

EAST AMWELL SCHOOL

Student Handbook 2013-14 Grades PreK-5

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Superintendent

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Telephone.....908-782-6464

This East Amwell School Reminder belongs to:

Name _____
Address _____
City/Town _____
Phone _____
Homeroom _____

East Amwell Township School Vision Statement

East Amwell School District is a safe, supportive community that recognizes all students as unique individuals and provides opportunities for academic, artistic, cultural, emotional, physical, social and character development in a diverse and ever-changing society.

EAST AMWELL STUDENTS ARE:

*Cooperative and courteous
Obedient to school rules
Understanding of others
Growing through guidance
Achievers
Responsible for their behavior and learning
Sensational students*

STAFF MESSAGE

As a student of East Amwell Township School District, you have certain rights and privileges. Along with these rights and privileges, you have certain responsibilities. The purpose of this handbook is to explain to you your privileges and your responsibilities.

It is our hope that as a student in East Amwell School, you will dedicate yourself to the joys of learning, pride in your school, and appreciation for all those people who work to make your education possible.

You have a opportunity for an outstanding education over the next several years. The rewards in learning will be limited only by the efforts which you make.

East Amwell Township students have been, are, and will be the best!

The future of our country depends on you and other students like you. Our hope is that you will avail yourself of the opportunities the school has to offer. A conscientious approach to your school program and an active participation in the many activities available will help you along the way.

Work hard on your academic subjects, enjoy your special subjects, and care about your parents, teachers, and friends.

Good luck and have a successful school year!

Cordially,
The East Amwell Teaching Staff

SCHOOL RULES AND POLICIES

GENERAL RULES

Students are expected to:

1. Follow directions and cooperate whenever asked.
2. Respect all persons and their property.
3. Respect and care for school property.
4. Report to class on time with materials or, if late, to have a valid pass.
5. Avoid any disruptive or harmful behavior in classrooms and hallways.
6. Have a valid pass when out of class or at locker at undesignated times.
7. Be responsible for taking good care of textbooks and keeping them covered.
8. Abstain from the use of obscene language.
9. Eat food only in cafeteria unless having teacher permission.
10. Behave in a responsible manner on the way to and from school and on school trips.
11. Behave courteously and appropriately during assemblies and programs.
12. Abstain from the use or possession of tobacco, drugs, and alcohol.

SCHOOL RULES

IN THE CLASSROOM students should:

1. Obey all classroom rules of conduct established by the teacher.
2. Refrain from loud talking, fighting or bodily contact (pushing, kicking, shoving, etc.)
3. Secure a pass and permission of the teacher before leaving the class for any reason during the class period.
4. Use appropriate language at all times.
5. Refrain from chewing gum or eating anything except in the cafeteria or with the permission of the teacher.
6. Arrive to class on time or have a late pass from their previous teacher.
7. Keep all textbooks covered.

SCHOOL RULES OF CONDUCT

IN THE HALLWAY students should:

1. Walk quietly through the halls keeping to the right.
2. Be courteous to other classes in progress.
3. Respect all property both personal and school.
4. Eat in the appropriate places.
5. Secure a pass before leaving class for any reason during the class period.
6. Use appropriate language at all times.
7. Refrain from loud talking, fighting, or bodily contact (pushing, shoving, kicking, etc.) in the building or on the grounds.

THE PLAYGROUND students should:

1. Refrain from rough playing.
2. Keep all personal toys, equipment, games off the playground (including skateboards, riding sports equipment, etc.)
3. Keep off the grass, fences, and stairways at entrances to the school building.
4. Place all equipment in barrels when the whistle blows. (The person with the piece of equipment is responsible for returning it.)
5. Line up quietly and orderly as soon as the whistle blows.
6. Stay in sight of the teachers for safety.
7. Stay away from all vehicle travel areas including the parking areas, again for safety reasons.
8. Play games away from the school building.
9. Appropriate behavior in games is expected.
10. Gymnastic activities on the playground are inappropriate.
11. Stay on the playground and not enter the building without permission of the person on duty.

