

OAK STREET SCHOOL PARENT & STUDENT HANDBOOK

Please take time to familiarize yourself with the information in this handbook—many school policies and procedures are covered in this section.

JANE COSTA ED. D. - PRINCIPAL
SCOTT GRABER - ASSISTANT PRINCIPAL
MARY KUNZMAN - SCHOOL COUNSELOR
SARA MEDENILLA - SCHOOL NURSE
KATHY SLACK - SCHOOL SECRETARY
CHRISTINE GUIBORD - SCHOOL SECRETARY

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GENERAL INFORMATION

CHANGE OF TELEPHONE/E-MAIL ADDRESS

The school should be notified promptly of any telephone number changes, including cell phone numbers as well as e-mail changes.

CHANGE OF ADDRESS

Address changes must be made with the district registrar. Their phone number is (908) 204-2585 ext. 105. Three proofs of residency must be provided.

SCHOOL DAY SCHEDULE

- 8:30 a.m. School opens and children enter the building (Supervision is provided at Oak Street Car Loop entrance starting at 8:15 a.m.)
- 8:45 a.m. Late bell rings / Instruction begins
- 3:15 p.m. Dismissal

REPORTING CHILD ABSENT OR LATE

Please call 204-2565 ext. 350 by 8:45 a.m. if your child will be absent or late so that we have an accurate account of the whereabouts of all our students. For more details about sick child procedures, refer to the *Health Service Information* section.

CHANGE IN SCHOOL TIMES DUE TO WEATHER

The school district uses an automated phone notification system to notify each family of any time changes in the school day. For detailed information on school closings, delayed openings, and early dismissal, please refer to the *School Schedule Changes (Snowdays)* section.

PARKING

The Henry Street parking lot adjacent to the office is designated as the parent and visitor parking lot during school hours. You may park in this lot between 8:45 a.m. and 3:00 p.m. if you need to drop off or pick up your child. Before 8:45 a.m. and after 3:00 p.m. visitors must park on Rankin Avenue or Henry Street.

Please use **ONLY** designated parking spots when parking in the Henry Street parking lot—the lot and driveway must be accessible to school buses and emergency vehicles at ALL times.

Please do **NOT** park in the Oak Street parking lot—it is **ONLY** for faculty and staff use. We ask that you park on nearby side streets if you are picking up your child from the Oak Street entrance.

VISITING SCHOOL

All building doors are locked at all times. Visitors must use the Henry Street entrance located by the main office. For security reasons, a buzzer system is used to enter the building. After pushing the button, please state your name and reason for visiting Oak Street School and the secretaries will release the door lock. All visitors must sign in at the main office and obtain a visitor's badge.

CLASS TRIPS OR FIELD TRIPS

When a school trip is planned, a form will be sent home for the parent to sign. This trip form must be returned before a child may go on the trip with the class. A parent may not take another child home from the field trip location. The child **MUST** ride the bus back to school. Upon returning to school a parent may not take another child home without a note from the other child's parent.

Please make sure that children are dressed appropriately for the weather. Due to safety concerns, umbrellas are not allowed on field trips. If the weather is inclement, please have your child wear the appropriate outerwear.

CLASSROOM PARTIES

Classroom parties may be held as follows unless otherwise approved by the Principal: Halloween, Valentine's Day, and End of the Year.

Due to the high number of students with various food allergies as well as the state and national nutrition policies, distribution of "Goody Bags" that contain food items are prohibited.

Food and/or non-edible items may not be attached or accompany Valentine's Day Cards.

FORGOTTEN ITEMS

Parents who bring lunches, backpacks, instruments, etc. are asked to bring the items to the office. Children will be permitted to pick up items at their teacher's convenience or on the way to lunch, to avoid disrupting lessons.

Parents and students are not allowed to return after school hours to pick up forgotten textbooks or homework materials. This is to ensure the safety of our students and to keep confidential student records secure. It is also hoped that this will foster increased responsibility.

