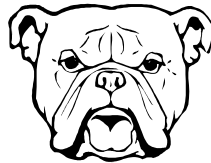


# **CLEMENTON SCHOOL BULLDOGS**



## **STUDENT HANDBOOK**

**2007 - 2008**

**Mr. Michael G. Kozak**

Superintendent

**Mrs. Kimberly Matthews**

Principal

**Mrs. Maureen Vaccaro**

Vice Principal

4 Audubon Avenue  
Clementon, NJ 08021-4499  
(856) 783-2300  
Emergency Closing # 634

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

## **THE PHILOSOPHY OF CLEMENTON SCHOOL DISTRICT**

*We, the Board of Education of Clementon School District, believe that all students are capable of learning.*

*We believe that the home and community, along with the ability and attitude of the student, are intrinsic components of education. We accept the formal responsibility, delegated to us by the State of New Jersey, to provide as appropriate an education for each child as possible while remaining fiscally responsible.*

*We believe that our schools exist for the children. Schools should be a place where the school climate continually affirms the worth of all students and where pupils can have meaningful experiences in an environment that is inspirational, challenging, pleasant, and which protects and observes the legal rights of students.*

*We believe at the very minimum that our students should exhibit demonstrated competencies in listening, speaking, reading, writing, and basic mathematical computations. We further believe that in order to actively participate in civic responsibilities, our children should demonstrate an understanding and appreciation of our form of government.*

*We believe the instructional program and teaching strategies should be flexible enough to provide for pupil exploration and self-expression and to keep abreast of an ever-changing society. We support the efforts and expertise of our professional staff as they strive to promote excellence.*

*We believe it is essential to work with parents and other people of the community and to cooperate with various agencies to help us attain our goals.*

### **WELCOME**

This handbook is to provide you with the guidelines that are followed here at the Clementon School District. Every member of the staff is here to help you have a successful and enjoyable school year. Each student is urged to seek the aid of the principal and teachers if the need arises. **Read this book carefully**, as it will answer many questions about your needs and what will be expected of you at Clementon School.

### **HOME-SCHOOL COMMUNICATION & INVOLVEMENT**

At Clementon School, we are committed to open and clear communication. All parents are given the opportunity to participate in their child's education in the following ways:

- Back-to-School Night.
- School and teacher web pages
- Parent Portal
- Parent Teacher Association (PTA): Meets the second Wednesday of every month at 7:00 p.m. All members are welcome!
- Parent-Teacher conferences.
- Agenda communications—watch the pages of your student's agenda for news of their progress!
- Teacher e-mail and phone extensions.
- Clementon School's monthly newsletter.
- Parent visits and conferences (upon request).
- Semi-Annual Community Advisory Meetings.

We pride ourselves on a warm and inviting campus where everyone feels at home. Stop by and visit sometime—just give us a call so we can be ready for you!

### **ENTRANCE REQUIREMENTS**

The Clementon Board of Education has established the following requirements for preschool and kindergarten entrance:

1. A child must be four years old for preschool and five years old for kindergarten on or before September 30<sup>th</sup> of the year he/she enters.
2. The child's birth certificate and immunization records must be presented at registration.
3. A physical examination by the family physician is required (forms for this purpose are furnished by the school).
4. No child is allowed to register the first day of school.
5. Proof of residence is required for all students.

### **PRESCHOOL**

The first year in school is one of the most important years in a child's life. Children will discover a new world opening to them. The preschool program is planned to help introduce children to this world.

### **KINDERGARTEN REQUIREMENTS**

Our full-day kindergarten program is designed to provide instructional activities geared to the different stages of a child's development. In addition to reading and mathematics, the kindergarten program provides experiences in these areas: environmental studies, language arts, music, art, media, computer literacy, health, and physical education. Activities in

these areas provide a complete kindergarten program.

### **IDENTIFICATION OF CHILDREN WITH EDUCATIONAL DISABILITIES**

The Clementon School District accepts the New Jersey State mandate to identify all children with educational disabilities between the ages of birth and 21 years who reside within the Borough. The Child Study Team will assist parents in locating special services, evaluations, and programs for these children. Anyone who knows of a child who may be experiencing physical, emotional, speech, learning, or social difficulties, and who is not receiving special help, should contact the Coordinator of Special Services at 783-2300 ext. 1026

### **INTERVENTION AND REFERRAL SERVICE**

The Clementon School District has two committees to assist students with behavioral, academic, or medical concerns that interfere with learning. Your child's homeroom teacher is responsible for the referral to these committees.

### **SECTION 504**

Students who have a physical or mental impairment that substantially limits one or more major life activities can be identified through Section 504. The 504 Coordinator for the Clementon School District is the Principal.

### **TRANSFERS/ MOVING**

All transfer requests must come from the parent/guardian of the child to be transferred. This may be accomplished by a personal visit. All requests are processed through the school office. Full pupil records will be mailed to the receiving district following a request from the Principal of the school. All financial obligations must be met and all books returned before the transfers will be prepared.

### **VISITORS**

Visitors are to report to the Main Office upon entering the building. Anyone wishing to view the school must do so by appointment only. All visitors must sign in and pick up a Visitor's Pass at the Main Office. While school is open, we do require that visitors abide by all school policies.

### **EMERGENCY CLOSING/ DELAYED OPENING CODE #634 CAMDEN COUNTY**

Emergency school closings and delayed opening announcements will be made on television stations

using the code number and on our telephone voice mail system. **If no announcement is made by 7:30 a.m., school will be in session.** If school is already in session and a decision is made to close for an emergency, all practical means to contact parents will be utilized.

