

South Amboy Elementary School



2017-2018 PreK-5th Grade Parent/Student Handbook

Mr. Jorge Diaz, Superintendent of Schools
Mr. Sean Dunphy, Principal
Dr. Martin Gurczeski, Vice Principal

SOUTH AMBOY ELEMENTARY SCHOOL
249 JOHN STREET
SOUTH AMBOY, NJ 08879
Phone 732-525-2118 Fax 732-316-1588

Mr. Sean Dunphy
Principal

sdunphy@sapublicschools.com

September 2017

Dear Students and Parents/Guardians:

As we begin another school year, we welcome you to our school. We want you to know how important you are and encourage you to become an active participant in all of our planned activities.

This handbook is designed to provide a framework for all students to understand the high expectations that we have established at South Amboy Elementary School. If you have any questions, please do call or electronically mail me so that we can continue to build a partnership within our educational community of learners.

We look forward to having you join us for the 2017/2018 school year.

Sincerely,

Sean Dunphy
Principal

Handy Reference

TELEPHONE NUMBERS:

Primary Grades (pre-K – 3)
Upper Grades (4-5)

732-525-2118 Mrs. Charmello x 2232
732-525-2108 Mrs. Wolfe x 2221

The website address and faculty e-mails can be located at www.sapublicschools.com

School Hours

Pre-School Hours:

Session 1: 8:36 AM – 10:59 AM
Session 2: 11:44 AM – 1:59 PM

Kindergarten
Grade 1 through Grade 5

8:36 AM – 2:30 PM
8:36 AM - 2:48 PM

Shortened Session Hours (Single Session)

Pre-School
Kindergarten through Grade 5

8:40 AM – 12:00 PM
8:36 AM – 12:40 PM

School Schedules

Regular Full Day Schedule

CPP (Staff only)	8:00 AM –	8:36 AM
Homeroom	8:36 AM –	8:44 AM
Period 1	8:44 AM –	9:29 AM
Period 2	9:29 AM –	10:14 AM
Period 3	10:14 AM –	10:59 AM
Period 4	10:59 AM –	11:44 AM
Period 5	11:44 AM –	12:29 PM
Period 6	12:29 PM –	1:14 PM
Period 7	1:14 PM –	1:59 PM
Period 8	1:59 PM –	2:44 PM
Homeroom	2:44 PM –	2:48 PM
Dismissal	2:48 PM	

Delayed Opening Schedule

CPP (staff only)	10:00 AM –	10:36 AM
Homeroom	10:36 AM –	10:44 AM
Period 1	10:44 AM –	11:14 AM
Period 2	11:14 AM –	11:44 AM
Period 3	11:44 AM –	12:14 PM
Period 4	12: 14 AM –	12:44 PM
Period 5	12:44 PM –	1:14 PM
Period 6	1:14 PM –	1:44 PM
Period 7	1:44 PM –	2:14 PM
Period 8	2:14 PM –	2:44 PM
Homeroom	2:44 PM –	2:48 PM
Dismissal	2:48 PM	

Shortened Session Schedule w/ Lunch

Homeroom	8:36 AM –	8:40 AM
Period 1	8:40 AM –	9:10 AM
Period 2	9:10 AM –	9:40 AM
Period 3	9:40 AM –	10:10 AM
Period 4	10:10 AM –	10:40 AM
Period 5	10:40 AM –	11:10 PM
Period 6	11:10 PM –	11:40 PM
Period 7	11:40 PM –	12:10 PM
Period 8	12:10 PM –	12:40 PM
Dismissal	12:40 PM	

Scheduling Information

Delayed Opening Schedule

In the event of a delayed opening, **all students should report to school at 10:30 AM.** Please note that **lunches will be served on delayed opening days.**

A delayed opening schedule will be in effect only if it is announced on radio station WCTC (1450 AM), NJ (101.5 FM), our school district website, our automated phone message, Cancellations.com, and/or NEWS 12 NEW JERSEY (CABLE CHANNEL 12).

Please note that the George Street entrance doors are closed and locked at 8:44 AM. All tardy students should be brought to the John Street entrance and personally signed in by an adult at the main office after that time. This policy is in effect to ensure the safety of your child.

Early Release

If a parent wishes to have a child released from school early, the parent is required to send a written note to school requesting that the child be excused. At the time indicated in the note, the parent/guardian **must** report to the main office and sign out the child.

