orderly manner when recess ends and quietly enter the building.
- Students may be assigned lunch or recess detention for misbehavior.
- Chronic misbehavior by a student may result in their loss of class trip(s), field day or other school-wide events.
- Students should dress properly for the weather and wear sneakers or rubber sole shoes. A light jacket is always a good idea during the early Fall and Spring. The weather may seem mild, but the wind can make it chilly on the playground. Hats and gloves are also recommended for the winter months. Please remember to put your child's name on their coats and accessories. Lost and Found items will be donated at the end of each month so please check if you are missing an item.

### **MAKE-UP WORK**

Students will be given an opportunity to make up missed work as a result of an absence. The student should make arrangements for make-up work immediately after he/she returns to school. Teachers may reassign or adjust make-up work based upon individual student needs. When requesting make-up work for an absent student, please contact the main office prior to 10:00 a.m. Teachers will do their best to see that work is waiting in the office after 3:00 p.m. If you are having a sibling or a friend pick up the work, please provide the office with this individual's name.

### **MISSION AND VISION**

Our mission for Joseph T. Donahue School is to inspire our team to make a positive impact in each student's life by nurturing relationships, cultivating pillars of character, and creating lifelong learners who are empowered to be responsible and engaged citizens.

Our vision is that Donahue Readers Make Great Leaders.

### **NURSE: MEDICATIONS AND PRESCRIPTIONS**

Health screenings for height, weight, and blood pressure will be provided for all students annually. Hearing screenings (grade 3) and vision screenings (grade 4) are also provided during the school year as well as by recommendation from a teacher, parent/guardian and/or student. A written referral will be sent by the school nurse to the parent/guardian if a screening results in a finding outside of established guidelines.

According to state law, every student is required to have the following immunizations:

- Three DPT doses and a booster after their fourth birthday
- Two Trivalent Polio doses and a booster after the fourth birthday
- Two Measles doses (first dose on or after the first birthday and one before entering Kindergarten)
- Rubella (German Measles) on or after the first birthday
- Mumps on or after the first birthday
- Mantoux Test for tuberculosis is recommended. Any student transferring into the district from a country identified as a high risk is required to have a mantoux
- Three Hepatitis B vaccines for students
- Varicella (chicken pox)

All students entering a New Jersey school for the first time and/or from out of state/country are required to have a school entrance universal health form (physical) on file to be completed by the medical home provider within thirty days of school entrance. After the thirty days grace period, students without a physical on file will be unable to participate in physical activities and field trips until the completed physical has been received. All prescription medicines are to be brought to the Nurse's Office in the original container with the prescription at the beginning of the school day by the parent or guardian. **Under no circumstances is any student to transport or medicate him/herself without a physician's note, as per board policy.** Forms are available at the main office. All over-the-counter drugs must also be handled through the Nurse's Office. Students may not be in possession of aspirin products, vitamins, etc.

It is extremely important that all students have a medical emergency card on file in the Nurse's Office. Please notify the main office if there are any changes to be made on this card during the school year. A school nurse is on-premises in the event of student illness or injury. Students must possess a pass or have expressed permission from a teacher to visit the nurse. In the event of injury, students may be cleared from participating in physical education. These exemptions are cleared by the nurse's office.

All medications must be stored in the nurse's office at all times. If a student requires the administration of medication, they must report to the nurse's office at appropriate times for the administration of prescriptions and medications. The Board of Education permits self-administration of medication for asthma, other potentially life-threatening illnesses, or a life-threatening allergic reaction, both during school hours and during school-sponsored functions. In these cases, parents must complete all necessary paperwork and follow all procedures outlined for permission outlined in the Self-Administration of Medication letter and medical forms. Please contact the nurse's office or the main office for more information. Up to date or current immunizations are required by law for all students. Please contact the nurse's office with questions.

### **PARENT CONFERENCES**

Students and parents may wish to see a school counselor and/or teacher about an educational or personal concern. Parents are urged to avail themselves of the opportunity to work closely with the school. Parents should request appointments through their student's school counselor or directly with the classroom teacher.

#### Parent Teacher Conferences

Every year the district sets aside time for parent-teacher conferences. This year they will take place November 20th and 21st. The principal will notify parents of the sign-up procedure. The dates are



always noted on the school district's calendar. A parent-teacher conference is a time to build bridges. It is an opportunity for you and your child's teacher to come together and come away with a better perspective on your child's educational and emotional growth. To make the most of these conferences, prepare yourself for them. Check your child's books, homework assignments, test grades, and report cards. Communicate with your child's teacher(s). Parents are encouraged to contact the teacher as soon as a problem or difficulty is noticed to set up a conference and discuss the matter rather than waiting for the official parent/teacher conference meeting.