### **HEALTH INFORMATION**

#### **MEDICINE AT SCHOOL**

If it is necessary for a child to take medication during school hours (this applies to prescription and non-prescription drugs), a letter from the child's physician is required. The letter should explain the type, quantity, and schedule of the medication that will be administered. An adult should bring this letter and medication to the school nurse. Children must not bring medication into the school. School personnel will administer no other medication.

#### **MEDICAL EXAMINATION**

The guidelines for physical examination of students have changed as per New Jersey Administrative Code, Title 6a. Routine physicals will not be scheduled at school. Student medical exams shall be conducted at the medical home (family doctor) of the student, and a full report sent to the school. The school provides the physical examination forms that are to be completed by the physician.

#### **ILLNESS AT SCHOOL**

When a student becomes ill or has a serious accident at school, the parents will be contacted immediately. A school staff member will administer first aid if necessary and decide what action to take.

If the parent cannot be notified about the illness or accident, the person whom the parent has authorized to serve in an emergency will be contacted. Therefore, it is important to notify the school of any changes in address or phone number.

Although every effort will be made to prevent accidents, the school's responsibility is limited to administering first aid. The school is not responsible for the cost of medical treatment for pupils who become ill or are involved in accidents at school.

#### **MEDICAL EXCUSE**

Parents should attempt to schedule a child's medical appointments outside of school hours. When this is not possible, students may be excused from school. Arrangements should be made through the school office. A note from the doctor/dentist is required. Since physical education is a state requirement, a

doctor's note is required to excuse participation for more than one day.

**SCOLIOSIS SCREENING**

Scoliosis is a lateral curvature of the spine, most commonly found in children during their adolescent growth period. The effect of scoliosis depends upon its severity, how early it is detected and prompt treatment. Under the direction of the school physician, each student ten and older will be screened for scoliosis every other year.

**CONTAGIOUS DISEASES**

Please contact the school nurse for information on isolation and quarantine of children who contract any of the following diseases: chicken pox, German measles, measles, scarlet fever, scarletina, strep throat, streptococcal.

The New Jersey Statutes require that the following diseases be reported to the Camden County Board of Health by the head of the household if no physician is attending: diphtheria, hepatitis (infectious and serum), meningococcal meningitis, measles, mumps, rubella, haemophilus B, influenza, varicella.

Students exhibiting symptoms of head lice, ringworm and/or impetigo will be excluded from school pending receipt of doctor's note.

**IMMUNIZATION PROGRAM**

At registration, immunization records must be presented. The child's immunization records must include:

DPT	<u>Ages 1-6 years:</u> 4 doses, with one does given on or after the 4 <sup>th</sup> birthday, OR any 5 doses	<u>Age 7 or older:</u> 3 doses or Td or a combination of DTP, DtaP, and Td to equal 3 doses
Polio Salk	<u>Ages 1-6 years:</u> 3 doses of IPV, with one dose given on or after the 4 <sup>th</sup> birthday	<u>Age 7 or older:</u> 3 doses
Measles	<u>Ages 1-6 years:</u> 2 doses of a measles containing vaccine, if born after 1/1/90 and entering school at the kindergarten level	<u>Age 7 or older:</u> 1 dose
Rubella	1 dose rubella vaccine OR laboratory evidence of immunity	

Mumps	1 dose mumps vaccine OR laboratory evidence of immunity	
Hep B	<u>Ages 5-6:</u> 3 doses	<u>Grade 6:</u> 3 doses
Varicella (Chicken Pox)	1 dose varicella vaccine prior to entry into preschool, kindergarten (new students) and first grade (new students)	

**HAZARDOUS SUBSTANCE IN SCHOOLS**

At times, the school district has construction or activities which may involve the use of hazardous substances. During these occasions, a notice will be posted on the school bulletin board two days prior to any activities that involve the use of hazardous substances. Notice will include the nature of the activity and the hazardous substance being used. Hazardous substances may also be stored at the school at various times throughout the year. There will always be Hazardous Substance Fact Sheets available in the Board of Education and Maintenance Offices for any substances used in the school.

**EARLY DISMISSAL REQUESTS**

Requests for early dismissal should be made by parents only when absolutely necessary. The request must be in writing, signed by the parent and approved by the Principal. All students must be signed out by their parent through the Main Office. Students will not be released for early dismissal after 3:00 pm.

**STUDENTS REMAINING AFTER SCHOOL**

Listed below are the reasons students may be required to stay after school. In Grades 1-5, a parent permission phone call will be made if the student is being asked to remain after school on the day of an infraction. Otherwise, notification will be sent home to be signed. Students in Grades 6, 7, and 8 will be expected to remain after school on the day of the infraction, or soon thereafter. The date, time, and reason will be stated on the form. Your cooperation in this matter is greatly appreciated. Teacher supervised after-school time will be from 3:15-3:45, unless otherwise noted by the teacher.

- Needs additional instruction
- Discipline problem
- Failure to follow classroom rules
- Tardiness (on the day of infraction)
- Assisting the teacher
- Incomplete assignments
- Incomplete homework
- Other: to be specified by the teacher

**STUDENT SERVICES**

## ASSEMBLIES

Assemblies will be held at various times throughout the school year. Talking should be restricted when going to or coming from an assembly. Whistling and yelling will absolutely not be tolerated during assembly periods. No cell phones. Enter and exit through the far doors, to limit distractions.