LOST AND FOUND

Children should inquire at the office about possessions lost at school. A lost-and-found bin for lunchboxes and clothing is maintained outside the gym. Parents may find it advisable to check the lost-and-found themselves from time to time. Parents are urged to label lunchboxes, clothing and boots so they may be easily identified. Indicate the child's name along with the grade and teacher's initial (for example, 4-R). Lost and found items may be displayed outside the main office during parent/teacher conferences.

DRESS CODE GUIDELINES

Dress your child appropriately for the school environment. Casual, neat, and modest clothing is acceptable. Suitable footwear is necessary to ensure your child's safety on the playground equipment. Since the children go outside for recess except during severe or inclement weather, be sure their clothing is suitable for the weather conditions. During the cold weather months, children are encouraged to wear hats, gloves, scarves, coats, and, if needed, boots. On the days your child has physical education, he or she should wear sneakers and appropriate clothing. The following attire is not permitted in school:

- T-shirts with offensive wording;
- Midriff tops (tops that expose the belly and back);
- Flip-flops (thongs);
- Skirts/shorts above the mid/thigh;
- Low-cut jeans and pants that expose the belly/back and/or undergarments during normal school activity such as walking, jumping, sitting, playing, etc.

Students are not permitted to wear hats and baseball caps inside the school. These items can be worn during outside recess periods.

TOYS

Teachers design many important and engaging learning activities for their students. In the interest of maintaining a harmonious, productive and positive learning environment, children are not to bring toys to school from home. The only exception is if the teacher has specifically asked the children to do so because it relates to an instructional activity. Handheld video games, iPods, cell phones and other electronic devices are prohibited in school, on the playground, and on the bus.

CELL PHONES:

Bernards Township Board of Education District Policy regarding the use of personal technology for students. (Policy 5516 – Personal Technology)

“Use of Personal Technology Outside of Classroom Instruction:

For pupils in grades Kindergarten through five, cell phones and other devices must be off (not on vibrate or silent) and stored in the pupil's locker, cubbie, backpack or etc. at all times during school hours."

SPECIAL SERVICES

In accordance with N.J.A.C.6A:14, the Bernards Township Public School District provides a free, appropriate education to all students with disabilities ages three through 21 who reside within the school district. Students who may be disabled due to physical, sensory, emotional, communication, cognitive or social difficulties are to be evaluated by the district and educated with their non-disabled peers to the greatest extent appropriate. No handicapped person shall, on the basis of the handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to, discrimination under any program or activity which receives or benefits from Federal assistance. Parents who suspect that their child has a disabling condition should call Jean O'Connell, Director of Special Services and Public Law 504 Coordinator, at (908) 204-2600, extension 121.

EQUAL OPPORTUNITY

The Bernards Township Board of Education affirms its responsibility to ensure all students in the public schools of Bernard's Township equal educational opportunity and all employees' equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, and social or economic status. Any person who believes that there has been a violation of the Board policy governing affirmative action may file a complaint with Affirmative Action Officer Regina Rudolph at (908) 204-2600 extension 102. To review all policies and procedures of the Board of Education, please visit the district website at www.bernardsboe.com.

LUNCH PROGRAM

LUNCH PERIODS

Time	Lunch	Recess
Kindergarten	10:45 – 11:10	10:20 – 10:45
Grade 1	11:10 – 11:35	10:45 - 11:10
Grade 2	11:35 - 12:00	11:10 - 11:35
Grade 3	12:10 - 12:35	11:45 - 12:10
Grade 4	1:00 – 1:25	12:35 – 1:00
Grade 5	12:35 – 1:00	12:10 - 12:35

On abbreviated schedule or early dismissal days, no lunch is served in the

cafeteria and all students are dismissed at 12:45 p.m. On abbreviated schedule days, teachers will notify you if children will be eating lunch in the classroom.

