2019-2020
RADIX ELEMENTARY
HANDBOOK
For
KINDERGARTEN

THE ANTI-BULLYING ZONE

Radix Elementary School – 2018 Blue Ribbon School of Excellence Nominee
Radix Elementary School - 2007 National & New Jersey School Of Character Award
I have read and discussed this student handbook with my child.
We understand the Radix Elementary rules, regulations and consequences.
We are fully aware of the Olweus Anti-Bullying Program and we fully intend to help Radix Elementary continue to be an ANTI-BULLYING ZONE!

Parent/Guardian Signature __________________________ Date __________

Student Name __________________________ Teacher __________________________ Grade __________________________

PLEASE RETURN THIS PAGE TO YOUR CHILD'S TEACHER BY

MONDAY, SEPTEMBER 23, 2019
Dear Parents/Guardians and Students:

Welcome to Kindergarten at Radix Elementary School! I can’t tell you how excited I am to be here at Radix for the 2019-2020 school year. Nothing gives me greater joy than seeing students loving to learn. Although you may be a bit nervous about this new chapter in your life - being in kindergarten (or being the grown-up with a child in kindergarten), rest assured the year will be filled with fun, engaging learning activities, new friendships, and lots of reasons to smile.

Radix provides excellent teachers, administrators and specialists who have been trained to support your child as he/she learns and develops. Our program addresses all aspects of your child’s growth and development. We focus on the basic building blocks for all future learning: language development, word recognition/reading, mathematical concepts, writing, as well as other functional skills embedded in projects, art and crafts. Additionally, we will build developmentally appropriate skills like collaboration, creativity, respect for self and others, self-control and independence.

The kindergarten teachers and I understand that you have begun the educational process at home; so we look forward to expanding on that and partnering with you to develop excited little students who are eager to learn. With home and school working together, we anticipate a successful and stimulating year.

We ask that you take time to read this handbook together so you may learn about our school and the various rules and regulations. Your close attention to detail is highly recommended. Also, we’ve included helpful suggestions to maximize your kindergarten experience. Our goal is to make this school year a great one! In addition, important dates are provided, so you can plan your life accordingly- as I’m certain you don’t want to miss any opportunities to be involved with your child and his/her school community.

If you have any questions or concerns regarding the education of your child, please do not hesitate to call 856-728-8650. In addition to this handbook, the school and district websites provide even more information - www.monroetwp.k12.nj.us.

Let’s Have a Wonderful School Year,

Dr. DelConte
Principal

Mrs. Carino, Mrs. Fiorentino, and Ms. Sulzbach
Kindergarten Teachers
### Table of Contents

- **Table of Contents**
- **Not Sure Who to Call at Radix?**
- **Radix Phone Extensions**
- **School Hours & Marking Period Dates**
- **Shortened School Sessions**
- **Monroe Township Board of Education and Administration**
- **By Laws and Procedures**
- **Affirmative Action Officer/504 Officer**
- **Calendar of Events**
- **Back to School Nights for All Schools**
- **Board of Education Meeting Information**

#### RADIX POLICIES & PROCEDURES TITLE PAGE

- **Kindergarten Program**
- **Student Progress**
- **What Will My Child Do at School**
- **Some Idea’s To Help Your Child**
- **Arrival/Dismissal/Parking Procedures**
- **Attendance and Absence**
- **Bus Transportation**
- **Bus Discipline**
- **Bus Dismissal**
- **Class Assignments**
- **Early Dismissal Procedure**
- **Evening Activities**
- **Harassment, Intimidation & Bullying Policy**
- **Illness at School**
- **Label Clothing**
- **Parent Involvement**
- **School Nurse/Communicable Disease/Health Information**
- **Promotion and Retention**
- **Report Cards/ Marking Periods/Conferences**
- **School Hours**
- **School Closing (snow)**
- **School Dress Code Policy**
- **Show and Tell**
- **Student Supervision After School Dismissal Policy**
- **Visitors**
- **Wellness/Healthy Suggestions**
- **Thank you from Dr. DelConte**
Not sure who to call at Radix?

Contact your child’s classroom teacher on matters pertaining to:

- classroom instruction
- behavior concerns in the classroom
- classroom events
- assignments/curriculum

When prompted, hit "2" and then the classroom teacher's extension to leave a brief message stating your full name, your child's full name, the phone number where you can be reached and the reason for your call. Extensions can be found on the following page. Please allow 24 hours for the teacher’s response.

Contact Mrs. Tara Shaw, our Head Teacher, on matters pertaining to:

- bus issues
- cafeteria concerns
  - playground concerns
  - general behavior concerns

Contact Mrs. Amy Innella, our School Counselor, on matters pertaining to:

- your child's well-being
  - resources for outside counseling

Contact Mrs. Laura Gore our Assistant Principal on matters pertaining to general concerns that don’t fit the categories above.

*To speak directly to one of the above, you need to call the office at 728-8650 Ext. 6000/6001 and one of the office staff will connect your call.

It is advisable to keep a binder for the Parent/Student Handbook, office handouts, PTA handouts, and monthly newsletters sent home with your child. One binder for informational documents, and another to hold your child’s marked papers is strongly recommended.

*After consulting your binder, and/or the district website (www.monroetwp.k12.nj.us), and you still need assistance, contact the main office at (856) 728-8650 to speak with an office staff member.

NOTE: For matters involving situations at Radix, your best option would be to contact a staff member at Radix, not at Central Administration. Often times, when a parent contacts the Superintendent of Schools, he/she is unaware of a situation in one of the schools and ends up calling the school for the answer. This process will cause a delay in response to your inquiry.
*Please call the school for room extensions.
**SCHOOL HOURS**

**Grades 1-4 and Special Education**
8:55 a.m. – 3:30 p.m.

**Kindergarten – AM Session**
8:55 a.m. – 11:25 a.m.

**Kindergarten – PM Session**
1:00 p.m. – 3:30 p.m.

**Shortened Days (Grades 1-4)**
8:55 a.m. – 1:20 p.m.

**Shortened Days (Grades K & PK)**
AM K & PK – 8:55 am -11:25 am  
PM K & PK – 10:50 am – 1:20 pm

**Delayed Openings (Grades 1-4)**
10:55 a.m. – 3:30 p.m.

**Marking Periods**

1st Trimester  
September 5, 2019 - December 6 2019

2nd Trimester  
December 9, 2019 - March 18, 2020

3rd Trimester  
March 19, 2020 - June 17, 2020
During the school year, our office is inundated with calls regarding the school's half-day schedules. This information can be found on the school calendar and is also outlined in our monthly newsletters. Please save a copy of the school calendar that is sent home at the beginning of the school year, so this important information is readily available.

