

**SIMMONS ELEMENTARY  
SCHOOL**



**STUDENT HANDBOOK  
2017-2018**

**Herma S. Simmons Elementary School**  
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## **ATTENDANCE POLICY FOR STUDENTS**

The academic program at Simmons Elementary School places stringent, reasonable demands upon all students. Schools are legally and morally responsible to implement policies and procedures regarding students' regular attendance at school pursuant to the N.J.S.A. 6A:16-7.8. In order for schools to be able to teach and students to learn, regular classroom attendance is imperative. Therefore, there is an impelling responsibility upon the parents/guardians that the pupil attends school as scheduled. Absence due to vacation will be considered unexcused. According to Policy **8210 – School Year**, a student must be present for 4 hours of **actual instruction**, not including lunch and recess. Actual instruction begins at 8:50 AM after the late bell.

### ***ARRIVAL***

In order for the school to function effectively it is extremely important that the students be on time each and every day.

1. Arrival to school: **8:20 AM – 8:40 AM**
2. The school day begins at 8:40 AM and all students are expected to be in their assigned homeroom by 8:50 AM.
3. Students who arrive to school at 8:50 AM or later must sign in at the main office and retrieve a late pass to enter class.
4. Students must be in attendance for at least four hours to be counted as present for a full day.

### ***TARDINESS***

Tardiness hinders the proper beginning of instructional activities, imposes a distraction which leads to loss of instructional time for pupils properly in attendance, and results in school time loss by the tardy pupil.

1. Students who arrive to school after 8:50 AM are considered late to school.
2. A parent/guardian must accompany a student to sign-in if the student arrives after 9:00 AM (except in incidents when a bus rider's tardiness is caused by a late bus).
3. The administration reserves the right to determine justification of lateness.
4. **Four (4)** unexcused days late to school shall equal **one (1)** unexcused absence.

### ***EXCESSIVE TARDIES***

Tardiness is unexcused lateness to school. Please note that administrative letters, conferences and consequences begin with four (4) unexcused tardies.

### ***ABSENCE***

**Parents/guardians are required to report a student's absence daily by 9:00 AM by calling (856)**

**881-8704 x 3000 or x3001.** Such calls will notify the school that the home is aware of the absence and that the student is not truant. However, the absence will not be excused until the appropriate written documentation is provided.

**All written documentation of consecutive absences should be written on the same documentation. Multiple dates that are not consecutive will not be accepted.**

### ***EXCUSED ABSENCE***

The following are the only acceptable reasons for an excused absence: verified illness (as indicated by a physician or the school nurse), approved religious observance, court appearance, legal matters requiring student's attendance, death in immediate family, extreme emergency (at administrative discretion) or early dismissal granted through the Health Office. **All absences are considered unexcused unless the student, parent or guardian provides to the Main Office written verification to excuse the absence by a licensed physician, dentist, or legal agency within five (5) school days after returning to school.** These notes will be kept on file in the Main Office for future reference.

### ***RELIGIOUS HOLIDAYS***

Religious holidays are recognized by the State of New Jersey as a legitimate excused absence. Those students who wish to exercise their religious beliefs by observing a religious holiday **must** bring written verification from a parent/guardian **prior** to that observance. By stating their intention to observe the holiday in advance, the student's absence will be excused.

### ***EXCESSIVE ABSENCES***

Four (4) or more unexcused absences will be determined as excessive absences from school. Please note the administrative letters, conferences and consequences begin with four (4) unexcused absences. **Cumulative unexcused absences of 10 or more are considered truant, pursuant to N.J.S.A. 18A:38-27, and mandatory referral will be made to the court. Please be advised that fines may be imposed at the discretion of the court.**

### ***CONSECUTIVE ABSENCES***

Any pupil who misses five consecutive unexcused school days will be issued a written notification to return to school within five school days. **Failure to respond will result in the following: Pupils under the compulsory school age (below 16 years of age) shall have presented to their**

*parent/guardian a formal written notice to cause the pupil to attend school. Failure to comply with the provisions of the law may cause the parent/guardian to be deemed a disorderly person and the parent/guardian may be subject to a court imposed fine.*

### **EARLY RELEASE**

**Students signed out before 1:10 PM will be considered absent for that day. The absence will only be excused if a doctor's note is submitted to the school within 5 school days.**

The school recognizes these reasons, which create a legitimate need for early release from school:

- Medical or dental appointments that cannot be scheduled outside of school hours.
- Medical release by school nurse.
- Family emergency.
- Legal matters.

Parents/guardians who want their child dismissed early from school must inform the Main Office in writing or by telephone. **This includes days in which there are concerts.** The written request must:

- Be submitted to the Main Office prior to 9:30 AM.
- State the reason for the early dismissal.
- The date/time of dismissal.
- Who will sign the student out at the Main Office. **\*PHOTO ID REQUIRED**
- The phone number where the parent/guardian can be reached to verify the request. If a written request cannot be verified, the student will not be dismissed early from school.
- Any adult signing-out a student must be prepared to show proper identification.
- **The Main Office staff will not sign-out students 2:30 PM – 3:10 PM.** All sign-outs must occur **prior** to 2:30 PM.

Parents/guardians or their verified designee **MUST** sign-out the student at the Main Office. Students cannot sign themselves out of school.

### **VACATION**

School attendance is very important. It is necessary for children to receive continuous instruction; every day missed sets children back and creates added pressure. We urge that you comply with the school calendar. Teachers will not be expected to re-teach a lesson. **Work must be made up after a child returns and cannot be sent home in advance.** Please inform the school in writing prior to taking child out of school for extended period of time. **Absence due to vacation will be considered unexcused.**

### **HOME INSTRUCTION**

The Simmons Elementary School attendance policy for unexcused absences applies to students who are on home instruction. Students who are placed on home instruction are expected to attend every teaching session scheduled between the family and the home instructor. The parent/guardian of a student on home instruction must make every effort to contact the home instructor and the Main Office to inform them of the absence. The parents/guardians of a student on home instruction who is not in compliance with the attendance policy will be subject to the same attendance policy and procedures as that of a student in regular attendance at school.