## BICYCLES

The following rules are necessary to ensure the safe passage to and from our school for those students who choose to ride their bicycles. All areas including the parking lot, access roads, and walking paths are included in this agreement.

- 1. Bicycle helmets must be worn. (This is a state law.)**
- 2. All bicycles must be in proper working order with appropriate devices.**
- 3. Bicycles must be “walked” while on school property or in high student traffic areas, such as the path, and Erial Road, during dismissal.**
- 4. Bicycles must be ridden on the sidewalks at all times. (Not the parking lot, path, or on Erial Road.)**
- 5. “Wheelies,” tricks, or unconventional riding stunts are forbidden.**
- 6. Only one person to a bicycle.**

Students who do not follow these guidelines will have their bicycle license suspended or revoked depending on the severity and frequency of the offense.

Parents are asked to support this endeavor. It is for the safety and well-being of the students at Clementon Elementary School. Students are to have this license in their possession whenever they are riding their bicycle.

If your child's license has been suspended or revoked, please do not allow them to ride to school.

## BIRTHDAY CELEBRATION GUIDELINES

As a protective measure for the children, all food treats for birthday celebrations are to be pre-packaged by the manufacturer or bakery. Parents may also use fancy pencils, erasers, etc. to celebrate birthdays. Parents are asked to notify the child's teacher at least 2 days prior to the day of the celebration. The last day of school or before a holiday/vacation, is not to be for birthdays as other

activities are planned. Birthday celebrations are intended for student participation only.

## CAFETERIA

A breakfast and lunch program is provided at the school. The prices for 2007-2008:

<u>BREAKFAST</u>		<u>LUNCH</u>	
Paid	\$0.75	Paid	\$1.75
Reduced	\$0.30	Reduced	\$0.40
Adult	\$1.25	Adult	\$2.85

### For Breakfast:

Students will have a daily choice of the featured menu, cereal, or bagel. They will also have a choice of Milk: 1% White, Low Fat Chocolate, Strawberry, or skim; and juice: apple, orange, or grape.

### For Lunch:

Students will have a choice from a variety of entrees each day: Main Entrée, Alternate, Peanut Butter and Jelly, and Assorted Grab & Go's. They will also have a choice of milk, vegetable and fruit selections.

### Payment:

Students have the option to pay for their lunch on a daily basis or Prepay. Prepayment is encouraged as it saves time in the lunch line and minimizes “lost” money. Money for prepaid lunches and/or breakfast is accepted daily. Simply, send your payment in an envelope marked with the student's full name, teacher's name, and the amount enclosed. Please note *snack purchases are cash daily (no prepayment)*.

If a child forgets a lunch, he/she may charge lunch for that day. After two charged lunches, peanut butter and jelly will be served until the charges are paid. Students are not permitted to charge breakfast.

*Reminder: Parents have the ability to view their child's breakfast/lunch selections, in addition to account information, through the school's Parent Portal.*

## FIELD TRIPS AND PROGRAMS

Field trips and programs are an important part of the school curriculum. They provide experience for students in areas that are discussed and studied in class. The Clementon Board of Education approves each trip or program. Every student participating in a trip is required to have a parental permission slip. The permission form will indicate the cost of the field

trip. Behavior concerns may exclude a student from a field trip.

## **DANCES**

- Students from other school districts will NOT be admitted to dances.
- When attending a dance, students must remain in the dance area unless special permission is given by the chaperone.
- Public display of affection will not be tolerated.
- All dances will be "record dances" (no live bands).
- School dress code guidelines apply.
- Students are responsible for their own personal articles. Do not leave money in coat pockets.
- Coats, purses, and bags must be stored in a locked classroom.
- Conduct at each dance determines individual student exclusion. If you see a rule being broken, please report to an adult
- All dances will be adequately chaperoned by certified staff.
- Students must arrive on time and must stay until the dance has concluded.

## **GUIDANCE**

A counselor is available to assist students with educational, career, and personal needs. The counselor will help locate information, assist in solving academic and social problems, and provide guidance in making wise decisions and adjustments.

## **INSTRUMENTAL INSTRUCTION**

As part of the Clementon School District's music program, lessons for instrumental band students are offered. Parents may furnish instruments or may rent one from an approved music company. Lessons are restricted to students in the fourth through eighth grades.

## **LOCKERS**

A student's school locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outdoor garments. If school officials have reasonable suspicion that the student has placed illegal substances in the locker, school officials may then search the locker, with or without the student's knowledge or consent. In brief, students should not keep anything in their lockers that they would not want anyone to find. Law enforcement officers who wish to search lockers should possess valid search warrants.

Lockers are assigned by the school and are not to be changed without permission. Locks are

distributed by the school. If a lock is lost, another is to be purchased by the student so that the lost lock can be replaced.

Gym lockers are used by grades 7 & 8 on a class by class basis and may only contain students clothing. Lockers are emptied by the students after each period. Students may purchase a lock through the school.

## **LOST AND FOUND**

Articles of value or clothes turned in to the school office will be held until the end of each month on the stage. They will be appropriately disposed of or donated to charity at the end of each month.

## **PEER MEDIATION**

Peer mediation is a school-based program that uses conflict resolution as a means to settle disputes peacefully. A mediation request can come from a student, teacher, or administrator. The Guidance Counselor is the coordinator.

