

# **Student Handbook**

**South Toms River  
Elementary School**



**419 Dover Road  
South Toms River, NJ 08757  
Tel. (732) 505-5890  
Fax (732) 914-1861**

Dear Parents/Guardians,

The purpose of this handbook is to give you and your family direction and guidance toward programs, expectations and responsibilities at South Toms River Elementary School.

We realize that many of our children cannot yet read and comprehend its contents; therefore, we ask that you spend some time reviewing the handbook with your children.

Our rules are few, simple, and basic. We expect children to attend school regularly and on time, to cooperate with teachers and other students, and to try to do their best at all times. We ask that each student treat others with respect.

All parents and staff members want the best for our children. Please help us to reinforce the concepts stated in this handbook so that, together, we can help our children grow academically, physically, emotionally and socially.

We, at South Toms River Elementary School become the children's guardians during the school day. A full education is much more than academic subjects; we are concerned with each child's total growth. In an effort to promote the success of our students and protect our students and staff we will adhere to the information provided in this handbook.

We also follow all policies and the Code of Conduct determined by the Toms River Regional Board of Education. These policies are outlined on the Toms River Regional web site at [trschoools.com](http://trschoools.com).

Please feel free to contact the school whenever you feel we may be of service.

Thank you for your interest and cooperation. Together, we will continue to provide an excellent school year for all of our children.

Respectfully,

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Dennis Holzapfel  
Principal

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Nikole Mustica  
Supervisor of Instruction

## PHILOSOPHY

Dear Girls and Boys,

Welcome to South Toms River Elementary School. We are happy to have you with us and trust that this coming year will be enjoyable and rewarding for you.

It is our belief that an organized, pleasant atmosphere helps promote good teaching and learning. We shall try to create such an atmosphere for students and staff each day.

Our task as an elementary school is a challenging one. We are expected to be many things to many children. In order to meet the challenge, we shall strive to:

- \* Teach according to the goals outlined in the Common Core State Standards
- \* Be concerned with each child as an individual.
- \* Help our students feel good about themselves by providing them with tasks at the right level of difficulty, so that they may meet with success.
- \* Focus on developing the whole child by offering opportunities to grow academically, socially, emotionally and physically.
- \* Provide activities that foster self-direction, self-motivation and self-evaluation.

We shall expect our students to:

- \* Treat each other with kindness and respect.
- \* Benefit from their experiences at school.
- \* Take responsibility for their actions.
- \* Accept consequences in an appropriate manner.
- \* Always strive to do their best.
- \* Experience the joy of learning.

Have a great school year.

Respectfully,

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Dennis Holzapfel  
Principal

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Nikole Mustica  
Supervisor of Instruction

### IMPORTANT SCHOOL TELEPHONE NUMBERS

Main Office .....	(732) 505-5890
Community Education .....	(732) 505-5898
Nurse .....	(732) 505-5893
Guidance .....	(732) 505-5878
Media Center .....	(732) 505-5894
FAX .....	(732) 914-1861

### ADVERTISING MATERIAL

All advertising materials (flyers, notices, etc.) must be approved through Central Administration. Please call the STRE Office for further information.

### ART

Art instruction is provided to all students. Students may bring in a smock or an old shirt to cover his or her clothes.

### ATTENDANCE

All schools are required to report unexcused student absences to the state. In order for an absence to be excused, you must send in a written note stating the date(s) absent and the reason for the absence with a signature from a parent or guardian. According to N.J.A.C. 6A:16-78(a) 4iii, a student who has accumulated 10 or more unexcused absences will be considered truant.

**Please, send in a written excuse for every absence.** Here is an example:

***Please excuse John Smith's absence from school on March 23 and 24, 2019.  
He had a cold.  
Mary Smith***

This information will be included on our New Jersey School Report Card. It is important that our records are complete and accurate.

A computerized call will be made to your home phone number to notify you that your child is absent from school.

If you anticipate your child being absent for more than three days, or if the illness is of a contagious nature, the nurse's office should be notified immediately.