### **MAKE UP WORK DUE TO ABSENCE**

A pupil who is suspended or absent (excused) shall be provided a reasonable opportunity to make up missed work. In most cases, a reasonable length of time shall be the same number of school days as the days missed. **However, it is the responsibility of the student and the parent/guardian to contact the teacher and make arrangements regarding missed work.**

### **BIKE REGULATIONS**

With parent approval, pupils may ride their bikes to school, **but must walk them while on school grounds.** Bicycles must be parked in the designated area and locked while on school grounds. Please instruct your children on the proper handling of bicycles: no riding double, no cross bar, no fooling around in traffic, do not dart out from parked cars, etc. **Remember: Students must wear helmets...it is the law!**

### **BIRTHDAY PARTIES**

If you wish to recognize your child's birthday in the classroom, please speak with your child's teacher. These parties are best if kept to a simple treat. **We do not allow balloons/flowers delivered to your child during the day, or professional birthday greeters (e.g., clowns, etc.) to visit the classroom.**

### **BUS CONDUCT**

**General Conduct For Students Being Transported On Clayton Board Of Education Vehicles:**

The Clayton Board of Education requests the cooperation of parents, students, and all staff in its effort to provide the safest transportation possible. Please review this section of the

handbook with your children to ensure that they know what is expected. Knowing proper procedure at bus stops and while riding in school vehicles diminishes the chance of student injury. This was prepared to ensure fair and equitable treatment of all students. Any questions or concerns should be directed to the **Transportation Office**. The telephone number is **694-0100 ext 218 Mrs. Maureen Smashey**.

#### **Procedures while waiting at the Bus Stop:**

Most accidents involving students occur either at the bus stop or while the student is crossing the road to board the bus. As a consequence, we ask that students and parents pay particular attention to the following:

1. Students will wait for the bus at their designated stops. They should not wait on the shoulder of the road but in a location where they are visible to all drivers.
2. Students should not participate in activities that may cause them to run into the street.
3. Students should not start approaching the bus until it has come to a complete stop and the driver has signaled it is safe to board the bus. Small children should board first.
4. Once the driver has signaled that it is clear, students should enter the bus single file without pushing and shoving. They should cross in front of the bus in clear view of the driver.
5. At no time should students run to catch the bus. We ask the cooperation of all parents to ensure that their children are at the bus stops five (5) to ten (10) minutes prior to the normal arrival time.
6. If any student is habitually late for the bus, the Transportation office will contact the parent/guardian.

#### **Procedures While Exiting the School Bus:**

1. Prior to their arrival at the bus stop, students should have all their belongings ready.
2. Students are to remain in their seats until the bus has come to a complete stop.
3. If students are to cross the street, they are to walk on the shoulder of the road to a location in front of the bus where they can clearly see the driver. They are to wait for the driver to signal that all traffic has stopped and that it is safe to cross the road.

#### **Appropriate Behavior on the School Bus:**

All students are expected to adhere to the district Code of Conduct while riding the bus. Failure to do so will result in disciplinary action in accordance to the Discipline Code.

### **CHAIN OF COMMAND**

#### **Issues Resolution Process: How to Appropriately Communicate with School Officials.**

Everyone benefits when the proper chain of command is followed. We respectfully request that if you have a classroom issue or academic concern, you first consult your child's teacher or the staff member in charge of the program in question. If the issue cannot be resolved at this initial level, you have the option to appeal to a higher authority following the chain of command illustrated in the chart below



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

A change of address requires notification to the Board Office and parents are required to show Proof of Residency. *Parents/guardians who change their telephone number at any time are responsible for notifying the school so that this change is properly registered in our office and can be reflected in our Emergency Contact System.*

### **CHILD CUSTODY**

If court documents exist that communicate mandated child custody requirements, it is the parents' responsibility to provide these documents to the administration with updated versions as they occur.

### **CLASS PLACEMENT OF STUDENTS**

One of the parents' major concerns at conference time is about their child's class placement for the following school year. There are many factors that must be considered when planning student placements. Among these are academic strengths and weaknesses, reading skill levels, boy-girl ratios, social and emotional development of the various youngsters in the class, working habits, and teaching style. Each classroom is well balanced and heterogeneously grouped where students vary in ability, personality and study skills. No one class is composed of one type of student functioning at any one skill level or learning

pace. Rather, there is a diverse combination of academic abilities, instructional levels, and individual characteristics and potential in each classroom setting.

Each spring, the principal gives parents the opportunity to offer information they think might be useful in making an appropriate placement for their child. We are always happy to hear your opinions regarding the type of environment you feel is effective for your child. **However, parents are asked not to request specific teacher assignments for their child.** We appreciate your cooperation in the area of class placements.

### **COMING TO SCHOOL EARLY**

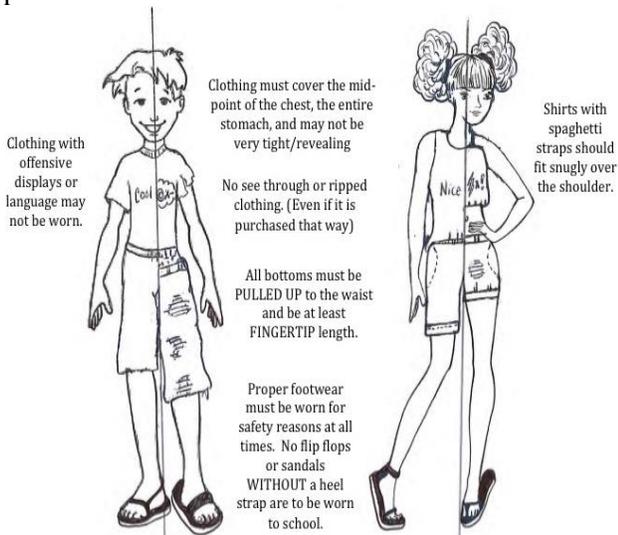
For the safety and protection of our students, parents/guardians should not allow students to arrive on school grounds before 8:20 AM.

