

HERMA S. SIMMONS ELEMENTARY SCHOOL



STUDENT/PARENT HANDBOOK 2023-2024

Nikolaos C. Koutsogiannis, Superintendent
Scott G. Uribe, Principal

Herma S. Simmons Elementary School

300 West Chestnut Street

Clayton, NJ 08312

Phone: (856) 881-8704 Fax: (856) 881-0282

<u>Staff</u>	<u>Inquiries</u>	<u>Extension</u>
Mr. Scott G. Uribe Principal	Personnel, Policy Education Program	3002
Mrs. Jacqueline Perez Assistant Principal	Discipline, Basic Skills, Intervention & Referral Service Team	3005
Mr. Greg Esposito Child Study Team Supervisor	Child Study, Special Education	3007
Mrs. Alicia Fragoso Early Childhood Supervisor	Early Childhood Preschool - 2nd	3006
Ms. Tanya Clark Supervisor of Curriculum and Instruction	Mentoring, Professional Development, Curriculum and Instruction	1007
Mrs. Maria Millan	Office Assistant	3000
Mrs. Valerie Dzindzio	Child Study Team Assistant	3009
Mrs. Michele Regruto	Assistant to the Assistant Principal	3001
Mrs. Patty Tunstall	Assistant to the Principal	3003
Mrs. Michele Avallone Ms. Julie Kosylo	School Nurse	3004
Mrs. Mary Ellen Walker	Academic/Guidance Counselor	3291
Mrs. Bianca Matthews	Academic/Guidance Counselor/Anti-Bullying Specialist	— 3292

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.

ARRIVAL

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

1. Arrive at Simmons: 8:30 AM-8:50 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 at 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.
These four hours DO NOT include Lunch and Recess.

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 at 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 8:50 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 8:30 AM by calling (856) 881-8704 ext. 3000 or ext. 3001. 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 the 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 finances 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 (5) school days.

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 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 2:45 PM - 3:10 PM. All sign-outs must occur prior to 2:45 PM.**

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 prior to the birthday. These parties are best if kept to a simple treat.

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. 254 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, with masks on, 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:

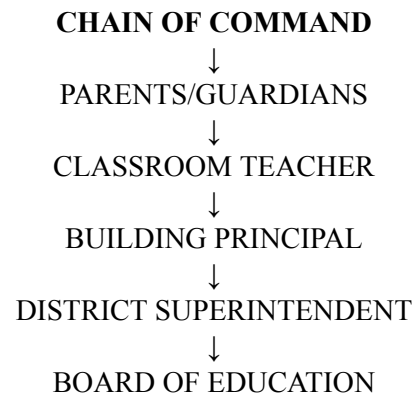
1. Prior to their arrival at the bus stop, students should have all their belongings ready.
2. Students are to remain in their seats until the bus has come to a complete stop.
3. If students are to cross the street, they are to walk on the shoulder of the road to a location in front of the bus where 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 with 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 or elementary school office. 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

A major concern of parents 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. 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 8:30 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

Herma Simmons Elementary School respects students' rights to express themselves in the way they dress. All students who attend our school are also expected to respect the school community by dressing appropriately for a PK-5 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents/guardians.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs. Tops must have shoulder straps.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the administration).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.

4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons by the administration.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
3. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
4. Sunglasses may not be worn inside the building.
5. Clothing and accessories that endanger student or staff safety may not be worn.
6. Apparel, jewelry, accessories, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

DROPPING OFF ITEMS

If a parent wishes to drop off any item to their child, items must be clearly labeled and placed on the drop off cart located at the entrance of the school. A staff member will take the item and make sure the student receives the item.

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 for 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 lost or stolen items 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, 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 and tablets with the use of earpieces 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 for those personal laptops.
9. All policies and rules 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 in 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 phones, iPods, 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 members 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. 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.

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 level benchmarks, which are based on the New Jersey Student Learning 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.