Depending on the amount of time your child will be absent, you may want to make arrangements with the classroom teacher to obtain schoolwork. If you should request daily assignments, please notify the school **before 11:00 a.m.** Work will be available for pick-up at the **end of the school day.** Whether work is requested during absence or assigned upon the child's return, your child is responsible for making up the missed work.

We would hope that vacations would not be planned during the school year; however, if you are taking your child on vacation during the school year, please be aware of the following:

- \* The absence will be recorded as unexcused.
- \* A student who will be absent from school because of vacation plans would make up missed class and homework assignments upon their return to school. A student will be allowed the same amount of time absent from school to make up the missed work. For example, if a child is absent for a vacation for one week, that child will be given one week to complete the missed work.
- \* Students may receive some general guidelines, supplementary materials or assignments.
- \* If test results and make-up work are inadequate, the grades during the marking period will be affected.

## **BASIC SKILLS PROGRAM**

The Basic Skills Program will take place during the school day in an inclusion setting.

Students may qualify for additional academic support in reading, writing, and/or mathematics through the basic skills program. Eligibility for students in grades 1-5, is determined by teacher recommendation, past participation, and/or standardized test scores.

## **BEHAVIOR**

Children should always cooperate with their teacher and interact in a respectful manner with everyone. We expect children to practice the courtesy and manners that they are taught at home. A simple rule is to treat everyone the way you would want them to treat you.

Physical contact is to be avoided at all times. **A physical confrontation will result in disciplinary action.**

Children are told to report incidents of physical contact or verbal abuse immediately to an adult who is always nearby. This will prevent escalation of the incident and avoid serious injury.

We want the children to work in a positive and harmonious environment where problems are worked out through discussion.

**The Board of Education prohibits acts of harassment, intimidation or bullying of a student.** Our HIB policy is posted on the district website, "trschools.com." It is available under the heading, Anti-Bullying Resources.

## **BELL SCHEDULE**

9:20 a.m.	Bus Drop off (First Bell)
9:25 a.m.	School Begins – homeroom
9:30 a.m.	Late Bell
11:55 a.m. – 12:30 p.m.	First Lunch Grades K, 5
12:35 p.m. – 1:10 p.m.	Second Lunch Grades 1, 3,
1:15 p.m. – 1:50 p.m.	Third Lunch Grades 2, 4,
3:35 p.m.	Dismissal – Bus Riders
3:37 p.m.	Buses Depart – Dismissal Walkers

## **CAFETERIA**

We want each child to enjoy the privilege of having lunch in the school cafeteria. General lunchroom rules and procedures are presented by the classroom teachers.

Students are scheduled for a 35-minute lunch period that consists of 20 minutes of lunch and 15 minutes of outdoor recess. Weather permitting, all children will go outside. Appropriate clothing for cold weather conditions is required.

### **Cafeteria Supervision**

The cafeteria is monitored by aides, who maintain order and provide any assistance needed. The children are expected to obey and respect the aide as they would any other school authority.

All pupils are expected to display proper conduct and manners while eating and handling food. Conversation is permitted; however, loud voices, shouting, or poor etiquette will not be tolerated. Each child will be responsible for clearing his/her area of waste materials.

## Cafeteria Rules

- Talk in a normal tone of voice. No shouting.
- **Stay seated with your class.**
- Clean up and throw away trash when given permission.
- Follow directions of cafeteria aides and administrators.
- In order to leave the cafeteria for any reason, you must have a pass and/or be granted permission by the cafeteria aides or administrator.
- Show respect for others.
- Use courtesy words - "Please, thank you and excuse me."

## Breakfast/Lunch Programs

South Toms River Elementary School has "Breakfast in the Classroom" program that is available to all students free of charge.

The school cafeteria offers two or three nutritious lunch choices daily. Your child may purchase, milk, juice, water or ice cream separately.

Student Lunch	\$2.75
Student Breakfast	Free

South Toms River Elementary School has in place a computerized payment program. Every child has a photo ID card that is used when payment is rendered. In addition, you may pre-pay for breakfast and lunches – making it possible for your child's ID card to act as a debit card. In the event your child has forgotten his/her money, they may in effect "charge" a meal. After several such charges, the student will no longer be allowed to "charge." A Peanut butter and jelly sandwich will be provided for any student not allowed to charge a lunch.