### **DISCIPLINE CODE OF CONDUCT**

\*Parents must review The Code of Conduct with their child. The Code of Conduct is displayed at the end of the Student Handbook. Please be advised that the consequences in the Discipline Code of Conduct are only a GUIDE for administration to use when determining consequences for student misconduct. The actual consequence given is at the discretion of administration.

### **DRESS CODE**

Guidelines are established to promote a standard of appearance.



Students are expected to wear clothing appropriate to the school setting. Additional dress code standards are provided below:

- Extreme or outrageous apparel or appearance is to be avoided.

- Current “fads” involving appearance or clothing that disrupt the instructional process will not be allowed.
- Appropriate shoes are required; either hard-soled or tennis shoes are acceptable. For student safety, rubber-soled shoes are required for physical education. All footwear must have a heel strap for safety reasons.
- Shorts and skirts should be minimally finger-tip length.
- Lewd or suggestive attire may not be worn.
- Apparel that advertises, glorifies, or symbolizes any illegal substance or substances illegal for use by minors may not be worn.
- Apparel that is gang-related may not be worn.
- Any item of jewelry or clothing might create a hazard to a student’s safety may not be worn.
- Hats, hoods, scarfs, and sweatbands may not be worn on a student’s head. Permission must be obtained from principal if head coverings are to be worn for medical or religious reasons or for a special event.
- The principal will address any questions regarding “appropriateness”.
- Outer wear (coats, gloves, etc.) are not to be worn during school hours unless the principal grants permission.
- Student’s clothing that reveals underwear is not acceptable.
- Students are not permitted to wear pajamas or slippers. A teaching staff member may request a waiver of this dress code for a particular event.

### **DROPPING OFF ITEMS**

If a parent wishes to drop off any item to their child, they first must report to the Main Office and leave the clearly labeled item(s) in the container located in the front foyer. An office staff member will take the item to the child’s classroom. **See Policies for Visitors.**

### **ELECTRONIC GAMES AND OTHER ITEMS**

**Electronic devices have the potential to distract from learning and to be stolen. Therefore,**

**students who do bring electronic devices to school do so at their own risk. Administration will not investigate the loss nor financially compensate the loss. Other items have also been identified as distractions and have also been the impetus for conflicts among students. Therefore, items that can be bought, sold, or traded are not permitted. If a new item is identified during the school year, students will be informed and a notice will be sent home. *If a student brings such an item as described above to school, it is at his/her own risk. The Clayton Public School District is not financially responsible for the lost or stolen item and will not provide reimbursement for the item.***

### **ELECTRONICS: POSSESSION AND USE**

#### 5516 STUDENT POSSESSION AND USE OF ELECTRONIC DEVICES DURING THE SCHOOL DAY

This policy is meant to help maintain an educational focus in the classroom and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We at Clayton Public School District acknowledge that this is the age of instant communication as well as the need to maintain a proper environment for students, faculty, and the educational process.

1. Clayton Public School District is not responsible if cell phones, iPods, MP3's, or other personal electronic devices are lost, stolen, or damaged; they are brought into the buildings at the risk of their owners.
2. Students will be permitted to use cell phones, iPods, iPads, tablets and MP3 players with the use of ear pieces during their scheduled lunch period and before and after school in accordance with our acceptable use policy.
3. Students will be permitted to use all of the above mentioned devices as long as their use is not a distraction to others.
4. Use of any devices during classroom instruction will be at the discretion of that teacher and ONLY when the purpose is for academic reasons to enhance the lesson.
5. The use of electronic devices on the bus cannot cause a distraction to the bus driver or a safety hazard.
6. Students will not be permitted to use electronic devices during passing time in the hall or during recess.
7. If it is the judgment and discretion of a teacher or administrator that a student is using any of these devices causing a distraction in

conducting a safe and academic environment, a student's device may be confiscated and returned according to the student code of conduct.

8. Those bringing their own laptops will need to log in with their own network account. The district information technology department will not support the need of those personal laptops.
9. All policies and rule found in our acceptable use policy will continue to be enforced.
10. No picture, video, or audio recordings using these personal devices will be permitted in school without teacher/administrative permission. Posting or publishing of pictures, videos, or audio recordings of students is prohibited without written parent/guardian permission.
11. Students in classes will continue to follow the rules regarding cell phone use presently stated and enforced; shut off or silenced within in class. Messages can be retrieved during lunch periods or after school but not I class.
12. Parents should not be contacting (calling or texting) students during class time. If an emergency should arise, they will need to contact the Main Office and the student will be contacted immediately.
13. **The use of cell phone, iPods, MP3, and/or other electronic devices is a privilege. If one abuses it, that privilege can also be taken away. Clayton Public School District teachers and faculty member have the final say if they feel that a student is abusing the policy and they may confiscate the devices at any given time.**  
**N.J.A.C. 6A:7-1.4; 6A:7-1.5; 6A:7-1.6**  
**Adopted: 9-8-2011**

### **EMERGENCY SCHOOL CLOSING**

In the event of an emergency, our students may need to be dismissed from the school grounds before the end of the day (e.g. should a gas leak occur on a day with sub-freezing weather). Therefore, it is necessary that the main office has updated contact telephone numbers for each child. Please return the emergency form within the first 3 days of school and call the main office with any new telephone numbers or contact persons.  
**SNOW DAYS:** The Clayton Board of Education has approved snow make-up days to be added to the district Spring Break dates. Please refer to the

Board Approved District Calendar on the district website.

