

STUDENT HANDBOOK

SCHOOL HOURS

***Staff hours are 8:15 am to 3:35 pm.**

School hours are from 8:20 am to 3:20 pm except for early dismissal days, which are from 8:20 am to 12:20 pm. Walkers and bike riders are not permitted in the school building before 8:20 am. Students arriving after 8:35 AM will be considered tardy (refer to discipline policy). The homeroom period is from 8:20 AM to 8:37 AM. During this period, attendance is taken, breakfast is served if ordered in advance, and other important school-related items are discussed. (On early dismissal days, there are no lunches served, but parents can choose to send snacks). Students must be in their homerooms during the homeroom period.

SIGNING STUDENTS IN AND OUT

Any time a student is leaving school and is not riding the bus, the student must be signed out by whomever is picking them up

- A parent/guardian should notify the Principal's Office in writing when he/she plans to pick up his/her child from school prior to the end of the regular school day. In order for the student to be released early from school, the parent/guardian must sign the student out.

- If another responsible adult will be picking up the student instead of the parent/guardian, the parent/guardian **must** communicate the name of the responsible adult to the Office prior to the release of the student. The same sign-out procedure will be followed. The emergency card filled out by the parent/guardian in September should list the name(s) of the responsible adults who have the right to pick up the student. The responsible adult must show appropriate identification before the student is released.

- If a student stays after school for an activity or detention and a parent/guardian is picking him/her up, the parent/guardian must sign the student out.

- **Students who are late to school or are taken out of school before the regular dismissal time more than 3 times, are subject to the consequences listed in the attendance violation policy (see Consequences for Attendance Violations).**

DISMISSAL (4 ways – Bus, SACC, Car rider, and Walker)

ALL students are to leave school the same way they arrive and go directly home.

- Students are not allowed to remain on the school grounds after hours.

- Students should not go to a friend's home without the express written approval from both sets of parents submitted in writing to the building Principal for consideration.

- If a student is a walker, parents should go over the importance of taking the same route daily and arriving home as quickly as possible.

-Walkers should always travel with a "buddy".

-If students are picked up, a written note should be submitted to the Principal's Office for approval. It should specify by whom the child will be picked up. The student must be signed out by that person in the Principal's Office.

BREAKFAST AND LUNCH PROGRAM

Breakfast is offered every day during homeroom.

Lunch is offered every day except on early dismissal days. Snacks are permitted on early dismissal days.

ATTENDANCE

New Jersey State Statute 18A:38-25 requires children between the ages of six and sixteen attend school on a daily basis. The educational program offered by the Greenwich Township School District is based upon pupil participation in classroom activities and requires continuity of instruction. Regular contact of pupils with one another and teachers in the classroom and their participation in well-planned instructional activities are vital to their development. Aside from absences for medical or religious reasons, it is imperative students attend school on a daily basis.

Notice of Absence The parent or adult guardian of each pupil:

1. Is to call the school office between 8:00 and 9:00 am of the morning of the absence.
2. Who anticipates future/prolonged absence should notify the Nurse

A doctor's note will be required for an absence to be excused. A doctor's note will be required for re-admittance to school for any absence that is three days or longer or for any student who has been absent with a contagious disease. In order for the absence to be excused, a doctor's note must be presented within one week of the student's return to school.

Examples of Excused Absence: This information must be provided for each absence incident on the day of the return.

1. Pupil's illness, **as evidenced by a doctor's note;**
2. A death or critical illness in the pupil's immediate family
3. A bona fide family emergency
4. Quarantine
5. Observance of pupil's religion on a day approved for that purpose by the State Board of Education
6. Participation in Take Your Child to Work Day
7. The pupil's suspension from school
8. The pupil's required attendance in court
9. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.

Unexcused Absence is a pupil's absence for all or part of a school day for any reason other than those listed above. Absence is not excused for the following illustrative reasons (this is not inclusive):

1. Employment other than school-approved work assignments
2. Performance of household or baby-sitting duties
3. Hunting
4. Family vacations

Consequences for Attendance Violations:

1. Pupils may be denied participation in athletic competition and co-curricular activities if their attendance fails to meet the standards.
2. The district will send attendance letters at 4 days, 5 - 7 days, and 8 or more days absent per state code.
3. When a pupil under the age of sixteen is absent without excuse more than 10 school days in any one school year, the principal shall inform the Chief School Administrator for possible prosecution in municipal court pursuant to N.J.S.A. 18A:38-27 et.seq.
4. A pupil who has been tardy to school or class four (4) times may be assigned detention.