## Federal Lunch/Breakfast

A Federal program offering free or reduced lunch and breakfast is available. Information is mailed to your home before the beginning of the school year. Families must complete the form and return it to the address indicated. Once school begins, forms are available upon request in the main office. Approval is not automatic so, please send your child with lunch or lunch money until you are approved for the program.

## CHANGE OF ADDRESS AND TELEPHONE NUMBERS

Should you change your phone number and/or address please notify the main office. Make sure we have current emergency contact numbers.

## CHILD STUDY TEAM

Child Study Team services are available to every school in the district. The function of the Child Study Team is guided by state rules and regulations. One of the Team's main functions is to assist teachers, parents, and administrators in providing a suitable program for the educationally handicapped student. The Child Study Team is consulted only after every available resource in the school has been exhausted.

## CLASS PARTIES

Parties are held at the classroom teacher's discretion. **All parties must be planned by the teacher.** Surprise parties are not permitted. Parties given by students for teachers are not allowed. Leftovers cannot be sent home with children.

**Student birthdays may be celebrated in school with prior permission of the teacher.** As of September, 2006 there were new nutritional guidelines for schools, please help us adhere to these policies. Parties must be limited to a fruit juice drink and a **small** treat such as cookies, munchkins, or cupcakes. No goodie bags or presents are to be shared or given. Hard candy cannot be served.

## **CONFERENCES**

If a parent/guardian has a question or concern and wishes a conference with a teacher or school administrator, please call the main office at 732-505-5890 to set up an appointment.

During the conference please, remember that our building policy is to create and maintain a safe environment for students and staff. Foul or abusive language and raised voices will not be tolerated. An adult who enters South Toms River Elementary School and displays inappropriate behavior or language will be given the opportunity to calm down. If the behavior continues they will be asked to leave the building. If they refuse to leave and the abusive behavior continues, the South Toms River Police will be called and a disorderly person charge may be filed.

## **DROP OFF AND PICK UP PROCEDURES**

The safety of our students is one of our highest priorities. We need your help and cooperation. If you drop off your children in the morning or pick them up in the afternoon please use the ferry lane in the back of the building. Enter the school grounds through the basketball courts. There are teachers on duty in the back of the building to help the children in and out of the cars and supervise the ferry lane. Please, refer to the map of the school grounds for more information.

## **EMERGENCY SCHOOL CLOSING/DELAYED OPENINGS/EARLY DISMISSAL**

When weather conditions or emergency situations make it necessary to close schools, appropriate radio and TV stations will be contacted to make public announcements regarding the details of the closing. You may tune into radio station WOBF F.M. (92.7) or A.M. (1170); WJLK F.M. (94.3) or A.M. (1310). You may also check channel 21 on your TV. Information will also be available on the school website: [www.trschools.com](http://www.trschools.com). Please do not call the school.

A new procedure allows for a 1 1/2 hour delayed opening of school due to inclement weather conditions or other emergency conditions. Students should report to bus stops 1 1/2 hours later than their regular time.

**South Toms River Elementary School is a fourth tier school and our delayed opening will be at 10:55 a.m.**

## **EMERGENCY EARLY DISMISSAL - OTHER THAN WEATHER**

On rare occasions, it may become necessary to implement an early dismissal of pupils from school due to emergency circumstances e.g., prolonged power failure, lack of water services, etc. If such an early dismissal becomes necessary, the following notification procedures will be implemented uniformly in all elementary schools. The intent of this procedure is to provide for a fail-safe-system, in order that appropriate caregivers and parents can be notified as early as possible as to the decision to dismiss schools for emergency purposes.

Whenever it becomes necessary to implement the "Early Dismissal Schedule," the afternoon (p.m.) Y-Kids, and extended day activities will be canceled for that day. Related announcements about the early dismissal decision will be communicated by the district to the local media i.e., local radio stations, school website ([www.trschools.com](http://www.trschools.com)), newspapers, and will be aired on the Toms River Schools Public Channel 21.