## **PERSONAL ITEMS**

Students are asked to be extremely careful about leaving valuables unattended in desks, cubbyholes, classrooms, and unlocked lockers.

The school is not responsible for stolen articles.

## **SPORTS**

Any student who wishes to participate in a school sport during the year must have a physical on file before he/she can start practice.

Students who are involved in sports activities are expected to maintain acceptable grades and must do so in order to remain eligible for athletics. Any student who is unable to maintain the minimum grade average that is expected will be removed from the athletic squad. Eligibility will be determined on a weekly basis.

## **SPORTS/ACTIVITIES**

PEP ASSEMBLIES will be called when feasible. They must be well planned in advance if they are to be a benefit to school spirit.

HOME GAMES: Students should not leave the gym while a game is in progress. Dress code guidelines should be observed. No food or drink is allowed in the gym. Students must go home upon dismissal and return for the game. Students may not bring basketballs or backpacks to the game.

## **PARENT-TEACHER ASSOCIATION**

### **SPOTLIGHT CERTIFICATE PROGRAM**

Each month, staff members can complete a Spotlight Certificate for students. Students are photographed holding their Certificates and the Certificate and photo are displayed with pride on the bulletin board in the main lobby. A notice is sent home to inform parents.

### **STUDENT COUNCIL**

Any student interested in becoming a member of the student council should consider carefully the responsibilities and duties that are connected with this office. Council members will be expected to make decisions that will affect the entire student body and, therefore, be expected to work to promote a better school for all students of Clementon School.

### **SUPER STAR OF THE MONTH**

Each month, staff members can nominate students who they feel have demonstrated outstanding achievement in the areas of citizenship, academics, school activities, or outside activities. Selected students are invited to attend a Board of Education meeting where they are presented with a Certificate and a T-shirt provided by the Clementon PTA. Super Stars of the Month are featured on the PTA bulletin board by the Main Office.

### **SCHOOL TIME STUDENT ACCIDENT INSURANCE**

The Board of Education will provide school day insurance for all students at no cost to the parent.

### **WORKING PAPERS**

Students can apply for working papers through the Board of Education Business Office.

## **PARTNERS IN EDUCATION**

The Partners in Education (P.I.E.) Program is in high gear at Clementon School. Last year, we had many volunteer parents and community members. Volunteers work on displays in the classrooms, help prepare instructional materials, assist students in various subject areas, and act as guest speakers. Children and teachers benefit from their involvement and look forward to having the P.I.E. volunteers come into the classroom. The more community involvement we have, the more we can do for our children. If you have time to offer, please call us at 783-2300 to enroll as a P.I.E. volunteer. Who knows, you may learn as much as the children.

The Clementon Parent-Teacher Association (PTA) is an opportunity for all parents to become involved in their child's school. The PTA offers membership on various committees: Arts in Education, Campbell's Labels, Fund-Raising, Hospitality, Membership, School Spirit, and Sunshine. PTA general meetings will be announced in advance. PTA Executive Committee meetings are held the second Wednesday of September through June. Everyone is welcome to attend these meetings.

## **PREPAREDNESS FOR CLASSROOM INSTRUCTION**

Students will maintain all textbooks, workbooks, notebooks, homework pads/folders, and supplies given at the start of the school year.

**GUIDELINES:** Students will have the required textbooks, workbooks, notebooks, homework pads/folders, completed homework assignments, and supplies ready for participation in instruction. Any textbook, workbook, notebook, or homework pad/folder that is lost, damaged, or rendered unusable, will be replaced or assessed a fine at the student's expense. A published list of costs is available.

## **PARTICIPATION IN PHYSICAL EDUCATION CLASSES**

Students will participate in Physical Education classes, both with special area and regular education teachers. State law requires a passing grade in Physical Education.

**GUIDELINES:** Students will wear clothing and footwear suitable for safe participation in gym class activities (i.e., loose fitting clothes and sneakers). Students will be exempt from gym class with a physician's note specifying the number of days to be excused and the date normal physical activities can resume. Students can be exempt for one day only when a note is sent from the parent. Grades 7 & 8 will use the gym lockers.

## **PARTICIPATION IN RELATED ARTS CLASSES**

Students will be prepared to participate in various special area classes in a given school week, such as music, art, technology, World Language, etc.

**GUIDELINES:** Media Center materials will be returned on time and in the same condition as when borrowed. It may become necessary for the replacement cost to be paid before final report cards are issued.

Instruments and/or accessories needed for music or art instruction will be taken to and from school by the student and be in school ready for use on the student's scheduled day.

Use of the computer technology throughout the school building shall be in accordance with the guidelines set forth below, on the Internet Permission Form, and posted at the computer work areas. Vandalism of computer hardware or failure to follow proper procedures when operating a computer will result in exclusion of computer privileges. Repair costs will be charged to the student and a complaint may be filed with the police.

### **TEXTBOOKS**

Textbooks are to be kept clean and handled carefully. Be sure your name is written inside the cover of each book. Unreasonable damage and wear to textbooks will result in fines. At the end of the school year, the student must return the same book that was loaned at the beginning of the school year.

### **HOMEWORK**

Parents may only request work for their child if they are going to be absent for more than one day. If a student is absent for only one day, it is their responsibility to make up the work when they return to school. All requests for homework for extended absences must be made prior to 9:00 a.m. by calling the homeroom teacher directly at his/her extension.

