September 1, 2016

Dear Parents and Guardians,

Welcome to North Dover Elementary School! We are glad that your family is a part of our educational community. We share mutual goals of high academic achievement, good citizenship, healthful growth, and the appreciation of fine arts for our children. Together, we can accomplish great things.

The North Dover Handbook is an important introduction to our school. Please review the pages that follow with your child. Our younger students, especially, will require your guidance as they learn about their school and our expectations for them.

Thank you for your support and cooperation. We look forward to working with you this year.

Sincerely,

Colleen McGrath
Principal

Jason Hughes
Supervisor
Dear Boys and Girls,

Welcome to North Dover Elementary School! We are excited about beginning this new school year.

The North Dover Handbook will help you to learn about your school and our expectations for you. We want you to do your very best academically. We will help you to develop good health habits, and we will support you as you build skills in art, music, and technology. We also expect that you will work at becoming good school citizens. The teachers and staff at North Dover will help you to develop toward your full potential in all of these areas. Of course, we will need your cooperation, if we are to succeed. If you ever have a concern or question, talk to your teacher or any other staff member. We are all here to assist you.

Every school and every classroom has rules and procedures. You will learn about these when you review this North Dover Handbook with your parent or guardian and as your teachers explain them to you. As a general guide, here are a few simple questions to ask yourself during the school day. If you can answer, "Yes," to the following three questions, you will be successful at North Dover, and you will enjoy your school day very much.

Am I . . . 

respecting?

helping?

giving my best effort?

There is much to learn, and there are many exciting experiences ahead of you. We wish you a productive and enjoyable year.

Sincerely,

Ms. McGrath
Principal

Mr. Hughes
Supervisor
NORTH DOVER ELEMENTARY SCHOOL
1759 New Hampshire Avenue
Toms River, New Jersey 08755

Administration and Office Staff

Ms. McGrath ............................... Principal
Mr. Hughes ................................. Supervisor
Mrs. Pereira ............................... Senior Secretary
Mrs. Betz .................................. Secretary
Mrs. Rodgers ............................... Media/Office Secretary

Health Office

Mrs. Marella, R. N. ........................ Nurse

Guidance

Mrs. Walsh ................................. Counselor

Custodial Office

Mr. Smith ................................. Head Custodian

Communications

North Dover Elementary Main Office ................. 732-505-5860
North Dover Elementary Health Office ............... 732-505-5862
North Dover Elementary Guidance Office .......... 732-505-5863
North Dover Elementary Fax .......................... 732-914-9706
North Dover Elementary Web Page
   www.trschools.com/northdover/index.htm
Toms River Regional Schools Switchboard ........... 732-505-5500
Toms River Regional Schools Web Page
   www.trschools.com

Rev. 8/2013
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ATTENDANCE

Regular attendance is important to school success. If illness or other emergency prevents a student from attending school, the CHILD MUST PRESENT A WRITTEN EXCUSE ON THE DAY OF RETURN. The excuse should state the date(s) absent, the reason for the absence, and the parent or guardian’s signature. All absences are unexcused except those caused by illness of the pupil, quarantine, death in the immediate family, or religious holiday.

If you anticipate that your child will be absent for more than three days, or if the illness is contagious, contact our school nurse 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. It takes time to put material together. If you request daily assignments, you must 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 completing missed assignments.

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, he/she is marked as absent for the entire day.

BASIC SKILLS PROGRAM

Students may qualify for additional academic support in reading, writing, and/or mathematics through the basic skills program. Eligibility is determined by teacher recommendation, past participation, and test scores. Parents of children who are eligible will be notified by mail during the summer. Eligible students in grades one through five receive instruction in Project EXCEL 2 days per week, before school.

BEHAVIOR AND SCHOOL SAFETY

We are concerned about the safety of all persons associated with North Dover Elementary School. Every precaution must be taken to prevent injury and accidents. Students can contribute to a safe and pleasant school environment by following basic guidelines:

1. Cooperate with your teacher. Be courteous and respectful to others. Treat others the way you wish to be treated.

2. Keep your hands to yourself. Avoid physical contact. In cases of disagreement with another student, try to resolve the problem by talking to one another. You must not call names, hit, push, or fight. If you are unable to solve the problem through discussion, seek out an adult to assist you in solving your problem in a healthy, positive manner. Any physical confrontation will result in disciplinary action.

3. Walk quietly in the school building and stay to the right. Respect school property and the property of others.

4. Inform an adult of any unsafe condition that you notice in the school building, on the playground, on the bus, or on your way to and from school.
Disciplinary action will result when students choose to be disrespectful, uncooperative, or when they endanger their own safety and/or the safety of others.

**BREAKFAST PROGRAM**

Our breakfast program provides a free breakfast for students who are eligible for free lunch; students eligible for reduced lunch will pay 30¢ for breakfast. The cost for students who are not eligible for the Federal Lunch Program, but would like to buy breakfast, will be $1.25. The breakfast includes milk, fruit or juice, and mini bagels, mini muffins, cold cereal, or hot egg and cheese on an English muffin.