Students will be released into the custody of their parent/guardian only from the either the Principal's office or the nurse's office. No student shall be permitted to leave school before the end of the school day unless he/she is met in the school office by his/her parent/guardian or by an adult authorized in writing and **in our student information system** by the parent/guardian.

Academic Information

Grading Scale for Grades 4-5

92-100	=	A
83-91	=	B
74-82	=	C
65-73	=	D
64	=	F

Academic Honor Roll

Students in grades 4-5 are eligible for academic *Honor Roll* if they meet the following criteria:

- Students must obtain an average of **85** or better in every subject.

Honor Roll of Distinction

Students in grades 4-5 are eligible for academic *Honor Roll of Distinction* if they meet the following criteria:

- Student must obtain **95** or better in every subject.

Fourth and Fifth Grade Promotion Guidelines

Parents should be aware that poor attendance can be a factor in the determination of a student promotion or retention, regardless of academic performance. **Attendance for fewer than 163 days during the school year (twenty absences) could result in retention and/ or parent conference, and an in-home visit by the Attendance Officer.**

Make-up Work

In the event of a one or two day absence, make-up work will be provided by the teacher when the child returns to school. If the child is absent for more than two consecutive days because of illness, parents may call the appropriate school office or send a note to school with a sibling requesting make-up work. To obtain work for absent students on a given day, please contact the appropriate office by 11:00 AM to request assignments. This request allows the teacher enough time to prepare the work for you. The work will be ready for parents and/or designated individuals to pick up in the main office between 2:00 PM and 3:00 PM. Remember: Even though we provide school work during an extended absence, there is no way to duplicate the instruction, discussion, and hands-on experience that students receive in the classroom.

Grades Pre-K – 3 call

732-525-2118 Mrs. Charmello x 2232

Grades 4 – 5 call

732-525-2108 Mrs. Wolfe x 2221

*Students may not participate in any school activity on the same day as an absence from school.

Physical Education

All students must wear sneakers to participate in gym classes – no “HEELYS” and NO JEWELRY (teachers will not be responsible for jewelry or other personal items) and no other potentially hazardous items may be worn.

EXCUSE FROM PHYSICAL EDUCATION CLASS

Each student shall participate in the physical education program unless a written excuse explaining the reason for non-participation is obtained from a parent. To be excused from physical education for more than two days, an excuse from a physician is required.

Report Cards and Progress Reports

Progress reports which indicate the status of a student's achievement at the time the report is completed are issued at the midpoint of each marking period. In addition, teachers can issue progress reports at any time throughout the school year to inform parents/guardians of any extraordinary circumstances or significant changes in performance or behavior.

Reports cards are issued at the end of each marking period. The scheduled dates for our mailings are:

Marking Period 1

Progress report distribution will be on October 10th.
Report card distribution will be at conferences on November 20th and 21st.

Marking Period 2

Progress report distribution will be on December 20th.
Report card distribution will be at conferences on February 6th and 7th.

Marking Period 3

Progress report distribution will be on March 2nd.
Report card distribution will be on April 13th.

Marking Period 4

Progress report distribution will be on May 8th.
Report card distribution will be on June 19th.

Fifth Grade Visits to South Amboy Middle/High School

Grade five students will be visiting the middle school in the spring. Each student will have an opportunity to become acquainted with the teachers and the administration at that time. The students will be given a tour of the facilities and an overview of the academic and social expectations. They will also shadow a middle school student in order to become familiar with the classroom and extracurricular options for the next school year.

Attendance Policy

The New Jersey State Department of Education Code 5113 requires school attendance for all minors.

You MUST call the school when your child is absent. In addition to calling the school, the absence of every pupil must be verified in writing by a note from the parent/guardian upon the child's return to school. This note should include the following: student's name, date of absence, reason of absence, and parent/guardian signature.

After a child has been absent for FIVE or more consecutive days or if the absence was due to a contagious illness, a doctor's note is **required** before the child can be readmitted to school. The school nurse will work with you to make this transition and verify that your child can be readmitted to school. **Attendance letters will be distributed to those students that are excessively tardy or absent, which could result in a fine, a court appearance, or possible retention.**

The reasons listed below shall be considered **excused** absences as per the NJ Code 5113:

1. Extended illness/injury verified in writing only by a doctor or hospital
2. Death in the immediate family
3. Religious holidays, as prescribed by the State Board of Education (notes to be submitted to the principal's office)
4. Administrative reasons, such as suspensions, field trip, participation in extra-curricular activities, and other special programs.
5. Required attendance in court, which is documented by official court notification
6. Other reasons which receive prior written approval by the principal.