### **GRADING SYSTEM**

**Preschool:** Narrative

**Kindergarten & Grade 1:** O, S, U

**Grades 2 through 8:** 93-100 = A  
86-92 = B  
76-85 = C  
70-75 = D  
69 and below = F

**Special Areas:** O-Outstanding  
S-Satisfactory  
P-Progress Shown  
N-Needs Improvement  
U-Unsatisfactory

### **GOLD AND SILVER HONOR ROLLS (Grades 2-8)**

Honor roll lists will be announced following the close of each marking period. All subjects count in determining honor rolls.

**Gold Honor Roll:** Students who earn A's in all subjects will be placed on the Gold Honor Roll.

**Silver Honor Roll:** Students who earn A's and B's in all subjects will be placed on the Silver Honor Roll.

### **NATIONAL JUNIOR HONOR SOCIETY**

Students in grades 6, 7, and 8 are eligible for nomination to the National Junior Honor Society by their teachers. Nominations are based on academic performance, school and community involvement, leadership and character.

### **HOME INSTRUCTION**

When a child is expected to be out of school for a prolonged period of time because of illness or immobility, parents may request that home instruction be initiated. A certificate must be obtained from the attending physician stating the nature of the illness and whether the child is capable of receiving instruction without endangering his/her health.

### **DISCIPLINARY CODE**

In a school, as in any other institution, specific objectives have been set. These objectives are the main justification for that institution's existence. Those making policy for the school and those responsible for the administration of the policy would hope that every individual can see the purpose of the school, observe the rules of the school, and receive the greatest possible personal benefits from the school. The primary purpose of Clementon Elementary School's existence is learning. In order for the learning to take place, students must be in attendance, their behavior must not be disruptive of the atmosphere for learning and their actions must not jeopardize the rights, property, and well being of others. Teachers and other staff members are contracted to carry out certain duties and contribute directly to the learning atmosphere. To that end, they are entitled to the respect of their positions and the support of the administration in carrying out their professional responsibilities.

On occasion, modifications must be made at the discretion of the Administration based upon individual circumstances.

The Clementon Elementary School community is one in which adults and children can flourish in an atmosphere of mutual respect. Children will be guided in a positive manner to develop their full potential academically, socially and emotionally.

The Clementon Elementary School community is a peaceful one in which differences are settled

through negotiation and problem solving. Everyone has a right to be shown respect, kindness and courtesy and to live in a safe environment.

## **I. SCHOOL RULES**

- A. Students will speak and behave respectfully toward each other and staff and not make false accusations.
- B. Students will respect their school by keeping it clean and safe.
- C. Students will come to school ready to learn, and as such, will not bring personal property, inappropriate magazines, toys, etc. from home which will be a distraction or safety concern.
- D. The use of CD players, cell phones, beepers, cameras, television sets, i-pods, MP3 players, electronic games, or any other electronic items of distraction are not permitted during school hours.
- E. Students will keep hands, feet, and all objects to themselves at all times.
- F. In order to ensure a safe environment, conflicts will be settled peacefully. Students who feel they are unable to solve conflicts peacefully need to seek an adult for assistance. Students are responsible for their actions and need to avoid physical or verbal aggression at all costs. Physical and/or verbal aggression will not be tolerated and will be considered a severe event, which could result in police intervention along with other interventions listed under "Infractions Against The Person."
- G. Students will not wear hats or coats in the school building.
- H. Students will not sell items of any kind in school.
- I. No gum in school or on school grounds.

## **II. HALLWAY RULES**

- A. Students will walk quietly.
- B. Students will enter and exit the building through the appropriate doors.
- C. Students will not chew gum.
- D. Students will not eat/drink outside of their lunch period in the lunchroom.

## **III. ASSEMBLY RULES**

- A. The audience will sit quietly and attentively.
- B. The audience will show appreciation appropriately.
- C. The audience will enter and exit in an orderly manner.

## **IV. LUNCHROOM/RECESS RULES**

- A. Students will:
  - 1. Walk at all times.
  - 2. Line up behind the last person.
  - 3. Raise hand in order to get up from the table.
  - 4. Wait to be dismissed from the table.

- 5. Get quiet immediately when signal is given.
- 6. Clean up eating area before leaving.
- 7. Keep hands and feet to yourself.
- 8. Use quiet voices in the cafeteria.
- B. Food is only to be eaten in the cafeteria.
- C. Large quantities of snacks or sweets should not be brought to the lunchroom.

## **V. OUTSIDE RULES**

- A. Students will walk outside in a quiet, single file line on the pavement.
- B. Students will play only in designated areas.
- C. Students will follow playground safety rules:
  - 1. Keep hands and feet to yourself.
  - 2. Keep sand, dirt, grass, wood chips, etc. on the ground.
  - 3. Avoid stepping in puddles, ice and snow.
  - 4. One person on slide at a time. Slide feet first.
  - 5. Return equipment to designated place.
  - 6. Use hand equipment appropriately (jump ropes, balls, etc.).
- D. Students will line up quickly and quietly.
- E. Students will maintain order while in line and through the building.
- F. Students must use only equipment provided.
- G. Students must use sidewalks and cross at intersections where crossing guards are stationed.