In the eventuality that contact cannot be made with the home or caregiver about the emergency early dismissal, the pupil(s) will be retained at the school under supervision until such contact can be made.

**PLEASE ESTABLISH EMERGENCY CLOSING, DELAYED OPENING AND EARLY DISMISSAL PROCEDURES WITH YOUR CHILD. EACH CHILD SHOULD KNOW WHERE TO GO IN THE EVENT HIS/HER PARENT IS NOT HOME IN CASE OF AN EMERGENCY SITUATION.**

## **FIELD TRIPS AND PERMISSION SLIPS**

School activities such as field trips require the signature of a parent or guardian on a permission slip to assure that the parent is aware that the child will not be in the school on that day. **If a signed slip is not returned to the school, students will not be permitted to go on the trip.**

## **FIRE/Evacuation/Security Drills**

Drills are a serious business. Listening for directions is a must, since it will help assure the safety of all.

## **GIFTED AND TALENTED PROGRAM**

The Toms River Schools provide services for gifted and talented students. Eligibility criteria are determined by the District's G/T Committee and includes standardized test scores, report card grades, and teacher recommendation.

## **GUIDANCE**

South Toms River Elementary School has the services of an elementary guidance counselor. The counselor's role is to work with children in small group, whole class sessions and individually. The guidance counselor also consults with teachers, parents and the school administration. The counselor helps children with many difficulties and adjustments. Children may be referred to the counselor by a teacher, the school administration, the child's parents or guardian, or by a self-referral. If it is felt that the counseling will require more than one session, the counselor will request that the parents or guardian sign a consent form for the counselor to continue seeing the child.

## **GUM**

**CHEWING GUM IS NOT TO BE BROUGHT TO SCHOOL FOR ANY REASON.**

## **HOMEWORK**

Homework assignments are very important as a follow-up of work done each day in the classroom. Students should be conscientious in completing homework assignments and take pride in doing them neatly, accurately and consistently. Completion of homework is part of the overall evaluation of student progress. Failure to complete homework will have a negative effect on pupil grades and privileges. Homework should be a follow-up to material previously covered in the classroom.

## **LOST AND FOUND**

Lost items are stored in the cafeteria. Certain articles such as eyeglasses, wallets, keys, and jewelry will be held in the Main Office. Encourage your child to check the Lost and Found area for missing items since many articles remain unclaimed at the end of the year. Articles not claimed by the end of the year will be donated to charity.

## **MEDIA CENTER**

Our Media Center serves all the students and teachers of the school. The Media Center is equipped with a computerized circulation system and card catalog.

Students are responsible for books signed out in their name. **Report Cards will not be issued to students who have outstanding debts due to lost or damaged books.**

## **NEIGHBORHOOD COMPLAINTS**

Frequently the school is called by a parent or group of parents concerned about the negative behavior of a child in their neighborhood. The concerned parents call the school requesting discipline for the children whose actions are not related to any phase of school life. Before the school is called in such matters, parents should be sure the matter is a school problem. The school cannot, and will not, become involved in any situation that is, in reality, a neighborhood problem.

If there is some relation to the school, our procedure is to notify the parents of the child involved in the matter. We will request that they attempt to settle the matter on a neighborhood basis. We will take no action or make any judgments about children's neighborhood behaviors unless it is clearly related to school and substantiated by a school employee.



## NEWSLETTER

Periodically, a newsletter is sent home with each student. This is our primary means of communicating with parents. Students' achievements, special events and activities are highlighted. Students and parents are asked to read and discuss the information provided in the newsletter and to call the school if they have any questions, concerns, or suggestions.

