

**County Road School (CRS)  
Luther Lee Emerson School (LLE)**

**PARENT-STUDENT  
HANDBOOK  
2024-2025**

**201-768-6060**

**Press 1 for CRS and Press 2 for LLE**

*The Demarest Board of Education Policies and Regulations are available online.*

**<https://www.demarestpublicschools.org>**

**From there, you can click on SCHOOLS to navigate to CRS/LLE**



**CRS – 130 County Road**



**LLE – 15 Columbus Road**

# Demarest Public Schools

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### *Mission Statement*

*To develop in each student a love of learning, strong self-esteem, ethical values, and respect and appreciation for diversity to enable every student to reach his/her maximum potential. To accomplish this, the Demarest Board of Education will develop a nurturing supportive educational environment which will:*

- provide knowledge and skills needed in a changing society;*
- foster creativity, independence, adaptability, citizenship and the ability to work cooperatively;*
- utilize technology in an educational and appropriate manner.*

### *Principal's Message*

This handbook has been prepared to help acquaint you with both the County Road School and the Luther Lee Emerson School. Please take a few minutes to read through this booklet. It will help ensure a safe and productive school year for your child.

**Frank J. Mazzini, Principal**



## CRS DAILY SCHEDULE

<b>Arrival Time</b>	<b>8:05 - 8:20 am</b>
<b>Homeroom</b>	<b>8:20 – 8:30 am</b>
<b>Classes Begin</b>	<b>8:30 am</b>
<b>Lunch-Recess</b>	<b>11:45 am-12:35 pm</b>
Preschool lunch	11:45 am - 12:10 pm
Kindergarten eats at:	11:45 am – 12:10 pm
1 <sup>st</sup> grade eats at:	12:10 am - 12:35 pm
<b>Dismissal (pre-k)</b>	<b>2:30 pm</b>
<b>K - 1</b>	<b>3:05 pm</b>



## CRS Arrival Time

**8:05 - 8:20**

Between 8:05-8:20 am, school personnel monitor the students' arrival. **Please do not send your child to school earlier than 8:05 am as there is no supervision.** All grades (P-1<sup>st</sup>) will utilize the carpool drop off line and enter the building via the gym entrance.

## LLE DAILY SCHEDULE

<b>Arrival Time</b>	<b>8:10 - 8:20 am</b>
<b>Homeroom</b>	<b>8:20 – 8:30 am</b>
<b>Classes Begin</b>	<b>8:30 am</b>
<b>Lunch - Recess</b>	
2 <sup>nd</sup> grade	11:20 am - 12:10 pm
3 <sup>rd</sup> grade	11:45 am - 12:35 pm
4 <sup>th</sup> grade	11:45 am - 12:35 pm
<b>Dismissal</b>	<b>3:05 pm</b>

## LLE Arrival Time 8:10 - 8:20

Between 8:10-8:20 am, school personnel monitor the students' arrival. **Please do not send your child to school earlier than 8:10 am as there is no supervision.**

## Traffic Flow Procedures

Our primary goal is to ensure that children arrive and leave our school safely. Cars should pull forward to the furthest stop sign placed on the sidewalk. This allows ample space for numerous cars to pull up to the sidewalk and disperse children. School personnel are on duty each morning to facilitate the traffic flow. Children should only exit on the passenger side of the vehicle.



## Dismissal Time Preschool - 2:30 K-4 - 3:05 pm

The same traffic procedures should be followed for dismissal. Please be sure to pick up your child on time.

## CRS & LLE PM pickup procedure: Front of School:

Drivers in the pickup lane in the afternoon should remain in their cars and pull up to the furthest stop sign. If parents wish to leave their cars for any reason, you must park your car. Cars that stop, leaving room in front of them, disrupt the system and create dangerous situations. If you wish to wait outside the school, please do not congregate in front of the main entrance. Students are to remain on the sidewalk until parents enter the pickup zone.