LUNCH BAGS AND BOXES

Lunch bags and boxes should be clearly marked with your child's name, as well as grade and teacher's initial (for example, 3-N).

BUYING LUNCH—GRADES K THROUGH 5

Menus of the school lunches are posted on the OSS website each month. All lunch preparation is done on the school premises by our cafeteria staff. Currently, lunch costs are:

Lunch (with milk or juice)	\$2.60	Milk	\$.70
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Oak Street School uses a computerized debit system in the cafeteria. Students identify themselves to the system using 3-digit identification numbers (the same one used for library checkouts); student photos are also used for security. Payments to your child's account may be made by completing a deposit slip, available in the main office or on the school website www.bernardsboe.com/Oak-Street. Checks should be made out to Bernards Township Board of Education and placed with the deposit slip in an envelope marked "Lunch Program." Payments should be turned in when the teacher takes the morning lunch count in your child's classroom. Cash will still be accepted in the cafeteria, but use of the debit system is encouraged to keep the lunch lines moving quickly.

FOOD ALLERGY GUIDELINES

Due to the increasing number of students with food allergies, the following guidelines have been put in place at Oak Street School:

- Birthday parties will be **FOOD FREE**.
- Celebrations and other special events in the regular classrooms will be **FOOD FREE**.
- **End-of-year celebrations and curriculum-related activities involving food will be at the discretion of the principal.**
- Any food that is part of designated snack time must be consumed in the classroom.
- Sharing of food in the classroom is not permitted. This is the case in all classes—not just classes with food allergic children.
- All students will receive information on the necessity of proper hand washing.

Teachers and other school staff will not give food as a reward for good behavior and/or good work – with the exception of CBAP programs.

RECESS

Recess is held outdoors everyday unless it is precipitating. This includes the cold days of winter. Please make sure your child comes to school dressed properly for the weather.

TRANSPORTATION

BUS TRANSPORTATION PROCEDURES: K - 12

Buses use the Henry Street School parking lot to drop off and pick up children.

Students MAY NOT ride on buses other than those assigned or exit their assigned bus at different stops. The school district is legally responsible and accountable for the safe transportation of students. All students transported and all bus routes are on file with the Department of Education and our bus contractors. If students were to ride on buses other than those assigned, the Transportation Supervisor would have no way of verifying which students are riding on the buses.

Often police involvement is required when students do not get off at their assigned stops. Therefore, all students MUST be picked up at the same stop each day and discharged at the same location.

PROCEDURES FOR WALKERS AND CAR RIDERS

Walkers

Grade 1-5 Walkers:

- ALL walkers will be categorized as Walkers.
- Parents of students in **grades 1-5** will no longer have to come into the building at dismissal. **Students will be dismissed directly to the outside.**

- If you are meeting your child at the **Oak Street** side of the building please wait for him/her on the sidewalk or on the playground. **Please do not gather or meet your child at the flagpole.**
- If you are meeting your child on the **Henry Street** side of the building, please wait for your child by the bike rack.

Kindergarten Walkers

- Kindergarten walkers will be met by the parents at either **room 19 (Henry Street entrance)** or the **auditorium (Oak Street entrance)**. With parental permission, older siblings can meet their kindergarten brother or sister (in room 19 or auditorium) and proceed outside.

Car Riders

Grades 1 – 5 Car Riders

- Students are dropped off /picked up at the Oak Street Car Loop.
- Parents will use the circular drive located on the Oak Street side of the building. Drivers should heed the directions of the OS staff on duty. The staff on duty need to move the cars in a safe and expeditious manner. **Do not get out of your car; a staff member will assist your child in entering or exiting the vehicle.**
- Students should exit car at the sidewalk and follow the sidewalk up to the building.
- At dismissal, children will wait along the sidewalk for their ride to pull up.
- Also, please do not park your car in the Oak Street parking lot or leave your vehicle unattended. This creates an unsafe situation for the students.

