



**CECIL S. COLLINS SCHOOL  
2022-2023**



**STUDENT HANDBOOK**

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**Mrs. Nora Green  
Principal**

**Ms. Michelle Johns  
Vice Principal**

**Mrs. Debbie Loechner  
Principal's Secretary**

**Mrs. Felicia Fraulo  
Secretary**

**Mrs. Ellen Krinner  
Secretary**

## **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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## TIME SCHEDULE

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8:20 a.m.  
8:25 a.m.  
10:30 a.m. - 11:15 a.m.  
11:20 a.m. - 12:05 p.m.  
12:10 p.m. - 12:55 p.m.  
3:00 p.m.

Doors open for all students - Grades K – 2  
Late bell rings  
Grade K Lunch & Recess  
Grade 1 Lunch & Recess  
Grade 2 Lunch & Recess  
Dismissal - Grades K – 2

**EARLY DISMISSAL**  
**DELAYED OPENING**

**8:20 a.m. – 12:50 p.m.**  
**10:20 a.m. – 3:00 p.m.**

## CALENDAR 2022/23

September 1 & 6  
September 2 & 5  
September 7, 8 & 9  
October 12  
November 7-11  
November 21- 22  
November 23  
November 24-25  
December 7  
December 23  
December 24 – January 2  
January 3  
January 16  
February 8  
February 20  
March 13  
April 6  
April 7 - 16  
April 17  
May 10  
May 24  
May 29  
June 19  
June 20-21  
June 21

Staff Professional Days - No Students  
School Closed  
School Opens - Full Days  
Delayed Opening for Students - A.M. Staff Professional Day  
School Closed - NJEA Convention  
Early Dismissal for Students - Parent/Teacher Conferences  
Early Dismissal – 12:50 p.m.  
Thanksgiving Recess  
Delayed Opening for Students - A.M. Staff Professional Day  
Early Dismissal - 12:50 p.m.  
Winter Recess  
School Reopens  
School Closed for Students - Staff Professional Day  
Delayed Opening for Students - A.M. Staff Professional Day  
School Closed – President’s Day  
School Closed for Students - Staff Professional Day  
Early Dismissal - 12:50 p.m.  
School Closed – Spring Recess  
School Reopens  
Delayed Opening for Students - A.M. Staff Professional Day  
Early Dismissal for Students - P.M. Staff Professional Day  
School Closed - Memorial Day  
School Closed - Juneteenth  
Early Dismissal for Students  
Last Day of School

## ATTENDANCE POLICY/EARLY DISMISSAL

Excessive absence from school can affect the progress of your child’s education. When your child will be absent, please call the Main Office at 609-698-5832 (ext. 57102). You may leave a message on the answering machine if the secretary is unavailable.

Upon your child’s return to school you must send a written excuse explaining the absence, even if you called the school on the day of absence. A note from your child’s physician is required to return to school if your child was absent three 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 8:20 a.m. and students may arrive to school starting at 7:55 a.m.** when staff members are on duty. In addition, classroom instruction takes place until the end of the day, and 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, for reasons other than personal illness or emergencies, **a written request, signed by parent/guardian, must be presented to the main office upon arrival that morning.**

**We are unable to accommodate sign-outs after 2:30 p.m. without prior notification. Should you need to remove your child prior to dismissal, you must report to the Main Office and follow the legal sign-out procedure.**

## **ARRIVAL AND DISMISSAL**

1. Students may begin to arrive at school at **7:55 a.m.** This is the time our teachers are on duty to provide proper supervision. **Students will line up outside the school on their designated class lines until the school opens at 8:20a.m., when their teacher will get them to bring them inside the building to their classrooms.**
2. **Parents are not permitted to wait with students in the hallways or foyer at arrival time or wait for students inside the building at dismissal time.** People standing in these areas block the entrance to the office, obstruct doors in case of emergency, and restrict the movement of our students throughout the building. Moreover, it might encourage unwelcome “visitors” to come into our school.
3. When waiting outside to pick up your child, please keep siblings away from the doors for their own safety. Please wait in the designated pick up spot for your child’s grade level. Please do not bring dogs on school property. Students in K-2 must be met by a designated adult or older sibling/friend that is listed as an emergency contact with the school.
4. Please remind your child(ren) to go directly home from school at dismissal.
5. Please remind your child to walk on the sidewalk, obey the directions of the crossing guards stationed throughout the neighborhood, and cross the street where crossing guards are posted.