## NURSE'S OFFICE

The full-time nurse at South Toms River Elementary is responsible for many varied health related duties. Any questions pertaining to health such as immunizations, kindergarten registration requirements, contagious diseases, etc. should be directed to the school nurse. We ask you to consider the following:

1. The emergency card issued each September should be filled out completely and signed by a parent or guardian. **Emergency numbers are essential and any changes should be reported to the school office immediately, so that we may reach you promptly in the event of a medical concern about your child.**
2. Actively ill children do not belong in school. If your child has a fever or active symptoms, such as recent vomiting, or diarrhea, keep him/her home.
3. Please call the nurse's office (505-5890) if your child is home with a contagious illness (chicken pox, strep infection, pinkeye, etc.)
4. The District handbook calendar lists the requirements of certain illnesses. Some illnesses require a doctor's note in order for the child to return to school. This doctor's note may be brought in with your written absence note or may be faxed to the school. (Fax #732-914-1861)
5. Injuries or illnesses incurred at home should be treated at home.
6. Accidents that occur in school must be reported to the nurse's office immediately. If not reported by the child, the parent should do so. Call 732-505-5890.

## Administering Medication

Pursuant to New Jersey State Law, all medications given to students can only be administered by a certified school nurse or physician. The administration of medications to students in the Toms River Regional Schools will be conducted under these specific rules:

1. No medication, prescription or non-prescription (i.e. Cough drops, aspirin, Tylenol, eye drops, etc.), will be given to a student by the school nurse unless it is received in the original container **and** accompanied by a written physician and parental/guardian request which **MUST** include:

Name of student	Grade
Name of teacher	Time to be taken
Name of physician	Length of time medication will be required
Name of medication	Date and signature of parent or guardian
Dosage of medication	Date and signature of physician

2. All medications are to be held in the school nurse's office, with the parent/guardian assuming the responsibility for delivering and picking up unused amounts when no longer needed.
3. Prescription medication must be in the original pharmacy-labeled container.

## OYSTER CREEK EMERGENCY EVACUATION

All Toms River Regional Schools located south of Route 37 are within the Ocean County Emergency Management Evacuation Zone in case of an accident at the Oyster Creek nuclear Power Plant, Lacey Township. As determined by the Ocean County Emergency Management Plan, in the case of an accident during the school day, students at STRE will be transferred to Toms River High School North, Old Freehold Rd., Dover Township. This evacuation will take place under adult supervision. Students will be cared for until a parent/guardian picks them up.

## **PARENTAL CUSTODY PROCEDURE**

In recent years the school has had an increasing number of requests from parents to release children from the school during the school day to specifically identified adults. If you anticipate custody problems and wish your child released only to you or someone designated by you, we suggest you adhere to the following:

1. Copies of custody papers **MUST** be filed in your child's permanent folder. A letter from the parent to the school principal stating a concern in this area often is challenged by a second party; therefore, some legal hold on the child **MUST** be filed in the school office.
2. Current home and emergency phone numbers where the parent can be reached are essential.
3. **Notify the school office every year** that the problem exists and requires continued surveillance.
4. If you put a hold on your child's release from school and must send a neighbor, etc. to pick the child up in an emergency, please call and let the school know in advance. Inform the person who will pick up the child that he or she will have to show identification.
5. We want very much to protect the health and welfare of every child assigned to our school. Many children bring problems to school that go beyond our area of control. It is your responsibility to supply the school with the proper information to help us offer this protection.

## **PERFUMES AND COSMETICS**

The bringing of and use of cosmetics, perfumes and/or cologne is not recommended in school. Allergic reactions to their use have been reported by students and school personnel. Also, the odor of these substances has been known to attract bees.

## **PERSONAL ATTIRE AND GROOMING**

Safety, neatness, cleanliness, and modesty should be the major considerations in what is appropriate school dress. A child's grooming, dress, and behavior have a bearing on how others react to him/her.

Footwear is always a safety issue. The majority of the children must safely navigate our stairs several times a day, every day. **Thong sandals, sandals without back straps, or shoes with high heels and/or high platforms are unsafe and not allowed. Skates or sneakers with wheels are not allowed.** In the interest of safety and good health practices, we strongly recommend socks and properly fastened sneakers and/or shoes.