Kindergarten and First Grade

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:

Evaluation Key

S = Secure	Demonstrate 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 the trimester.
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, physical education, computers, health, and basic skills instruction are listed below:

Evaluation Key

O = Outstanding	90-100
S = Satisfactory	80-89
N = Needs Improvement	70-79
U = Unsatisfactory	60-69

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.

Evaluation Key

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

The progress indicators for grades second through fifth grade for art, music, physical education, computers, health, basic skills instruction.

Evaluation Key

O = Outstanding	90-100
S = Satisfactory	80-89
N = Needs Improvement	70-79
U = Unsatisfactory	60-69

3. Grades Kindergarten through Five

Marking Periods

For grades first through fifth, the school year is divided into three (3) trimesters of equal length.

Progress Reports

At the midpoint of each trimester, teachers will notify the parent/guardian of their student's academic progress for that trimester. 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, and BSI 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 trimester, 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 asked 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. 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 80 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 90 in reading, language arts, math, social studies, and science.
- A minimum of Satisfactory in all special area courses.

F-50 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 50. The F-50 procedure is only for the first trimester and is not instituted for the subsequent trimesters.

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 this year. 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 at 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 is 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. Parents/Guardians who do not want their child to participate in holiday celebrations must notify the teacher **prior** to the party so other non-academic activities can be arranged.

ROOM PARENTS

Room parents are designated by the Herma Simmons Home and School Association. The responsibilities of a room parent must adhere to the policies and school rules of Herma Simmons Elementary School. All final decisions in regards to the Home and School Association and room parents are made under the direction of the principal.

1. Room parents must have a good rapport with the classroom teacher.
2. Room parents must adhere to the classroom rules set by the classroom teacher.
3. Children of room parents will not be signed out after parties.
4. Only room parents may attend classroom parties. **NO OTHER CHILDREN MAY ACCOMPANY ROOM PARENTS TO CLASSROOM PARTIES.**

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 & 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.

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 contact Mr. Greg Esposito's office at 856-881-8704, ext. 3007

SCHOOL HOURS

Regular Day Schedule

Preschool	9:20 AM – 3:20 PM
Kindergarten – 5	8:40 AM – 3:10 PM

Early Dismissal Schedule

Preschool	9:20 AM – 1:20 PM
Kindergarten – 5	8:40 AM – 1:10 PM

Two-Hour Delay Schedule

Preschool	11:20 AM – 3:20 PM
Kindergarten – 5	10:40 AM – 3:10 PM

SIGN OUT PROCEDURES

- When a student is to be dismissed differently from his/her usual method a note from the parent is required.
- This note must contain the name and relationship to the student of the person who will accompany the child at dismissal.
- In the case of emergency, a phone call placed by the parent (custodial, if applicable) is sufficient to
- permit dismissal to another adult.
- 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.
- This person must be at least 18 years of age and on the emergency contact list in order to sign the
- student out..
- 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 the 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. The main office staff has up to **3 days to process your transfer request**, although most requests are processed much sooner.

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 your child out of school for an extended period of time. **Absence due to vacation will be considered unexcused.**

VISITORS

To ensure maximum safety for the children in our schools, all parents and visitors are required to show ID before entering the building and then report to the office. ID's will be scanned into the district security system. 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 Annual Health History Update forms **MUST** be submitted during the first week of school. All emergency action plans for asthma, allergies, diabetes, seizures, and other chronic illnesses must be submitted at the beginning of each school year, and are also due during the first week of school. Action plans and medical information forms (except diabetes) can be found on the district website and printed at your convenience, both at the beginning of the school year, and any time a medical update is needed due to new diagnoses, etc. All students must submit a physical exam on first entrance/registration into the elementary school, along with updated immunizations. All medications i.e. inhalers, epi-pens, and medications for chronic illnesses must be accompanied by a completed Medication Consent form and brought in by the parent/guardian as noted below.