HEALTH SERVICES

Accident/Illness

Every effort is made to provide your child with a safe school environment. If a student should be injured or ill, the following procedures will be used:

1. Students who become ill or have an accident during school hours should report to the school nurse or Principal's office. If he/she cannot physically go, the teacher shall contact the school nurse or Principal's office for assistance.
2. If the injury or illness warrants, the school nurse or Principal's office will contact the home or emergency contact designated by the parent/guardian (*See note below).
3. In the event of a serious injury or illness, the nurse or school designee will accompany the child to the nearest hospital via ambulance. School authorities will contact the parent/guardian.

***NOTE:** It is extremely important that you complete and return the emergency cards sent home with your child. This information is crucial in contacting you or your designated emergency contact person in an emergency. Please notify the school nurse or Principal's office anytime if you have a change in home, work, or emergency telephone numbers.

Medications Taken at School

According to Greenwich Township Board Policy #5330, the following guidelines must be adhered to for your child to have medication during school hours:

- 1. Only those medications which are absolutely necessary for your child should be taken at school.**
2. Only the school nurse and/or student's parent/guardian may give medication during school hours.
3. A physician's note AND parent permission form stating the following:
 - name of medication
 - dosage(s), time, and method of administration
 - length of administration must be provided to administer medications at school.
4. The medication must be in the original prescription or over-the-counter container and brought in by parent/guardian. **A student may NOT carry medication to school or carry it with him/her during school hours or school functions (see exception below).**

Exception: Self-administration of medication is permissible ONLY for those students in need of medication for life-threatening conditions, such as asthma or severe allergic reactions. Please contact the school nurse for information.

Controlled Dangerous Substances

- The Greenwich Township Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession and distribution of controlled dangerous substances on school property.
- The administration reserves the right to search/seizure when there is reasonable belief that some material which is detrimental to health, safety and welfare of the student(s) exist.
- Emergency situations may necessitate a search/seizure with or without the student's knowledge or consent. Wherever possible, the student should be aware of a search of property assigned to him. In the absence of a student, a second party shall witness any search.

STUDENT PROGRESS

Progress Reports

Progress reports will be sent electronic (Grades 1-5) and sent home for Preschool and Kindergarten to parents/guardians halfway through each marking period. Upon receipt of these reports parents/guardians are encouraged to confer with the child's teacher to determine what can be done to bring about improvement.

90 - 100	Excellent	A	Special Area Subjects
80 - 89	Above Average	B	O = Outstanding
70 - 79	Average	C	S = Satisfactory
65 - 69	Below Average	D	U = Unsatisfactory
0- 64	Failing	F	NI = Needs Improvement

Criteria for Retention

Grades K & 1:

- 1. Possible retention for a student failing Reading and Math**
- 2. Possible retention for a student determined to be socially and/or emotionally unready**

Grades 2-5:

Probable retention for a student failing:

Two major subjects (Language Arts, Math, Science, Social Studies) OR one major and two minor subjects* (Health, PE, Art, etc.)

Probable retention for a student failing one major subject and two minor subjects (Failing two major subjects = failing one major subject)

Parents/Guardians will be notified of the possibility of retention of their child by the end of the second and third marking periods. In rare cases, a student will bring his/her average down to failing during the last marking period and will become a candidate for retention. Should this occur, parents will be notified.

It is a good practice for parents to retain copies of their child's work throughout the year and confer frequently with the teachers to keep abreast of the growth patterns. Parents also should encourage their child to maintain an average of at least a C or better and reinforce the need to study.

SCHOOL EXPECTATIONS

1. No student should have gum or candy in school or on the bus.
2. All textbooks should be covered as directed by the teacher.
3. Students are expected to be on time and prepared for all classes. Chronic unprepared or lateness will result in detention.
4. Students are only to open lockers at designated times. Upon arrival, at dismissal, before or after lunch. Other times may be designated by the teacher.
5. Students are required to have a notebook for all major subjects.
6. Students are responsible for following directions for assignments. Failure to do so will result in a grade of "0", unless assignments completed incorrectly are redone and turned in the next day.
7. Failure to follow directions on a test or a section of a test may result in those parts being marked incorrect. Therefore, if a child does not understand the directions, he/she should ask for help.

TRANSPORTATION

(TELEPHONE NUMBER: 224-4920, Ext. 2120)

Please review with your child the rules of safety in walking/biking to school or waiting for and riding on the school bus.