Also, for your convenience, all monthly announcements can be heard by calling the school and following the prompts for daily announcements. This will also include school closing information, early dismissals, etc. throughout the school year.

Your anticipated cooperation is greatly appreciated.

Respectfully,

The Radix Office Staff
By Laws and Procedures

The Monroe Township Board of Education shall exercise its rule-making power by adopting bylaws, policies and administrative regulations for the organization and operation of the school district.

The Board desires to make this manual of bylaws and policies a useful guide to all members of the Board, administration of this district, all personnel employed by the Board, and the pupils of the district. Therefore, a copy of this manual is located in each district school and in the central administration office building. It is highly recommended that each individual be familiar with the manual, since it will have a direct effect upon the operation of the schools in this district.

MISSION STATEMENT

The Monroe Township Public School District, an educational team, is dedicated to the development of the potential and uniqueness of the individual student to become effective participants in an evolving global society, while providing a safe educational environment for students to attain the skills and knowledge specified in the New Jersey Core Curriculum Content Standards.

To accomplish this, the school district, in active collaboration with the community, shall provide:

1. A comprehensive and academically challenging, flexible education system of vision and innovation.

2. Programs to develop critical thinkers and creative problem solvers.

3. A safe, secure, clean and supportive environment that will inspire the development of values to encourage, as well as promote individual self-esteem, integrity and dignity.

4. The means to maintain and further develop a dedicated and knowledgeable staff that will encourage individual excellence.

5. Opportunities for lifelong learners to grow as contributing members of the community.

The school district will periodically review and assess the goals, expectations, and action plans.
PARENT INVOLVEMENT

Monroe Township Public Schools involve parents in the decision-making process to plan and implement a parental involvement program and activities to help improve student academic achievement and school performance. Our Parent Involvement Policy is available on our District Website: www.monroetwp.k12.nj.us.

Monroe Township Public Schools is committed to equal educational opportunity and affirmative action. An Affirmative Action plan is approved by the State Department of Education.

Title IX Coordinator – Ms. Lynn DiPietropolo

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs receiving Federal financial assistance. Athletics are considered an integral part of an institution’s education program and are therefore covered by this law. It is the responsibility of the Department of Education, Office for Civil Rights, to assure that athletic programs are operated in a manner that is free from discrimination on the basis of sex.

504 Officer - Dr. Jill DelConte

This 1973 civil rights law prohibits discrimination on the basis of disability in all programs and activities receiving Federal financial assistance. The 504 Officer fields complaints from parents once a 504 Plan has been developed.

Affirmative Action Officer - Ms. Lynn DiPietropolo

The Affirmative Action Officer monitors the district’s employment practices and procedures to insure continuing compliance with anti-discrimination laws and regulations.

Ms. Lynn DiPietropolo
Monroe Township Public Schools
75 E. Academy Street
Williamstown, New Jersey 08094
856-629-6400

Affirmative action or educational access issues are to be expressed to the school principal. Additional information will be obtained from the above Board of Education appointed administrators.
OFFICE OF EQUAL EDUCATIONAL OPPORTUNITY
NEW JERSEY DEPARTMENT OF EDUCATION

AFFIRMATIVE ACTION GRIEVANCE FORM

NAME:  
(LAST)  (FIRST)

ADDRESS:  
(STREET AND NUMBER, OR P.O. BOX NO.)
(CITY)  (STATE)  (ZIP CODE)

PHONE NO.  
(BUSINESS)  (HOME)

DATE OF INCIDENT:

LOCATION OF INCIDENT:

Describe in detail the nature of your complaint. Include names of persons involved, if any.

This complaint is filed by:

☐ an employee  ☐ a student
☐ an applicant  ☐ a parent
☐ other

This complaint refers to discrimination based on:

☐ Race  ☐ Age
☐ Religion  ☐ National Origin
☐ Sex

This complaint is in specific regard to:

School or Classroom Practice
an Employment Practice

(YOUR SIGNATURE)  (Today's date)

DISPOSITION:

Signature:  Title:  Date:

Levels:  Principal  Affirmative Action Officer  Superintendent

Board of Education  County  State  Federal
<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday-Wednesday</td>
<td>September 3-4</td>
<td>TBA</td>
<td>Teacher In-Service Days</td>
</tr>
<tr>
<td>Wednesday</td>
<td>September 4</td>
<td>8:55 am - 3:30 pm</td>
<td>Kindergarten Orientation</td>
</tr>
<tr>
<td>Thursday</td>
<td>September 5</td>
<td>7:00 pm</td>
<td>First Day of School</td>
</tr>
<tr>
<td>Wednesday</td>
<td>September 11</td>
<td>During School</td>
<td>PTA Meeting - in Radix's Media Center</td>
</tr>
<tr>
<td>Friday</td>
<td>September 13</td>
<td>6:30 pm - 8:00 pm</td>
<td>Spirit Day</td>
</tr>
<tr>
<td>Friday</td>
<td>September 13</td>
<td></td>
<td>PTA Family Fun Night-Ice Cream Social</td>
</tr>
<tr>
<td>Monday</td>
<td>September 16</td>
<td>6:00 pm – 8:00 pm</td>
<td>PTA Fall Fundraiser</td>
</tr>
<tr>
<td>Tuesday</td>
<td>September 17</td>
<td></td>
<td>Back to School Night</td>
</tr>
<tr>
<td>Friday</td>
<td>September 27</td>
<td></td>
<td>PTA Fall Fundraiser Ends</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>Sept. 30-Oct. 4</td>
<td>During School</td>
<td>Book Fair</td>
</tr>
<tr>
<td>Wednesday</td>
<td>October 2</td>
<td>6:00 pm - 8:00 pm</td>
<td>Evening Book Fair</td>
</tr>
<tr>
<td>Tuesday</td>
<td>October 8</td>
<td>During School</td>
<td>Spirit Day</td>
</tr>
<tr>
<td>Tuesday</td>
<td>October 8</td>
<td>5:00 pm - 7:00 pm</td>
<td>PTA Restaurant Night - Nick’s Pizza</td>
</tr>
<tr>
<td>Monday</td>
<td>October 14</td>
<td>School Closed</td>
<td>Teacher In-Service</td>
</tr>
<tr>
<td>Tuesday</td>
<td>October 15</td>
<td>During School</td>
<td>Fall School Pictures</td>
</tr>
<tr>
<td>Wednesday</td>
<td>October 16</td>
<td>4:00 pm</td>
<td>PTA Meeting - in Radix's Media Center</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>October 21-25</td>
<td>Half-Day Schedule</td>
<td>Parent-Teacher Conferences</td>
</tr>
<tr>
<td>Thursday</td>
<td>October 24</td>
<td>6:00-8:00 pm</td>
<td>Evening Conferences</td>
</tr>
<tr>
<td>Friday</td>
<td>October 25</td>
<td>7:00 pm - 9:00 pm</td>
<td>PTA Halloween Family Fun Night</td>
</tr>
<tr>
<td>Thursday</td>
<td>October 31</td>
<td>Half-Day Schedule</td>
<td>PTA Halloween Parade</td>
</tr>
<tr>
<td>Saturday</td>
<td>November 2</td>
<td>7:00 pm-12:00 am</td>
<td>Designer Bag Bingo</td>
</tr>
<tr>
<td>Thursday &amp; Friday</td>
<td>November 7-8</td>
<td>School Closed</td>
<td>NJEA Convention</td>
</tr>
<tr>
<td>Monday</td>
<td>November 11</td>
<td>School Closed</td>
<td>Veterans Day</td>
</tr>
<tr>
<td>Wednesday</td>
<td>November 13</td>
<td>11:00 am – 6:30 pm</td>
<td>Fall Fundraiser Pick-up</td>
</tr>
<tr>
<td>Wednesday</td>
<td>November 20</td>
<td>7:00 pm</td>
<td>PTA Meeting - in Radix's Media Center</td>
</tr>
<tr>
<td>Friday</td>
<td>November 22</td>
<td>During School</td>
<td>Fall School Pictures-Make Up Day</td>
</tr>
<tr>
<td>Friday</td>
<td>November 22</td>
<td>During School</td>
<td>Spirit Day</td>
</tr>
<tr>
<td>Wednesday</td>
<td>November 27</td>
<td>Half-Day Schedule</td>
<td>Miss M’s DJ and Pizza Party</td>
</tr>
<tr>
<td>Thursday &amp; Friday</td>
<td>November 28-29</td>
<td>School Closed</td>
<td>Day Before Thanksgiving</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>December 2-6</td>
<td>During School</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>December 2-6</td>
<td>During School</td>
<td>Holiday Shop</td>
</tr>
<tr>
<td>Day!</td>
<td></td>
<td></td>
<td>Wear your PJs on your Shop</td>
</tr>
<tr>
<td>Wednesday</td>
<td>December 4</td>
<td>6:00 pm - 8:00 pm</td>
<td>Evening Holiday Shop</td>
</tr>
<tr>
<td>Thursday</td>
<td>December 12</td>
<td>During School &amp; 7 pm</td>
<td>Holiday Concert</td>
</tr>
<tr>
<td>Friday</td>
<td>December 20</td>
<td>Half-Day Schedule</td>
<td>Day Before Winter Recess</td>
</tr>
<tr>
<td>Monday-Wednesday</td>
<td>December 23 – Jan. 1</td>
<td>School Closed</td>
<td>Winter Recess</td>
</tr>
<tr>
<td>Thursday</td>
<td>January 2</td>
<td>Regular Schedule</td>
<td>School Re-Opens</td>
</tr>
<tr>
<td>DAY</td>
<td>DATE</td>
<td>TIME</td>
<td>FUNCTION</td>
</tr>
<tr>
<td>-------------</td>
<td>------------</td>
<td>-----------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Wednesday</td>
<td>January 8</td>
<td>4:00 pm</td>
<td>PTA Meeting - in Radix’s Media Center</td>
</tr>
<tr>
<td>Friday</td>
<td>January 10</td>
<td></td>
<td>Spirit Day</td>
</tr>
<tr>
<td>Friday</td>
<td>January 10</td>
<td>6:00 pm – 8:00 pm</td>
<td>PTA Family Fun Night - Candy Bar Bingo</td>
</tr>
<tr>
<td>Friday</td>
<td>January 17</td>
<td>7:00 pm – 9:00 pm</td>
<td>Winter Dance for 3rd &amp; 4th Grade</td>
</tr>
<tr>
<td>Monday</td>
<td>January 20</td>
<td></td>
<td>Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>Friday</td>
<td>January 24</td>
<td></td>
<td>Teacher In-Service</td>
</tr>
<tr>
<td>Wednesday</td>
<td>February 5</td>
<td></td>
<td>PTA Meeting - in Radix’s Media Center</td>
</tr>
<tr>
<td>Friday</td>
<td>February 7</td>
<td></td>
<td>Teacher In-Service</td>
</tr>
<tr>
<td>Friday-Monday</td>
<td>February 14-17</td>
<td></td>
<td>President’s Day</td>
</tr>
<tr>
<td>Wednesday</td>
<td>February 19</td>
<td></td>
<td>PTA Tricky Tray Wrap Night</td>
</tr>
<tr>
<td>Friday</td>
<td>February 21</td>
<td></td>
<td>Spirit Day</td>
</tr>
<tr>
<td>Friday</td>
<td>February 28</td>
<td></td>
<td>PTA Tricky Tray - Inclement Weather Date</td>
</tr>
<tr>
<td>Friday</td>
<td>March 6</td>
<td>6:00 pm – 11:00 pm</td>
<td>R.E.A.L. Food Drive</td>
</tr>
<tr>
<td>Friday</td>
<td>March 9-13</td>
<td>4:00 pm</td>
<td>Spirit Day</td>
</tr>
<tr>
<td>Friday</td>
<td>March 11</td>
<td></td>
<td>PTA R.E.A.L. Distribution</td>
</tr>
<tr>
<td>Friday</td>
<td>March 11</td>
<td></td>
<td>PTA Meeting - in Radix’s Media Center</td>
</tr>
<tr>
<td>Monday</td>
<td>March 16</td>
<td></td>
<td>PTA Morey’s Fundraiser Begins</td>
</tr>
<tr>
<td>Friday</td>
<td>March 27</td>
<td>Half-Day Schedule</td>
<td>PTA Morey’s Fundraiser Ends</td>
</tr>
<tr>
<td>Wednesday-Friday</td>
<td>March 25-27</td>
<td>5:00 pm - 7:00 pm</td>
<td>Parent-Teacher Conferences</td>
</tr>
<tr>
<td>Thursday</td>
<td>March 26</td>
<td>7:00 pm</td>
<td>Evening Conferences</td>
</tr>
<tr>
<td>Thursday</td>
<td>April 2</td>
<td>School Closed</td>
<td>Spring School Pictures</td>
</tr>
<tr>
<td>Tuesday</td>
<td>April 7</td>
<td>During School</td>
<td>PTA Meeting - in Radix’s Media Center</td>
</tr>
<tr>
<td>Thursday-Tuesday</td>
<td>April 9-14</td>
<td>6:30 pm - 11:00 pm</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>Friday</td>
<td>April 17</td>
<td>During School</td>
<td>Spirit Day</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 22</td>
<td>During School</td>
<td>Mother’s and Father’s Day Shop</td>
</tr>
<tr>
<td>Friday</td>
<td>April 24</td>
<td>During School</td>
<td>Funny Farm Assembly</td>
</tr>
<tr>
<td>Friday-Friday</td>
<td>May 1-22</td>
<td>During School</td>
<td>PARCC Testing Window</td>
</tr>
<tr>
<td>Wednesday</td>
<td>May 6</td>
<td>7:00 pm</td>
<td>PTA Meeting - in Radix’s Media Center</td>
</tr>
<tr>
<td>Friday</td>
<td>May 15</td>
<td>During School</td>
<td>Spirit Day</td>
</tr>
<tr>
<td>Friday</td>
<td>May 22</td>
<td>Half-Day Schedule</td>
<td>Day Before Holiday</td>
</tr>
<tr>
<td>Monday</td>
<td>May 25</td>
<td>School Closed</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 26</td>
<td>During School</td>
<td>PTA Spring Fair</td>
</tr>
<tr>
<td>Wednesday</td>
<td>May 27</td>
<td>During School</td>
<td>PTA Spring Fair Rain date</td>
</tr>
<tr>
<td>Tuesday</td>
<td>June 2</td>
<td>School Closed</td>
<td>Teacher In-Service</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 4</td>
<td>During School &amp; 7 pm</td>
<td>Spring Concert</td>
</tr>
<tr>
<td>Friday</td>
<td>June 5</td>
<td>During School</td>
<td>Move &amp; Groove-A-Thon</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 11</td>
<td>During School</td>
<td>Field Day (students only-weather permitting)</td>
</tr>
<tr>
<td>Thursday-Wednesday</td>
<td>June 11-17</td>
<td>Half-Day Schedule</td>
<td>Last 5 Days of School</td>
</tr>
<tr>
<td>Friday</td>
<td>June 12</td>
<td>During School</td>
<td>Fourth Grade Closing Ceremony</td>
</tr>
<tr>
<td>Wednesday</td>
<td>June 17</td>
<td>During School</td>
<td>Spirit Day</td>
</tr>
<tr>
<td>Wednesday</td>
<td>June 17</td>
<td>During School</td>
<td>Fourth Grade Super Send Off</td>
</tr>
<tr>
<td>Wednesday</td>
<td>June 17</td>
<td></td>
<td>Last Day of School</td>
</tr>
</tbody>
</table>
MONROE TOWNSHIP PUBLIC SCHOOLS
Office of the Superintendent of Schools