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. If other arrangements need to be made for medication drop-off, please contact the nurses and they will work with you to arrange a convenient time.
3. Students ARE NOT permitted to transport medications between home and school. School personnel will not administer medications sent in with students.
4. Elementary school 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 who has appropriate identification. Children will not be released to individuals that do not produce identification. This is for the safety of your child. Parents may give verbal consent over the phone if the person picking their child up is not on their emergency list, and that person must show appropriate identification.

TOO SICK FOR SCHOOL?

When to keep your sick child home from school:

Herma Simmons Elementary School works with Gloucester County Department of Public Health to protect children from communicable diseases. Keeping children home when they are too sick for school protects other students and staff from potential illness.

Symptoms that a child is too sick for school:

If your child has any of the following symptoms, please keep him/her home from school. If the child has been sent home from school, please follow the below guidelines for returning to school following illness.

If your child becomes ill at school it will be necessary to pick him/her up as soon as possible. Please have current phone numbers and a current emergency contact on file with the office.

Fever: Temperature of 100 degrees Fahrenheit or higher. Child must not have a fever for 24 hours without fever reducing medication before returning to school. If your child is sent home from school due to a fever, your child SHOULD NOT return the next day. **DO NOT MEDICATE A FEVERISH CHILD AND SEND THEM TO SCHOOL.**

Vomiting: Child should not return to school for 24 hours following the last episode of vomiting. If a student is exhibiting either of these symptoms, please do not send him/her to school. If a student develops these symptoms during the school day, they will be sent home. **IF YOUR CHILD IS SENT HOME FROM SCHOOL DUE TO VOMITING, YOUR CHILD SHOULD NOT RETURN TO SCHOOL THE NEXT DAY.**

Diarrhea: children with watery stools may not return to school until 24 hours after their last episode of diarrhea.

Eye infection: Pink eye (conjunctivitis) or thick mucus or pus drainage from eye should not return to school for 24 hours after treatment is started.

Lice: Children may not return to school until they have been treated and are free of **LIVE** lice.

Immunizations: for a list of required immunizations for your child, please go to <http://nj.gov/health/ad/immrequirements>

Herma S. Simmons Elementary School- Discipline Guidelines

Level of Offense	Type of Offense	First Offense	Second Offense	Third Offense-Plus
Level 1				
1-1	Dress Code Violation	Teacher Warning	LD(1)	AD(1)
1-2	Classroom Disruption	LD(1-2)	AD(1)	AD(2)/ VPCP-Further offenses could result in AD(2 hour), ISS, or OSS
1-3	Minor Student Misconduct	LD(1-2)	AD(1)	AD(2)
1-4	Cafeteria/Recess/Hallway Misconduct	LD(1-2)	LD(2-3)	LD(3-5)
1-5	Inappropriate Use of Electronic Device	Device Taken/LD(1)	Device Taken/AD(1)	Device Taken/AD(2)
Level 2				
2-1	Minor Bus Misconduct	AD(1)	BS(2)	BS(3)- Further offenses could result in bus expulsion.
2-2	Major Bus Misconduct	BS(1)	BS(2)	BS(3-5)-Further offenses could result in bus expulsion.

Level 3 ALL LEVEL 3 BEHAVIORS RESULT IN RESTRICTION FROM EXTRA CURRICULAR AND OTHER IN SCHOOL ACTIVITIES FOR 10 DAYS

NOTE: Level 3, 4, and 5 infractions, third offenses and more could be subject to in-school and out of school suspensions.