******Something new this year, we will be honoring our students who attain perfect attendance, which means no absences or tardies, for each marking period. They will receive a certificate from the principal, for each marking period that they have perfect attendance.***

Arrival Procedures

Children in grades kindergarten through five should arrive at school **no earlier** than **8:30 AM** unless they are purchasing breakfast or are participating in the BASC program. Any child arriving later than **8:44 AM** is considered **tardy** and **must be escorted into the school building and signed into school in the main office by a parent or designated adult.** ***Every adult who is entering the building needs to present a form of ID in order to be allowed to enter.*** State law requires strict accounting of student attendance and punctuality and we want to make certain that your child arrives safely to our school.

Pick Up Procedures

Please be prompt when picking up your child from school, whether it is during a normal school day, or an after school activity. We need your help with this in order to make sure your child is safe after school.

Emergency Notification – Change of Address and/or Telephone Numbers

In the event of an emergency, it may be necessary to contact you during the school day. When you expect to be away from home please make certain that accurate cell phone information or emergency contact numbers are current.

ALL CONTACT INFORMATION MUST BE CURRENT AT ALL TIMES INCLUSIVE OF THE FOLLOWING: HOME TELEPHONE, CELL PHONE, WORK, AND EMERGENCY CONTACTS.

Transfers

When a family plans to move to another school district, a transfer form must be completed for each child. The following information must be given to the main office secretary at least **ONE** week in advance of leaving: destination, name of school which the child will be attending, and the last day the child will attend school in South Amboy. The new school will contact us directly for the official file, but by supplying us with the information, our staff can help you with the change in venue.

All textbooks, supplies, and other school-supplied materials must be returned to the child's teacher in satisfactory condition, and other required forms must be filled out before the transfer card can be issued. Official transfers are very important since they allow us to transition your child to the next school successfully, and work with you to make the move smooth.

SCHOOL RULES AND REGULATIONS

It is the intention of the disciplinary plan to ensure a safe and productive learning environment for all students at South Amboy Elementary School. This plan, along with the constant modeling of positive and respectful behaviors by all staff, will serve as a tool to help change undesirable behavior, and help students achieve exemplary behavior.

Harassment, Intimidation and Bullying Policy

1. The South Amboy Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and the ability of the school staff to educate its students in a safe environment. Further, since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, for treating others with civility and respect, and for refusing to tolerate harassment, intimidation, or bullying.

2. “Harassment, intimidation, or bullying” is defined as any gesture, written word, verbal, or physical act that takes place on school property, at any school-sponsored function or on a school bus that:
 - a. Is motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability;
 - b. By any other distinguishing characteristic;
 - c. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property;
 - d. Has the effect of insulting or demeaning any student or group of students in such a way to cause substantial interference with the orderly operation of the school.

Any school employee, student, or volunteer who has witnessed or who has reliable information that a pupil has been subjected to harassment, intimidation, or bullying, must report the incident to the teacher, counselor, or to an administrator. The Board shall not tolerate an act of reprisal or retaliation against a person who reports an act of harassment, intimidation, or bullying.

Any student who feels that he/she is being bullied should report the incident to any staff member. Staff members will forward this information to an administrator as soon as possible.

Students who have violated the “Harassment, Intimidation, or Bullying Policy” will receive disciplinary action as deemed appropriate by the teacher and their classroom discipline plan. In the event that the behavior continues, the administration will be informed. The following steps will be taken:

- The student will meet with the administration
- Parent will be notified regarding the incident, if necessary the following will take place:
 - A conference will occur between student, parent, and administration
 - Notification will be made to the South Amboy Police Department
 - Appropriate disciplinary measures will be applied based upon the age of the student and the degree of the infraction. Disciplinary measures can include, but are not limited to:
 - ✓ Lunch/recess detention
 - ✓ Administrative detention
 - ✓ Suspension
 - ✓ Loss of privileges

Victim Assistance

Any student who is the victim of harassment, intimidation, or bullying will have every opportunity to meet with the school’s guidance counselor, Mrs. Michelle Masella.

School Safety Team

The School Safety Team will deal specifically with issues pertaining to harassment, intimidation, and bullying. The purpose of this team is to unite students, staff, and parents in the prevention of bullying behavior in every aspect of school life. This will be done through the implementation of various programs and activities that will educate and assist students, staff, and parents with this topic.