IN THE LUNCHROOM students should:

1. Listen to instructions of teachers or aides on duty.
2. Enter and exit the cafeteria in an orderly manner.
3. Eat food and not play with milk cartons, money, games, bags, etc.
4. Pick up paper, utensils, food, etc. that may drop to the floor.
5. Keep table tops clean.
6. When finished eating, return cleaned tray to the tray areas and return to their seat immediately.
7. Talk quietly with those sitting at your table.
8. Leave the cafeteria with permission only.
9. Keep their hands and feet to themselves.

GRADES K-5 - CODE OF CONDUCT-DISCIPLINE PROCEDURES

A = Administration T = Teachers

<u>BEHAVIOR</u>	<u>FIRST OFFENSE</u>	<u>SUBSEQUENT OFFENSES</u>
Use or possession of tobacco products in school or on school grounds during normal school hours or school sponsored activity.	Confiscation (A) Parent Conference (A) Suspension (A) Board Policy on Drug/Alcohol	Parent Conference (A) Suspension (A) Confiscation (A) Board Policy on Drugs/Alcohol
Unexcused absence (missing class)	Parental Contact (A/T) Detention (A/T) Suspension (A)	Detention (A/T) Parent Conference (T)
Leaving school grounds without permission	Parental Contact (A) Detention (T) Suspension (A)	Suspension (A)
Acts of Harassment, Intimidation or Bullying	Reprimand (A) Removal of Privileges (A) Referral to Counselor (A) Detention (A) In-School Suspension (A) Out-of-School Suspension (A)	Removal of Privileges Referral to Counselor Detentions In-School Suspension Out-of-School Suspension Report to Law Enforcement
Fighting	Depending upon the severity (A) Parental Contact (T) Detention (A/T) Suspension (A)	Suspension (A) Parent Conference (A/T)
Excessive Physical Contact	Warning (A/T) Detention Depending on severity (A/T)	Warning (A/T) Detentions/Parent Contact (A/T) In-School Suspension (A)
Theft including extorting favor or funds	Detention (A/T) Restitution (A/T) Suspension (A) Parent Conference (A/T)	Suspension and Restitution (A/T) Parent Conference (A/T)
Damage to school or personal property	Restitution/restoration during work detentions as needed (A/T) Parent Conference (A/T)	Restoration/restoration during work detentions Suspension (A) Parent Conference (A)
Open defiance and willful and continued disobedience	Parental contact (T) Detention (T)	Detention(s) (T) Parent Conference (A/T) Possible Suspension (A)
Profane or obscene language	Reprimand (A/T) Detention (A/T) Suspension (A)	Detention(s) (T) Parent Conferences (A/T) Suspension (A/T)
Failure to report to detention	Parental contact (T) 2 Detentions(T)	In-school Suspension (A)
Unexcused tardiness to class	Warning (T) Detention (T)	Warning (T) Detention(s) (T)
Possession of Potentially Dangerous Materials or Weapons (ex. Knife)	Confiscation (A) Student/Parent Conference (A) Detentions (A/T) Suspension (A)	Confiscation (A) Suspension (A)
Inappropriate display of affection/behavior	Warning (T)	Warning (T) Detentions (A/T)
Any other misbehavior that interferes with the good order of the school	Depending on Severity: Detention (T) Exclusion from activity (A/T) Suspension (A)	Depending on Severity: Detentions(T) Suspension (A)
Cell Phone/Camera or Recording Devices	Reprimand (A/T) Confiscation (A/T) Detention (A/T) In-School Suspension	Confiscation (A/T) Detention (A/T) In-School Suspension (A) Suspension

*Infractions of Drug Abuse Policy will be handled according to law and the district drug policy.

*Truancy is illegal and will be dealt with according to law and Board policy.

*ALL CONSEQUENCES ARE MANDATORY. DEPENDING UPON THE SEVERITY OR FREQUENCY OF INCIDENTS, ADMINISTRATION MAY SUSPEND STUDENTS FROM THE CAFETERIA, BUS, OR SCHOOL FOR ANY INFRACTION OF SCHOOL RULES AT ANY TIME.

SCHOOL BUS PROBLEMS

The School Bus ride constitutes “school time.” All school rules are in effect during bus rides and at stops.