DISTRICT BACK TO SCHOOL NIGHTS

School Year: 2019/2020

Radix Elementary School: Tuesday, September 17, 2019 – 6:00 p.m.

Williamstown Middle School: Wednesday, September 18, 2019 – 7:00 p.m.

Oak Knoll Elementary School: Thursday, September 12, 2019 – 6:30 p.m.

Williamstown High School: Wednesday, September 25, 2019 – 6:45 p.m.

Whitehall Elementary School: Thursday, September 26, 2019 – 6:00 p.m.
RESOLUTION FOR COMPLIANCE OF THE
OPEN PUBLIC MEETINGS LAW FOR THE
MONROE TOWNSHIP BOARD OF EDUCATION

WHEREAS, Public Law 1975, Chapter 231, Open Public Meetings
Law was enacted into law on October 21, 1975, and took effect on January
19, 1976, and;

WHEREAS, the declared purpose of the Open Public Meetings Law
also referred to as the “Sunshine Law”, is to ensure the right of all citizens to
have advance notice of and to attend all meetings of public bodies at which
any business affecting the public is discussed or acted upon, with certain
limited exceptions to protect the public interest and preserve personal privacy,
and;

WHEREAS, the Monroe Township Board of Education does hereby
wish to comply with the general requirement of the law;

NOW THEREFORE BE IT RESOLVED, that the Monroe Township
Board of Education does hereby establish the following schedule of regular
meetings to be held by the said Board for the 2018-2019 school year and
through to the December 19, 2019:

Regular Meetings
January 3, 2019 (Reorg. 7:00 p.m.)
January 17, 2019
February 14, 2019 (Special Budget Meeting)
February 28, 2019
March 14, 2019
April 11, 2019 (Personnel Rec.)
May 2, 2019 (Public Hearing)
June 6, 2019
June 27, 2019 (End-of-Year Meeting)
July 18, 2019
August 15, 2019
September 19, 2019
October 17, 2019
November 14, 2019
December 19, 2019

BE IT FURTHER RESOLVED, that the aforementioned regular
meetings shall be held at 6:00 P.M., prevailing time in the Williamstown High
School Lecture Hall, and;
BE IT FURTHER RESOLVED, that regular items of business may be conducted at Committee-Workshop Meetings provided that the Board convenes as a body prior to 8:00 P.M., prevailing time, and;

BE IT FURTHER RESOLVED, that the Monroe Township Board of Education will immediately, after calling the regular meeting to order, retire to executive session at 6:00 p.m. (caucus) to discuss matters pertaining to negotiations, personnel, and/or litigation or other matters as permitted by the Open Public Meetings Act. The Board will resume the regular public meeting at or about 7:00 p.m. immediately following the Executive Session;

BE IT FURTHER RESOLVED, that the aforementioned schedule shall be considered as the “Annual Notice” of the Law and that any revision or modification of the schedule shall be done in accordance with the “48-hour notice” of the said Law, and;

BE IT FURTHER RESOLVED, that a copy of this schedule shall be prominently posted in the Monroe Township Municipal Building and all district schools; copies submitted to two newspapers to wit; the South Jersey Times and the Courier Post; a copy filed with the Clerk of Monroe Township, and;

BE IT FURTHER RESOLVED, that any person who requests the Annual Notice or any 48-hour Notice shall be mailed the copies of same, throughout the year, upon payment of Thirty dollars ($30.00).