Administrative Discretion

For all violations of the Code of Conduct resulting in a disciplinary action, parents will be notified and when necessary, in person, as to the occurrence and the consequences. Parents will also be invited to assist in the plan to prevent further acts of misconduct.

The list of minor and major violations of the Code of Conduct may not include all possible behaviors that will warrant a response by the school. A total list of all possible behaviors is not feasible. At all times the staff and administration will consider responsible behavior to be the goal for all students. Behavior that is not safe, courteous, and respectful will not be considered acceptable and will be appropriately addressed.

In all situations of student misconduct, administration will have the final decision as to the interpretation of the Code of Conduct in reference to the infraction and the appropriateness of each consequence. When necessary, the administration will adjust the consequences in keeping with the best interests of the students. When necessary, the administration will involve the proper authorities to report an incident and take additional measures. Our goal will be to maintain a firm, fair, and consistent response to infractions.

Code of Conduct

Before listing the behaviors that are considered appropriate in our school, we will list the behavioral expectations for all members of the school community. These guidelines will be referred to as the **South Amboy Elementary School Rules of Decorum in relation to the 3 R's of Rules, Respect and Responsibility.**

- Everyone will use appropriate language in the hallways and in the classroom.
- Everyone will show respect to teachers, staff, administrators, and students.
- Everyone will dress appropriately for school.
- Everyone will eat and drink only in the cafeteria.
- Everyone will respect school property.
- Everyone will place hats and cell phones in their bag/locker when in school.
- Everyone will keep the school environment clean.

Student Behavior

Proper and reasonable behavior is expected from every student. It is the student's responsibility to recognize that the principal, teachers, and other adults in the school have authority over the students and their actions at all times.

Under no circumstances will defiant or disrespectful behavior be tolerated. Fighting is strictly forbidden in the school, on school property, or while students are walking to or from school. Breaking this rule or exhibiting disruptive behavior will result in immediate disciplinary action taken in accord with all district policies and state requirements.

All of the following expectations and consequences are to be applied in accordance with the teacher/grade level classroom disciplinary plan. The student and parent will be made aware of the teacher's classroom rules and expectations at the beginning of the school year.

The following specific behaviors exemplify the conduct expected of students, commensurate with their age and ability:

- A. Students will prepare themselves mentally and physically for the process of learning by:
1. Being well-nourished, rested, clean, and properly dressed and groomed;
 2. Maintaining a healthy lifestyle;
 3. Developing attitudes that will prepare them for listening, participating, and learning.
- B. Students will respect the person, property, and intellectual and creative products of others by:
1. Being honest, forthcoming, and courteous at all times;
 2. Displaying care for the property of others;
 3. Acknowledging the intellectual work of others when it is incorporated into their work;
 4. Accepting the rights of others to their own opinions and beliefs;
 5. Resolving disputes and differences peacefully;
 6. Displaying loyalty and good sportsmanship;
 7. Helping to maintain school facilities that are neat and clean.
- C. Students will take responsibility for their own behavior and learning by:
1. Recognizing that academic endeavor is the primary purpose of school attendance;
 2. Completing all homework, classwork, and assigned projects on time;
 3. Preparing for each class by bringing necessary supplies, equipment and proper attire for physical education;
 4. Making personal choices that are based on sound reasoning and decision-making;
 5. Accepting constructive criticism;
 6. Acknowledging and accepting the consequences of their own actions.
- D. Students will use time and other resources responsibly by:
1. Attending school regularly and promptly and striving for an excellent attendance record;
 2. Using books and other equipment appropriately.
- E. Students will share responsibilities when working with others by:
1. Cooperating with others in the work of the group;
 2. Contributing talents and services as appropriate;
 3. Accepting leadership when appropriate;
 4. Respecting the rights and opinions of others in a group setting.
- F. Students will meet the requirements of each course of study by:
1. Participating actively and appropriately in the scheduled class;
 2. Following the rules and procedures established for the class by the teacher;
 3. Bringing to class the textbook, clothing, and other materials necessary for participation;
 4. Observing school rules for the safe handling of class equipment and materials.
- G. Students will communicate with parent(s) or legal guardian(s) and appropriate school staff members about school matters by:
1. Discussing progress in school with parent(s) or legal guardian(s) and relaying necessary information to parent(s) or legal guardian(s);
 2. Transmitting school letters, forms, and notices to parent(s) or legal guardian(s) and returning required responses to school staff members;

3. Conferring with appropriate staff members when a problem occurs;
4. Developing with parent(s) or legal guardian(s) a clear idea of their educational goal.