- 1st referralStudent conference (A)
- 2nd referralStudent conference; communication with parent indicating suspension from bus should there be another referral (A)- Lunch Detention
- 3rd referralSuspension from bus for 5 school days; parent conference. Reinstatement to bus after conference between administration and student; warning given for 10 day suspension for future referral (A)
- 4th referral Parent conference;10 day bus suspension for recurring incidents (A)
- 5th referralSuspension from bus for 15 school days (A)

*Student seating is at the discretion of the driver.

**Any misbehavior that interferes with the good order of riding the school bus can result in appropriate disciplinary action as deemed necessary by the principal.

***Please be advised that monitoring devices may be used on school transportation vehicles transporting pupils to and from curricular and co-curricular activities.

LUNCH ROOM PROBLEMS

- 1st referralStudent conference (T)
- 2nd referralStudent conference; communication with parent indicating suspension from cafeteria should there be another referral (A)
- 3rd referralIn-school suspension from cafeteria for 5 school days; parent conference (A)
- 4th referralIn-school suspension from cafeteria for 10 school days; parent conference (A)

*In the event that entire tables or groups are causing a problem those students will be separated and assigned seats. *See Code of Conduct

HARASSMENT, INTIMIDATION AND BULLYING

The Harassment, Intimidation and Bullying Policy pursuant to N.J. S.A. 18A:37-14 is available on our District Web Site and in our Board Office.

SMOKING POLICY

As per Board Regulation (R5533), smoking is prohibited on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board of Education.

PARTICIPATION IN SCHOOL SOCIAL EVENTS AND CLASS TRIPS

The right to participate in school sponsored social events, such as dances and learning experiences requiring a high degree of social control (class trips and activity trips) will be revoked upon accumulation of numerous or severe offenses as listed below:

1. Two Suspensions, removal from social events/activities for 10 weeks.
2. Accumulation of 5 detentions within the school year, removal from social events/activities for a ten-week period.
3. In the event that less than 10 weeks remain in the school year, a student may make a written appeal for any remaining activities. The grade level team and administration will determine reinstatement.

Please note the following statement about the code of Conduct:

ALL CONSEQUENCES ARE MANDATORY. DEPENDING UPON THE SEVERITY OR FREQUENCY OF INCIDENTS, ADMINISTRATION MAY SUSPEND STUDENTS FROM THE CAFETERIA, BUS, OR SCHOOL FOR ANY INFRACTION OF SCHOOL RULES AT ANY TIME.

DETENTION AND SUSPENSION POLICY

1. When a detention is assigned, the school office or teacher will notify the student’s parents or guardians.
2. If the parents wish to discuss the matter, a conference will be scheduled.
3. On the day of before/after-school detention or on the day of in-school suspension, all of the student’s after school activities will be suspended.
4. Teachers may detain a student before/after school for various academic reasons. In these cases parents will be notified of the detention and the reasons. These do not count toward Social Events/Class Trips as noted above.
5. Upon assignment of a fourth detention, a student conference will be held and parents will be reminded of class trip and social activity rules.
6. Students are responsible for school work during suspension.

PUPIL GRIEVANCE PROCEDURE

If a student has a complaint or grievance resulting from a school rule, the following procedure must be followed in the order listed.

1. The student will confer with the staff member involved.
2. If the student is not satisfied with the result, he/she will meet with the teacher and principal.
3. If the student is still not satisfied, he/she will meet with parents, teacher and principal.
4. If the student is still not satisfied, he/she will meet with the Superintendent and all previously mentioned persons.
5. If the student is still not satisfied, he/she will request from the Superintendent a hearing by the Board of Ed.

BICYCLES

The Board of Education strongly discourages bicycling and walking to and from school for safety factors.

1. A child wishing to ride a bicycle or walk to and from school may do so only if his/her parents file a form in the office, and he/she brings a note each time this procedure is used.
2. Bicycles shall be parked in a place designated by the administration and should be walked to and from this area to the driveway.
3. Bicycle riders and walkers will be dismissed when buses are called.
4. District rules must be followed or permits will be revoked by the Superintendent of Schools.
5. Students are not permitted to operate motorized vehicles for pupil travel to and from school.
6. The Board/Administration will not be responsible for bicycles that are lost, stolen, or damaged.

ATTENDANCE

The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused.