Children participating in the breakfast program simply need to give the cafeteria worker at the register their name and, if they know it, their I.D. number. As with our lunch program, we prefer that parents send in cash or money orders to fund your child’s account. No checks will be accepted. Parents may also fund accounts and check balances online using the district’s “Pay for It” program. Information can be found on the Toms River Schools web page.

Students purchasing breakfast will be dismissed from their bus early (but not before 9:10 a.m.), enter through the main doors, and walk to the cafeteria to select their breakfast items. The children are expected to eat in a timely, orderly fashion. They are dismissed from the cafeteria to their classes when the bell rings at 9:20 a.m.

**BUS SAFETY**

Safety is our primary concern while children ride the school bus. Therefore, students must adhere to bus rules, so that everyone will arrive at school safely and in a positive frame of mind for learning. We expect our students to obey their bus driver at all times.

All students must walk in an orderly manner to and from our bus court at the front of the building. They must remain on the sidewalk while walking. Running is never permitted near the busses.

Children must ride their assigned bus each day. They must get on and off at their assigned bus stop. Exceptions are granted for emergencies only and with advance written permission approved by the Main Office.

All students assigned to a bus must ride that bus unless the Main 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.

Children who display unsafe and/or improper conduct may lose the privilege of riding the school bus for a period of time.

**General Bus Safety Rules**

- Get to the bus stop at least five minutes before the bus is scheduled to arrive. When the bus approaches, stand at least three giant steps (6 feet) away from the curb, and line up away from the street.

- Wait until the bus stops, the door opens, and the driver says that it’s okay before
stepping onto the bus.

- If you have to cross the street in front of the bus, walk on the sidewalk or along the side of the road to a point at least five giant steps (10 feet) ahead of the bus before you cross.

- Be sure that the bus driver can see you, and you can see the bus driver.

- Enter in single file without pushing. Always use the handrail.

- Take a seat right away and remain seated facing forward. Keep your hands, arms and head inside the bus.

- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

- Always listen to the driver's instructions. Be courteous to the driver and other students.

- Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms and head inside the bus at all times. Never throw objects of any kind inside the bus or out the window. Wait until the bus pulls to a complete stop before standing up.

- When exiting the bus, be careful that clothing with drawstrings and book bags with straps don’t get caught in the handrails or doors.

- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.

- Never walk behind the bus.

- Walk at least three giant steps away from the side of the bus.

- If you drop something near the bus, tell the bus driver. Never try to pick it up because the driver may not be able to see you.

- Never run back to the bus, even if you dropped or forgot something.

**CAFETERIA**

Our primary concerns in the cafeteria are the health and safety of our children. The classroom teacher presents general cafeteria rules and procedures. Students are scheduled for a 35-minute session comprised of a lunchtime and recess period. Weather permitting, all children
will go outside.

*Please avoid delivering “fast food” lunches to your child. The practice causes a distraction and takes away instructional time when children must be called to the office.*

All children must remain seated during the lunch period and display proper conduct while eating and handling food. If a child needs assistance, (s)he should raise his/her hand to signal an aide. No child may leave his/her seat without permission, unless there is an emergency. We allow conversation, but not shouting. Children may not call to one another between tables. There is to be no sharing of food. Each child is responsible for clearing his/her area of waste materials. All trash will be placed in a designated container upon dismissal. Children must report spills and other unsafe conditions to the cafeteria aide immediately. Our aides monitor the cafeteria, maintain a safe environment, and provide assistance as needed. Children must obey and respect the authority of the aides in all situations.

When dismissed, students are to walk from the cafeteria to the playground (or classrooms during inclement weather) in a single file line and stay to the right, stopping at established points along the way.

The school cafeteria offers two or three nutritious lunch choices daily. Your child may purchase, milk, juice, or ice cream separately. 2013-2014 lunch prices are as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Lunch</td>
<td>$2.25</td>
</tr>
<tr>
<td>Student Breakfast</td>
<td>$1.25</td>
</tr>
<tr>
<td>Kindergarten Milk &amp; Snack</td>
<td>60c daily, $3.00 weekly</td>
</tr>
<tr>
<td>&quot;Uncrustable&quot; (peanut butter &amp; jelly)</td>
<td>$1.00</td>
</tr>
<tr>
<td>4 oz yogurt</td>
<td>60c</td>
</tr>
<tr>
<td>½ pt juice</td>
<td>60c</td>
</tr>
<tr>
<td>½ pt milk</td>
<td>60c</td>
</tr>
<tr>
<td>8 oz water</td>
<td>50c</td>
</tr>
<tr>
<td>Bag of pretzels</td>
<td>75c</td>
</tr>
<tr>
<td>All Ice Cream</td>
<td>75c</td>
</tr>
</tbody>
</table>

Occasionally, lunch boxes and bags are misplaced. Clear labeling on those items, as well as coats and backpacks, will help ensure their return.

Students may bring a lunch from home or purchase a school lunch from the cafeteria using their cafeteria card. If a student forgets his or her lunch, they may charge a lunch on the cafeteria card. All lunch obligations must be repaid, however, before the child receives a report card.