Hall Procedures

Students are expected to cooperate with the following rules in order to maintain order and secure safety for all:

1. Avoid excessive noise, including loud talking and yelling since other classes are in session while students are moving through the halls.
2. Enter the classroom promptly to avoid congestion at the door, only when there is an adult present.
3. **WALK slowly and carefully at all times.**
4. Keep to the right in single file when passing in the hall.

Lockers

A locker is assigned to students in grades 4 and 5. The locker is for a student's personal use during the school year. The school is not responsible for lost or stolen articles. While lockers are issued to students for their use, they remain the property of the school and may be inspected at any time by the school staff or administration.

Dress Code Policy (No. 518A)

Personal appearance and appropriate school attire are expected to be neat and clean and to demonstrate modesty and good taste. Any clothing, accessories, or appearance choices that are judged to be unacceptable in relation to interruption of the instructional program are a concern and will require a change of clothing, and could result in disciplinary action.

The following will serve as general guidelines for acceptable dress:

1. Lower body wear (dresses, skirts, shorts) must not be excessively short (as a general rule **no shorter than the length of the student's arms at their side**), tight fitting, sheer, transparent, low-cut, or revealing.
2. Spaghetti strap tank tops, halters, tube tops, cut-offs, or half-shirts are not permitted. No obscene, inappropriate, or violent wording or graphics on any clothing will be tolerated.
3. Appropriate footwear is required at all times. Shoes that require laces must be properly tied. Hazardous footwear (HEELYS), shoes without backs or straps, beach sandals, flip flops and excessively high heels or platform shoes are not permitted, in order to protect the general welfare and safety of all students due to the stairways.
4. Hats, hoods, sunglasses and/or outer garments may not be worn in the school environment.
5. No excessive jewelry, armbands, propaganda buttons, pins, or any other method of controversial symbolic expression that would be offensive to other students and/or faculty.
6. Students attending any school-related functions (field trips, dances, concerts, festivals) will not be permitted to participate unless they are in full compliance with the school dress code.
7. Safety equipment and protective clothing and devices, as well as athletic or gym clothing, shall be worn as required or needed for the activity.

Cafeteria Rules

All students are required to eat lunch in either the school cafeteria or the designated side of the gym. Hot as well as cold lunches, milk, drinks, and snacks are available each day for purchase. Students may bring their own bag lunches. **Please do not send your child with glass containers or soda at any time.** We arrange healthy food options and make certain that we are in compliance with our Board wellness policy.

Cafeteria paraprofessionals and teachers assist with the supervision of students during lunch periods. We expect our students to be courteous and respectful at all times. When finished eating, each child is expected to clean his/her area and to leave the table and eating area clean, in consideration of students who will be eating during the next lunch period.

On nice weather days (when outdoor conditions permit) students in grades 1-5 are permitted to have recess outside on the playground. To provide for the safety of all children, the Code of Conduct for students' behavior also applies on the playground. Children who do not obey the rules may be appropriately disciplined and could be excluded from participating in the recess period by the administration.

General cafeteria guidelines:

1. Please talk in a soft voice since the cafeteria space amplifies your voice.
2. Please remain seated while eating.
3. Please do not throw any items in the cafeteria.
4. Please practice good table manners.
5. Please remember to walk at all times.
6. Please show respect for the adults in this building.
7. Please raise your hand for permission to get up from your seat.
8. Please pick up and throw any food or paper away as a sign of respect for our custodial staff.
9. Please ask permission before you leave the room.
10. Please follow rules for dismissal from the cafeteria.

Consequences for *Not Meeting Expectations*

Consequences that follow when expectations are not met will take into account the context in which the inappropriate behavior occurred and the ability of the student. There will be a progression of discipline for repeat offenses.

The following steps will be taken when expectations are not met:

1. The teacher will confer with the student in accordance with their individual/grade level discipline program.
2. The teacher will inform parents through phone calls, written notes, or conferences when expectations are repeatedly not met, or if the severity of the incident requires immediate parent involvement.
3. The administration will confer with the student, contact the parents, and apply appropriate disciplinary measures.
4. Certain privileges may be revoked, when appropriate. These may include separation from the group or loss of lunchtime recess.
5. An after school teacher detention period may be appropriate in some cases.
6. Out-of-school suspension may be assigned in instances where behavior is severely inappropriate.