### **PARENT PORTAL**

Parents are encouraged and should monitor their children's grades, progress reports, and report cards via the parent portal which is accessible on the district website at [www.barnegatschools.com](http://www.barnegatschools.com).

For any issues associated with the parent portal, parents may email tech support at [helpdesk@barnegatschools.com](mailto:helpdesk@barnegatschools.com).

### **PERSONAL POSSESSIONS**

To maintain our educational focus and for safety reasons, students are requested not to bring toys, cameras, electronic games/devices, MP3 players, headphones, and other non-instructional items to school. It is also recommended that any item of value be left at home as well. In addition, we strongly recommend that cell phones not be brought to school by students.

### **PHYSICAL EDUCATION REQUIREMENTS**

Please make sure that students are dressed appropriately for physical education classes. Students are required to wear sneakers. Sneakers that cannot be laced or fastened are unsafe, and therefore, inappropriate. A physician's note is required to be excused from physical education class. This note will also excuse your child from participation in recess.

### **POLICE IN SCHOOL**

Joseph T. Donahue School has a full-time security guard in our building every day to develop relationships with our students and maintain security procedures. Our security guard is involved in all areas of school safety which may include searches for unauthorized items at the request of administration. In addition to our district Security Guard, police officers may interact with students while in our building. Police may also be present in the schools if asked by school officials if they suspect a crime has been committed or have a warrant to search or arrest. If a student is questioned by the police, school authorities must see that all questioning takes place privately, in the presence of the principal, or his/her designee. If at all possible, parents should also be present at the questioning. Students are not required to answer any questions other than those concerning their name, age, address, or business in the school until a parent or lawyer is present. Those in question have the right to be informed of their legal rights, to be protected from unnecessary force, and to remain silent, just as you would if you were out of school.

### **PROGRESS REPORTS AND REPORT CARDS**

The school district provides progress reports midway through each marking period. Progress Reports, completed by the teacher, alert the student to the fact that he/she is displaying commendable performance and/or effort, in danger of failing a particular course, missing assignments, failing to meet basic requirements, and/or displaying poor attendance. Progress reports are scheduled to be available to students and families on October 9th, December 18th, March 5th, and May 13th and can be accessed via the Parent Portal at [www.barnegatschools.com](http://www.barnegatschools.com).

Report cards are scheduled to be available to students and families on the Parent Portal according to the marking period schedule. Report cards are scheduled to be available on November 20th, February 7th, April 16th, and June 18th.

**SAFETY DRILLS REGULATIONS**

For the safety and protection of all students, periodic drills are conducted. It is most important that students follow the teacher’s directions and move quickly and in absolute silence in order to hear any directions being given. As per state law, one fire drill and one security drill will take place monthly. School Messenger will be enacted at the conclusion of all security drills.

ANY STUDENT FOUND TAMPERING WITH THE FIRE ALARM SYSTEM WILL BE SUBJECT TO SUSPENSION, EXPULSION, AND/OR A COMPLAINT SIGNED IN JUVENILE COURT. ANY STUDENT WHO REFUSES TO COMPLY WITH ANY FIRE DRILL AND SAFETY DRILL REGULATIONS WILL BE REFERRED TO THE OFFICE IMMEDIATELY.

**SCHEDULE**

	<b>Full Day Schedule 9:00am - 3:40 pm</b>		<b>Early Dismissal Schedule 9:00am-1:00pm</b>
8:50 am	Students enter the school		Lunch will not be served. You may send in a small snack and drink.
9:00 am	Classes begin		
11:28 am -12:13 pm	Grade 3 Lunch/Recess		<b>Delayed Opening Schedule 11:00am-3:40pm</b>
12:23 pm -1:07 pm	Grade 4 Lunch/Recess		Lunch will be served.
3:30-3:40 pm	Dismissal		

**SCHOOL COUNSELING SERVICES**

School counseling services are available to each student to facilitate their academic success in school to help them better understand their strengths and limitations, to identify their interests and to aid them in planning for and obtaining realistic goals. The emphasis is always on the individual. All students are encouraged to take advantage of the counseling facilities; self-referrals are greatly encouraged.

The procedures for using the school counseling office are:

- If a counselor wishes to see a student, a pass is issued through the homeroom teacher.
- If students wish to refer themselves to the department, he/she should fill out the form located in the Main office.
- Students should have an appointment and a pass to be seen by a counselor. Of course, unusual circumstances sometimes require a more immediate visit.

### **SCHOOL TRIPS**

All students participating in any field trip or other school-sponsored function must be transported to and from these activities by Board approved transportation. Permission slips and releases must be signed in advance by a parent or guardian.