Types of absences:

Excused Absence

- Medical or dental appointments that cannot be scheduled outside school hours
- Pupil illness with a note
- Court Appearances
- Suspension from school
- An absence for a reason not listed above but deemed excused by the Principal upon a written request by the pupil's parents/guardians stating the reason for the absence and requesting permission for the absence to be excused.
- Death in the family
- Religious Holiday
- Participation in academic function

Unexcused Absence

- Personal Business
- Participation in athletic or extra-curricular activities not sponsored by the school
- Absence without a note
- All excuses not covered above

Required Notice and Warnings:

-Up to 4 unexcused absences- Conduct an investigation, contact parents and develop a plan of action.

-Up to 9 unexcused absences- Conduct a follow-up investigation, contact parents and revisit the action plan with possible referrals to IR&S, Community-Based Social Health provider, etc.

-10 or more unexcused absences- Mandatory referral to the Court Program required by the NJ Administrative Office of the Courts.

Absence Notification

Parents or guardians should call (908) 782-6464 Ext 214 to notify the school of absence as early as possible each morning of absence. A signed note from the parents or guardians, which states the dates and reasons for being absent must be presented to the homeroom teacher upon returning to school. "Call in" is not sufficient since students often call themselves in.

HOMEWORK

It is expected that all students will be assigned homework each week. The purpose of homework is to reinforce classroom learning and/or prepare for the next day's class and new learning.

Students are responsible for completing their homework and for turning their homework in on time.

Students who have been absent are responsible for completing their homework and assignments missed during their absence. Students should ask their teachers for their assignments when they return from an absence.

HOMEWORK IS AN IMPORTANT PART OF THE LEARNING PROCESS.

RULES FOR ATTENDING GAMES

1. Only grades 5 - 8 students may attend games unless accompanied by an adult.
2. All students who are not members of the team, cheerleaders, scorekeepers, manager, etc. are to have a permission note for the game signed by their parents on file in the office. Notes may not be faxed or permission called in.
3. Students are not to leave the building during the game unless their parent is picking them up. Students may not leave and re-enter the building unless accompanied by a parent.
4. No students are to go to any other part of the building. All children are to remain with their parents in the gym.
5. Behavior shall be appropriate for sports spectator and shall not reflect unfavorably on our school.

MEDICATION

Students are not to have any medication in their possession, including aspirin. If medication must be taken during school hours, a physician's & parent's note describing the dosage and time must be given to the school nurse along with the medication as soon as possible after arrival at school. See School Handbook for additional details.

DANCE RULES

Dances will be held throughout the school year. Sponsors are responsible for decoration, set up, and clean up. Dances will be held on school grounds. Parents and teachers will act as chaperones. Dances will begin at 7:30 pm and will end at 10:00 pm. Responsibilities and consequences are specified below so that all parents and students are aware of their obligations. All rules apply for school sponsored and PTO sponsored dances.

Responsibilities at dances are as follows:

1. Dances are for East Amwell students only.
2. Students must enter the dance boundaries as soon as they arrive. No student will be admitted late without special permission.
3. Students must remain within the dance boundaries from the time of arrival until the end of the dance.
4. Students may leave early ONLY with the permission of their parents.
5. Parents are to pick up students promptly at the end of the dance.
6. Students must demonstrate behavior appropriate to the dance.
7. Students must be in attendance at school the day of the dance unless special circumstances cause exception to be granted by advisor or Administration.
8. Students must have an adult available by telephone (with transportation) during dance hours.
9. All school rules are in effect during dances.
10. Students should dress in an appropriate manner for the school function- see Dress Code.

Consequences of not following the above responsibilities:

1. Immediate exclusion from the dance.
2. Exclusion from the next dance.
3. Exclusion from all dances.

STUDENT ATTIRE/DRESS CODE

It is critical that both home and school cooperate in the matter of student attire. There is strong data which suggests that students who are dressed in clothing appropriate to the learning environment do better in school. **Inappropriate dress can be disruptive or distracting to the educational process and students are required to dress modestly.** The school administration reserves the right to make the final decision regarding appropriate dress in school. The regulations governing student attire are as follows:

1. Students attire shall be school appropriate – neat, clean and reflecting an appearance of modesty.
2. Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, profanity, tobacco or gang affiliation slogans, offensive or obscene symbols, signs or slogans degrading any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug related pictures and messages which support and/or condone drug use are also unacceptable.
3. Buttons, pins and other accessories are permitted as long as they comply with the above mentioned regulations and do not cause disruption, disorder or a danger.
4. Footwear must be worn and securely fitted at all times.
5. Bare midriff, crop tops which expose the abdominal area, halter tops, tube tops and tank tops with straps that are less than one inch wide are not permitted. Tops which expose undergarments are also not permitted. Baggy trousers that expose boxer shorts or underwear are not permitted.
6. Clothing which is extremely ragged, extreme in tightness or transparency is not permitted. Bathing suits are not permitted.
7. **Very short shorts, very short skirts and/or very short culottes are not permitted.** Shorts & skirts should have a hem that reaches no higher than the mid thigh.
8. **Lingerie, including bra straps and underwear, and sports bras may not be exposed.** Students are required to wear appropriate undergarments at all times.
9. Articles which can cause damage to other students and/or property are not permitted.

Students who are in violation of this policy will be sent to the office and given an opportunity to change into more appropriate dress. If a student does not have a change of clothing, he or she will be required to return home to change into clothing which is in compliance with the above policy. The Administration will make the final determination as to whether clothing in question is in violation of the dress code. **Parents are strongly encouraged to assist students in being in compliance with the dress code before students leave the home for school.**

Dress Code applies during school hours and on school sponsored activities and trips. In addition, some department restrictions on attire may be prescribed for participation or implemented for reasons of safety.

PERSONAL ITEMS

Personal items such as skateboards, iPods, water pistols, yo-yos, trading cards, etc. are not permitted at school without teacher permission. The Board/Administration will not be responsible for any damage or theft of any of the above type of items brought to school. Items causing distraction from the learning process may be confiscated.

CELL PHONES, CAMERA PHONES, ELECTRONIC RECORDING DEVICES

Students are not permitted to use cell phones until all buses have been dismissed at the end of the school day. Cell phones are to be kept in student lockers or bookbags. School phones are available for emergency use during the day. Violation of cell phone usage will be handled as per the Discipline Policy. Additionally, the use of any camera during school hours without Administrative permission is a violation of privacy and is not permitted as per Policy 5516. School Administrators reserve the right to confiscate any such device (whether or not it is in use) and handle the matter as per the Discipline Policy.

ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Eligibility for Participation in Extra-Curricular Activities:

A. Participation by students in extra-curricular programs is a valuable aspect of the educational process. Such participation shall be in concert with acceptable overall academic achievement and shall not become the overriding factor in the student's education program.

B. Students participating in extra-curricular programs are expected and encouraged to maintain a level of scholastic achievement which will enable them to graduate and succeed in the future. The policy on eligibility applies to all extra-curricular activities that meet beyond the school day. The policy encompasses sports, clubs, drama, music, cheerleading, computer club, student council, yearbook, and any other activity approved by the Board of Education

C. The school administration, coaches, advisors, and teachers will be responsible for providing support and assistance to encourage the highest level of academic achievement possible from students participating in extra-curricular activities.

D. Participation in extra-curricular activities is a right which carries with it certain responsibilities including:

(1) Maintaining satisfactory academic achievement.

(2) Recognizing that participants in extra-curricular activities represent the school and the community and should project positive images of both.

(3) Maintaining standards of conduct during school attendance as outlined in the school handbook and individual written rules for each activity and sport.

E. Eligibility Standards

(1) A pupil is eligible for participation in any extra-curricular activity if he or she has received the following:

(a) An effort grade of "N" or better in all subject areas,

(b) A passing grade in all subject areas and no out-standing incompleteness, and

(c) A conduct grade of "N" or better in all subject areas.

(2) Students who fall below any of these standards while participating in an activity will become ineligible as of the day of receipt of a report card at the end of a marking period.

A student may be made ineligible or may be reinstated based on the above criteria at the direction of the principal upon receiving a progress report from the subject teacher.

(3) A student's eligibility may be reinstated in that activity or any other after he or she has demonstrated satisfactory grades, effort, and conduct on a report card.

(4) A student may immediately be reinstated after he or she has satisfactorily completed an incomplete grade on a report card.