Loss of Privileges

Students who accumulate five days suspension in any one school year will receive notice that they have lost ALL privileges. This includes, but is not limited to, class trips, activities, athletic clubs, and Fun Day. Should ten weeks pass since the last suspension (or whichever suspension resulted in the fifth cumulative day), with no further disciplinary issues, the student can request from the administration to have his/her privileges reinstated based on good behavior. Each case will be judged on its own merit.

Field Trips

Field trips are a privilege in which students are allowed to attend based on their academic standing, number of absences and conduct in school. If a student has an attendance issue, a behavior problem, or is failing two or more subjects they may forfeit the privilege of attending the trip. As representatives of the school, students are expected to dress appropriately and conduct themselves properly on field trips. School policies and regulations are enforced on trips. Students displaying any lack of cooperation are subject to disciplinary action and may forfeit the privilege of participating in future trips.

HEALTH SERVICES

Nurse

The school nurse acts to promote, protect, and maintain the health and safety of our students. All injuries and illnesses occurring during school times are to be reported to the nurse. Parents will be informed of any illnesses or injuries of a serious nature. Injuries occurring at home are not the responsibility of the school nurse.

Accidents should be reported immediately to the school nurse or in her absence to the principal. Accident reports are filed on injuries that occur while in school.

Medication

If it is necessary for a child to take medication during school hours (over the counter or prescription), a **medication administration form** must be completed and signed by the parent/guardian and accompanied by a doctor's order. All medications are to be brought to school by an adult in a properly labeled pharmacist container identifying the medication and dosage. Medications are to be given to the school nurse or the principal.

Asthma medications need to be renewed each year by your physician. Self Administration of Inhaler or EPI-Pen forms are located at the back of this manual and are available through the school nurse.

Health Insurance

NJ Family Care provides health insurance for low income families. Parents who earn too much to qualify for NJ Family Care can purchase health insurance for their children at reasonable rates through the NJ Family Care Advantage buy-in program. Information can be found on their web site www.njfamilycare.org or by phone at 1-800-701-0710. If you have any questions, please call our school nurse, Karen Laino, at 732-525-2103.

Immunization

All students attending NJ public schools are to follow the requirements set forth by the NJ Division of Health and Senior Services in regard to immunizations. Proof of immunizations must be submitted to the school before a child can begin school.

Immunization boosters are necessary for pre-kindergarten and kindergarten attendance. Proof of immunizations with dates must come from your physician. Send updated records to the school nurse whenever your child receives an immunization. This information is then recorded within our system.

If your insurance does not cover immunization, or if your child is not insured, the Middlesex County Department of Public Health will provide immunizations free of charge. Their phone number is 732-745-3125. Other facilities are also available if you contact the school nurse

Home Instruction

Home instruction is approved in extreme circumstances only for a student who cannot attend school due to an extended medical condition. A strict precise medical note from your physician is required. Contact the school nurse prior to the need, if possible, so that we can arrange instruction once the approval is obtained from the Superintendent.

Parents as Partners

Parents/guardians are requested to keep the school apprised of changes in any factors in the home situation which may impact student conduct or performance. Parents/guardians are specifically requested to inform the school of changes in legal custody or living arrangements of the child. Official court documentation should be filed in the main office when such changes in custody occur.

Parent-Teacher Conferences

Scheduled parent conferences are traditionally conducted during the months of November and February each school year. These conferences have been scheduled for **November 20, 2017** in the afternoon and **November 21, 2017** in the evening. The second round of conferences will take place in February. Evening conferences will be on **February 6, 2018** and afternoon conferences will be on **February 7, 2018**. We encourage our parents/guardians to request a conference with a teacher **at any time** when they consider it to be necessary.

To speak with the teacher, a parent may send a note to the teacher with a student, send an e-mail to the teacher, or call the office requesting that the teacher return the call at the teacher's convenience. Teachers will return telephone calls and respond to emails from parents within twenty-four hours. We encourage the use of e-mail.

As a general rule, parents will find it more effective to contact the classroom teacher directly to address any questions or concerns, rather than to contact the principal directly. Please follow this protocol in order to build a relationship that is positive.

Visitors

All visitors **MUST** present a photo ID and report to the main office upon entering the school building. Visitors must sign in upon arrival and will be issued a visitor's pass that must be worn when visiting the school. When leaving, visitors must sign out.

A "visitor" is defined as anyone other than a student or staff member who is employed in the particular school. Visitors may not consult with the teaching staff or with students during class time without the permission of the principal.

Pets

We request that pets be contained in vehicles or at home during the drop off or pick up of our students not only because of health issues such as allergic reactions, but also due to safety concerns.