A federal program offering free or reduced price lunch is available for eligible children. Information concerning this program will be mailed to your home or brought home by the student upon request. Families must complete the form and return it as soon as possible. Forms may be obtained in the office during the school year.
CAFETERIA CARD

Each child will receive an identification card with his/her photo and unique identification number. The purpose of the system is to eliminate the need for children to handle cash and minimize problems caused by carrying cash, borrowing cash, paying back, etc.

Please note the following guidelines.

1) All students will receive an identification card with their picture and their identification number. The cards remain in school where teachers have a procedure for distributing them just before going to lunch and collecting them promptly after getting to the register. Last year’s students have their cards. New students will have their photos taken in the fall. Meanwhile, simply telling the cafeteria cashier your name when getting to the register works well.

2) Students who have been identified as receiving free lunch need only their card to receive lunch.

3) Students who have been identified as receiving reduced lunch need their card and $.40.

4) Students who are paying for lunch with cash are asked to also bring their card while paying for lunch. The system is set up in such a way that this makes the lines move faster. Unless a child specifically asks for “change back,” excess cash will be applied automatically to MONEY ON ACCOUNT (MOA). The procedure speeds the lunch line, which is especially critical during our very popular “Pizza Day” on Friday. It also avoids having children handle cash, which frequently ends up being tossed in the garbage when the child dumps his/her tray.

5) If your child needs to borrow to purchase lunch, s/he brings the card to the cafeteria, the card is read, and the computer system keeps a record of the money your child has borrowed. The borrowing limit is approximately $9. When your child reaches that point, s/he may no longer charge a lunch. S/he will, however, be able to eat a lunch of peanut butter & jelly and milk. Please stress with your child that they are never to go without lunch. If they are unable to find their card, once again, all they have to do is tell the cafeteria employee their name, and the computer can locate their account. If they do not have the $.40 they need for reduced lunch, the system will register the fact that the child has charged $.40.

6) Students may not borrow for snack foods or ice cream.

7) Each child has an account set up in the cafeteria. This account will be used for all purchases made during your child’s lunch period. We encourage you to apply money to your child’s account (prepay) in two ways:

► MONEY ON ACCOUNT (MOA): You can put money on your child’s account, which can be used for all purchases in the cafeteria. This money may be used for lunches, snacks, or any additional items such as a second lunch, additional slices of pizza, or beverages.

Accounts may be funded using cash or money orders. Again, a major goal of the system is to avoid having children handle cash. You may wish to mail your payments to our school. Please make money orders payable to: Toms River Board of Education. Please write “CAFETERIA” on all payment envelopes. Teachers allow children to go to the cafeteria with envelopes early in the
morning before lunchtime begins Monday through Thursday. We avoid Fridays due to special preparations on “Pizza Day.”

*Parents may also fund accounts and check balances online using the district’s “Pay for It” program. Information can be found on the Toms River Schools web page.*

When a child “owes” money, due to charging beyond the amount on account, a written statement is issued to that child to take home on Monday. If you have questions, or you would simply like to check the amount that you have currently on account, you may call our **Cafeteria Manager Mrs. DeRiggi at 732-818-8547**. She can tell you the amount over the phone, or, if you wish, she will send home a statement with your child. Thank you for your cooperation in using our computerized system.

**CALLBACK TELEPHONE NOTIFICATION SYSTEM**

A computerized call will notify you that your child is absent from school. You will be asked to provide a home phone number, or a phone number of a friend or relative who accepts the responsibility of the call. The computer will not dial a long distance number or business extension.

**CHANGE OF ADDRESS AND TELEPHONE NUMBERS**

If you change your telephone number, please notify the Main Office and the Nurse's Office. If you change your address, please come to the Main Office to supply proof of residency.

**CHILD STUDY TEAM**

The functioning of the Child Study Team is guided by state rules and regulations. It is composed of a Learning Disabilities Teacher/Consultant, Social Worker and School Psychologist. The Child Study Team can assist teachers, parents, and administrators in providing the proper educational environment to support educationally handicapped students. The Child Study Team is consulted only after every available resource within the school has been exhausted (i.e., Project EXCEL, IRSC (Intervention and Referral Service Committee), Guidance, and/or Speech). The referral process and the development of an educational program follow state regulations to protect the interests of all concerned.

**CLASS PARTIES**

Parties are planned and held at the discretion of the classroom teacher.

**COMMUNICATION WITH YOUR CHILD'S TEACHER**

Your child's teacher is happy to discuss your child's progress and/or special concerns with you. When questions arise about classroom procedures, assignments, or events of the classroom day, parents should direct their questions to their child's teacher first. You may write a note to the teacher, or our office secretaries will assist you in setting up a conference with the teacher, either in person or by phone. Impromptu visits in the doorway or classroom are not appropriate, since they distract teachers and students from their responsibilities during the day.