When the temperature is forecasted to be in the high 70's or beyond, appropriate shorts may be worn. We request that brief shorts or skirts not be worn to school. **Bare midribs and halter-tops are not acceptable.**

In colder weather, we request that you anticipate that the children will be going outside during the short lunch recess. Most children want to expend some energy, play and have a few minutes of free time. Please have the children appropriately dressed for the weather conditions. **Clothing with inappropriate designs, sayings, or that depict violence are not acceptable.** Hats are not to be worn in the school building.

If dress is inappropriate, students will be asked to call home for a change of clothes.

## **PERSONAL POSSESSIONS/TOYS**

Students are specifically requested not to bring to school large sums of money, expensive jewelry, or toys. The school can assume no responsibility in the event of their loss, damage or theft. **CD PLAYERS, MP3 Players, iPods, VIDEO GAMES, CELL PHONES AND TRADING CARDS** interfere with the school's ability to discipline and educate and they are not allowed in school under any circumstances. These items may be confiscated and held in the main office for parent pick-up.

## PHYSICAL EDUCATION CLASS PROCEDURES

Appropriate dress items are listed below:

\*Sneakers

\*Athletic socks

\*T-shirt, shorts/warm-up suit

\*Sneakers are required for all class and intramural activities. Other types of shoes are not allowed for safety purposes. Sneakers should have a good tread on the bottom for safety. There will be no changing of clothing or footwear for gym classes.

\*To be excused from participating in physical education class, students must present either a doctor's note or parental note to the instructor. **Children excused from physical education may not participate in intramural sports or go outside for recess.**

\*All jewelry (watches, rings, bracelets, loop earrings, etc.) should be removed before physical education and left in the classroom. All items should also be removed from the pocket of the children's clothing.

## PLAYGROUND SAFETY

Weather permitting; children will go outside for recess. Exceptions are made for children with written medical excuses from a physician.

The safety and well being of each child is a very basic concern at South Toms River Elementary. Our playground and fields are for enjoyment, but every precaution must be taken to avoid accidents. Students can best contribute to a safe environment by following basic rules such as:

1. There will be no roughhousing. Students must cooperate and conduct themselves in a helpful, respectful manner at all times. **Anyone, no matter who started it, involved in a fight, will be subject to disciplinary action and possible suspension from school.**
2. Avoid physical contact with others (bumping, pulling, wrestling, tackling, etc.).
3. Never throw stones, sand, sticks, etc.
4. No hardballs, softballs, or bats may be used. Tennis balls are allowed.
5. Children must never leave the designated playground area to retrieve a ball or personal property. Instead, report the incident to an adult on duty immediately.
6. Children must play in areas and on equipment designated for them.
7. **Keep your own safety and the safety of others in mind when you use the climbing equipment and slides.**
8. Report problems of any nature to an adult on duty immediately.
9. Children who are unable to maintain a safe, respectful play attitude are excluded from the playground.

## PTO – Parent-Teacher Organization

The South Toms River PTO was formed for the benefit of all our students. Meetings are announced in newsletters. Membership is open to all parents of children attending the school. The PTO plays a large part in sponsoring activities throughout the year. Membership is strongly encouraged.

## REPORT CARDS/PROGRESS REPORTS

Report cards will be accessible online. Please fill out a "Parent Portal" sign up sheet for login information. If you do not have access to a computer, you may request a hard copy through our main office or your child's teacher.

Progress reports are mailed during each marking period to the parents or guardians to indicate deficiencies in particular areas.

Incomplete classroom and homework assignments will have a negative effect on report card grades.

## **SCHOOL BUS SAFETY**

Safety is our main concern in riding the school bus. The drivers must pay attention to the traffic, listen for horns, and be alert for emergencies. They cannot pay attention to driving and monitor disruptive students at the same time.

**Our students are expected to sit at all times. If the bus is equipped with seatbelts, the belts must be worn and tightened appropriately.** Talking is certainly permitted, but loud talking, shouting and fighting are definitely prohibited. There is to be no throwing of objects of any kind either inside the bus or out the windows. Hands, arms, and heads are also to be kept inside the bus. Children are expected to walk to and from the bus stop, and while entering and exiting the bus. Running is never permitted near the buses. **The law states that riding a bus is a privilege and not a right.** Children who do not observe the rules of safe riding conduct can and will lose bus-riding privileges for a fixed period of time and will be expected to attend school via transportation supplied by their parents.