### **FIELD TRIPS**

Field trips are planned to extend and enhance the classroom experiences when opportunities and resources permit. Each participating student must have a permission form signed by a parent/guardian prior to the field trip. Students are required to follow school rules and guidelines while on a field trip, the same as in the classroom at school.

Students shall at all times follow the instructions and directives of teachers, sponsors, or chaperones in charge of the field trip. Whenever a student violates the Simmons Elementary school Code of Conduct while on a field trip, disciplinary action will be taken in accordance with the Code of Conduct.

No refunding of money will occur for money submitted to the school for the field trip should the student be absent on the day of the field trip. Students prohibited due to discipline will not be refunded.

Parent volunteers may be asked to chaperone field trips. Since the chaperone's primary responsibility is to supervise the students on the field trip, siblings or students not affiliated with the field trip or school are not permitted to attend the field trip activity. In addition, for safety purposes, a chaperone's personal cell phone should not be used unless in the case of an emergency. Smoking is also prohibited on field trips.

### **Herma S. Simmons Elementary School Grading Policy**

Grading should reflect a student's progress in achieving mastery of their grade levels benchmarks, which are based on the New Jersey Common Core Standards and the Clayton Board of Education approved grade level content area curriculum. All grades need to be understood in the context of the individual student's developed abilities, which vary from student to student, from course to course, and even from assignment to assignment. Just as students' capabilities for academic achievement vary, so, too, do their levels of commitment to the academic enterprise. The grade a student earns for an assignment or for a course will reflect their academic ability and their commitment to demonstrate their ability. Most importantly, grading will be used as a positive reinforcement for student achievement and growth whenever possible, and not be used punitively.

#### **1. Grades Preschool through First**

It is the belief of the District that the elementary years provide the foundation for a lifetime of learning. The beginning elementary years stress the basics of reading, writing, language arts, mathematics, science, social studies, fine arts and physical education. Because these are such essential growing years, student progress shall be evaluated using comparisons to the essential skills identified for each grade level. Therefore, traditional letter or number grades will not be utilized in grades preschool through first. Instead, progress indicators shall show how students are growing academically compared to the key skills needed for future learning.

#### **Preschool**

Preschool will utilize the Creative Curriculum assessment tool. Preschool students will be formally assessed three times each school year. The formal assessment will be based on observation of student academic performance, teacher-made written, drawn or oral assessments, informal and formal evaluation techniques, parent/guardian interview and standardized achievement assessment tools.

Student progress will be measured in accordance to their progress in achieving the Creative Curriculum objectives in the areas of cognitive, social/emotional, physical and language. Progress will be measured as to the student's growth along the continuum in achieving the programs objectives. The preschool teacher will explain the Creative Curriculum assessment tool to the parents/guardians at preschool orientation and at the parent/guardian conferences.

The District believes that ongoing communication between the teacher and the family is paramount to for a student to achieve academic and social success. Therefore, teachers and parents/guardians are encouraged to exercise their right to schedule a conference at any time during the school year. However, formal parent/guardian

conferences for preschool will be scheduled three times during the school year (The third conference will be as needed). At each conference, the teacher will discuss the Creative Curriculum Individual Student Profile, which details the student’s academic and social progress in achieving the preschool objectives. Preschool teachers will schedule a meeting time for the conference and notify the parent/guardian of the date and time of the conference. Although face-to-face meetings are preferred, telephone conferences are sometimes necessary and therefore acceptable. Teachers are expected to make every effort to contact parent to discuss their student’s academic and social progress.

**Kindergarten and First Grade**

Students in Kindergarten will be assessed three times during the school year, and first grade will be formally assessed four times each school year. The formal assessment will be based on observation of student academic performance, teacher-made written or oral assessments, informal and formal evaluation techniques and standardized achievement assessment tools. Students in each grade level will be assessed in accordance to their individual progress in achieving the grade level benchmarks for each content area.

The grade values for grades Kindergarten and first grade for reading, language arts, science, social studies and mathematics are listed below:

<b>Evaluation Key</b>	
S = Secure	Demonstrates use of skills with independence, consistency and confidence
D = Developing	Demonstrates use of skills with growing independence, but still requires teacher assistance.
B = Beginning	Beginning to demonstrate skills with teacher support. Struggles to meet the standards for this marking period.
N = Needs Improvement	Not demonstrating skills that meet standards for this marking period.
NY = Not Yet	The student has not yet received instruction in this content.

The progress indicators for grades Kindergarten and first grade for art, music, library, physical education, computers, health, basic skills instruction and Gifted and Talented are listed below:

<b>Evaluation Key</b>	
O = Outstanding	100 - 92
S = Satisfactory	91- 75
N = Needs Improvement	74 – 65
U = Unsatisfactory	64 - 0

2. **Grades 2 through 5**

Upon reaching second grade, academic achievement in each subject area shall be reported using number grades or progress indicators. Students will be assessed using a variety of assessment tools, including, but not limited to, written or oral teacher-made tests, quizzes and worksheets, publisher-made tests, quizzes and worksheets, projects, performance observation, formal and informal evaluation techniques, and standardized assessment tools.

The grade values for grades second through fifth grade for reading, language arts, mathematics, social studies, and science are listed below.

<b>Evaluation Key</b>	
<b>A</b>	100 - 92
<b>B</b>	91 - 84
<b>C</b>	83 - 75
<b>D</b>	74 – 65
<b>F</b>	64 – 0

The progress indicators for grades second through fifth grade for art, music, library, physical education, science lab, computers, health, basic skills instruction and Gifted and Talented are listed below:

<b>Evaluation Key</b>	
O = Outstanding	100 - 92
S = Satisfactory	91- 75
N = Needs Improvement	74 – 65
U = Unsatisfactory	64 - 0

### 3. Grades Kindergarten through Five

#### Marking Periods

For grades first through fifth, the school year is divided into four (4) marking periods of equal length.