### LLE PM pickup procedure:

#### Lenox Avenue:

Drivers should remain in their cars on the school side of the street. Please pull forward as far as possible. The pickup system requires that children enter their cars from the sidewalk. Double parking is prohibited because it creates a dangerous situation for children as they attempt to go between cars and are not visible to drivers. Do not make U-turns on Lenox Avenue and be mindful it is a residential neighborhood.

## School Security

**ALL VISITORS WILL BE ASKED TO STATE THEIR NAME AND REASON FOR ENTERING THE SCHOOL. THEY THEN MUST SIGN IN AND OUT AT THE MAIN OFFICE.**

For the safety and convenience of parents and students there is a drop-off table located in the vestibule where lunches, shoes, musical instruments and homework may be left or retrieved.



## Attendance

Our school's district attendance/absentee regulations ensure the safety of our students. These regulations make us aware of your child's whereabouts. A student **must be in attendance for 160 or more** school days in order to be considered to have successfully completed the instructional program requirements of the grade to which he/she is assigned. In order that we may be certain that parents are aware of their children's attendance and to provide greater assurance that children arrive at school safely, parents are required to call and notify the school **by 8:30 am** if their child will be absent or tardy. If no call is received, parents will be contacted by an automated system via text or email.

### Absences:

When your child is absent or will be tardy:

- A. The parent/guardian must notify the school by 8:30 am that the pupil will be absent (or tardy) and the reason for the absence. Such notification must take place each day the pupil is absent from school.
- B. If a pupil is absent for 3 consecutive days or more, the parent/guardian must provide a written note from a doctor clearly stating the reason for the absence.



**Call 201-768-6060**

**Press 1 for CRS and Press 2 for LLE then press 2 for the Student Absence line.**

**This line is available on a 24 hour basis.**

**In reporting your child's absence, please state your child's name, grade level and teacher's name. Requests for homework should also be made at that time and either be picked up after 3:10 pm or requested to be sent home with a friend or sibling.**

As a parent, it is your responsibility to make sure your child attends school and be aware of his/her attendance record. If there are extenuating circumstances or should you have any questions, please call the principal's office to discuss this matter. Parents are advised that the decision to remove children from school because of vacations or trips may have adverse consequences on the child's instructional progress. If an extended absence cannot be avoided, parents are expected to notify the building administrator at least two weeks prior to the anticipated absence. If a child is in attendance during the morning session and must be absent for any reason during the afternoon session, parents are required to notify the school of this absence and the reason for it. Parents are advised to make



every effort to schedule medical or dental appointments at times other than school hours. Additionally, if a child is not in attendance during the school day, they will not be able to participate in any evening school activity.

**GOOD ATTENDANCE IS CRITICAL IN ORDER TO SUCCEED IN SCHOOL.**

## Late Arrival - Early Dismissal

It is recognized that from time to time certain circumstances will require that a student will be late to school or dismissed before the end of the day. ***If you bring your child to school late, they must report to the main office.*** Your child will be given a late pass and directed to his/her classroom. When children come late to school, they miss valuable instructional and organizational time for themselves as well as disrupt the teaching and learning of the other students in the class. When possible, parents/guardians are to notify the school in advance of long-term absences by written request which shall state the reason for the absences, tardiness or early dismissal. Reasons may include:

- A. Medical or dental appointments which cannot be scheduled outside of school hours.
- B. Medical disability.
- C. Family emergency.
- D. Court appearance.

No student shall be permitted to leave the school before the close of the day unless he/she is met in the office by his/her parent/guardian or a person authorized by the parent/guardian to act on his/her behalf and signed out.

## Snacks and Lunch

Each class has a daily snack break in the morning. Please provide your child with a healthy snack. Some restrictions may apply if your child is in an allergy classroom; speak with your child's teacher or the nurse for further information.



The Demarest Public Schools provide a complete lunch to all children who desire to purchase lunch. The school reserves the right to limit, suspend or remove entirely, the lunch privileges of children who are not cooperative in helping to maintain an orderly, safe and sanitary environment. Parental support in establishing and maintaining such an environment is greatly appreciated.