Kindergarten Car Riders

- For the first few weeks of school, please display your child's name on your front windshield in **large and bold letters**.

DISMISSAL GUIDELINES

- Please **DO NOT** park your car in the Oak Street parking lot or leave your vehicle unattended. This creates an unsafe situation for students.
- Parents **MUST** come into the building to pick up their kindergarten child if he/she is a **Henry Street Walker (HSW)**. When picking up a HSW, please stay to the right in the hallway. Once you have

connected with your child, we ask that you exit the building promptly to alleviate congestion in the hallway.

- Parents MUST come into the foyer by the Oak Street auditorium to pick up their kindergarten child if he/she is an **Oak Street Walker (OSW)**.
- If a student is a car rider, parents should not be walking up to the school to pick up their child. Also, please put a sign with your child's last name in the car windshield.
- Play dates MUST originate from home after school is dismissed.
- Any change in dismissal MUST be in writing and sent with your child in the morning. Please call the main office if an emergency arises and you need to change your child's dismissal during the school day. Please contact the main office no later than 2:15 on the day you need to make an emergency change of dismissal plans. **Please do not rely on e-mails.**
- If you need to enter the school building at any time, you MUST enter at the Henry Street door and report to the main office and sign in. This also applies to arrival and dismissal times. For security reasons, no parents should be walking through the building without first checking in at the main office.

BICYCLES, SKATEBOARDS AND SCOOTERS

Students may ride their bicycles to school and use the bike racks at the Henry Street or Oak Street entrances. In the interest of safety, please require your child to wear a safety helmet when riding bikes, skateboards or scooters. Bicycles, skateboards and scooters are NOT to be ridden on school property—students must disembark and walk or carry their bicycles, skateboards or scooters to the bike racks. Since classroom space and storage is extremely limited, children will not be allowed to bring skateboards or scooters into the classroom. The school district is not responsible for stolen bikes, skateboards or scooters.

AFTER SCHOOL PLAY DATES / SOCIAL ENGAGEMENTS

The school does not allow students to alter their usual dismissal plan for the purpose of play dates or other social engagements, even when parents provide such permission. This is prompted by our concern for the safety of each child, and will minimize confusion and upset at dismissal time.

Students participating in scout troops which regularly meet in the school after dismissal will walk to their assigned area at the end of the school day. The office requests a roster from the troop leader.

We appreciate your cooperation and will accommodate any emergency. We believe that you will agree that the safe transportation of our students is of primary importance.

STUDENT PICK-UP/BUS CHANGES

If at any time pick-up arrangements change for your child, a note must either be delivered or faxed to the office. For your child's safety, telephone requests will not be honored. Please remember to include your child's last name on any notes written to the school. Please do not rely on e-mail to make any changes.

EARLY PICK-UP

No one may take a child out of school unless designated by a parent. A note must be sent to school stating that the child will be picked up and by whom. Parents should use the Henry Street Parking lot before 3:00 p.m. Children are to be picked up at the office, not the classroom.

ELEMENTARY GUIDANCE PROGRAM

The Guidance Department of Oak Street School is designed to assist each student in his/her academic, social and personal development. Guidance is an integral part of the school program and is preventative, diagnostic and remedial in nature. The program provides services to students, faculty and parents with an emphasis on team effort. To be successful in helping our students, communication and collaboration are essential.

Meeting the ongoing needs of individual students is the primary focus of the counselor. Teachers will be given guidance passes in September. Any student may see the counselor by requesting a visit, receiving teacher permission and filling out a pass. If the counselor is not available, the student leaves the pass in the counselor's bag on her door. Every effort is made to see the student at the earliest opportunity.