## **SCHOOL BUS CHANGES**

Occasionally parents request that their child be allowed to ride home on a bus other than his or her assigned bus. Requests of this nature **may not** be honored as they frequently cause an overload condition on the bus. Transportation arrangements can be made for a babysitter's address different from a student's home address providing the following four provisions are met:

1. The babysitter address is on the STRE bus route.
2. There are extra seats available on the bus.
3. The same location is used for both pick-up and drop-off.
4. The arrangements are the same **everyday**, Monday through Friday.

Any deviation of these four provisions will void the alternate assignment and the student will have to be assigned to a bus based on their home address.

**No walking student will be permitted to ride the bus under any circumstances. Your cooperation and understanding is greatly appreciated.**

All students assigned to a bus must ride that bus unless the school office is notified by the parent/guardian, **in writing**, regarding the parent's plan to pick-up their child. **No bus student will be permitted to walk to school or home from school under any circumstances.**

## **SCHOOL PROPERTY**

The school buildings and grounds are for your use. You are asked to keep school property as clean as possible so that we can all be proud of the appearance of our building. **Please** report anyone that damages school property.

## **SUSPENSION AND EXPULSION / PUPIL DUE PROCESS**

While the Board believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize pupils for violations of school regulations to ensure the good order of the school and to teach them the consequences of inappropriate behavior. Inappropriate behavior includes, but is not limited to:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person having authority over a pupil.
3. Actions that constitute a continuing danger to the physical well being of other pupils.
4. Physical assault upon another pupil, a teacher, or any school employee.
5. Taking or attempting to take, personal property or money from another pupil whether by force or fear.
6. Willfully causing, or attempting to cause, substantial damage to school property.
7. Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority.
8. Inciting others to take part in an unauthorized occupancy.
9. Inciting other pupils to truancy.
10. Truancy and class cutting; leaving school property without permission.
11. Poor attendance and lateness.
12. Use or possession of unsafe or illegal articles.
13. Use of any tobacco product on school property.
14. Use, possession or sale of a controlled dangerous substance, anabolic steroids or alcohol.
15. Use of profanity or abusive language.
16. Turning in a false alarm.
17. Tampering with or damaging property of other pupils or staff members.
18. Selling or buying lottery tickets or any other gambling paraphernalia on school property. Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a Board member, teacher, administrator, or other employee of the Board of Education shall be suspended from school immediately according to procedural due process, and expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

## **TAKING CHILDREN OUT OF SCHOOL / EARLY DISMISSAL**

It is highly recommended that eye, dental, and medical appointments are made after school hours. Realizing however, that this is not always possible and that emergencies may arise, the school has made provisions for early dismissal. All requests should be submitted in writing to the school office the morning of the day early dismissal is required. Children may be picked-up and signed-out in the office. The adult picking up the child may be asked for identification.

**Pursuant to New Jersey law, students must attend school for four (4) hours in order to be counted as present. If you sign your child out prior to 1:25 p.m. during the school day for any reason, it is considered an absence.**

## **TARDINESS**

Along with regular attendance, it is expected that every child be prepared to arrive at school on time. If students are late for any reason, they must report to the Main Office upon arrival. The child's tardiness will be noted and a pass issued to be presented to the classroom teacher.

Please help your child develop the responsibility of being prepared for the bus or for walking to school on time. Frequent tardiness is not only a disadvantage for your child; it also disrupts class schedules and teaching procedures.

The first school bell will ring at 9:20 a.m. and all children should be in the classroom by 9:25 a.m. Allowances will be made for late buses, bad weather, or long ferry lines. Students walking to school or being driven should not arrive before 9:15.

## **TELEPHONE PRIVILEGES**

**Students are not allowed to use the office telephone. In an emergency situation, the office will call home for a student.** Overdue library books, going to a friend's house, or forgotten instruments, homework and sneakers, or attendance at preplanned after school activities, etc. are not considered emergency situations.