## Lunchroom Rules

1. Students should **walk** into the lunchroom and sit at the assigned class table.
2. Students are to remain seated to eat lunch. Students who require permission to use the lavatory during lunch period should raise their hand and request permission from a staff member to leave the gym. The student(s) will be given a pass.
3. Students are to discard all trash and recyclables in their appropriate containers and make certain that their table area is clean.
4. When any adult in the room raises his or her hand, students should refrain from eating, raise his/her hand and discontinue talking until the adult is finished speaking.
5. School staff will help monitor the dismissal of students from the cafeteria.
6. When the children are not eating, they will have recess outside unless the weather is inclement. During the winter months recess will be outside unless the temperature is excessively cold, then recess will be held indoors.



**Please** dress your child appropriately for the weather. This means coats, hats, gloves and warm shoes as needed. It is recommended that your child keep a complete extra set of clothing in his/her backpack in case of emergency.



7. Students will be dismissed only when the staff member in charge feels they are ready to leave in an orderly fashion.

8. Students who are disruptive will be:

- a. Provided with a warning.
- b. Removed to a designated table if the situation persists.
- c. Referred to the principal.
- d. Lose cafeteria privileges.

### Recess Rules

1. Students must receive permission from school personnel before entering the school building.
2. Students must play in designated areas.

## Recess



3. When an adult requests that a student stop any action or activity, the student is to stop immediately. Students are expected to treat all school personnel and students with respect. Students who do not comply with this request will be addressed by the Principal.

### **Bicycle Safety**

Children may bring their bikes to school; they must park them in the bike racks provided at the school. If your child will be riding his/her bicycle to school; please give permission via the parent portal.



Bicycle privileges may be revoked for the following reasons:

1. Failure to wear a helmet.
2. Failure to obey the following rules:
  - a. No riders except the operator may use the bicycle.
  - b. Students must observe public road traffic regulations.
  - c. Students must give the right of way to walkers.
  - d. Students must walk the bicycle on school grounds.

### **Birthday Celebrations**

Birthday invitations may not be distributed in school.

**Birthdays will be celebrated in school but NO SNACKS will be permitted.**

### **Emergency School Closings**

If schools are to be closed or have early dismissal for the day due to inclement weather or other emergencies, information will be given on the district website



<https://www.DemarestPublicSchools.org> and we will implement the automated district emergency phone system. On those rare occasions when the decision for early dismissal is made, after we open school, we will implement the automated district emergency phone system to notify parents. Keep in mind we will make certain that all children are accounted for prior to closing the schools. In the case of inclement weather and no announcement that schools will be closed, parents/guardians are advised to use their own judgment as to whether their children should be sent to school or picked up from school before regular dismissal.

### **Delayed Opening**

If schools are to have a delayed opening due to inclement weather or other emergencies, all students are expected to be at school by 10:00 am. Parents/guardians seeking verification of a delayed opening should use the aforementioned information. Lunch will be held at a later time but school will end at the regular time. Please refer to the school website for a listing of the different school schedules.

## Field Trips

It is the policy to take students on field trips only with permission from parents/guardians and if children can exercise the needed decorum and self-control so important on an educational field trip. When a trip outside the district is



being planned, permission will be sent home via email for payment and approval of Parents/Guardians. For travel within the district/town, no permission slip is required if you gave your agreement to the "Activity Agreement" via your parent portal. For outdoor field trips, parents should apply sunscreen before coming to school. School personnel are not permitted to apply sunscreen.

## Security/Fire Drills

N.J. State Law requires schools to hold two drills per month, one Fire Drill and one Emergency Drill. The following basic rules should be followed:

1. Absolutely no talking.
2. Students will leave the building in a single line led by the teacher.

Two fire signals may be given:

1. regular fire alarm
2. verbal alarm



We have a close working relationship with the Demarest Police Department who are involved with our drills.

## Grading

### Student Progress Reporting

Report cards are issued three (3) times during the school year for K-4 and two (2) times for Preschool. Parents access these documents online. Please review the school calendar and website for important dates such as report card distribution, parent-teacher conferences and Back-to-School Night. It is important that parents feel free to request conferences with teachers whenever warranted. Formal conferences are scheduled in the late fall and on



an "as needed" basis in winter. The progress of a child in school is the mutual responsibility of the home and school. Both must be ready and willing to work together to ensure the best possible instructional program for the child.