## **VI. CELL PHONE POLICY**

Cell phones are permitted, but must be turned off while in the school building. Students in grade 7 & 8 must keep phones turned off and in their locker. All other students must keep their phones turned off and in their book bags. If students need to contact parents during the school day, they need to ask a school administrator. If students are feeling sick, they need to get a pass from the classroom teacher to see the nurse. The school nurse will determine if the student needs to go home. Phone calls or text messages, to or from cell phones, are not permitted in school for any reason. If a student is using a cell phone in the school building, the phone will be confiscated, parent notified, and the parent will be required to personally come in and retrieve the cell phone from an administrator. Continuous cell phone usage will require a more serious consequence.

## **VII. CONSEQUENCES**

Offenses falling under the above categories will be dealt with primarily by classroom consequences. Excessive behaviors will warrant an office referral and administrative intervention will be necessary.

## **TARDINESS AND ATTENDANCE**

Students must report to school on time. The following are arrival times:

### **AM PRESCHOOL:**

8:40 a.m. . . . .Arrival  
11:15 a.m. . . . .Dismissal

### **PM PRESCHOOL:**

12:35p.m. . . . .Arrival  
3:10 p.m. . . . .Dismissal

### **GRADES KINDERGARTEN through EIGHT:**

8:30-8:45 a.m. . .Arrival  
3:15 p.m. . . . .Dismissal

Students will not be released for early dismissal after 3:00 pm.

## **ARRIVAL TIME**

Breakfast is served from 8:15 to 8:30 a.m. The doors for breakfast open at 8:15 am and close at 8:30 am. **Students who are not participating in the breakfast program should not arrive at school prior to 8:30 a.m.** There is no supervision before school begins. Early arrival can result in lost lunches, books, and lunch money, as well as rough and unsupervised play. The police crossing guards and safety patrol members are only on duty during regular hours.

Our **Camp Clementon** (before and after school program) is available from 7:00-8:30 a.m. and 3:15-6:00 p.m. (1:00-6:00 p.m. on early dismissal days). When school is in session. For more information regarding Camp Clementon program registration, please call 783-2300 ext. 1020.

## **TARDINESS**

Students are late if their arrival is beyond the listed times:

AM Preschool:	8:40 a.m.
PM Preschool:	12:35 p.m.
Grades K through 8:	8:45 a.m.

Student arrivals after school sessions have started are required to go to the Main Office to check in.

## **LATE PICK-UP**

Students must be picked up from school no later than 3:30 pm on full-days and 1:15 pm on early dismissal days. Students who remain after school for various programs must be picked up within 15 minutes of the end of their program. Any students

not picked up on time will be taken down to Camp Clementon where they will be supervised (for a fee) until they are picked up. Parents must pay the late fee when they pick up their child. Repeated lateness's in picking up your child will result in a meeting with the administration.

## **ATTENDANCE POLICIES**

Every parent has the responsibility to make sure his/her child attends school regularly. According to NJ State Law (18A:38-25), children between the ages of 6 and 16 must attend school regularly. There is a strong relationship between a student's attendance and academic growth.

Whenever a child is absent for any reason, it is the parent's responsibility to call **prior to 9:00 a.m.** to 783-2300 ext. 2.

If the child has been to a doctor, please send in the physician's certificate with your child when he/she returns to school.

Letters of notification will be sent to any student accumulating 8, 12, and 18 days of absence for the year. Municipal court procedures will be considered if a student accumulates more than 20 absences.

A conference may be requested at any time throughout the year at the discretion of the administration. Consideration will be given for the following extenuating circumstances: medical reasons (doctor's note), school sanctioned activity, verifiable emergency circumstances, court appearance, funeral for a family member, religious holiday.

## **RE-ADMISSION**

Any child who has been absent from school for a period of five or more consecutive school days must report to the nurse's office with a certificate from the family physician before re-entering the classroom. The school may also ask for a physician's certificate if a child is absent frequently for a period of less than five days.

## **TRUANCY**

Truancy is defined as an unexcused absence without parental permission.

**CONSEQUENCES:** Mandatory parental conference; two administrative detentions from 3:15 to 3:45 p.m.; discretion to file charges with the local police department; referral to appropriate outside agency if warranted.

## **DISTRICT INTERNET POLICY**

**Acceptable Use Policy:** User access must be consistent with the educational objectives of the Clementon School District. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any state, federal or international law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or pornographic material, or material protected by trade secret. Use for non-school related activities or for commercial, religious or political promotion is also prohibited. System administrators will be monitoring access to all system usage, including e-mail. Material relating to or in support of illegal activities or unauthorized activities will be reported to the appropriate authorities.

**Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and other disciplinary actions. Prior to receiving access privileges, users will be informed of the school district's Technology Code of Conduct – Acceptable Use Policy (this document). A team of system administrators (which includes the Superintendent, Director of Technology, Administrators, Computer Coordinators, Computer Teachers, and other instructional staff members) will deem what is inappropriate use. The system administrators may deny, revoke, or suspend access privileges at any time as required.

**Internet Etiquette:** All students are expected to abide by the generally accepted rules of Internet etiquette. These include, but are not limited to, the following:

- Do not be abusive in communication with others.
- Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal addresses, phone numbers, social security numbers, or other identifying personal information.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Do not engage in illegal activities.

### **APPROPRIATE STUDENT APPEARANCE**

The district Dress Code is designed to establish guidelines which assist students in making responsible decisions as they select attire which is appropriate for school. It is important for both parents/guardians and students to understand that the way one dresses may have a direct effect on one's attitude and behavior. We expect all students to appear in clean, sensible attire at all times, and to maintain good grooming habits. Types of clothing, attire, and accessories deemed inappropriate,

unsafe, or distracting within an educational setting will be considered unacceptable.