**DISCIPLINE**

One of our goals is to help children develop into good school citizens. We teach our students to follow rules and procedures that will contribute to the safety and success of everyone in our school. Where behavior problems exist, we will apply logical consequences and help the
child develop a positive plan to make better choices in the future. Learning to behave in a responsible way helps the student succeed in the school setting and in other life situations.

Actions taken in cases of behavioral difficulties may include counseling, verbal reprimand/warning, application of logical consequences, parent phone contact/letter or conference. Students whose misbehavior is severe and/or continuous may be suspended or expelled from school. The Toms River Regional School District has a Student Code of Conduct which is available online.

**ELECTRONIC SURVEILLANCE**

The Toms River School District Board of Education has authorized the use of electronic surveillance systems on school property and on school buses transporting pupils. The system will be used to monitor student behavior in order to promote and maintain a safe environment and for other security purposes. Students and parents are hereby notified that the content of the surveillance system may be used in a student disciplinary proceeding. Surveillance content will be routinely erased on a periodic basis and will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

**EMERGENCY SCHOOL CLOSING**

When weather conditions or emergency situations make it necessary to close schools, appropriate radio and television stations will be contacted to make public announcements regarding the details of the closing. You may tune to radio stations (NJ 101.5 FM, B 98.5 FM, POINT 94.3 FM, WADB 1310 AM, WOBM FM 92.7, WOBM AM 1170, WPST FM 97.5), Comcast Cable TR Schools Channel 21 and News 12 NJ Channel 12 on your television, or check the Toms River Schools Website [www.trschools.com](http://www.trschools.com). Additionally, our computerized phone system will make individual calls to each home to notify families. Please do not call the school.

Periodically, we follow a procedure that allows for a delayed opening of school due to inclement weather conditions or other emergency conditions that we expect to be rectified. When school starts on a delayed opening, the morning (a.m.) kindergarten session and pre-school handicapped classes are cancelled for that day. AM Y-Kids will be canceled as well. For example, if a 1-½ hour delayed opening is announced, all students should report to their bus stops 1-½ hours later than their regular time.

Likewise, occasionally it is necessary to follow a procedure that allows for an early dismissal from school due to inclement weather conditions. When schools are dismissed early due to weather, the afternoon (p.m.) kindergarten session and pre-school handicapped classes are canceled for that day. All afternoon activities and PM Y-Kids, are cancelled as well.

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/guardian is not home during an emergency situation.

**EMERGENCY EARLY DISMISSAL FOR REASONS OTHER THAN WEATHER**

On rare occasions, it may become necessary to implement an early dismissal of pupils from school due to emergency circumstances (i.e., prolonged power failure, lack of water services, etc.). If such an early dismissal becomes necessary, a notification procedure will provide...
appropriate caregivers and parents with information as early as possible as to the decision to dismiss schools for emergency purposes.

Whenever it becomes necessary to have an emergency early dismissal, the afternoon (p.m.) kindergarten, pre-school handicapped, Y-Kids, and after school 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., newspapers and local radio stations) and will be aired on Comcast Cable TR Schools Channel 21.

If a required 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.

A LETTER and EMERGENCY CLOSURE PROCEDURE FORM regarding early dismissal, delayed opening, and emergency closing of school will be sent home at the beginning of the school year. The FORM must be completed by the parent/guardian and returned to school. Additional copies are available in the Main Office.

FIELD TRIPS AND PERMISSION SLIPS
School activities such as field trips require the signature of a parent or guardian on a permission slip to ensure that the parent is aware that the child will not be in the school building on that day. If a signed permission slip is not returned to the school, the school has the right to keep the child from participating in the activity. Parent chaperones are chosen at the discretion of the teacher.

FIRE DRILLS
A fire drill is serious preparation for a possible fire emergency. Children must leave the room in a single file line without talking. Careful listening is required to ensure the safety of all. A student who is in the hallway or bathroom at the time of a fire drill should join the nearest class line and exit the building immediately. If no class line is available, the student should get out of the building through the nearest door and stay with the closest class available.

GIFTED AND TALENTED PROGRAM
We provide opportunities for gifted and talented students. Students are identified according to eligibility criteria.

GUIDANCE
Our guidance counselor may work with children on an individual basis or in small groups. The counselor helps children with a variety of difficulties and adjustments that may affect school progress. The counselor may consult with parents, teachers, and administration. Children may be referred to the counselor by a teacher, school administrator, or the child's parents or guardian, or by 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 additional sessions.

GUM
Chewing gum is not permitted in school.
HALLWAY SAFETY
We expect all students to walk quietly in our hallways. Always stay to the right.

HATS
Children must remove hats before entering the building. An exception, under extraordinary circumstances, may be authorized by the principal.

HOMEWORK
Homework assignments and activities enhance academic skills and help children to learn how to plan and manage their time effectively. We encourage all students to find a desk/table and chair in a quiet location at home that is free from distraction. Good lighting will also contribute to a productive homework session. Regular study periods and frequent independent reading will contribute to successful academic growth.

Try not to wait until the last minute to complete long-term assignments such as reports, projects, compositions, etc. Working for a reasonable period of time on such assignments each day will make them more manageable. Your teacher may implement a homework assignment procedure that requires nightly review of assignments and a parent's signature.