## Guidance Services

The district provides a guidance counselor to work closely with students, parents and teachers to facilitate academic, social and emotional growth throughout the students' years at the school.

## Homework

Homework assignments are determined by individual teacher's judgment which takes into consideration the variables of student age and ability, the pertinent subject area and the purpose of a specific assignment. The following guidelines are used in determining homework assignments for Demarest students:

1. As the student matures and advances to higher grade levels, it is expected that total homework time per week will increase. In addition, the complexity of assignments, as well as the time span needed to complete individual assignments, may increase.
2. Students who are absent should make up assignments, class work and tests within a reasonable time period which is determined by teacher discretion. Parents should make **requests for make-up assignments before 8:30 am** when notifying the school of a student's absence and either pick up work after school or request it to be sent home with a sibling or a friend.
3. Students who are excused to take part in field trips, concerts, competitions, or any other school-sponsored activity must make arrangements with the teachers of the missed classes, to make up the work.
4. Work brought home may also include unfinished homework and class work.

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5. Vacation homework requests must be made 4 school days in advance and handed in on the students first day of return.

## Lost and Found

The school does not assume responsibility for lost or stolen personal property. Lost and found articles are stored in bins outside of the All Purpose Room near the school entrance.



Lost articles may be reclaimed before and after school each day. **A good way to prevent lost items is to label all personal items, i.e. jackets, coats, hats, sweatshirts, backpacks, lunch boxes, etc.**

## Nurse's Office

The school nurses can be reached during school hours at **(201) 768-6060**. For Mrs. Tiscornia at CRS use ext. 51534. For Mrs. Paspalas at LLE use ext. 52256. Please make sure your information is up-to-date e.g. allergies, medications, etc. Please remember any medication prescription or over the counter, must be administered by the school nurse.



## Parental Involvement - PTO

One of the unique features of the CRS & LLE Schools is the amount of parent participation in the educational program. Parents may become involved in a variety of ways. One way to become an active member of our school community is to join the Demarest Parent/Teacher Organization. Parents are encouraged to take part in a variety of school sponsored or PTO/School co-sponsored special events. Specific information regarding upcoming programs and how to contribute will be sent to parents as the school year progresses.

Please consider sharing your special skills, hobbies or interests. Parental support and involvement are vital to the success of our

school. We look forward to continuing our relationship with those who have become involved and welcome those who wish to make new contributions to our school.

The administration and staff appreciate your involvement.



## Student Dress

The basic responsibility for the appearance of the student rests with the parents. Please consider age, weather, community norms, safety and the need to take the process of education seriously. Traditional standards for good taste and modesty are expected. **Please especially take note of what your child wears to school during the warmer months.**

Students should not wear to school:

- Shirts cut off at the shoulder or waist.
- Halter tops, spaghetti straps, tank tops, or clothing exposing midriffs or chest. Shirts can only expose arms.
- Shorts or skirts shorter than mid-thigh.
- Shoes such as flip-flops, crocs or other open-toed shoes which may cause an imbalance or inability to maneuver quickly or safely.
- Hats and bandanas once inside the building.

### Physical Education (PE)

On the days your child is scheduled for physical education; please have your child wear comfortable clothing that is conducive to athletic activity as well as sneakers. If a child is not wearing sneakers, your child will not be able to participate in PE activities.

## Vandalism and Property Damage

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion



may be necessary. All accidental damages should be reported to a teacher or office personnel immediately.



## Telephone Usage

It is important that your children come prepared to school each day. Please do not encourage your child to call home during the day.

The school phone is for school business.

Please be sure that your children are aware of afternoon arrangements prior to drop-off in the morning.

## Personal Technology

Having a phone or smart watch is the sole responsibility of the student. These items must be turned off during school hours and kept in their backpacks. Under no circumstances should student use cell phones or internet watches while in the building to make phone calls, text, take photographs or for any other reason.