School Bus Rules and Regulations:

Busses are provided to transport students to and from school. Bus transportation is a privilege granted by the Greenwich Township Board of Education. Students in the District will obey the following rules at all times on school buses. There will be:

1. No eating, gum chewing or snacking of any kind
2. No smoking
3. No profanity or obscene language
4. No fighting or quarreling
5. No marring or defacing of buses
6. No hanging out or throwing articles out of windows
7. Seat belts must be worn at all times
8. No moving around in bus while it is in motion; students must remain in assigned seats

- Also, students will be picked up and dropped off at ONLY their assigned bus stop. No switching of buses will be permitted. ONLY bus students are permitted to ride the buses.

- Children who misbehave on the bus and/or at the bus stop and are reported by the bus driver will be disciplined. The bus driver is in full charge of the bus at all times and his/her directions are to be obeyed.

- The seriousness of the problem and the frequency of recurring incidents will be carefully considered in determining the type of disciplinary action.

- Students are financially responsible for any marking or defacing of bus property.

As per New Jersey state Law 18A:25-2, a pupil may be excluded from the bus for disciplinary reasons by the Principal, and his/her parents shall provide for his/her transportation to and from school during the period of exclusion.

Bicycles

1. All students in Grades 3-5 are permitted to ride bicycles to school provided a permission slip is signed by parent/guardian. Students must obtain a permission slip from the Principal's Office.
2. Students must wear a biker's helmet.
3. Students should lock their bikes and must observe all bike safety rules.
4. Students who are uncooperative will be restricted from riding their bicycles, and a letter will be sent home to be signed by their parent/guardian.

STUDENT DRESS CODE GUIDELINES

1. All tank top straps must be a minimum of three (3) inches – Grades PreK-5.
All shoulders must be covered – i.e. no tank tops – Grades PreK-5
2. No bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach. Slides may not be worn.
3. All footwear must cover top of foot with fabric and/or material.
4. All skirts, dresses, shorts, and pants must be fingertip length with pointer finger as the measuring finger.
5. No extremely low-cut, tight fitting or transparent clothes, bare midriffs or suggestive clothing.
6. Garments or accessories imprinted with the following are unacceptable:
 - double meanings
 - crude phrases or drawings
 - drawings or slogans that promote the use of drugs, alcohol and/or inappropriate conduct
 - profanity or sexual references
 - slogans or drawings advocating violence
7. No ripped or tattered clothing.
8. Pants must be worn at waist.
9. No undergarments worn as outer garments.
10. No sleepwear – i.e. pajamas and slippers.
11. No sunglasses. No head covering (hats, bandannas, etc.) will be worn indoors during school hours except for religious and/or health reasons.
12. Coats and outer garments are not to be worn in school.
13. Shorts may not be worn in school from December 1 through February 28.

The above dress code also applies when attending a school-sponsored dance, field trip, or similar activity. Students who violate dress code will be sent to the Principal for appropriate action (see discipline code).

Electronic Equipment / Cell Phones

- Electronic Equipment – Any electronic equipment (MP3, IPODs, DS games, etc.) brought to school is the responsibility of the student. All electronic equipment must be stored in a locker during the school day. If a student is found with electronic equipment on their person, it will be confiscated for parent pick up and disciplinary action will be taken.
- Cell Phones – All cell phones must be turned off upon entering school. Cell phones are not to be used for social media, photography, recording (voice or video), or to contact others during the school day without prior authorization of a faculty or staff member. Violation of this rule may result in discipline and/or confiscation of the phone.
- Laser Pointers – Laser pointers are not permitted in school. They can cause serious eye injury. If any student is found with a laser pointer in their possession, it will be confiscated for parent pickup and disciplinary action will be taken.

POLICY 7441

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS & ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds. The content produced by the surveillance system under certain circumstances may be considered a student record, in which it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, and the district declares such use to be a legitimate educational interest. The following statement shall be posted in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used: The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy. In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

GREENWICH TOWNSHIP ADMINISTRATIVE DISCIPLINE GUIDELINES

Classroom teachers are responsible for maintaining control in the classroom and following assertive discipline procedures. The following are disciplinary Principal's Office Guidelines and Procedures developed for students in Grades K-8. These are to be reviewed by the homeroom teachers with the students at the beginning of each school year and periodically throughout the school year. The Principal or his/her designee may use these guidelines and procedures in moderation to maintain a safe learning environment for everyone. These guidelines are to be reviewed annually.

- **NOTE:** At the administration's discretion, any of the following steps (Penalty A, B, C, D) may be used singly or in combination to deal with the disruptive pupil.