INSTRUMENTAL MUSIC
Music lessons on band and orchestra instruments are offered to fourth and fifth grade students. Rental/purchase information is available to students in September. Students, as beginners, are required to fill out practice records when first starting their instrumental lessons in September. Students receive a weekly group lesson during the regular school day. Band and orchestra rehearsals are held during the school day, four weeks prior to the winter and spring concerts.

LAVATORY
Students must cooperate in helping to keep our lavatories clean and safe during the day. When using our lavatories, practice good health habits by washing your hands before leaving, and always dispose of paper towels in the trash cans provided. Safe and proper behavior is required at all times. We will not tolerate throwing of paper, soap, or water. A slippery floor is dangerous to you and others. Always respect people and property. When you see a condition or behavior that looks unsafe, tell an adult immediately.

LOST AND FOUND
Lost lunch boxes are stored in the Cafetorium in containers labeled "Lost and Found." Clothing items are stored on a clothing rack just inside the rear entrance (2nd covered doorway on your right as you enter the back parking lot from Church Road). Label your personal items (i.e., coats, hats, lunch boxes), so that they do not end up in the "Lost and Found." Certain articles, such as eyeglasses and keys will be held in the Main Office. Articles not claimed will be removed from the building periodically.

MATCHES AND LIGHTERS
Matches, lighters, and other dangerous items must never be brought to school. If a student is aware that such items are on school property, (s)he must tell an adult authority immediately.

MEDIA CENTER
Our Media Center serves all students and teachers of the school. All grades visit the Media Center on a regular basis. Students are responsible for books signed out in their name. Fines will be assessed for damage or loss. Report cards will not be issued to students who have outstanding debts due to lost or damaged books.

NEIGHBORHOOD COMPLAINTS
Sometimes a parent or group of parents calls the school complaining about the behavior of a child in their neighborhood or at a bus stop. The complaining parents call the school requesting discipline for the children whose actions are not related to any phase of school life. Before calling the school in such matters, please consider whether the matter is a school problem. The school cannot become involved in a situation that is a neighborhood problem.

NEWSLETTER
Our newsletter is sent home periodically with each student. The newsletter is a means of communication with parents/guardians regarding general school activities.

NURSE’S OFFICE AND HEALTH PROCEDURES

School Nurse
A certified school nurse is responsible for varied health related duties. Open communication and cooperation between the school and home are essential in order to obtain a healthy environment for your children. Please contact the nurse regarding any health questions or changes in your child's status.

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 School District will be conducted under the following 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. The written request MUST include:
   Name of student: Dosage and time to be taken:
   Name of teacher: Length of time medication will be required:
   Grade: Known medication allergies:
   Name of physician: Date and signature of parent/guardian:
   Name of medication: Date and signature of physician:

   A "PERMISSION TO MEDICATE" form is available at the Nurse's Office.

2) All medications are to be held in the school nurse’s office, with the parent/guardian assuming the responsibility for delivering such and picking up unused amounts when no longer needed. Students may not transport medication for the nurse or to bring medication to self administer including cough drops, Tylenol, eye drops, etc.
3) Prescription medication must be in the original pharmacy-labeled container.

4) Opportunities must be provided for student/parent/physician/school nurse communications.

5) The school physician may be consulted by the school nurse whenever necessary to discuss medications being given to students, including long-term use and possible abuse of any over-the-counter medications.

6) An asthmatic student may be allowed to carry his/her inhaler during the school day and during school activities if the physician has determined your child may on the **Asthma Action Plan**. Following the use of the prescription inhaler, the student should report to the school nurse, who will then document the use of the inhaler.

7) With a written request from the parent/guardian and with a written note from the physician, a student may be allowed to carry a bee-sting allergy kit.

8) No student will be allowed to medicate him/herself during school hours. (The only exceptions are #6 and #7 above.) A special medication form, in such cases, must be completed by the physician and parent/guardian. The form is available in the Nurse’s Office.

8) Under no circumstances will I.V. medication be administered by the school nurse.

**Recess/Physical Education Excuse**

Physical education restrictions from a physician or parent will include the student being prevented from participating in recess. Students may not take gym or go out for recess if they are wearing any kind of splint, ace wrap, brace, sling, cast, have stitches, etc. All excuses that will be more than three days must be from a physician.

**Crutches**

The Board of Education has determined that the use of crutches on school property by a student untrained in their use poses a safety risk for both the student and other persons on school property, including fellow classmates. Thus, only a student trained in crutches, particularly on stairs, shall be permitted on school property. Before a student on crutches shall enter upon school property, the Board requires a student to obtain from a physician, or other appropriate medical personnel, **documentation of the following:**

1) That the use of crutches has been authorized by the physician or other appropriate medical personnel.

2) The diagnosis and the duration of the authorized use of crutches.

3) That the student has received training in the use of crutches, particularly on stairs.

4) That, if necessary, the student requires the use of the school elevator (if available).