All school-sponsored trips, dances, and activities are Grade 3-4 program privileges. Students are not entitled to attend these functions. The Administration reserves the right to exclude students displaying inappropriate attitudes and behaviors, which may negatively impact fellow students at JTDS.

Any student not attending school trips is still expected to attend school. An educational program will be planned for students remaining in school.

Students are not allowed to carry any medication unless they are inhalers for asthma or EpiPen for anaphylaxis. Proper medical documentation from the doctor and parents is required to be on file with the school nurse.

### **SMOKING**

Please be aware that smoking of any kind, including e-cigarettes and vapes, is not permitted in the school or on school grounds at any time. Failure to adhere to these rules will result in disciplinary action.

### **TECHNOLOGY USAGE**

Inappropriate use of cell phone or electronic devices is defined as: photos, video, or audio of classmates and/or teachers taken without their consent. This includes using BTSD staff members in social media applications, transferring photos, videos or any recordings of the staff member. This activity is strictly prohibited. Engaging in any of these actions is deemed a serious offense and may lead to police notification.

WE STRONGLY RECOMMEND CELL PHONES AND SMART WATCHES NOT BE BROUGHT TO SCHOOL BY STUDENTS. In the event a student brings a cell phone to school, it must be turned off and placed in a backpack or book bag for the duration of the school day. Office phones are available for emergency purposes. With permission from the teacher, a student will be allowed to call home from their cell phone if necessary. Students and parents/guardians texting during the school day is disruptive and should be avoided. If there is information that your child needs during the school day, please call the office and the message can be relayed or the student can come to the office to speak with you on the phone.

### **TRANSFERS/CHANGE OF ADDRESS OR PHONE NUMBER**

The main office should be notified immediately of any change of address or telephone number. Proof of new address must be provided. Anyone wishing to withdraw their child from school must do so through the main office. Two days' notice is required to complete the transfer request.

### **TRANSPORTATION POLICY**

At present, our policy is to transport students living more than two miles from school. It is the sole responsibility of parents to ensure the safe conduct of their walking child and for the conduct of their child while waiting at bus stops.

Bussed students are assigned to specific stops and bussed for reasons of efficiency and service. Safety is our utmost concern and for this reason, no requests will be honored for an alternate bus or stop assignments without approval from the director of transportation.

When a parent is requested to transport their student home, during the school day or after school, the school administration/designee will wait for the parent for a period of one hour. After this period of time, Barnegat Township Police will be notified and the student will be turned over to the police. The Division of Child Protection and Permanency may be contacted by the Barnegat Township Police.

### **VISITORS AND SECURITY**

All exterior doors to the building are locked at all times, before, during, and after the school day. Visitors must ring the bell and enter through the main entrance doors. All visitors to the school or the school's grounds must report to the office to sign-in and receive a visitor's pass. Other security guidelines include:

- All vehicles must be parked, even if you are simply dropping something off in the Main Office.
- Upon ringing the doorbell, the office staff or security will "buzz" the visitor in.
- Once inside, visitors should report to the Main Office. Visitors are required to provide ID.
- Parents may not visit classrooms during the day as it is a disruption to the learning process. If you are dropping off something for your child, the office staff will make sure it is received in a timely manner. Your cooperation is greatly appreciated.
- Teachers are not available for unscheduled conferences.
- All conferences with the principal are arranged by appointment, unless there is an emergent need.

## **What You Can Do at Home to Help Your Child Succeed at School**

Research shows that children are more likely to succeed in school if parents or caregivers take an active part in their education. Here are some ways that you can share the importance of education with your child at home.

- Share your ideas about the importance of education with your child. Talk about how what they are learning now can be used in the future. Help them with setting goals and how they can achieve those goals in their future. Let them know that the future is at their fingertips!
- Set a positive tone. Even if school was not a positive experience for you, talk about the friends that you made at school, your favorite teachers, or your best subject. A positive attitude about school will provide them the right path to start their educational journey.
- Talk to your child about what they are learning at school. It is important to ask open-ended questions about what is going on with their school work.
- Create a homework spot. Have a designated area where your child can have a quiet space with the supplies needed to complete their work. Make a special trip to the store to buy supplies that they may need throughout the school year such as paper, pencil, colored markers, etc. Make sure to make rules about homework and decide on a schedule.
- Have a place to keep all important communications and documents from school. There will be a lot of correspondence back and forth throughout the school year, so be sure to keep all information such as grades, lunch menus, upcoming events, etc. in one place.
- Work with your child's teacher! Communicate with the teacher, ask for assistance if needed. Subject matter, curriculum, and teaching methods are always changing. Do not be afraid to talk to the teacher to help your child succeed at school!