## **TEXTBOOKS AND FURNITURE CARE**

It is the responsibility of each child to care for books and materials issued. **All textbooks must be covered throughout the school year and not abused in any way.** They are not to be written in, nor pages torn out, for any reason. Fines will be assessed in case of damage or loss of textbooks, workbooks, library books, or other educational materials issued by the school.

Furniture such as desks, chairs, bookcases, and classroom equipment should not be abused. If furniture or equipment is broken it should be immediately reported to the teacher. If a child purposely abuses equipment, a fine may be assessed.

## **TRANSPORTATION**

**The use of skateboards, roller blades, skates, and scooters for transportation to and from school is strictly prohibited.** Students in grades 3-5 are permitted to ride bikes to and from school provided that parent/student review bike safety rules and sign permission slip. Bike safety rules and permission slip are available upon request in the main office.

## **VISITORS**

All visitors should enter through the main entrance and park in the front parking lot. The basketball courts are used for physical education classes and recess during school hours.

Visitors may only gain access to the school after first ringing the outside bell and presenting themselves for video identification. Once identification has been made, office personnel will "buzz" the visitor in through the main entrance. **ALL PARENTS, GUARDIANS, AND VISITORS, UPON ENTERING THE BUILDING FOR ANY REASON, MUST IMMEDIATELY REPORT TO THE MAIN OFFICE.** Our personnel will be available to assist you.

Please, do not accompany your child to the classroom in the morning. Office personnel will be happy to give a message or materials to your child's teacher. At the end of the day, in inclement weather, parents/guardians may wait in the hallway outside the office for their children after being "buzzed" in by the office staff.

Students have been instructed not to open outside doors for any visitors.

Intermediate and High School siblings and friends may not attend school programs, parties, picnics and/or presentations unless given permission to do so by the principal.

Very often children leave homework or personal property at school. Please, call the main office at 732.505.5890 to make sure that someone is here to escort you or your child to the classroom after school hours. After school hours, no one will be allowed to return to the classrooms unless accompanied or given permission by a building administrator.

For student safety and uninterrupted class routine, unauthorized visitors are not permitted to go through the building to classrooms. Should the need arise for something to be brought in for a student, please bring it to the Main Office where your child will be called to receive it. Please have each item labeled with student's name and room number. Money should be in a sealed envelope. **STUDENT GUESTS ARE NOT PERMITTED AT ANY TIME.**

## **WALKING STUDENT SAFETY**

A large number of our students walk to and from school each day. School crossing guards are placed at important points along the way. Children must obey them in the same way they would obey teachers. School Safety Patrol members are fifth graders posted to assist students.

Children should follow these rules in walking to and from school:

1. Use sidewalks. Do not cut through the woods or across lawns. Cross streets only at corners.
2. Walk directly to school or home. Do not lag behind. Walk in groups.
3. Do not talk to strangers in cars or in the streets.
4. Stay away from strange animals.
5. Walk without fooling around. Try to help each other.
6. Do not do anything that will damage or destroy property.
7. Plan your walk so that you arrive at school no earlier than 9:15 a.m. (9:10 a.m., if you plan on eating breakfast).

## **WEAPONS AND DANGEROUS INSTRUMENTS**

Weapons, dangerous instruments, and imitation weapons are prohibited on school property or at any school sponsored activity. The attached Board of Education "Weapons and Dangerous Instruments" policy details the consequences that must be applied when a student violates this district policy.

Please reinforce with your child that such items must remain at home. Children must take care that they do not accidentally carry such items to school in book bags or pockets. If your child discovers a dangerous item on their person, he/she must turn in the item to the nearest adult immediately. Also, if your child is aware of such an item on school property, he/she must share that information with an adult immediately.

## **Y-KIDS**

Y-Kids is a child care program sponsored and managed by the Toms River YMCA. Arrangements for before and after school care through the YMCA may be made by calling the Toms River YMCA at 732.341.9622