## **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. Electronic devices include smart watches. It is recommended that all electronic devices be left home.

## **ADVERTISING MATERIALS**

No advertising matter, such as circulars, blotters, calendars, etc. is to be distributed 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, 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.

## ATHLETIC 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.

## BICYCLES

Bicycles may be ridden to school only by students in grade 2. The student must have a written permission from parent/guardian on file in the office to do so. All students riding bikes must wear a helmet as per state law.

Bicycles must be parked in the rack which is provided on the school grounds. A locking device should be used by each pupil. Students should follow all bicycle safety rules. Bicycles may not be ridden on the school grounds at any time.

Motorcycles, go-carts, mopeds, scooters, roller blades and skateboards are not permitted on school grounds at any time.

## BUILDING VISITATIONS

Visitors must receive permission from the Main Office to visit the building. Visitors may be required to wear a mask or follow social distancing guidelines set forth by the state and/or district. Please do not go directly to your child's classroom. This ruling is to protect your child. We are happy to have you visit with us, but we must maintain control of the visitors in our school.

Teachers are not available for unscheduled conferences. All conferences with the principal must be arranged by appointment.

Birthday treats should be dropped off at the Main Office and ingredients should be displayed for review by our school nurse.

## CAFETERIA PRICES/SCHEDULE

- |  |                        |
|--|------------------------|
| ● 10:30 a.m. - 11:15 a.m.                            | Grade K Lunch & Recess |
| ● 11:20 a.m. – 12:05 p.m.                            | Grade 1 Lunch & Recess |
| ● 12:10 p.m. - 12:55 p.m.                            | Grade 2 Lunch & Recess |
| ○ Student Lunch or Salad Bar: \$2.75 (includes milk) |                        |
| ○ Breakfast - \$1.45                                 |                        |

Please visit our website for more information on how to apply for free/reduced meals, for nutritional information, for school breakfast/lunch menus, etc. at: [www.barnegatschools.com/Page/119](http://www.barnegatschools.com/Page/119).

## 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, last name@barnegatschools.com). A phone call would be the next preferable way to communicate.

**Chain of Command: Here is a brief guide on where to go if you have a concern:**

- I. On general elementary school matters:
  - A. Classroom Teacher
  - B. Guidance Counselors - Mrs. Christine Ayers/Mrs. Sarah Brier
  - C. Vice Principal - Ms. Michelle Johns
  - D. Principal - Mrs. Nora Green
  
- II. On specific elementary matters:
  - A. Classroom Teacher
  - B. Guidance Counselors - Mrs. Christine Ayers/Mrs. Sarah Brier
  - C. Vice Principal - Ms. Michelle Johns
  - D. Principal - Mrs. Nora Green
  - E. District Supervisors
    1. Curriculum - Mrs. Sue Mayo (609) 698-5800 ext. 11108
    2. Special Education - Mrs. Stacey Jakalow (609) 698-5832 ext. 11121
    3. Guidance - Mrs. Carolyn Johnson (609) 660-7510 ext. 77114
    4. District Directors:
    5. Director of Special Services - Mr. Daniel Gunderson (609) 698-5800
    6. Director of Curriculum - Mr. Jim Barbieri (609) 698-5800
  
- III. To Resolve ALL Matters ONLY after you have followed the levels outlined above:
  - A. Superintendent of Schools – Dr. Brian Latwis (609) 698-5800
  