## Student Code of Conduct Student Responsibilities

The administration believes that it is essential to help students realize that their own attitudes and acts are directly related to their school experiences and that of their classmates. All students can behave in ways that improve the social relationships in the school. Safety is a constitutional right. Students, teachers, school staff, and parents need to work together to see that these rights are maintained and obeyed by everyone in our school district.

Students' rights and responsibilities are as follows:

### Student Rights

Students have the right to:

- A free public education.

- Equal protection under school policies and regulations.
- A safe and orderly school environment in which to learn.

### Student Responsibilities

Students have the responsibility to:

- Abide by all health related regulations from the Demarest Board of Education or the Health Departments of the community and county.
- Obey school policies and procedures and the school authorities who enforce them.
- Respect one another.
- Treat school property and the property of others with respect.
- Act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others.

### Appropriate Behavior

Students will:

- ✓ Arrive on time prepared for the day's work and complete assignments as required.
- ✓ Exhibit self-respect and show consideration toward teachers, staff members, substitutes, parents, school volunteers, aides and fellow students.
- ✓ Use school property/equipment with care.
- ✓ Use considerate and safe behavior in classrooms, hallways, bathrooms, lunchrooms and other areas.
- ✓ Use appropriate language and behavior at all times.
- ✓ Wear clothing that is presentable and does not interfere with the educational process.
- ✓ Ask for teacher assistance when necessary.
- ✓ Demonstrate responsibility while participating in or attending school sponsored events on school grounds or elsewhere.

## **Inappropriate Behavior**

Please note inappropriate behavior will result in consequences for students who:

- Disturb any class or person within the school by being disrespectful or by refusing to obey any staff member or substitute.
- Break school or classroom rules (i.e. running in the halls, throwing objects, fighting or defacing school property).
- Harm any student by verbal or physical abuse, extortion or destruction of personal property.
- Commit any criminal act in or on school property.
- Bring alcohol, tobacco, illegal drugs or weapons to school.
- Use insulting, profane or offensive language or make obscene gestures or remarks.
- Wear clothing containing inappropriate language.
- Bring to school an I-pod, mp-3 player, radio, electronic game or any other item deemed inappropriate by the school.

### **Consequences:**

Each student will accept the responsibilities included in the “Code of Conduct”.

The following disciplinary action(s) have been established and may be used as needed:

- Verbal warning
- Detention
- Conference with guidance counselor
- Conference with Principal
- Parent/Teacher conference
- Referral to principal/conference with Guidance Counselor
- Exclusion from extracurricular activities
- School suspension
- Expulsion

## **Equal Educational Opportunity**

### **Sexual Harassment**

The Demarest Public Schools shall maintain an academic environment that is free from sexual harassment.

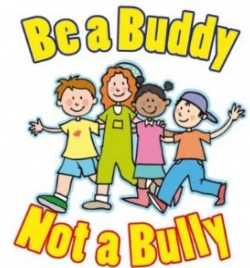
Sexual harassment shall consist of unwanted and unwelcome sexual advances, requests for sexual favors and other inappropriate conduct or communication of a sexual nature when made by any staff member to a pupil, to any pupil to another pupil or by any pupil to a staff member.

### **Hate Crimes/Bias Incidents**

Any student or other staff person who becomes aware that a hate crime was committed or is about to be committed shall immediately inform the building principal and chief school administrator. All incidents of hate/bias shall be reported whether they occur during school hours on school grounds or otherwise.

### **Anti-Bullying Policy**

Students are expected to treat each other with civility and respect. Acts of harassment, intimidation or bullying against any pupil will not be tolerated. Anyone who witnesses or has knowledge of harassment, intimidation or bullying must report the incident. Refer to the policy on the district website.



### **Affirmative Action**

In keeping with federal/state antidiscrimination legislation, the Board of Education has adopted and hereby publishes the Grievance Procedure provided for the resolution of student, employee and parent complaints. Refer to the policy on the district website for more information.

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