[Signature]
President, Monroe Township Board of Education

I hereby certify the above to be a true copy of a resolution adopted at the Reorganization Meeting of the Monroe Township Board of Education held on January 3, 2019.

[Signature]
Business Administrator/Board Secretary,
Monroe Township Board of Education
Radix Elementary

Policies
and
Procedures
KINDERGARTEN PROGRAM

The Kindergarten curriculum at Radix Elementary School is based on a letter readiness program which leads to letter/sound knowledge for most children and to reading for those who are ready to do so. Each child progresses at his or her own pace with the teacher conducting short lessons daily for his particular need in learning.

The program is learning-center orientated so that the children may be doing different things at a given time. The centers have games and materials with which the children can explore areas in math, science, language arts, imaginative play, and art. In addition, there are manipulative materials to improve dexterity of the hands and fingers, as well as those to give large muscles the necessary activity.

Group activities involve the children in music through games, dance, songs, and in the use of rhythm instruments.

The program takes into consideration the child’s need for outdoor play, rest periods, and refreshments.

The program is one that will provide opportunities for each child to become a well-rounded individual while acquiring academic skills so necessary to achieving success in school.

Please understand, your child's school day begins promptly at 8:55am (1:00 PM for afternoon KG) and ends at 3:30pm. We are engaged in learning activities from the very start of the day until the end. Due to our busy schedule it can be somewhat distracting to your child, as well as classmates, when students are arriving late to school or leaving before dismissal. These disruptions hinder the learning activities that are already in progress. Also, if your child is not present for even part of our day he/she misses out on valuable instruction. We understand that doctors, dentists and other appointments may need to be made during a portion of the school day. However, to establish continuity within our classroom it is imperative that these disruptions are kept to a minimum. If at all possible, we ask that you leave your child in school for the entire day. If it is necessary for your child to leave early, please send in a note ahead of time, if possible. If you have any questions please feel free to contact us at 728-8650 during the hours of 8:00am - 4:30 p.m.

We know you want the best possible learning situation for your child, too!

Your anticipated cooperation is greatly appreciated.
STUDENT PROGRESS

The progress of your child is reported to you at Winter and Spring conferences in addition to ongoing communication with your child’s teacher. It is important to understand that not all children will master every skill by the end of the year. Children will be given progressive skills when they indicate they are ready for them. This readiness is judged and nurtured by an experienced and observant teacher.

WHAT WILL MY CHILD DO AT SCHOOL?
Your child will have many new experiences and learn many new skills. For example:

TO GET ALONG WITH OTHERS
To be cheerful, polite, fair and well mannered.

TO EXPLORE
New things and ideas.

TO PLAN AHEAD
Ask questions and anticipate future events.

TO USE NEW WORDS
Learned from people, experiences, slides, films, books and pictures.

TO BE SAFE
By taking part in safety lessons, fire drills, supervised playground activities, etc.

TO SHARE
Things like toys, games and experiences with others.

TO EXPRESS SELF
With words, clay, crayons, music, etc.

TO LISTEN
To stories, to directions, to others.

TO SPOT DIFFERENCES
In colors, sizes, shapes and sounds.

TO CARE FOR SELF AND BELONGINGS
By going to the bathroom alone, hanging up clothes, returning toys and tools at pick-up time.

TO PLAY FAIR
Follow rules and take turns during games.
TO THINK OF OTHERS
   By making gifts for parents, classmates, etc.

TO COUNT
   By relating numbers to specified groups of objects.

TO PREPARE FOR SCHOLASTIC ACTIVITIES
   By looking at books and learning to use them and by dictating letters, words and stories for the teacher to write down.

And, WHEN READY, your child will learn to READ and WRITE.

YOU CAN HELP YOUR CHILD by…

…reinforcing the philosophy of the school’s Character Education Program “Community of Caring”. Respect, Responsibility, Caring, Trustworthiness, and Family. Here are some ideas:

…visiting interesting places, such as: museums, a zoo, the library, historical sights, a park or other local points of interest. Discuss them with the child and explain their importance.

…selecting safe, educational toys; such as those that need to be put together.

…playing games; especially those that have educational value, like number games, guessing games, word games.

…encouraging your child to do projects with other children. He or she will learn to cooperate and his or her social skills will improve.

…taking your child on the train, bus or airplane.

…listening to your child, encourage him or her to ask questions, discuss ideas, and tell stories.

…selecting activities that fit your child’s level of development, ones that he or she can learn from and enjoy.

…setting a good example. If you are interested in learning, your child probably will be also. For instance, set a family reading time or some other organized learning activity and share experiences.

…giving your child the practice he or she needs to develop learning skills! Learning is a skill and like other skills, it improves with practice.

…working with the school. We all have the same goal; giving your child THE BEST POSSIBLE EDUCATION.

…joining the RADIX PARENT TEACHER ASSOCIATION.

…attending PARENT CONFERENCES.
...staying IN TOUCH - Communicate often with the teacher. “Send Notes”, “Call”, or “E-mail”

...knowing what your child is studying.

...seeing that your child follows the rules and attends school regularly.

...visiting your child’s classroom, after making an appointment. Wait until after the first month (that first month is necessary to make the adjustment to school life). Make sure your visit won’t interrupt regular classroom activities. Visiting is a good way to keep in contact with teachers.

ARRIVAL AND DISMISSAL PROCEDURES
FOR KINDERGARTEN STUDENTS

Kindergarten students that are transported by car should arrive between 8:40 and 8:50 a.m. (1:00 p.m. for PM Kindergarten) Parents transporting their child/children to and from school by car should meet the teacher near the flag pole in the front of the building. Please write a letter notifying the office/teacher of any change in pickup. If someone other than the parent/guardian will be picking up, they will need to report to the office. The office staff will check ID before calling student to the office for dismissal.

PARKING PROCEDURES

PLEASE ADHERE TO THE YELLOW SIGNS AT EACH PARKING LOT. At no time should parents’ vehicles be near the bus loading and unloading area in the front of Radix...
Elementary School. **ALL PARENTS TRANSPORTING KINDERGARTEN CHILDREN MUST PARK IN THE LOT ON THE LEFT CLOSEST TO THE KINDERGARTEN WING AND FARTHEST AWAY FROM THE BUS CIRCLE.** Do not park in handicap (unless authorized), reserved spaces, grass areas or along yellow curbing.