#### Progress Reports

At the midpoint of each marking period, teachers will notify the parent/guardian of their student's academic progress for that marking period. The teacher will send home with the student a copy of the student's progress report. Homeroom and core content area teachers will inform the parent/guardian of each student regardless of the student's academic standing. Special area, ESL, BSI and Gifted and Talented teachers will inform the parent/guardian only for those students who are failing or not working to potential.

#### Report Cards

At the end of each marking period, all teachers will notify the parent/guardian of their student's academic progress for that marking period. The teacher will send home with the student, a copy of the student's report card. The parent/guardian is required to sign the report card and return it to the homeroom teacher within 72 hours.

#### Minimum Number of Grades

Students will have a minimum of ten (10) grades per subject area for each marking period. In grades K – 5, teachers who teach social studies and science and all special area teachers are only required to have a minimum of five (5) grades for each marking period. However, now that there are weighted categories in PowerGrade, it is necessary that there are multiple assignments in each category.

#### Incomplete Grades

Incomplete grades will be given when a student's absence or extenuating circumstances prohibit the student from completing the assignments. Incomplete grades must be changed to a number or letter grade within three (3) weeks following the reporting date unless further delayed due to debilitating illness.

#### Impact of Discipline on Grades

A pupil suspended or absent (excused) for disciplinary reasons shall be provided a reasonable opportunity to make up missed assignments. The standard amount of time given will be one extra day for one day suspended or absent.

#### Honor Roll

For a student to be recognized as earning the Honor Roll status, the student must fulfill the following criteria:

- A minimum of a B- or 84 in reading, language arts, math, social studies, and science.
- A minimum of Satisfactory in all special area courses.

#### Principal's List

For a student to be recognized as earning the Principal's List status, the student must fulfill the following criteria:

- A minimum of an A- or 92 in reading, language arts, math, social studies, and science.
- A minimum of Satisfaction in all special area courses.

#### F-55 Procedure

In order to provide failing students an opportunity to recover academically in their overall course grade, teachers in grades 2 – 5 are not permitted to assign a student a first marking period grade lower than 55. The F-55 procedure is only for the first marking period and is not instituted for the subsequent marking periods.

### Parent/Guardian Conferences

The District believes that ongoing communication between the teacher and the family is paramount for a student to achieve academic and social success. Therefore, teachers and parents/guardians are encouraged to exercise their right to schedule a conference at any time during the school year.

School-wide parent/guardian conferences will be held at the end of the second marking period. Although face-to-face meetings are preferred, telephone conferences are sometimes necessary and therefore acceptable. Discussion of personal concerns should be reserved for individual private conference times and not attempted at public meetings or Back to School Night.

### PowerSchool

Teachers in grades Kindergarten – 5 are required to update their grades in PowerSchool a minimum of once a week. In addition, Kindergarten – 5 grade teachers must input all student grades into PowerSchool no later than three (3) days after the end of each marking period.

### **GUM CHEWING**

Students are not permitted to chew gum on school grounds or at school events unless used as a reward by an individual teacher.

### **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. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. Parents are asked to refrain from advising their child(ren) to avoid or ignore possible incidences of harassment, intimidation and bullying. The anti-bullying messages given to students at school via the school counselors and the Second Step Program are for students to report incidences right away.

See policy 5512.01 for additional information.

### **HOLIDAY CELEBRATIONS**

Items sent in for parties are to be dropped off at the Main Office. Parent/Guardians who do not want their child to participate in holiday celebration must notify the teacher **prior** to party so other non-

academic activities can be arranged. Holiday and dates are listed as follows:

**Fall Harvest – October 31, 2017**  
**Thanksgiving – November 22, 2017**  
**Winter Holiday – December 22, 2017**  
**Valentine's Day – February 14, 2018**  
**Spring Holiday – March 23, 2018**

### **INSTRUCTIONAL PROGRAM OVERVIEW**

The Herma S. Simmons Elementary School offers a comprehensive instructional program that builds a strong foundation to prepare students in becoming college and career ready.

The Preschool *Creative Curriculum* program is one of five curricula recommended and approved by the State Department of Education. This research-based program has 10 goals and 50 objectives that align to the *New Jersey Preschool Teaching and Learning Expectations: Standards of Quality*. These skills include: *Sense of Self, Responsibility for Self and Others, Pro-social Behavior, Gross and Fine Motor, Learning and Problem Solving, Listening/Speaking and Reading/Writing*. The teaching and learning strategies utilize methods that engage all students, including those with disabilities.

All kindergarten-fifth grade instructional programs are aligned to the *Common Core Standards and the Model Curriculum*. The standards can be accessed on the web at <http://www.state.nj.us/education/>. Teachers in Kindergarten through fifth grade utilize research-based resources and best practices to deliver CCSS aligned math instruction.

The K-5 reading comprehension program is ReadyGEN. ReadyGEN is a comprehensive core literacy curriculum for Kindergarten through Grade 5. ReadyGEN uses topically organized text sets and

highly engaging routines to build students' knowledge and promote sustained critical thinking. The goal of ReadyGEN is to equip all teachers and students with the tools and practices necessary to meet the expectations of the Common Core Standards.

In addition, the Wilson Foundations program is implemented in K-2 to assess and improve phonemic awareness, phonics, fluency, and spelling. In an effort to more effectively address teaching reading in grades K-2, students will participate in daily lessons in Foundations. In Grades 3-5, a more analytic approach to word study will be used to increase our students spelling and word attack skills.

This year's Writing Workshop model will be implemented in kindergarten through fifth grade. During Writing Workshop, students will explore various genres of writing.

*Basic Skills* reading and math instruction is also provided to students in the general education program during small group in-class support sessions, according to student needs. The basic skills literacy teachers implement the Leveled Literacy Intervention (LLI) to better support the diverse learning styles.