Staff and parents may also refer students to guidance. Small groups may be seen during lunch time or another time to minimize interference with academic instruction. The counselor will meet with classes to conduct age appropriate lessons based on program modules. Activities with a specific focus may be conducted based on special needs. The counselor will meet with each class at the start of the school year to introduce herself and the counseling services. For

more information, please call our school counselor (Ms. Mary Kunzman) at 204-2565 ext. 108.

HEALTH SERVICE INFORMATION

ABSENCE OR LATENESS FROM SCHOOL

Please call the nurse's office at 204-2565 ext. 350 by 8:45 a.m. if your child will be absent or late for that day. If the school nurse is not notified of the student's absence by 9:15 a.m., she will telephone your home or place of business to verify the child's absence. If she is unable to locate you, the police will be called to investigate. This is done to ensure the safety of all our students.

Students who have been absent from school are expected to bring a note of explanation from a parent or guardian. Children returning from a period of illness are expected to resume the normal schedule which includes outdoor play, gym, etc., therefore, they should be well enough to participate and be adequately dressed for the weather conditions. If the doctor does not believe the student is ready to resume a full program, special arrangements can be made with the principal or nurse.

EMERGENCY INFORMATION

PLEASE NOTIFY THE SCHOOL OF ANY CHANGES to your child's emergency information. If no one will be available at your home phone number, cell number or work number, for an entire day, please tell your child whom you wish the school nurse to notify in case he/she is too ill to remain in school.

MEDICATIONS IN SCHOOL

If medication (prescription or non-prescription) is needed during the day, please send the pharmacy-labeled medication to the school nurse, WITH A MEDICATION FORM SIGNED BY YOU AND THE DOCTOR. For safety reasons, parents/guardians are required to bring the medication directly to the school nurse. Forms— *Request to Administer Medication* or *Request to Administer Medication - Life Threatening Allergies*—must be obtained from the district website www.bernardsboe.com. The school nurse should be advised of any medication that is being taken at home by your child which may in any way affect his/her performance at school.

HEARING AND VISION

Students in grades K – 4 are screened for vision and hearing yearly. Fifth grade students may be screened per request of the teacher or parent. The results, if not within the accepted normal range, will be forwarded to the parent.

PHYSICAL EDUCATION EXCUSES

A recommendation from the doctor, stating the reason for the excuse and probable duration of the condition, will be necessary for an excuse longer than 3 days from participation in physical education class. A parent note may be accepted for one or two days of non-participation.

ACADEMIC ATTENDANCE

Board of Education policy states: “The Board shall require, from the parent or guardian of each child who has been absent from school or class for any reason, a written statement of cause for such absence or tardiness. The Board, through the school administration, reserves the right to verify such statements and to investigate the cause of each absence of more than three days duration or repeated unexplained absences or tardiness.” Please note that “perfect attendance” certificates are not awarded.

ATTENDANCE CRITERIA

By definition, attendance is a pupil’s presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities. A pupil will be considered to have attended school for a full day if he or she has been present at least four (4) hours during the school day.

ATTENDANCE POLICY

By definition, an excused absence is a pupil’s absence from school for a full day or a portion of a day for one or more of the following reasons:

1. The pupil’s illness.
2. A death or critical illness in the pupil’s immediate family.
3. Observation of the pupil’s religion on a day approved for that purpose by the State Board of Education.
4. A reasonable number of routine medical or dental appointments.

No other reasons for student absences are deemed to be appropriate by the

Board of Education; such absences are considered unexcused. Where extreme extenuating circumstances create the necessity for a student absence due to any other reason, a written request must be submitted at least one week in advance to the school principal.

Unexcused absences are not condoned by the Board of Education. All work or tests missed because of such absences become the student's responsibility. In the elementary school, the responsibility will generally fall upon the parent. The parent will be expected to contact the teacher after the absence for any missed assignments.