**GUIDELINES:** Appropriate dress is an important part of a quality-learning environment. All students are expected to wear clothing that is suitable for school. Since our building is temperature controlled at approximately 72 degrees, light summer wear is not necessary. Students should not wear clothing listed below to school:

#### **1. Clothing**

- a. Skirts, dresses, or shorts must be mid-thigh or longer.
- b. Shirts/tops must be long enough to touch the waistline so midriff is not exposed.
- c. It is not permitted for skin to show from chest to below mid-thigh, whether it is uncovered or visible through sheer or open material.
- d. Attire that is strapless, backless, see-through, or has spaghetti straps will not be permitted.
- e. Tank tops, halter tops, half shirts, sleeveless shirts, and muscle type shirts shall not be worn.
- f. Attire that is excessively tight, sheer, fishnet, brief, low cut, or revealing will not be permitted.
- g. Attire that advertises or refers to alcohol, cigarettes, drugs, sex, and/or gangs is prohibited.
- h. Attire that is offensive, derogatory, prejudiced, or has a double meaning will not be permitted, including patches, slogans, words, or symbols of an objectionable nature.
- i. Pajamas/sleepwear are not to be worn.
- j. Any clothing which exposes undergarments will not be permitted.
- k. Pocket chains, or any other types of clothing chains are not permitted, including those attached to wallets.

#### **2. Hats/Head Coverings**

- a. No head coverings or hats are permitted except for those worn for religious observation. This includes bandanas worn on the forehead or scarves worn on the head. These items are to be stored in students' lockers or book bags until dismissal.

#### **3. Shoes**

- a. Footwear that is not firmly attached to the foot is not to be worn. Shoes designed for beachwear are not appropriate. Shoes with wheels are

- not permitted on school grounds. If these shoes with wheels are worn, the wheels must be removed and given to a teacher or administrator.
- b. Slippers are not to be worn.
  - c. Examples of approved footwear include:
    - Shoes with straps behind the heel.
    - Sneakers

#### 4. Glasses

- a. Sunglasses, glazed and/or tinted glasses shall not be worn or placed on top of students' heads while inside the school building unless the school nurse grants permission. These items are to be stored in students' lockers or book bags until dismissal.

#### 5. Jewelry/Accessories

Jewelry/accessories shall not be permitted if they:

- a. Are offensive
- b. Are a safety concern or dangerous
- c. Could possibly be used as a weapon (i.e. studded bands, dog chains, etc.)

#### 6. Piercing(s)

All pierced jewelry must be removed during P.E. class. Any pierced jewelry that would endanger the wearer (i.e. too large) will not be permitted.

#### 7. Hair

Hair should be clean and well-groomed. Although hairstyle and hair color are largely matters of personal choice, hair should not be worn in such a fashion that the educational program is disrupted or impeded. For example, hairstyles sporting long spikes or unnatural colors tend to distract other students from the educational program. In the event that any student attends school with a hairstyle that has a demonstrably adverse impact in the classroom, that student will be asked to immediately change the hairstyle or hair color before attending school the next day. Exceptions to this rule may occur on special occasions (e.g. "Crazy Hair Day" or "Eagles Day".)

No object should be worn in the hair that could be removed and used as a weapon, or which could cause serious injury to the student wearing the object. Traditional objects such as barrettes, scrunchies, small

hair combs and hair clips that present no risk of harm are clearly acceptable.

#### 8. Outerwear

Coats and outer garments shall not be worn in the school building for health and safety reasons. These items should be kept in the students' lockers, coat closets, or book bags. Hoodie sweatshirts can be worn without the hood on the students' heads.

It is the intent that parents/guardians and students will follow the dress code guidelines as listed above. The building administrators will make the determination as to whether a particular garment, object, or hairstyle is within the guidelines of this dress code.

If students wear inappropriate clothes to school, they must change into readily available clothes or the parents/guardians will be contacted to provide an outfit that is appropriate. Continued disregard for the dress code will result in disciplinary action.

Please consider your child's health and safety when choosing school clothing and footwear. If you question the appropriateness of a particular item of clothing, which in itself may indicate the item is not acceptable for school wear.

### **PROMOTE A SAFE ENVIRONMENT**

School is a safe, caring, orderly learning environment in which the rights of all students to learn and all teachers to teach are supported and protected.

To promote protection for the rights of others, the following list of offenses will warrant disciplinary consequences:

- Written or verbal threats to do damage to the school.
- Possession of or use of a weapon and/or look-alike weapon.
- Calling in or falsely reporting the presence of an explosive device.
- Setting off a fire alarm or calling in a false report of a fire.
- Deliberate, intentional, or unintentional setting of a fire.
- Damage to property- intentional or unintentional vandalism, breakage or defacing of property of staff, student, or school.
- Possession or use of items deemed potentially dangerous, such as matches, lighters, caps, fireworks, etc.
- Falsely reporting an incident.
- Not reporting knowledge of a weapon or a look-alike weapon in the school building.

Consequences will be assigned as per offense and may include suspension, and/or police notification, and or possible expulsion.

### **STUDENT HARASSMENT POLICY**

The Clementon Board of Education firmly believes that all of its students are entitled to an educational environment conducive to learning and free of harassment. Students should have the opportunity to enjoy coming to school and they must look forward to learning in our school.