## ATTENTION!

**Please Read For the Safety of Our Students**

The entrance to the parking lot that is next to the wooded area, across the driveway, is for staff use only. This is due to an incident when a child darted between moving school buses to get back to her mother who was reentering her car, which was parked in this lot. Fortunately, the girl was unscathed, however, she terrified her parent and several staff members in charge of overseeing students’ arrival.

As outlined in the student handbook, all pupils grades 1-4 who are transported by car are to use the rear entrance of the school. A sign indicating “Deliveries/Student Car Riders” designates the road that will take you directly to the proper exit. Students are not to be dropped off or walked in with a parent from the parking lot mentioned above. Any student who needs to be, occasionally, dropped off by a parent, must use the parking lot by the kindergarten wing.

Please note: At no time should parents’ vehicles be near the bus loading and unloading area in the front of Radix Elementary School. As a safety precaution, we are asking that all parents park in the lot near the kindergarten wing between the hours of 8:15 and 4:15.

Your cooperation with this matter is very much appreciated and necessary to ensure the safety of all students.

**PLEASE BE SURE TO INFORM ANYONE WHO HAS PERMISSION TO TRANSPORT YOUR CHILD TO AND FROM SCHOOL.**

## ATTENDANCE AND ABSENCE

Attendance at each daily session is required in order for your child to adjust to and benefit fully from the program. We request that parents/guardians make every attempt to plan vacations during school recesses so your child will not miss school needlessly.

Please call the office prior to 9:30 am to notify them if your child will be absent from school. Absence from school for less than three (3) days requires a note upon returning explaining the
reason for absence, signed by a parent or guardian. Absence for three (3) or more school days requires a doctor’s certificate upon return.

**BUS TRANSPORTATION ...HERE COMES THE BUS!!!**

It is a privilege for students to ride school buses. Breaking the rules will result in temporary or permanent loss of privilege.

**Parent Responsibilities:**

1. Help the driver to stay on schedule by making sure that students get to their bus on time.
2. Do not ask the driver to stop at places other than the regular bus stop. Drivers are not permitted to do this, except by authorization from the districts transportation coordinator.
3. The bus driver is an important person. Teach your child to be courteous, respectful and cooperative while riding the bus.
4. If a child is suspended off the school bus, he or she can attend school however it is the parent’s responsibility to transport the child to and from school. The child must be picked up by 4:00pm.

**Student’s Responsibilities:**

1. Students are to go right to their assigned seats and they are to remain seated until the bus stops at their destination.
2. Safety requires that students keep arms and other parts of their body inside the bus and out of the aisles at all times.
3. Papers or other trash should not be thrown on the bus floor.
4. Students are not to throw or project any objects on the bus or out of the bus windows.
5. Students must show courtesy and respect to fellow passengers, persons along the route, and the bus driver. Using profanity, while on the bus, will not be tolerated.
6. No one should damage or deface the bus in any way. PARENTS OR GUARDIANS OF ANY STUDENT WHO DAMAGES OR DEFACES A SCHOOL BUS SHALL BE LIABLE (for the amount of damage) TO THE BOARD OF EDUCATION.
7. While walking to and from the bus stop, do not use the property of others as a short cut.
8. Do not damage surrounding property while waiting for the bus.
9. Do not fight or quarrel on the way to or at the bus stop.
10. Do not crowd or push when getting on or off the bus.

**BUS DISCIPLINE CODE** - All bus referrals to the office will be dealt with by the administration and/or head teacher parents/guardians will be contacted and the violation will be discussed. A copy of the bus referral by the driver will be forwarded to the parent/guardian.

**Four Step Plan for Student Management**
FIRST OFFENSE - the administrator depending upon the infraction, will have the option of either warning the student or denying the student the privilege of riding the school bus. The parent will also be made aware of the referral. If the student is denied the privilege of riding the school bus, a meeting with the bus driver, student, parents, Transportation designee and administrator will be held at the option of the administrator or parent. The bus driver may also request a meeting.

SECOND OFFENSE - will result in the student losing the privilege to ride the school bus. The length of suspension will be determined by the administrator and based on the Discipline Policy established by the Board of Education. The administrator has the option of warning the student a second time, if the length of time between referrals is substantial and the infraction is a minor one.

THIRD OFFENSE - will result in the student losing the privilege of riding the school bus until a face-to-face conference is held with the student, the parent, the bus driver, Transportation designee and administrator. The administrator will determine the length of the suspension.

FOURTH AND SUBSEQUENT OFFENSES - steps for the third offense will be followed, plus the student may lose the privilege of riding the school bus for the remainder of the school year.

BUS DISMISSAL

When a child’s bus number is called, they should go directly to the bus-loading zone to board their bus. If for some reason a child misses their bus, they should go directly to the office for assistance. The office will keep a daily log of students missing the bus.

CLASS ASSIGNMENTS

Due to the diversity of our students, the incorporation of new educational programs, and the vast number of children at Radix, the Administration will NO LONGER accept any form of parental requests for teachers. A committee of teaching staff has been created for the sole purpose of creating heterogeneous classes for each new school year. The team consists of administration, classroom teachers, enrichment instructors, special education teachers, and special area teachers. These professionals work in various classrooms, know teaching styles very well, and have a very good understanding of many students’ educational, social and emotional needs. Rest assured that your child will be placed in a classroom designed to promote his/her success in all of these areas.

EARLY DISMISSAL PROCEDURE

Any Child dismissed from school for any reason other than normal bus dismissal must follow the procedure below:

1. All children must be dismissed from the main office. Parents are not permitted to
remove children from the classroom.

2. Parents will be required to supply the office clerk with identification.

3. No child will be dismissed from the classroom until guardianship has been verified.

4. In order to insure the safety and well being of our students, we ask that early dismissal procedures are finished before 11:05 a.m. or 3:10 p.m.

5. Absolutely no child will be dismissed during or after a field trip. All children must report back to the school and the proper dismissal procedures are to be followed.

   The above policy has been developed in the best interest of safety. The well being of your child is of our utmost priority!

EVENING ACTIVITIES

Any child that is not picked up, 15 minutes after an activity ends, will not be permitted to participate in the next evening activity.