The Special Education Program follows the inclusion model. All classified students are assigned to a grade level homeroom that includes a special education teacher or instructional aide. Instruction is delivered in the least restrictive environment. Specialized reading and writing programs such as *Wilson Reading* are being implemented in the small group special education settings.

The District's ongoing commitment to build and improve all of our programs engage dedicated teachers, administrators and community members who collaborate to research, review and implement best practices and innovations that meet the needs of all students. New and ongoing programs are supported by onsite professional development in accordance to the school's Professional Development Plan.

The Clayton School District has partnered with Rowan Universities Office of Field Experiences in the College of Education. Herma Simmons will be hosting field experience teacher candidates for clinical practice during the 2016-2017, school year.

### **LOST AND FOUND**

Students are encouraged to be responsible for their own possessions. Neither the school nor teachers will be held accountable for lost items. Found items will be placed on the lost and found table in the cafeteria. Items not claimed will be given to charity before the holiday break and at the end of the school year. A notice will go home prior to the lost and found articles being donated. All articles of clothing, lunch boxes, and school supplies should be clearly marked with the child's name. Lost electronics, eyewear and keys can be claimed in the main office. Parents may visit before and after school.

### **LUNCH PROGRAM**

Each class will be scheduled for a 40-minute lunch/recess period each day. Student lunches including milk are available. Students are expected to come to school with their lunch money. If a student forgets lunch money, that student may charge their lunch for that day. Unpaid debts will be sought at the close of the year. If your child's account remains unpaid, their charging privileges will be suspended at the start of the next school year.

Free and reduced lunches are available to families who qualify. Applications for free or reduced lunches will be sent at the beginning of the year.

**Please note: You are responsible to pay for all meals your child eats prior to your child being accepted into the free/reduced lunch program. After your child is accepted in the free/reduced lunch program, your child will either receive their meals at a reduced price or free of charge.**

Each year, regardless of your current financial situation, families must submit a new application for the new school year. Any lunches eaten during the time the application has not been submitted, will be charged and the parent is responsible to pay.

**EVERYONE MUST SUBMIT A NEW LUNCH APPLICATION EACH YEAR.** Students will be permitted to charge **TWO** lunches when there is no money on their account. Thereafter, students will be provided a cheese sandwich or another substitute lunch. All charges must be paid in a timely manner. Parents may log onto: [www.myschoolbucks.com](http://www.myschoolbucks.com) to manage their child's lunch account information or they may download the application onto their phone or portable device for their convenience.

Questions about lunch program can be answered by Olivia Gallo, Food Service Director, at 881-8701 ext 2309.

### **LUNCH ROOM PRICES**

The Clayton Board of Education has approved the following lunch prices for the 2017-2018 school year.

Student Lunch (Regular) \$2.60

Student Lunch (Reduced) \$ .40

### **MISSED ASSIGNMENTS**

#### **Work for Absent Students**

Since assignments are based upon material that has been previously taught, work must be made up after a child returns and cannot be sent home in advance. Work will not be sent home prior to family vacations or prior to disciplinary consequences where students are excluded from school. Parents/Guardians may email the classroom teacher.

### **NOTICE OF NON-DISCRIMINATION**

The Clayton Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. If you need to speak to the Affirmative Action Officer, please call the board of education office at 856-881-8700.

### **SCHOOL HOURS:**

Students line up outside with their grade levels designated meeting place each day. On inclement weather days, students are permitted to enter the school under the supervision of staff members and sit near their classroom doors until the day begins.

#### **Regular Day Schedule**

AM Preschool	8:40 AM – 3:00 PM
PM Preschool	12:30 PM – 3:00 PM
Full Day 4 Preschool	8:40 AM – 3:00 PM
Kindergarten – 5	8:40 AM – 3:10 PM

#### **Shortened Day Schedule**

AM Preschool	8:40 AM – 1:00 PM
PM Preschool	11:30 PM – 1:00 PM
Full Day 4 Preschool	8:40 AM – 1:00 PM
Kindergarten – 5	8:40 AM – 1:10 PM

#### **Two-Hour Delay Schedule**

AM Preschool	10:40 AM – 12:20 PM
PM Preschool	1:30 PM – 3:00 PM
Full Day 4 Preschool	8:40 AM – 3:00 PM
Kindergarten – 5	10:40 AM – 3:10 PM

### **SIGN OUT PROCEDURES**

1. When a student is to be dismissed differently from his/her usual method a note from the parent is required
2. This note must contain the name and relationship to the student of the person who will accompany the child at dismissal.

3. In the case of emergency, a phone call placed by the parent (custodial, if applicable) is sufficient to permit dismissal to another adult.
4. If a person arrives and states that he/she is to pick a child up from school and the office staff has not been informed in writing or by phone by the child's parent/guardian, the emergency sheet is checked.
5. This person must be at least 18 years of age and on the emergency contact list in order to sign the student out.
6. In the event that a handicap disallows physical entry to the building, a member of the professional staff will accompany the student to the vehicle. The sign-out page for the day will be brought out so that the individual will sign it with the above-mentioned information. In either case identification must be shown, even if this individual is formally known to staff members.
7. In the event that contact cannot be made, the student will not be released until the parent verifies the change in dismissal.

### **SPIRIT DAY**

On the last day of each school week (full or shortened day, or in-service day), staff and students are encouraged to wear clothing with the Clayton School District emblems (Clipper) or Clayton colors of blue and gold.

### **SUBSTANCE ABUSE**

The Board of Education prohibits the use, possession, or distribution of any drug School hours, on school property, and at any school-sponsored event on or off school property. The district shall combat substance abuse with identification, evaluation, and referral for treatment and discipline of students who are substance abusers and incorporate drug and alcohol education in its curriculum at each grade level.