5) Anticipated length of time the student will be excused from gym/recess.

This document shall be kept in the office of the school nurse. Only students who have submitted such a document shall be permitted on school property.
**Accidents**
Accidents that occur in school must be reported to the nurse's office immediately. If the accident is not reported by the child, the parent should do so. Call 732-505-5862.

**Children Who Are Sick**
Actively ill children **do not** belong in school. If your child has a temperature or active symptoms such as a deep cough, recent vomiting or diarrhea, they should be kept at home. Students must be fever-free for 24-hours prior to returning to school.

**Classroom Celebrations, Parties, Picnics, and Snacks**
Due to allergy concerns, avoid sending in food or snacks that contain nuts of any kind.

**Class Trips**
Parents/guardians should contact the nurse prior to class trips, if they have concerns (i.e., medication, diet, etc.) regarding their child. The **only** person allowed to give medication will be the student (having received permission via a self-medication form for life-threatening condition signed by a physician) or the parent. Please contact the school nurse as soon as trip permission forms come home.

**Contagious Illnesses**
Please call the Nurse's Office (732-505-5862), if your child is home with a contagious illness (i.e., chicken pox, strep infection, pinkeye, etc.). 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 faxed to the school (fax # 732-914-9706).

**Emergency Cards**
Each year new emergency cards are issued in September. They should be filled out completely and returned promptly. Emergency numbers are essential; any changes during the year should be reported to the Nurse’s office **immediately**. We must be able to reach you promptly in the event of a medical concern about your child.

**Health Screening**
The following health screenings are provided on an annual basis:

1) All students will have heights and weights checked, are screened for blood pressure problems and are screened for dental problems.

2) Hearing screening will be done in grades pre-K and kindergarten through four.

3) Vision screening will be conducted in grades pre-K, kindergarten, two, and four.

4) Fifth grade students will be screened for scoliosis.

Our school health program is designed to improve, protect, and promote the health of the children. All children will participate in the program, unless you notify the school nurse in writing of your desire for their non-participation and reasons for same each school year. Any student that has a deviation from the normal standard established by the state will be notified in writing so follow up by their personal physician can be done.
**Home Injuries And Illnesses**
Injuries and illnesses incurred at home should be treated at home.

**Hygiene**
Personal hygiene starts at home and is important for healthy well-being. Frequent baths, shampooing, and clean clothes should be daily considerations.

**Weather and clothing**
Children should be dressed appropriately for the weather with special attention given to safe footwear for an active day.

**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 day to specifically identified adults. This can be a major concern. If you anticipate custody problems and wish your child released only to you or someone designated by you, you must adhere to the following:

1. Copies of custody papers must be filed in your child's permanent folder. Often, a letter from the parent to the school stating concern in this area is challenged by a second party. Therefore, the most current legal documents related to the matter **MUST** be on file.

2. Current home and emergency phone numbers where the parent can be reached are essential.

3. **Notify the school office, at least annually,** that the problem exists and requires continued attention.

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, send a signed letter to school that informs us. Tell the person who will pick up the child that (s)he will be required to show photo identification at the Main Office.

5. We want very much to protect the welfare of every child in our building. Please assume your responsibility to supply the school with the proper information that helps us in this effort.

**PARTY INVITATIONS**
Private party invitations are **not to be distributed at school.** This practice creates embarrassment and hurt feelings for students not invited. Please use other methods to distribute invitations.

**PERSONAL ATTIRE**
Safety, cleanliness, neatness, and modesty are the major considerations in determining appropriate school attire. A child's grooming, dress, and behavior influence how others react to him/her. We encourage our children to "**dress for success**" and to avoid wearing items that may
cause distraction. In excessively warm weather, we request that brief shorts not be worn to school. Flip Flops, "jellies” and bare midriffs are not acceptable. In the interest of safety and good health practices, we recommend socks and properly fastened sneakers or shoes; “Heelys” are not permitted. Sandals with fastened backs are permitted.

In colder weather, anticipate that the children will go outside during the short lunch recess. Most children want to expend some energy, play, and have a few minutes of "free" time. Please have your child dressed appropriately for the weather.

PERSONAL POSSESSIONS
Students must not bring large sums of money, expensive jewelry, cameras, toys, radios, recorders, or other property to school. The school can assume no responsibility for their loss, damage, or theft.

PETS
Dogs and cats may not be brought to school. Other animals must be caged, and teacher permission must be granted before an animal may be brought into the classroom. It is the sole responsibility of the parent to transport the pet to and from school and to supervise the animal during its visit.

PHYSICAL EDUCATION CLASS PROCEDURE
Students in grades K - 5 receive one physical education class per week. Appropriate dress items are listed below:

1. Sneakers*
2. Athletic socks
3. T-shirt, shorts or warm-up suit

*Sneakers are required for all activities on the gymnasium floor. Other types of shoes are not allowed for safety purposes. Sneakers should have a good tread on the bottom. There will be no changing of clothing in the lavatory for gym classes.

To be excused from participating in physical education class, students must either present a doctor’s note or parental note to the instructor. Children excused from physical education will also be excused from intramural activities and recess.