- IV. On Matters Involving Buildings or Grounds (building maintenance/custodial/ground maintenance)
  - A. Principal - Mrs. Nora Green
  - B. Facilities Coordinator – Buildings – Mr. Ben Fazio (609) 698-5824
  - C. Facilities Coordinator – Grounds - Mr. Robert Osborn (609) 698-5824
  - D. Business Administrator - Mr. Steve Brennan (609) 698-5800
  
- V. To Resolve ALL Matters ONLY after you have followed the levels outlined above:
  - A. Superintendent of Schools – Dr. Brian Latwis (609) 698-5800
  
- VI. On Other Matters Involving Transportation:
  - A. Transportation Coordinator – Ms. Lisa Vargas( 609) 698-5816
  - B. Business Administrator - Mr. Steve Brennan (609) 698-5800
  
- VII. To Resolve ALL Matters ONLY after you have followed the levels outlined above:
  - A. Superintendent of Schools – Dr. Brian Latwis (609) 698-5800

### **CLASSROOM PARTIES**

1. Parties for selected holidays and events are permitted at the discretion of individual teachers.
2. Classroom parents will assist in planning parties under the direction of the classroom teacher.
3. **The number of classroom parents attending parties is limited to two (2).**
4. **Siblings are not permitted to attend classroom parties.**
5. Please do not leave your assigned classroom to go visit another party.
6. 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 to your child's classroom.

## Code of Conduct

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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.

### **Harassment, Intimidation and Bullying:**

The Board of Education prohibits acts of harassment, intimidation or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee.

The health and safety of our youngsters and teachers/staff continues to be paramount. We will continue to take any report of threats, violence and/or weapons in our schools very seriously. The recent national tragedies reported in the news continue to heighten our awareness and reactions. **Please discuss with your children the fact that violence is not a solution and that threatening remarks, although sometimes unintentional, will be treated seriously and that consequences will be severe.**

Board of Education Policy indicates the rules and procedures formulated to provide for the safety of the individual, to protect school and personal property and to maintain an atmosphere conducive to learning.

### **Extreme Cases of H.I.B.:**

In order to deal with extraordinary circumstances involving the health and safety of youngsters and staff, administrators will continue to follow the procedures involving reported threats:

- 1) The school administrator in charge will document the accuracy of the reported threat.
- 2) If the threat can be verified, the parents are notified that the child will be suspended from school until:
  - \* Completion of police report (if warranted). The police investigation will determine the possible need for the filing of criminal charges and/or court-ordered intervention.
  - \* Completion of informal hearing with child, parents/guardians, police (if warranted) and appropriate school personnel.
  - \* Completion of psychiatric evaluation (if warranted) to assess the threat posed by the student as a danger to the health and safety of the districts' children/staff and to him/herself.

In most instances, a suspension for such incidents will be nine (9) days. Should the suspension exceed two (2) weeks from the original date of suspension, home instruction will be provided until appropriate evaluations are completed and educational needs determined. A formal hearing before the Board of Education is mandatory after twenty one (21) days suspension. Please help us reinforce with our youngsters the need to treat others with kindness and consideration. Our children need to fully understand our obligation to protect everyone in our school community from harm and consequences for those who threaten the safety of others.

## **HIB Standard Operating Procedures**

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 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. Parent/guardian 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

### CSCS Mission

Our mission is to work together to build a safe, respectful, and nurturing environment for students fostering the development of foundational skills needed to become lifelong learners.

### CSCS Vision

Our vision is to create an environment where children are inspired to be successful now and in the future.

## CSCS DISCIPLINE PHILOSOPHY

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of our school discipline policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. As a part of our Positive Behavior Support in Schools (PBSIS) model, CSCS students exhibiting positive behavior will receive 1Barnegat Seahawk tickets. These tickets will be pulled each Friday during lunch, raffle style, to recognize positive behaviors with a prize. These tickets will then be collected as the school community works towards a building-wide prize.