HARASSMENT, INTIMIDATION & BULLYING POLICY (HIB)

Monroe Township Public Schools has adopted the Olweus Anti-Bullying program to address the new state HIB law. Under this new law, HIB is defined as:

…any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that is
reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students that: a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

In addition, according to the Olweus program, actual bullying occurs when any of the above noted actions are unwanted, negative, repetitive, and when one student exerts power (real or perceived) over another. The Olweus program is based upon four basic rules governing anti-bullying behavior, and emphasizes that all students should take an active stance against any type of bullying behavior—“Be the G” is the catch phrase because in the Olweus Bullying Circle (A-G), A is the student being bullied, the G is the active defender against bullying behavior. B through F represent varying levels of involvement in the bullying incident. All students should aspire to “be the G”. The following rules will be shared with all students and staff, and will be reinforced throughout the school year:

Rule 1: We will not bully others.
Rule 2: We will help students who are bullied.
Rule 3: We will try to include students who are left out.
Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Each allegation of HIB MUST be reported to the principal or designated bullying specialist in each building, and thoroughly investigated. Afterward, any action deemed to be an act of bullying, is reported to the Superintendent, and ultimately the Board of Education. Incidents of bullying will not be tolerated, or taken lightly. Corrective action will be taken in the instances of HIB, including, but not limited to discipline and counseling, depending upon the severity of the negative action. The student being bullied, in addition to the bully, will be provided counseling.

With increased awareness, and the Olweus program, the goal is to stamp out all types of harassment, intimidation and bullying.

Together with the staff, parents, and students, Radix Elementary School will continue to be an ANTI-BULLYING ZONE!

ILLNESS AT SCHOOL
When students become ill during school hours, they will be sent to the school nurse. Make sure the office has your phone number and emergency numbers of someone to care for your child in the event you cannot be reached.

**LABEL ALL CLOTHING**

Please label everything your child wears to school.

**PARENT INVOLVEMENT**

Monroe Township Public Schools involve parents in the decision-making process to plan and implement a parental involvement program and activities to help improve student academic achievement and performance. Our parent involvement policy is available on our district website.

**SCHOOL NURSE**

Students who require the services of the school nurse must obtain a referral slip from a teacher or aide. If the nurse is not in her office, students should report to the main office.

**Communicable Diseases**

The State Department of Health has established the following regulations concerning persons with communicable diseases:

1. Children who have measles (German measles), mumps, strep throat or scarlet fever will be excluded from school. They may reenter when they present a doctor’s note to the nurse stating they are no longer contagious.

2. Children with chicken pox will be excluded from school. They may return when their rash/crust is completely dried.

Please be sure emergency cards contain current information so that you can be notified in case of illness or emergency.
HEALTH OFFICE POLICY AND PROCEDURE

VISITING THE NURSE: Students who request to see the nurse must have a referral slip from the teacher/paraprofessional stating the reason for the visit. If in the professional opinion of the nurse, the student’s condition interferes with the student’s ability to perform adequately in class, you or a designated person on the emergency card will be contacted to pick the student up from school.

ATTENDING SCHOOL WITH AN INJURY: If a student is to attend school with a cast, crutches, sling, boot, etc., a NOTE FROM THE PHYSICIAN stating the student’s clearance to attend school and any limitations or restrictions MUST be provided to the school nurse BEFORE the student is allowed into the classroom.

WHEN SHOULD I KEEP MY CHILD HOME FROM SCHOOL

Every day we have children who are absent or sent home from school with various illnesses. Please remember to follow these guidelines in determining when your child is healthy enough to return to school:
- Students should be “fever-free” (less than 100.0 F) for a full 24 hours before returning to school. Fever free means without the aid of a fever reducing medication.
- Students should be able to tolerate foods/fluids for a full 24 hours following a "stomach bug" with vomiting and/or diarrhea and be symptom free for 24 hours.
- Students diagnosed with a strep infection should have 24 hours of antibiotic and should feel well before returning to school.

The common cold: Since transmission of the common cold typically occurs before symptoms develop, it is not necessary to exclude children with a mild disease. However, a child with a fever, fatigue, constant coughing, lack of appetite or inability to concentrate on school activities should be allowed to remain home.

Having sick children come to school only to be sent home shortly after arrival makes the child uncomfortable, inconveniences the parent, and exposes other children who then become sick also. For now, stay healthy. Take some time to observe your child to make sure they are free from these nasty germs that are going around. When children feel well and are healthy, they enjoy school more and learn better.

Plenty of rest, a nutritious diet and good hand washing are our best defenses against spreading illness. Please reinforce this with your children. Thank you.
MEDICATION IN SCHOOL POLICY

If a student’s attendance depends upon the timely administration of medication in school, permission for the administration of medication in school the certified school nurse will be given. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. All medication will be secured and administered in the Nurse’s office.

Medication includes any prescription medication and any over the counter items including items such as COUGH DROPS, COUGH AND COLD REMEDIES, PAIN RELIEVERS, OINTMENTS, EYE DROPS, NASAL SPRAYS, FEVER REDUCERS AND OINTMENTS.

If a student requires medication, parents must comply with the following:

1. The parent/guardian of the student is to submit two forms:
   a. "Parent/Guardian Request for the Student in School Medication"
   b. "Doctor’s Certification for in School Medication" (completed by Prescribing Physician)
2. All medication MUST be delivered to the school nurse by the parent/guardian or designated adult.
3. All medication MUST be in the original container, with the prescription information affixed. Over the counter medications MUST have students name.
4. Any UNUSED medication MUST be picked up by the student’s parent/guardian two weeks after the student stops taking the medication, or by the LAST day of school.
5. For any “life-saving” medication, such as for asthma, severe allergic reactions or seizure, there are additional forms for the doctor to complete. Please contact the school nurse for the forms.

If a student has a medication with an expiration date such as an epi-pen or inhaler, the parent MUST make a note of the date and replace the medication as needed.
PROMOTION AND RETENTION

The Board of Education recognizes that each child develops and grows in a unique pattern and that students should be placed in the educational setting most appropriate to his/her social, physical, and educational needs. Each student enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development.

Standards for student promotion shall be related to the New Jersey Student Learning Standards (NJLSL), district goals and objectives and to the accomplishments of students. A student in the elementary grades will be promoted to the next succeeding grade level when he/she has completed the requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Promotion policies and procedures will be provided to parent(s) or legal guardian(s) as appropriate. Parent(s) or legal guardian(s) and students shall be regularly informed during the school year of the student’s progress toward meeting promotion standards. A teacher who determines that a student’s progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) and the student and offer immediate consultation to the student’s parent(s) or legal guardian(s). Every effort shall be made to remediate a student’s deficiencies before retention is recommended.