All jewelry (bracelets, earrings, rings, watches, etc.) should be removed before physical education class and left in the classroom or at home that day. All items should be removed from the pockets of the children's clothing.

PICTURES
A professional photographer takes individual and class pictures in the fall. This project is sponsored by the PTO. Students should be appropriately dressed for the occasion. Parents are notified of photo dates and purchase prices in advance.

PLAYGROUND SAFETY
Weather permitting; all students will go to the play area after lunch. When children are well enough to attend school, we consider them well enough to participate in 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 North Dover. Our playground and fields are for the enjoyment of all. Every precaution, however, must be taken to avoid accidents. Students can best contribute to a safe environment by adhering to the following basic rules.

1. There will be no roughhousing. Students must cooperate and conduct themselves in a helpful, respectful manner at all times. Children involved in fighting will be subject to disciplinary action that will include loss of recess privileges 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.

5. Children must never climb a fence or leave the play 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.** There will be no horseplay. Use two hands at all times. Do not jump from any equipment. Avoid carrying any object while on the equipment or slide. One person at a time may use the slides; sit, face forward at all times, and hold on to the railing while climbing and seating yourself.

8. Running is not permitted near the play equipment. The field portion of the playground should be used for running activities. Avoid running on the blacktop game area.

9. Report problems of any nature to an adult on duty immediately.

10. **Obey all adults on duty.** Children who are unable to maintain a safe, respectful play attitude will be excluded from the playground.

**PARENT TEACHER ORGANIZATION (PTO)**

The North Dover Parent Teacher Organization works to benefit all of our students. Meetings are announced in our newsletter and through special flyers. Membership is open to all parents of children attending our school. The PTO sponsors many activities throughout the year and has purchased valuable equipment for our school. We encourage your membership in this fine organization.

**REPORT CARDS/PROGRESS REPORTS**

Classroom report cards are issued four times per year by the classroom teacher. Students who participate in basic skills, speech, gifted and talented, resource center, and supplemental instruction will also receive a report card specific to that area.

Progress reports may be mailed home mid-marking period, as necessary, to indicate areas of strength and weakness.
SCHOOL BUILDING AND PROPERTY
We are proud of our building and work hard to maintain it. We need your cooperation to help keep our school building and property clean and safe. In your classroom, keep your desk and work area clean. In the cafeteria, keep your eating area clean. In the lavatory, place paper towels in the trash can and avoid splashing water on the floor. Always respect people and property. When you see a condition or behavior that looks unsafe, tell an adult immediately. Be proud of your school and its appearance!

SECURITY
After the students have arrived, visitors should enter the front door near the main office. Press the call button to the right of the doors to announce your presence and intentions. Our secretary will release the lock internally, so that you may enter. All parents and visitors must be prepared to show proper ID and report to the main office first. A visitors’ pass will be issued, as necessary. Teacher’s/students may escort visitors to and from the destination.
*During party days/special activities, parents will also be permitted to enter and sign-in at the center, rear door (#15 located near the yellow bench) as instructed.
*Proper ID for all visitors to special shows/programs during the school day or evening is expected.

SPEECH THERAPY
Our school offers a range of speech services, including speech sound correction, stuttering therapy, and language development. Candidates for therapy are identified through referrals from parents or teachers. Parental involvement is a crucial part of the therapy process. In a climate of positive attitudes, patience, and encouragement, students build good speech habits.

SUSPENSION AND EXPULSION
Sometimes it is 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.

Pupils who indulge in inappropriate behavior may be suspended or expelled. 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 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, pursuant to the Toms River Regional Schools Drug Awareness Policy;
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.
19) Being convicted or adjudicated delinquent for possession of a firearm or crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus or at a school-sponsored function.

**TAKING CHILDREN OUT OF SCHOOL DURING THE DAY**

We recommend that eye, dental, and other medical appointments be made after school hours. Realizing that this is not always possible, and that emergencies may arise, we have a procedure for early dismissal. All requests should be submitted in writing to the Main Office the morning of the day early dismissal is required. Children may be picked up and signed out at the **Main Office before 3:00 p.m.** to avoid conflicting with bus arrival. The adult picking up the child will be asked to show photo identification. Only the parent, an adult authorized in writing by the parent, or an adult listed on the yellow emergency card may pick up a child early from school. Early pick-up through Door #1 cannot occur after 3:00 p.m. because of conflicts with bus arrival. **If you wish to pick-up your child after 3:00 p.m. enter through Door #15 off of Church Road and follow required procedures.** *(Refer to the TRANSPORTATION BY CAR section in this handbook.)*

*Always have proper identification when entering the building!*

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, (s)he is marked as absent for the entire day.***
TARDINESS

Along with regular attendance, it is expected that every student be prepared to arrive at school on time. If a student misses the bus or is late for any reason, (s)he must report to the Main Office upon arrival. The child’s tardiness will be noted, and a pass will be issued. The pass should be presented to the classroom teacher.