OBSERVANCE OF RELIGIOUS HOLIDAYS

It is understood that tests, academic competitions, and assignment deadlines may fall on religious holidays. In these situations, the Board of Education has a policy of providing students a reasonable accommodation, so that the academic activity will not interfere with their religious observance. This means that the teacher or the school will reschedule the test date for any student who is absent on the actual exam day due to a religious holiday. For academic competitions where students are eligible for awards, alternative arrangements will be made to allow students to take part in the competition. Similarly, when assignment due dates correspond with a religious holiday, teachers will provide an alternate date regarding such deadlines.

Teachers will make accommodations for students whose parents submit a written request regarding a religious holiday. Please note that all requests must be in writing.

ATTENDANCE - WRITTEN NOTIFICATION TO PARENTS

Parents will be notified when a student's absences become excessive.

1. When a student has been absent 11 days in any one school year, the principal or assistant principal will notify the student's parent or guardian in writing of the number and dates of absences and possible adverse academic consequences. A copy of the notice will be sent to the District Attendance Officer.
2. When a pupil has been absent 20 days in any one school year, the principal/assistant principal will send a written notice to the student's parent warning of possible adverse academic consequences and requiring a conference with the parents, student, principal and guidance counselor. A copy of the notice will be sent to the District Attendance Officer.
3. When a student has been absent 30 days or more in any one school year, the principal will notify the student's parent in writing that the pupil may be retained at his/her grade level. A copy of the notice will be set to the District Attendance Officer.

4. Any student absent more than 10 consecutive days will be withdrawn from the rolls and will have to be re-registered at the District Registrar's office.

TARDINESS

Prompt arrival at school is necessary if children are to begin their instructional day prepared and with a positive attitude. Therefore, families of children who have 10 or more tardies will receive a letter from the office as a reminder of the importance of being on time. Children are to be in their classrooms and ready to begin the day by 8:45 a.m. Please note that children who arrive at school right at 8:45 a.m. cannot physically get to their classrooms on time.

ABSENCE AND AFTER-SCHOOL ACTIVITIES

Students who are out sick for the school day are NOT permitted to attend or participate in after-school activities, such as mini-units, intramurals, concerts, and PTO events, later that day.

DISCIPLINE

PROCEDURES

Teachers establish the basic rules of behavior in the classroom. These rules may include: follow directions, raise your hand before speaking, stay in your seat, keep hands, feet and objects to yourself and no foul language or teasing. Rules are to be enforced quickly and consistently. Disruptions will not be ignored. A warning of consequence will be given to the student prior to action being taken for minor incidents.

If warranted, a parent-teacher conference may be requested. If, after several warnings and parent contact, the student's behavior does not improve, it will be brought to the attention of the principal/assistant principal. In cases of severe disruption, the student is sent immediately to the principal/assistant principal. The administration and teacher(s) will decide on the course of action based on details of the incident and teacher input. Parents will be notified of serious misconduct and the consequences for this inappropriate behavior.

INTERVENTION OPTIONS

In cases where serious misconduct has occurred, one of the following options will be used by the principal/assistant principal.

- The student might meet with the principal/assistant principal or through the I&RS Committee to develop a plan for resolving the inappropriate behavior. This plan will be sent home for parent review and signature.
- During the school day, if warranted, a student might be removed from his/her program for serious misconduct, and placed on in-school suspension. Parents will be informed when this consequence is warranted.
- If a student's actions warrant being assigned to a full day of in-school or out-of-school suspension, parents will be informed at least the day before the assigned suspension is scheduled to take place.
- Follow-up sessions with the school counselor may also be utilized to further support the student.

Oak Street School Code of Conduct

5600 - PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Chart of Discipline for Students in Grades K - 5

A Discipline Binder will be kept in the Main office. This binder is confidential and only accessible to the following individuals: Principal, Assistant Principal, Guidance Counselor, Crisis Management Team.