Mistakes are a natural part of growth. When a mistake happens, we help students reflect on their errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect, supporting our positive and productive learning environment and enabling students to strive for excellence with our 1Barnegat Seahawks School-Wide PBSIS Behavior Program.

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## DRESS CODE

Student attire must be school appropriate – neat, clean and modest. The following guidelines are established regarding student dress code. In general, the following decorations and/or designs imprinted upon or attached to the body or clothing is prohibited:

- Symbols, mottoes, 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 one's fellow man.
- Clothing that is extremely ragged or extremely tight or transparent is not permitted. Bathing suits are not permitted.

### 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.

### Upper 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 midriffs, immodestly low cut necklines, off the shoulder straps, or bare back shirts are prohibited. Shirts altered by tying in the back, front or side, crop tops, halter-tops, tube tops with straps less than **two inches** of the person wearing

the garment or that expose the lower back or abdominal area are not permitted. Garments must be of appropriate length, cut and/or fit to meet these requirements while standing, sitting and/or bending.

### **Lower Garments**

- Undergarments shall not be visible. Pants and shorts shall 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.
- Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear (including pajamas), etc., are not permitted and **do NOT negate the length requirement.**

### **Footwear**

- 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.

### **Accessories**

- Jewelry and other accessories shall 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.

### **Enforcement**

- **1st Offense** – Results in a warning and the incident is documented. Students must call home for or borrow alternate clothing.
- **2nd Offense** – Results in a lunch detention and the incident is documented. Students must call home for or borrow alternate clothing.
- **3 or More Offenses** – The incident will be documented and then referred to the administration. Parents/guardians may be called in for a conference.

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## **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.

## **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, these radio stations will make the announcements:

- WOBM (FM) 92.7, WJRZ (FM) 100.1 and NEWS 12 N.J. (or visit our website: [barnegatschools.com](http://barnegatschools.com)).
- In addition, **School Messenger** will be enacted. It is important that the school has your current phone number.

**Parents and students are asked not to call the school.** Incoming phone inquiries cause needed phone lines necessary for school district communication and emergencies. All school closing information will be available from local radio stations. With your help in this matter, our phone lines will remain open, and we will be able to assist you with any emergency.

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 broadcasted on the following radio stations:

- WOBM (FM) 92.7 and WJRZ (FM) 100.1

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. Please make sure that you fill out the Emergency Cards that are sent home at the beginning of the school year.

## **FIRE DRILL/LOCKDOWN 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.

As per state law, one fire drill and one security drill (lockdown) will take place monthly. **A School Messenger will be enacted at the conclusion of all lockdown drills.**

ANY STUDENT FOUND TAMPERING WITH THE FIRE ALARM SYSTEM WILL BE SUBJECT TO SUSPENSION, EXPULSION AND A COMPLAINT SIGNED IN JUVENILE COURT.

ANY STUDENT WHO REFUSES TO COMPLY WITH ANY FIRE DRILL/LOCKDOWN REGULATIONS WILL BE REFERRED TO THE OFFICE IMMEDIATELY.

## **HEALTH SERVICES**

Health screenings for height, weight and blood pressure will be provided for all students annually.

Hearing screenings (grades K, 1, 2) and vision screenings (grades K, 2) are also provided during the school year as well as by recommendation from a teacher, parent/guardian and/or student.

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

1. Three (3) DPT doses and a booster after their 4th birthday.
2. Two (2) Trivalent Polio doses and a booster after the 4th birthday.
3. Two Measles doses (first dose on or after the 1st birthday and one before entering Kindergarten)
4. Rubella (German Measles), on or after the first birthday.
5. Mumps on or after the 1st birthday.

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6. 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.

7. Three Hepatitis B vaccines for students.

8. Varicella (chicken pox)

9. Students entering the sixth grade are now required to have the following:

- a. Additional DPT Booster
- b. Meningococcal Vaccine

10. All students entering New Jersey school for the first time or from out of state/country are required to have school entrance universal health form (physical) on file to be completed by the medical home provider within thirty days of school entrance.