Please help your child to develop the responsibility of being prepared for the bus on time. Frequent tardiness places your child at a disadvantage. It also disrupts the instruction of the entire class and may become cause for disciplinary action.

TECHNOLOGY LABS

The elementary technology labs support the delivery of our curriculum. We emphasize application of technology tools to enhance and motivate academic development. Our students also develop career and life skills.

TELEPHONE PRIVILEGES

Students may use the Main Office telephone in an emergency situation only. Overdue library books, forgotten lunches, etc. are not considered to be emergencies.

CELL PHONES - Student cell phones are to be turned off and placed in their backpacks throughout the school day. Cell phones are not to be used at anytime in school.

TEXTBOOKS AND FURNITURE CARE

It is each child’s responsibility to care for books and materials. All textbooks must be covered throughout the school year. They should not be abused in any way. Fines are assessed in case of damage or loss of textbooks, workbooks, media center books, or other educational materials issued by the school.

Furniture, such as desks, chairs, bookcases, and classroom equipment must be used with care. Damaged furniture or equipment must be reported to the teacher immediately. In cases of deliberate abuse of materials, furniture, or equipment, a fine may be assessed.

TOYS

No toys (i.e., cards, electronic games/radios/CD players, digital devices, stuffed animals) are allowed in school unless specifically requested by the teacher for a classroom assignment. Laser pointers are prohibited.

TRANSPORTATION BY CAR

If you plan to transport your child, we require a signed note explaining your intention.

Morning Arrival - Please plan for your child to arrive no earlier than 9:10 a.m. for the regular day. When children are brought to school by car, please drive to the rear entrance (2nd covered doorway on your right as you enter the back parking lot from Church Road). Use the lane to the right, closest to the sidewalk. Drop your child off at the sidewalk. AVOID “double parking,” since it causes children to walk in front of cars. You may, of course, park your car in a designated parking place and carefully ESCORT your child to the building. Keep to the left if you intend to drive through the parking lot. No traffic will be allowed into the front bus court while buses are
unloading.

As always, we ask that you stay alert, while driving slowly and safely. Using a cell phone (illegal while driving), drinking beverages, listening to a loud radio or CD player, and general inattentiveness cause accidents.

Once students arrive, they must wait in the foyer while supervised by the faculty until the opening bell. Please do not stand with your child in the hallway or attempt to walk your child to his/her classroom.

Kindergarten AM Departure - Busses will arrive in our bus court. If you are taking your child home by car, park in the visitors’ parking lot at the Main Office entrance. The children will wait on the sidewalk nearest the Main Office entrance. For safety, parents must escort their child from the sidewalk to their car each day.

Kindergarten PM Arrival - Parents transporting their child should park in the visitors’ parking lot at the Main Office entrance. In the interest of safety, parents must escort their child to the sidewalk, where the child will walk to class with his/her classmates.

Afternoon Departure - Children will be sent to their busses unless we receive a note from you asking to have your child sent to the rear entrance (off Church Road) for pick up. No traffic will be allowed into the bus court while buses are loading. Please park in the rear parking lot approachable from Church Road. Please walk to the rear entrance, so that we may see you, and then escort your child. Students may not walk across the parking lot unescorted. Please arrive no earlier than 3:30 p.m. If you step indoors, please stand near the walls, so that the movement of children is not restricted, and everyone can exit efficiently. Do not wander through the hallways or travel to your child’s classroom. Car-pooling arrangements require explicit instructions in advance to us in writing explaining who is authorized to pick up your child. Any last minute changes relayed to us by telephone will require the student to be signed out at the Main Office by the authorized individual. Similarly, any student, whose parent has advised our office of a "restricted release" issue, must report to the Main Office to be signed out by the authorized parent. Photo identification will be required.

VISITORS

ALL PARENTS AND VISITORS, UPON ENTERING THE BUILDING FOR ANY REASON, MUST REPORT TO THE MAIN OFFICE WITH PROPER IDENTIFICATION. Our staff will be able to assist you. All visitors will sign-in at the Main Office. A "Visitor's Pass" will be issued.

For student safety and uninterrupted class routine, unauthorized visitors are not permitted to walk through the building. If an item (i.e., money, project) must be brought in for a student, please bring it to the Main Office, where your child will be called to receive it. Please label each item with the student's name and room number. Lunch money should be sealed in an envelope.

WEAPONS AND DANGEROUS INSTRUMENTS

Weapons, dangerous instruments, and imitation weapons are prohibited on school property or at any school sponsored activity. Board of Education policy details the consequences that must be applied when a student violates this district policy.
Please reinforce with your child that all such items must remain at home. Children must take care that they do not inadvertently carry such items to school in book bags or clothing pockets. If your child discovers a dangerous item on their person, (s)he must turn in the item to the nearest adult authority immediately. Likewise, if your child is aware of such an item on school property, (s)he must share that information with an adult authority immediately.

**WEBSITE**

We invite you to visit our North Dover Website, which provides information and photos that celebrate the accomplishments of our students. [http://www.trschools.com/northdover/index.htm](http://www.trschools.com/northdover/index.htm)