### **TELEPHONE USE**

Teachers may permit students to use phone in classrooms. Students may not use the Main Office telephone without written permission from a teacher. **Between 2:30 – 3:00 telephone use will be limited for emergency situations only.**

### **TRANSFER REQUESTS**

Parents/guardians are to notify the school immediately of changes of address, phone, or emergency arrangements. When families relocate, they should notify the school and request a records transfer slip. The new address is necessary because the State of New Jersey requires the name and address of the new school. Main office staff has up

to **3 days to process your transfer request**, although most requests are processed much sooner.

### VISITORS

**To ensure maximum safety for the children in our schools, all parents and visitors are required to report to and register directly with the school office.** No one is permitted in the halls or classrooms without authorization from the office. Visitors will receive a **pass** identifying them to the students and school personnel. **Be mindful that you will be stopped and asked to report to the office for a visitor's pass if you do not have one. At no time may a parent or visitor enter the building through any other doorway other than the front doors. Failure to comply will result in notification of Local Law Enforcement. Administration reserves the right to prohibit any visitor(s) from the building at any time.**

### HEALTH SERVICES

#### **Emergency Forms/Student Health History Records**

Emergency and Student Health History forms must be submitted with updated immunizations, appropriate asthma/allergy/seizure action plan and etc. on an annual basis. All other chronic illnesses or conditions should be reported to the school nurse at the beginning of the school year. Any health issues that arise after the start of the school year should be brought to the attention of the school nurse before or upon the child's return to school.

#### **Medication**

1. All medication given in school must be accompanied by a prescription, in its original container and labeled appropriately.
2. Medication must be brought to the main office by a parent/guardian. Medication must be given directly to the nurse or an administrator. Secretarial staff **MAY NOT** receive medication.
3. Students **ARE NOT** permitted to transport medications between home and school. School personnel will not administer medicines sent in with students.
4. Students are not permitted to carry medication on their person before, during or after the school day.
5. Medication will only be given if your child has a signed Medication Consent Form on file. Students who do not have this signed

form on file are not authorized to receive medication from school medical staff.

#### **Picking up Sick/Injured Students**

Students will only be released to an approved parent/guardian that have an appropriate identification. Children will not be released to individuals that do not produce identification. Parents may give verbal consent over the phone if the person picking their child up is not on their emergency contact list.

#### **Infectious and Communicable Diseases**

If your child has an illness that can be spread to others, please contact the school nurse immediately.

### FEVERS

According to the standing orders of the school doctor, students with a fever of 100 degrees will be sent home. Should your child have a 100-degree fever, please do not send him/her to school. All students are to be fever free for 24 hours, without being medicated, before returning to school. Students should not be given fever reducers to lower their temperature in order for them to attend school.

#### **Immunizations**

The specific vaccines and the number of doses required are intended to establish the minimum vaccine requirements for child-care center, preschool, or school entry and attendance in New Jersey. These intervals are not based on the allotted time to receive vaccinations. The intervals indicate the vaccine doses needed at earliest age at school entry.

Effective September 1, 2008, four vaccines were added to the current rule on minimum immunization requirements for school attendance. Childcare centers and preschools must now require proof of the pneumococcal conjugate vaccine series and an annual influenza vaccine.

##### 8:57-4.19 Influenza vaccine

Children six months through 59 months of age attending any licensed childcare center or preschool facility on or after September 1, 2008, shall annually receive at least one dose of influenza vaccination between September 1 and December 31 of each year. Kindergarten students who do not have the influenza vaccination by this date **will not** be permitted to continue with their educational program until the vaccination is obtained.

New Jersey Department of Health  
**MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY**  
**N.J.A.C. 8:57-4: IMMUNIZATION OF PUPILS IN SCHOOL**

Disease(s)	Meets Immunization Requirements	Comments	
DTaP/DTP	<b>Age 1-6 years:</b> 4 doses, with one dose given on or after the 4 <sup>th</sup> birthday, OR any 5 doses. <b>Age 7-9 years:</b> 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses	Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 4 doses. A booster dose is needed on or after the fourth birthday, to be in compliance with Kindergarten attendance requirements. Pupils after the seventh birthday should receive adult type Td. Please note: there is no acceptable titer test for pertussis.	AD(1) BS(1)
Tdap	<b>Grade 6</b> (or comparable age level for special education programs): 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child is not required to have a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.	<b>RESULT IN RES</b>
Polio	<b>Age 1-6 years:</b> 3 doses, with one dose given on or after the 4 <sup>th</sup> birthday, OR any 4 doses. <b>Age 7 or Older:</b> Any 3 doses	Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 3 doses. A booster dose is needed on or after the fourth birthday to be in compliance with Kindergarten attendance requirements. Either Inactivated polio vaccine (IPV) or oral polio vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years or older.*	<b>fenses and more co</b> LD(2)
Measles	If born before 1-1-90, 1 dose of a live measles-containing vaccine on or after the first birthday. If born on or after 1-1-90, 2 doses of a live measles-containing vaccine on or after the first birthday.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Intervals between first and second measles-containing vaccine doses cannot be less than 1 month. Laboratory evidence of immunity is acceptable.**	AD(1) AD(1)
Rubella and Mumps	1 dose of live mumps-containing vaccine on or after the first birthday. 1 dose of live rubella-containing vaccine on or after the first birthday	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Any child entering Kindergarten needs 1 dose each. Laboratory evidence of immunity is acceptable. **	AD(1-2) LD(2)
Varicella	1 dose on or after the first birthday	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering the school for the first time in Kindergarten or Grade 1 need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is acceptable.	AD(1)
Haemophilus influenzae B (Hib)	<b>Age 2-11 Months:</b> 2 doses <b>Age 12-59 Months:</b> 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of Hib-containing vaccine is needed if between the ages of 2-11 months. Minimum of 1 dose of Hib-containing vaccine is needed after the first birthday. ***	<b>First Offense</b>
Hepatitis B	<b>K-Grade 12:</b> 3 doses or <b>Age 11-15 years:</b> 2 doses	If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation.	AD(1)
Pneumococcal	<b>Age 2-11 months:</b> 2 doses <b>Age 12-59 months:</b> 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of pneumococcal conjugate vaccine is needed if between the ages of 2-11 months. Minimum of 1 dose of pneumococcal conjugate vaccine is needed after the first birthday. ***	AD(1-2)
Meningococcal	Entering Grade 6 (or comparable age level for Special Ed programs): 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. *** This applies to students when they turn 11 years of age and attending Grade 6.	AD(2 hour)/RR
Influenza	<b>Ages 6-59 Months:</b> 1 dose annually	For children enrolled in child care, pre-school, or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year. Students entering school after December 31 up until March 31 must receive 1 dose since it is still flu season during this time period.	AD(1)