**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 himself 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.

## **HOMEWORK**

Homework is an extension of classroom learning activities. Homework assignments are given at the discretion of the teacher. Parents are encouraged to read with their children each night. This helps to build literacy skills and a love of reading.

## **LIBRARY/MEDIA CENTER**

Students visit the Library Media Center during scheduled library time and may also visit the library at other times with a teacher's note. Books and magazines may be checked out by students. Books which are lost or damaged must be paid for at the 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 fair. Dates will be determined.

## **LOST AND FOUND**

The Lost and Found section is located near the main office by the front doors. It may be visited with the teacher's permission. **Please be sure to mark all of your child's belongings with his/her name, especially hats, coats, lunch boxes and book bags.**

## **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 teacher via email 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 teacher with this individual's name.

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## **PARENT – TEACHER CONFERENCES**

**November 21st and 22nd** have been set aside for Parent-Teacher Conferences. **Limited evening appointments will be held on both of the days. Appointments can be scheduled online via the Parent Portal.**

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.

## **PARKING AND TRAFFIC**

The following drop-off procedures will be in effect for the 2022/23 school year:

- a. We will utilize the **left** side entrance (if you are looking at the school) only to drop off students. Pull into the driveway and follow the cones toward the curbside. Students must exit the vehicle curbside and enter the building through the front doors or wait on their designated classline outside, if dropped off before 8:20 a.m.
- b. Proceed forward towards ROBMS and circle around the small parking lot to head back towards the main road. In order to keep traffic flowing smoothly, do not sit and wait for your child to enter the building. If your child needs assistance exiting the car, a staff member will be present to help.
- c. Stay in line and do not attempt to go around another car as this will cause a safety hazard to our students.

- d. For the safety of our students at dismissal, please ensure that you drive slowly and do not cut across the front lot where the buses will be dropping off.

Thank you for your anticipated cooperation in this regard. These restrictions have been put into place due to the continued safety concerns at our school. They are not meant to be an inconvenience, but they need to be complied with and enforced if all our students are to remain safe.

### **PERSONAL POSSESSIONS**

In order to maintain our educational focus and for safety reasons, students are requested not to bring toys, cameras, electronic games/devices, MP3 players, iPods, headphones and other such 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.

### **PLAYGROUND**

Weather permitting, students in grades K-2 have a twenty-minute recess on the playground. Students are expected to follow all the rules and regulations established by the administration and teachers on duty.

**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.

## **PROGRESS REPORTS**

The school district provides for progress reports midway through each marking period, if necessary. Progress Reports, completed by the teacher, alert the student to the fact that he/she is:

- a) Displaying commendable performance and/or effort
- b) In danger of failing a particular course
- c) Missing assignments
- d) Failing to meet basic requirements
- e) Displaying poor attendance

Progress reports are scheduled to be available on the Parent Portal online on the following dates:

- **October 10<sup>th</sup>, December 19<sup>th</sup>, March 6<sup>th</sup>, May 12<sup>th</sup>**

## **REPORT CARDS**

Report cards are scheduled to be available on the Parent Portal online on the following dates:

- **November 21<sup>st</sup>, February 6<sup>th</sup>, April 5<sup>th</sup>, June 21<sup>st</sup>**

## **SCHOOL STORE**

The school store is operated by the PTA and will be open twice a month (dates to be shared by PTA). Items for sale include pencils, folders, small toys, erasers and stickers. Students are permitted to shop after eating their lunch and obtaining a pass. The number of students permitted to shop at one time is restricted.

## **SMOKING**

Please be aware that smoking is **not** permitted in the school or on school grounds at any time.

## **TELEPHONE USE**

Office phones are available only for emergency purposes. **WE STRONGLY RECOMMEND CELL PHONES 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.

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

The main office should be notified immediately of any change of address or telephone number. Anyone wishing to withdraw their child from school must do so through the main office. Two (2) days' notice is required to complete the transfer request.