The Board realizes that a part of growing, maturing, and developing into a productive citizen requires learning the necessary social skills to be successful in our diverse society. In order to ensure that our students are successful, the Board will not accept harassment of students by other students, and promulgates this policy to ensure that everyone is working toward an environment devoid of harassment.

All incident reports of harassment will be fully investigated and appropriate action will be taken.

**DEFINITION OF HARASSMENT:** Harassment can be defined as any event that offends, denigrates, or belittles another person or group. Examples include unwelcome advances such as, but not limited to: verbal or physical intimidation, bullying, extortion, name-calling, teasing, or sexual harassment.

**REPORTING PROCEDURES:** Students who believe that they are a victim of harassment by another student should report the alleged acts or Circumstances to their teacher, school guidance counselor, or an administrator. A conference will be scheduled to address the situation and a proper course of action will be taken. This conference may include parental involvement at the discretion of the administrator. The administrator will implement an appropriate remediation plan.

In an effort to minimize harassment from occurring, the District's health, guidance, and family life curriculums, as well as acceptable behavior standards, will stress positive social behavior among all of our students.

### **SUBSTANCE ABUSE**

All staff members have the responsibility to report suspected substance abuse or possession to the building principal. Any staff member who reports a pupil to the principal, or designee, in compliance with the provisions of this subsection, shall not be liable in civil damages as a result of making such a

report as specified in N.J.S.A. 6:29-6.5, 18A:40-2.2, 18A:40A-13, and 18A:40A-14.

The Superintendent shall institute procedures to assist in insuring the school is drug-free inclusive of, but not limited to, locker searches and searches by narcotic dogs supplied by the local, county and/or state policing authorities.

Any time there is reasonable suspicion a student is under the influence of a controlled dangerous substance, the building principal is to use the procedures developed by law and code. Any student in question shall be referred to the medical facility designated by the school district for immediate examination, which shall include urine and/or blood testing in accordance with the law and code, to make a final determination. The family of the student is responsible for payment if they choose to take the student to their family doctor.

Any time a student is found to be in possession of a controlled dangerous substance, it shall be reported to the police. Any time a student is found to be in possession of, to have used, or to have dealt or distributed a controlled dangerous substance, the student shall be suspended from school.

**NOTE: If a student is in possession of a controlled dangerous substance, charges will be filed with the appropriate police authority for violation of the drug-free school zone. Medical condition will determine the need for additional contacts.**

At the time a student is found to be selling or distributing any drug, controlled substance, or alcohol on school property or at any school function, he/she shall be suspended and immediately referred to the Board for an expulsion hearing in accordance with law and code, and charges shall be filed with the appropriate police authority.

Any time a student is suspended in accordance with this policy, his/her parents/guardians will be notified immediately, and the local police department will be notified as listed above.

Upon re-entry, each student will be required to meet with the Substance Awareness Coordinator for assessment and referral. The Substance Awareness Coordinator, along with the regular counseling staff, shall be responsible to refer the student(s) to the Child Study Team if any learning disability or other appropriate need (e.g., chronic illness) is implied.

It is the responsibility of each school principal annually to review this policy with his/her staff and the appropriate grade levels within the school.

The substance abuse policy is available for review by calling our school Guidance Counselor, Mrs. Janice Breon, at 783-2300 ext. 1021.

### **SOCIAL RESTRICTION**

Students suspended from school will not be permitted to attend any non-academic regular school functions or extra-curricular activities for a two-week period upon return from suspension. This restriction can be imposed and/or extended at the discretion of the administration for repetitive and/or serious behavior infractions.

### **AFFIRMATIVE ACTION PLAN**

Please contact the Affirmative Action Officer, Clementon Elementary School Superintendent, if you would like to see the District's Affirmative Action Plan. The purpose of the Plan is to formally state objectives and activities as required by New Jersey Statutes Annotated 18A:36-20 and New Jersey Administrative Code 6:4-1. All areas related to employment and contract practices will be continually evaluated to ensure non-discrimination. School and classroom practices will be evaluated to ensure equal educational opportunities for all students.

### **TRANSLATORS**

Any parent requiring translation services must notify the Main Office at least 48 hours in advance.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. You can review the entire FERPA act on the Clementon School Webpage [www.clementonschool.org](http://www.clementonschool.org).

### **EMERGENCY PROCEDURES**

Being prepared is the best defense when dealing with an emergency. The Clementon staff, in conjunction with local and county police agencies, has developed an emergency management plan in the event of a terrorist attack, natural disaster, or

any other type of emergency situation. Below please find some helpful information regarding our procedures and directions on what you should do as parents if a situation should arise while your children are in school.

Steps to be taken will be dependent upon the type of emergency and the directives given by the Office of Emergency Management.

- Emergency procedures have been provided to all staff.
- A chain of command has been set up within the school.
- Students will be moved to inside classrooms if necessary.
- Food, water, and flashlights are available in these rooms.
- Attendance folders and all important information regarding students are in the possession of each teacher at all times during high alert status.
- Medications will be distributed by the nurse as needed.

What a parent should do during an emergency alert:

- **DO NOT** come to the school to pick up your children.
- **DO NOT** call the school. Unnecessary calls may prevent essential emergency information from being transmitted.
- Listen to the Emergency Broadcast System on your radio or television.
- When clearance is given, an orderly procedure will be in place for you to pick up your children.
- Do not send anyone to pick up your child who is not on the Emergency Card.