Discipline Levels:

Level One

Includes all components listed in Level 1 (Board Policy 8468) in addition to:

- **Verbal and/or written harassment (teasing, annoying behavior towards another child)**
- **Throwing food**
- **Bullying – teasing, name calling, put-downs, or any annoying behavior toward a child**
- **Spreading gossip/rumors, spreading lies.**
- **Excluding someone from playing**

- **Theft**

Level Two

Includes all components listed in Level 2 (Board Policy 8468) in addition to:

- **Disrespectful behavior (verbal and/or physical) toward a child/adult, punching, kicking**
- **Verbal and/or written threats of harm**
- **Physical assault of a student or adult**
- **Defacing school property (desk, wall, classroom, bathroom, student's belongings)**

Level Three

Includes all components listed in Level 3 (Board Policy 8468) in addition to:

- **Bringing a weapon to school (i.e., gun, knife)**

Consequences

# OF OFFENSES	LEVEL 1	LEVEL 2	LEVEL 3
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1	<ul style="list-style-type: none"> •Teacher, Admin., or playground Aide conferences with student 	<ul style="list-style-type: none"> •Recess Detention-1 day 	<ul style="list-style-type: none"> •Out of School Suspension (to be determined by Crisis Mgt. Team) •Parent contacted by Principal or Asst. Principal •Crisis Mgt. Team contacted •Superintendent contacted
2	<ul style="list-style-type: none"> •Recess Detention-1day 	<ul style="list-style-type: none"> •Recess Detention-3 days •Parent contacted by Principal or Asst. Principal •Guidance Counselor meets briefly with student 	

3	<ul style="list-style-type: none"> •Recess Detention-3 days •Parent contacted by Principal or Asst. Principal •Guidance Counselor meets briefly with student 	<ul style="list-style-type: none"> •Recess Detention-5 days •Parent contacted by Principal or Asst. Principal •Guidance Counselor meets briefly with student 	
4	<ul style="list-style-type: none"> •Recess Detention-5 days •Parent contacted by Principal or Asst. Principal •Guidance Counselor meets briefly with student 	<ul style="list-style-type: none"> •In-School Suspension - 1 day •Parent contacted by Principal or Asst. Principal •Guidance Counselor meets briefly with student 	

5	<ul style="list-style-type: none"> •In-School Suspension - 1 day •Parent contacted by Principal or Asst. Principal •Guidance Counselor meets briefly with student 	<ul style="list-style-type: none"> •Out of School Suspension - 1 day •Parent contacted by Principal or Asst. Principal •Guidance Counselor meets briefly with student
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****The staff and administration recognize the individual needs of our students; therefore we view these consequences as a guideline. Modifications to the above consequences shall be made at the discretion of the Building Principal or Assistant Principal. Teacher input is also valued and encouraged.**

DISTRICT POLICY ON HARASSMENT, BULLYING & HAZING

The Board of Education believes that harassing, bullying and hazing activities of any type are inconsistent with the educational process and the Board prohibits all such harassing, bullying and/or hazing behavior at any time on school premises, at any school sponsored function, or on any school bus. Any person who believes that he or she has been the victim of harassment, bullying or hazing, or any person with knowledge or belief of conduct which may constitute harassment, bullying or hazing, shall report the alleged acts immediately to the school principal, or Affirmative Action Officer Sean Siet at (908) 204-2600, extension 104, or Superintendent Nick Markarian at (908) 204-2600 extension 101.

PARENT CONCERNS

Parent inquiries for information related to a child's progress in school or to the school's operations and programs are always welcome. The procedure to follow in addressing any concerns is to first contact the child's teacher. Another resource for resolving issues, depending on the nature of the concern, is the school counselor who is available for consultation. If more information is required or if the matter does not appear to be resolved, the principal should then be called, but only after the parent has spoken to the teacher.

In instances where the parent wishes to discuss the problem beyond the level of the Oak Street School administration, he or she can contact the Superintendent of Schools. If necessary, the Superintendent may then refer the issue to the Board of Education for possible resolution.