Students

Personal Property

Children frequently lose or misplace valuable personal items. Electronic devices, Ipods, personal gaming devices, toys, skateboards, scooters, trading cards, and other similar kinds of personal items **may not be used or be in the student's possession during the school hours of 8:30 AM – 2:48 PM.** The school will not be responsible for lost or stolen items.

A lost and found box for clothing, notebooks and other items is located in the cafeteria. It is strongly suggested, especially for primary grade children, that coats, sweaters, boots, hats, lunch boxes, and other items be labeled with students' names on them so that we can make certain that items are returned to the correct owner.

Care of School Property

Students are expected to take proper care of books, materials, equipment and other school property. **Books should be properly covered at all times.** Appropriate fines will be assessed for loss or damage to school property resulting from misuse.

Phone Calls

The office telephone may not be used by students except for emergencies. Parents are asked not to call the school to deliver messages unless the message is of extreme importance.

Cell phones are not to be used by students in the school building. Violators will be subject to administrative discipline and loss of the privilege to bring a cell phone to school. Parents will need to pick up the phone if it is confiscated. We appreciate your cooperation in helping your child understand this rule which also includes texting in the classroom.

Cell phones are to be turned off while school is in session and remain in the students backpack or locker at all times.

Breakfast and Lunch

Breakfast is served daily in the school cafeteria from 8:05 AM- 8:30 AM. **NO STUDENTS WILL BE SERVED AFTER 8:25 AM.** The cost to purchase complete breakfast is \$1.25. The amount to purchase a complete lunch is \$2.40. Free and reduced cost breakfast and lunch programs are available for those who qualify.

Please complete the reduced/free lunch applications in order to determine qualifications. In addition, the complete list of student prices including a la carte items is attached for your reference.

Extracurricular Activities

Activities/After School Clubs – Grades 4 and 5 only

Intramural sports:	Volleyball, Basketball
Activities:	Chorus, Band, Yearbook
Clubs:	Student Council, R.A.K,

Staff members in charge of an extracurricular activity have the right to decide, with administrative approval, who will participate in that activity. If a student makes a commitment to an activity, he/she is expected to participate regularly in that activity and not select another activity that may be in conflict because of meeting dates. Failure to regularly attend club/activity meetings may result in removal from that activity.

Homework Program – Grades 3 to 5

Our after school *Homework Program* provides an opportunity for interested students to complete their homework in a quiet, supervised environment. The *Homework Program* is offered Monday through Thursday. By responding promptly to the forms that will be sent home, students will be admitted to the *Homework Program* on a first-come, first-serve basis until all available slots are filled. Other students will be placed on a waiting list until spaces become available.

There is NO homework program on shortened session days and early dismissal days.

Hours for the program are as follows:

Grade 3	2:55 PM – 3:25 PM
Grades 4 – 5	2:55 PM – 3:55 PM

Students who stay after school for the *Homework Program* are expected to stay for the entire time period unless other written instructions are given to the *Homework Program* teacher.

Students are to be picked up from the *Homework Program* on time or they will be subject to removal from the program. ***In addition, teachers in charge of this program may request that students be removed if they are not participating in doing their work or creating issues.***

Emergency Drills

In order to prepare for an emergency, fire, evacuation and lockdown drills are scheduled throughout the year. Every person in the school building must respond accordingly, as though the drill were an actual emergency. The following directives are the responsibilities of each student during drills:

1. At all times, follow the directions of the teacher or adult in charge the first time that they are given.
2. Proceed quickly in a single file line to the assigned exit or designated area in the classroom or school building.
3. **NO TALKING AT ANY TIME**
4. When outside, remain quiet in line and await further directions.

Students who do not cooperate in observing the above responsibilities are endangering the safety of everyone in the building and may be subject to disciplinary action, at the discretion of the building administrator. These simulations are designed to make certain that in the event of an emergency that we are fully prepared.

Affirmative Action Program

It is the policy of this Board to provide equal educational opportunity regardless of sex, race, color, creed, religion, ancestry, national origin, or social/economic status. The Board shall maintain an appointed Affirmative Action Officer (AAO) to assist in the development, implementation, and coordination of an Affirmative Action Plan to strengthen and assure full and equal educational opportunity.

District Affirmative Action Officer: Dr. Christine Robbins, Director of Curriculum/Pupil Personnel Services at 732-525-2100.