**Herma S. Simmons Elementary School- Discipline Guidelines**

Level of Offense	Type of Offense	First Offense	Level 4 ALL LEVEL 4 BEHAVIORS RESULT IN RES IN SCHOOL ACTIVITIES FOR 15 DAYS		
			Second Offense	Third Offense	Plus
			3-10	Disorderly Misconduct	AD(1)
<b>Level 1</b>			4-1	Abusive Language Directed at a School Employee	ISS(1)
1-1	Dress Code Violation	Teacher Warning		LD(1)	AD(1)
			4-2	Dangerous Misconduct	ISS(1-2)
1-2	Classroom Disruption	LD(1-2)		AD(1)	AD(2)/ VPCP- Further offenses could result in AD(2 hour), ISS, or OSS
			4-3	Failure to Attend Administrative Detention	AD(2)
1-3	Minor Student Misconduct	LD(1-2)		4-4 Possession/Use of Tobacco Products/Smoking on School Property	AD(2)/CCC
1-4	Cafeteria/Recess/Hallway Misconduct	LD(1-2)		LD(2-3)	LD(3-5)
			4-5	Truancy/Leaving School Without Permission	AD(2)
1-5	Inappropriate Use of	Device Taken/LD(1)		Device Taken/AD(1)	Device Taken/AD(2)

			ISS(2)	In School Suspension Two Days	
<b>Level 5 ALL LEVEL 5 BEHAVIORS RESULT IN RESTRICTION FROM EXTRACURRICULAR AND OTHER IN SCHOOL ACTIVITIES FOR 20 DAYS</b>			ISS(2)	In School Suspension Two Days	
5-1	HIB	OSS(2)/RSI	ISS(4)	In School Suspension Four Days	
			OSS(3)/PCP/CCC/RSI/NP	OSS(4)/PCP/CCC/RSI/NP/RS	
			LD	Lunch Detention	
5-2	Sexual Harassment	OSS(3)/RSI	NP	Notify Police	
			OSS(4)/TA/CCC/PCP	OSS(5)/TA/RS/NP/CCC	
			OSS(1)	Out of School Suspension One Day	
5-3	Disruption of School	ISS(1)	OSS(2)	Out of School Suspension Two Days	
			OSS(3)	Out of School Suspension Three Days	
5-4	Major AUP Violations	OSS(4)/RSI/CCC	OSS(4)	Out of School Suspension Four Days	
			OSS(5)/PCP/RSI/CCC		
			PCP	Principal's Conference with Parents	
5-5	Possession of Look Alike Drugs or Weapons	AW	RS	Referral to Superior Court	
			ISS(1)/RSI/CCC	OSS(4)/TA/CCC/RS	
			RSI	Referral Student Services- SAC, Counseling, CST, etc.	
5-6	Weapons Violation	OSS(4)/TA/NP/PCP	RR	Restitution Required	
			OSS(4)/TA/NP/RS	Threat Assessment	
<b>Level of Offense</b>	<b>Type of Offense</b>	<b>First Offense</b>	TA	<b>Second Offense</b>	<b>Third Offense-Plus</b>
			VPCP	Vice Principal's Conference with Parents	
5-7	Fighting	OSS(2)/RSI/NP/VPCP	PCP	OSS(3)/PCP/NP/RSI	OSS(4)/TA/NP/PCP
5-8	Simple Assault	OSS(3)/NP/VPCP		OSS(4)/NP/RS/TA	
5-9	Assaulting a School Employee	OSS(4)/NP/PCP		OSS(4)/NP/RS/TA	
5-10	Threat Against School Employee	OSS(min. 4)/TA/NP/CCC			
5-11	Threat Against Other Students	OSS(3)/TA/CCC		OSS(4)/RSI/RS	
5-12	Substance Abuse/Possession/Distribution	OSS(4)/RSI/NP/PCP		OSS(4)/RSI/RS	
5-13	Indecent/Obscene Exposure	OSS(1)/VPCP		OSS(2)/PCP/CCC	OSS(3-4)/RS/CCC
5-14	Major Vandalism/Theft/Arson	OSS(3)/RR/NP/CCC/VPCP		OSS(4)/RR/NP/CCC/PCP	OSS(4)/RR/NP/CCC/RS
5-15	Terroristic Threat/Bomb Offense	OSS(4)/TA/NP/VPCP		OSS(4)/TA/NP/PCP	OSS(4)/TA/NP/RS
5-16	Gang Related	OSS(3)/NP		OSS(4)/NP/PCP	OSS(4)/NP/RS
5-17	Extortion	OSS(3)/TA/VPCP		OSS(4)/TA/NP/PCP	OSS(4)/TA/NP/RS

Herma S. Simmons Elementary School- Discipline Action Codes

CODE	
AW	Administrative Warning
AD(1)	Administrative Detention One Day
AD(2)	Administrative Detention Two Days
BS	Bus Suspension
CCC	Clayton Counseling Center
AD(2 hour)	Administrative 2 hour Detention
ISS(1)	In School Suspension One Day