Abbreviations: RS =Restricted Study OSS = Out-of-School Suspension PAC = Pupil Assistance Committee
CST = Child Study Team

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
Cut Teacher/Office Detention – 5-8	1 st and 2 nd Offense – 2 Detentions	3 rd + Offense – Parent Conference 2-4 Detentions		
Walk Out of Class/Homeroom – 5-8	1 st Offense – 2 Detentions	2 nd Offense – 1 day OSS	3 rd +Offense – 3 days OSS	
3 Lateness to School/Class 5-8	1 st Offense – 1 Lunch Detention	2 nd Offense – 1 Detention	3 rd Offense – 2 Office Detentions	4 th Offense – Parent Conference Counseling 2 Detentions
Cutting Class	1 st Offense – 1 Week Lunch Detention	2 nd Offense – 1 Week Lunch Detention Parent Conference	3 rd + Offense – 1+ days OSS Parent Conference	
Truancy	1 st Offense – Parent Conference 1 Week with Lunch Detention	2 nd - 4 th Offense – Parent Conference 3 Detentions	3 rd Offense – File Legal Complaint	
Uncooperative Behavior/Disrespect/ Disruptive/Profanity	1 st + Offense – Detention OSS Parent Conference			
Inappropriate Behavior	1 st Offense – 1-5 Lunch Detention	2 nd + Offense – 1-3 Detention		
Harassment, Intimidation and Bullying	1 st +Offense BOE Action Parent Conference Counseling Lunch Detention OSS Legal Action Police Involvement			

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
Wearing Improper Clothing in School	1 st Offense – Change Clothing Parent Conference Detention	2 nd Offense Change Clothing Parent Conference Detention	3 rd Offense – 1 day OSS Parent Conference	4 th Offense – 2 days OSS Parent Conference
Possession and/or Use of Electronic Devices	1 st Offense – Confiscation of Item, must be picked up in Office by Parent Detention	2 nd Offense – Confiscation of Item 2 Detentions	3 rd + Offense – Confiscation of Item 1 day OSS	
Forging, Falsifying or Altering School Records or Documents, Cheating/Gambling	1 st Offense – Parent Conference 2 Detentions	2 nd + Offense – 2 day OSS		
Violation of Internet Rules	See Internet Policy			
Obscene/Indecent Behavior Directed at an Individual Possession of Obscene Material	1 st + Offense – BOE Action Parent Conference 1-9 days OSS Legal Action Police Involvement			
Inappropriate Behavior on School Bus	1 st Offense - 1 Lunch Detention to 3 Days Bus Suspension Parent Conference	2 nd Offense – 1-5 Day Bus Suspension	3 rd Offense – 1 Month Bus Suspension	4 th Offense – Exclusion from Bus
Insubordination	1 st Offense – 1-3 day OSS Parent Conference	2 nd + Offense – Parent Conference 1-9 day OSS		
Smoking/Possession of Tobacco Products	1 st + Offense – Confiscation Parent Conference BOE Policy 1-10 day OSS BOE Action Legal Action			
Fighting	1 st + Offense 1-10 days OSS Parent Conference Counseling Legal Action Police Involvement			
Incitement/Instigation/Rumor Spreading	1 st + Offense – Lunch Detention Parent Contact Detention OSS			

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
Physical Assault	1 st + Offense – Legal Action BOE Action 1-10 days OSS Parent Conference Police Involvement			
Vandalism/Stealing	1 st Offense – Restitution/Repairs Parent Conference Detention/OSS Legal Action Police Involvement			
Use Or Possession of Alcoholic Beverages or Drugs on School Property or Drug Paraphernalia without Controlled Dangerous Substance	1 st Offense – 1-10 day OSS Memorandum of Agreement & See BOE Policy BOE Action Legal Action Police Involvement			
Possession of Weapons, Knives or Explosives, or Simulated Weapon	1 st Offense – 1-10 day OSS Memorandum of Agreement & See BOE Policy Zero Tolerance Policy BOE Action Legal Action Police Involvement			
Arson, Fireworks/ Smokebombs	1 st Offense – 1-10 day OSS Memorandum of Agreement & See BOE Policy Zero Tolerance Policy BOE Action Legal Action Police Involvement			
Threatening Actions Promoting an Unsafe Environment	1 st Offense – 1-10 day OSS Memorandum of Agreement & See BOE Policy Zero Tolerance Policy BOE Action Legal Action Police Involvement			
Inappropriate Display of Affection	1 st Offense - Parent Conference 1-3 Day Detention	2 nd Offense – Parent Conference 1- 3 Day OSS		
Slurs Regarding Race, Color, Creed, and Social Orientation	1 st Offense - Parent Conference 1-10 day OSS			