Educational Opportunity

The Board does hereby reaffirm its policy to insure equal opportunity for all students and to prohibit discrimination because of race, creed, color, national origin, ancestry, age, sex, or handicap in the educational program and activities of the district-including, but not limited to, course offerings, athletic programs, guidance and counseling services, and testing programs and through an intensive Affirmative Action Plan which shall be an integral part of every aspect of educational policies and programs of this school.

The Board reaffirms its commitment to equal educational opportunities, its intent to correct any inequities, and to conduct, periodically, a review of programs and practices in order to achieve true equality of opportunity.

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DIRECTORY

South Amboy Board of Education

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Paula Taggart, Vice-President
Kevin Riley
John Dragotta
Tyler Simko
Lynn Kasics
Philip Smith
Amy McLaughlin
Raymond Perez

ADMINISTRATION AND STAFF

Superintendent of Schools	Jorge Diaz
Business Administrator	Peter Frascella
Director of Curriculum/Pupil Personnel Services	Dr. Christine Robbins
Principal	Sean Dunphy
Vice-Principal	Dr. Martin Gurczeski
Guidance Counselor	Michelle Masella
School Nurse	Karen Laino
Elementary School Office	Joyce Charmello, Main Office Amy Wolfe, Vice-Principal's Office
Attendance Officer	

South Amboy Elementary School
249 John Street
South Amboy, NJ 08879
Phone: 732-525-2118 Fax: 732-316-1588

Mr. Sean Dunphy
Principal

Dr. Martin Gurczeski
Vice Principal

Dear Parent/Guardian:

All medications given in school need to be renewed by your physician at the beginning of each school year. Enclosed is a new medication administration request form. Please have your physician fill out the form and return it with your child in September. If you have any questions please call me at 732-525-2118, X 2236.

Enjoy your summer,

Mrs. Laino, RN, CSN

SOUTH AMBOY ELEMENTARY SCHOOL
249 JOHN STREET
SOUTH AMBOY, NJ 08879
PHONE: 732-525-2118 FAX: 732-316-1588

Sean Dunphy
Principal

Dr. Martin Gurczeski
Vice Principal

Medication Administration Request

1. All medications must be brought to school and picked up by a responsible adult and given to the nurse or principal.
2. All medications must be in the original container appropriately labeled by a pharmacy or physician. (Name of medication, dosage, time to be given in school). Upon accepting medications the nurse and parent/guardian will check the label, count pills and sign form.
3. Medication Administration Request form must be signed by parent/guardian and M.D.

I give my permission for the school nurse/administrator to dispense the following medication as prescribed by the doctor to _____.

Parent/Guardian signature

Date

TO BE FILLED OUT BY PHYSICIAN:

Patient: _____

Date: _____

Diagnosis: _____

1. Medication: _____ Dosage: _____

Time of administration in school: _____

Side effects: _____

M.D. signature : _____ Date: _____

2. Medication: _____ Dosage: _____

Time of administration in school: _____

Side effects: _____

M.D. signature : _____ Date: _____

(Nurse Forms)

SOUTH AMBOY ELEMENTARY SCHOOL
249 JOHN STREET
SOUTH AMBOY, NJ 08879
PHONE: 732-525-2118 FAX: 732-316-1588

Sean Dunphy
Principal

Dr. Martin Gurczeski
Vice Principal

Self-Administration of Inhaler or EPI-Pen

Student: _____ Class: _____

The student named above has a potentially life threatening condition which requires immediate use of an inhaler or EPI-pen. The student has been instructed in the proper use of the inhaler or EPI-pen by me or a member of my staff and has successfully returned a demonstration in use of inhaler or EPI-pen.

Diagnosis for which medication is given: _____

Medication and Dosage: _____

Indications for use: _____

How soon may it be repeated: _____

Side Effects: _____

Follow-up care: _____

Physician's Signature: _____ Date: _____

We, the parent/guardian of _____, in our personal capacities and as the parent/guardian of said child request that the South Amboy School District permit our child to carry and use an inhaler or EPI-pen while on school property or while off school property at an approved school event. We agree to comply with the regulations of the school district and in consideration of the privilege extended to us and our child, we hereby agree to identify and hold harmless the Board of Education of the South Amboy School District and its employees from and against any and all losses, claims, damages or expenses arising from or growing out of the acceptance by the Board of the request recited above.

We also agree to provide an additional inhaler or EPI-pen, identical to the one which the student is authorized to carry, which shall be retained by the school nurse in accordance with school policy.

Parent's Signature: _____ Date: _____

This form must be renewed each school year.

Notes