3-1	Insults to Others/Unwelcome Interactions	LD(2)	AD(1-2)	AD(2 hour)
3-2	Excessive Physical Contact	AD(1)	AD(2 hour)	ISS(1-3)
3-3	Major Student Misconduct	AD(1)	AD(2 hour)	ISS(1-3)
3-3	Insubordination	AD(1-2)	AD(2 hour)	ISS(2-4)
3-4	Academic Dishonesty/Forgery/Altering School Documents	LD(2)	AD(2)	AD(2 hour)
3-5	Failure to Follow Emergency Procedures	AD(1)	AD(2)	AD(2 hour)
Level of Offense	Type of Offense	First Offense	Second Offense	Third Offense-Plus
3-6	Cutting Teacher Detention	AD(1)	AD(2)	AD(2 hour)
3-7	Profane/Vulgar Language/Gestures, Inappropriate Behavior	AD(1-2)	AD(2 hour)	ISS (1)
3-8	Minor Vandalism/Theft	AD(2 hour)/RR	ISS(1-2)/RR	OSS(1-3)/RR/NP/PCP
3-9	Minor AUP Violations	AD(1)	AD(2)	AD(2 hour)

3-10	Disorderly Misconduct	AD(1)	AD(2 hour)	ISS(1)/PCP
Level 4 ALL LEVEL 4 BEHAVIORS RESULT IN RESTRICTION FROM EXTRACURRICULAR AND OTHER IN SCHOOL ACTIVITIES FOR 15 DAYS				
4-1	Abusive Language Directed at a School Employee	ISS(1)	OSS(2)	OSS(3)/PCP
4-2	Dangerous Misconduct	ISS(1-2)	OSS(2)/PCP	OSS(4)/PCP
4-3	Failure to Attend Administrative Detention	AD(2 hour)	ISS(1-2)	OSS(1-2)
4-4	Possession/use of Tobacco Products/Smoking on School Property	ISS(2)/CCC	OSS(1-2)/PCP/CCC	OSS(4)/PCP/NP/RS
4-5	Truancy/Leaving School Without Permission	AD(2)	AD(2 hour)	ISS(2-4)/PCP
Level 5 ALL LEVEL 5 BEHAVIORS RESULT IN RESTRICTION FROM EXTRA CURRICULAR AND OTHER IN SCHOOL ACTIVITIES FOR 20 DAYS				
5-1	HIB	OSS(2)/RSI	OSS(3)/PCP/CCC/RSI/ NP	OSS(4)/PCP/CCC/RSI/NP/ RS
5-2	Sexual Harassment	OSS(3)/RSI	OSS(4)/TA/CCC/PCP	OSS(5)/TA/RS/NP/CCC
5-3	Disruption of School	ISS(1)	ISS(2)	OSS(2-4)/PCP
5-4	Major AUP Violations	OSS(4)/RSI/CCC	OSS(5)/PCP/RSI/CCC	
5-5	Possession of Look Alike Drugs or Weapons	AW	ISS(1)/RSI/CCC	OSS(3)/TA/CCC/RS

5-6	Weapons Violation	OSS(4)/TA/NP/PCP	OSS(4)/TA/NP/RS	
Level of Offense	Type of Offense	First Offense	Second Offense	Third Offense-Plus
5-7	Fighting	OSS(2)/RSI/NP/VPCP	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/VP CP	OSS(4)/RR/NP/CCC/P CP	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

The discipline infractions listed serve as guidelines for the administration, and the administration reserves the right to exercise their judgment in the assignment of consequences.

*Students in grades K-2 are subject to disciplinary consequences that are more developmentally appropriate.

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
ISS(2)	In School Suspension Two Days
ISS(3)	In School Suspension Three Days
ISS(4)	In School Suspension Four Days
LD	Lunch Detention
NP	Notify Police
OSS(1)	Out of School Suspension One Day
OSS(2)	Out of School Suspension Two Days
OSS(3)	Out of School Suspension Three Days
OSS(4)	Out of School Suspension Four Days
PCP	Principal's Conference with Parents
RS	Referral to Superintendent
RSI	Referral Student Services- SAC, Counseling, CST, etc.
RR	Restitution Required
TA	Threat Assessment
VPCP	Vice Principal Conference with Parents

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