HOMEWORK GUIDELINES

These homework guidelines were developed by the Administrative Cabinet consisting of the district principals, assistant principals, curriculum supervisors and curriculum directors, with the input of teachers and parents of the Curriculum Committee.

Homework shall be assigned as reinforcement of class instruction. It shall be of quality and relevance to the subject matter, and further the student's comprehension. Assignments must adhere to the following guidelines:

- Homework should be tied to the curriculum and to a student's instructional level with consideration of the student's ability.
- Homework should have explicit directions and timelines.
- Homework should be designed to review materials and to reinforce skills and materials taught in class, to prepare for an upcoming class topic, to extend or generalize concepts or skills learned from familiar to new situations, and to offer opportunity for the student to integrate, extend or creatively apply skills already learned.
- Homework may not be used as a punitive measure.
- Homework should be reviewed in school to correct and reinforce appropriate learning.

A teacher typically assigns homework 3 to 5 days per week. Developmental, achievement, and ability differences among students all impact the actual time

students may spend on assignments. Long-term tasks require additional time management skills. (See Board Policy #2330 for the Policy parameters that frame these guidelines.)

Kindergarten	15 minutes per night
Grade 1	15 minutes per day
Grade 2	15 minutes per day
Grade 3	20 minutes of homework no more than four nights per week, Monday through Thursday.
Grade 4	30-50 minutes of homework no more than four nights per week, Monday through Thursday.
Grade 5	20 - 30 minutes of homework no more than four nights per week, Monday through Thursday.

In addition to homework assigned in the elementary grades, parents are encouraged to read to their children on a regular basis and to foster student involvement in pleasure reading. In assigning homework, teachers will consider students' time commitments during days of religious observance.

MISSED ASSIGNMENTS DUE TO ABSENCE/ILLNESS

Every effort is made by staff to deal with absences due to illness. Only after a child has been absent for three or more days will school make-up work be provided. A parent may request this work by calling the school office. Do not request advance class work or homework preceding a vacation scheduled outside of the school calendar. Teachers are not able to provide such a service.

PLEASURE READING

The Bernards Township Board of Education strongly advises parents to encourage pleasure reading at home. Devoting 10-30 minutes to pleasure reading can help establish a lifelong habit and guarantee many hours of enjoyment.

Reading is critical to a student's success in school and the Language Arts curriculum seeks not only to develop strong reading skills, but also to foster a love of reading. While students encounter a broad variety of reading materials in school, any additional reading that occurs at home provides an extra bonus. Parents can help by nurturing pleasure reading in a variety of ways:

- Read aloud to their children.
- Read for their own enjoyment, illustrating the value of reading.
- Bring a variety of reading matter into the home: newspapers,

- magazines, hobby books, etc.
- Make sure all family members have a Bernards Township Library card and visit the library and bookstores often, helping children with reading and book selections.
 - Set aside family reading time by turning off the television and computers
 - Create a warm, supportive and interesting reading atmosphere.

SCHOOL SCHEDULE CHANGES

(SNOW DAYS)

If there are changes in the schedule due to inclement weather, Oak Street School can be:

- CLOSED for the entire day;
- DELAYED for 2 hours, with school opening at 10:30 a.m. (instruction beginning at 10:45 a.m.); or
- DISMISSED EARLY at 12:45 p.m.

The district has an automated phone system, Honeywell Instant Alert for Schools, which is used to make phone and email notifications in the event of a change in the school schedule (as well as other critical news). Instructions for signing up and a link to the Honeywell alert system are available on the homepage of the district website, www.bernardsboe.com. PLEASE NOTE: Lunch will not be served on delayed opening or early dismissal days.

OTHER INFORMATION SOURCES FOR SCHEDULE CHANGES

Please DO NOT CALL the Police Department or the schools. Leave your phone open to receive the district phone notification beginning at 6:00 a.m. You can also obtain closing information on the district web site www.bernardsboe.com.