Procedures for Student Promotion

1. Parent(s) or legal guardian(s) and students will be provided a minimum of three reports each year as to a student’s progress towards meeting promotion standards.
2. Teachers who determine that a student’s progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) of the student and offer consultation with parents or legal guardians.
3. The parent(s) or legal guardian(s) and where appropriate the student will be notified no later than four weeks prior to the end of the year when the possibility of a student not being promoted is determined.
4. Attendance shall be a factor in the determination of a student’s promotion or retention. Only extenuating circumstances should permit the promotion of an elementary student fewer than 160 days during the school year.
5. Classroom teachers shall provide input to the Principal who makes the final decision concerning the promotion or retention of each student.
6. Parent(s) or legal guardian(s) may appeal a promotion/retention decision to the Superintendent whose decision is final.
### REPORT CARD, MARKING PERIODS, CONFERENCES 2019-2020

<table>
<thead>
<tr>
<th>Marking Period</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conferences</td>
<td>October 21-25</td>
</tr>
<tr>
<td>1st Trimester Period Ends</td>
<td>Friday, December 6</td>
</tr>
<tr>
<td>1st Trimester Period Report Cards Online</td>
<td>Wednesday, December 11</td>
</tr>
<tr>
<td>2nd Trimester Period Ends</td>
<td>Wednesday, March 18</td>
</tr>
<tr>
<td>Spring Conferences</td>
<td>March 25-27</td>
</tr>
<tr>
<td>2nd Trimester Period Report Cards Online</td>
<td>Monday, March 23</td>
</tr>
<tr>
<td>3rd Trimester Period Ends</td>
<td>Friday, June 17*</td>
</tr>
<tr>
<td>3rd Trimester Period Report Cards Online</td>
<td>Friday, June 17*</td>
</tr>
</tbody>
</table>

*May change due to makeup days

### SCHOOL HOURS

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Session</td>
<td>8:55 a.m. - 11:25 a.m.</td>
</tr>
<tr>
<td>Afternoon Session</td>
<td>1:00 p.m. - 3:30 p.m.</td>
</tr>
</tbody>
</table>

### SCHOOL CLOSING (SNOW)

Code number 811 will be announced on all major radio stations in the event of school closing due to snow. You can also visit [www.monroetwp.k12.nj.us](http://www.monroetwp.k12.nj.us) for school closing information. Please do not call the school.

### SCHOOL DRESS POLICY

In an attempt to maintain and support a thorough and efficient system of education and to avoid the disruption to the educational process and in an attempt to protect pupil health, safety and welfare, students and parents are required to select appropriate attire for the school atmosphere. **Any mode of dress that is a disruption to the full function of the learning process is prohibited.**

The Board of Education authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices that affect the educational program of the schools. The following standards shall be enforced:

1. No shirt or blouse should be opened beyond mid-point of the chest.
2. No undershirts or tank tops are to be worn as an outer garment.
3. No transparent clothing may be worn.
4. Hair must be kept clean. Pin curlers and other hair curling devices, hair net and bandanna are prohibited.
5. Footwear must be worn on school premises at all times. Bare feet, slippers, “flip-flops”, cleated shoes, “heely’s”, and footwear intended for the beach is prohibited. **Any footwear deemed “unsafe” will be prohibited.**
SCHOOL DRESS POLICY CONTINUED:
6. Shorts are permitted to be worn all school year but should be no shorter than finger tip length.
7. No midriff, halter or tub tops are permitted as an outer garment.
8. No hats or sunglasses are to be worn in the building, except when entering and exiting the building. Heavy coats are not permitted for reasons of health, unless ordered to cover an existing dress code violation when building temperature is below comfort level as determined by the principal.
9. No frayed or tattered clothing
10. Undergarments should be worn, but not visible.
11. Wording or designs on clothing should be appropriate for an elementary school.
12. Specialized areas such as shops, gym classes and laboratories may have special dress requirements for reasons of safety. Students will be advised of these rules of dress prior to their participation in these areas.
13. Any type of clothing, apparel, or accessory which indicates that the student has membership in/or affiliation with a gang is prohibited.
14. Jewelry such as spiked collars, bracelets or chains that may be used as a weapon are prohibited. During physical education class and at recess, children will not be permitted to wear jewelry. Students may be asked to remove jewelry during these classes at the discretion of the teacher or paraprofessional. Items that are misplaced or lost are not the responsibility of the adult’s in charge.

SHOW AND TELL
On show and tell day (the day will be chosen by the teacher) your child will be permitted to bring things to school to show to other boys and girls. Things such as; seashells, a new toy, a turtle, a special hobby, a ball or even a frog or toad may be brought to show and tell. This can help the children to learn more about objects and each other.

STUDENT SUPERVISION AFTER SCHOOL DISMISSAL

The Board of Education adopts this Student Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemary Clarke.

The New Jersey Supreme Court, in Jerkins, indicated dangers exist for younger students at dismissal, as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the
supervision of younger students after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of students attending district-operated schools or programs in grades PreK to 5 who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a students attending a district-operated school or program in grades Pre-K to 5, where the student is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the student to walk home after dismissal unless the student is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) designated escort(s) must be at least 18 years old. The parent(s) or legal guardian(s) may designate up to two escorts as indicated on the child’s emergency card. The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

The Form shall be made available upon request to the Principal, or designee, or the program administrator.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of students that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the student at dismissal time at the end of the school day of the parent’s or legal guardian’s request. The supervising staff member that receives such notice shall retain supervision of the student when other students are dismissed from school at the end of the school day.

Each Principal or program administrator will develop and implement a
written Student Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for students at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program.

The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Student Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

Students shall be supervised by school staff up to 15 minutes after school dismissal at which time the child will be relocated to the location of the Board-approved after-school program. The staff member(s) of the after-school program will assume supervision of the student and will only release the student when the parent(s) or legal guardian(s) or designated escort arrives in the designated area in the after-school program.

In order to ensure the safety of other students being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other students, and to avoid traffic and vehicular congestion outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination may be made by each Principal or program administrator after considering the unique circumstances of the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent(s) or legal guardian(s) or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the student will remain under the supervision of the after-school program until the parent(s) or legal guardian(s) or designated escort arrives and signs the student out of school. In this circumstance, the parent(s) or legal guardian(s) will be subject to after-school program fees. Fee Schedule will be included on the Supervision of Dismissal from School Form.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to students at the school's facilities after formal school dismissal.
This Policy shall be published in student/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the student/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

**VISITORS**

Upon entering the building, please have your ID. All visitors are requested to leave their ID while on school premises and requested to pick up their ID as they exit the building through the main office. This system helps the office staff monitor who is in the building for emergency purposes. All visitors must report to the office for a visitor's pass. If possible, parents should notify the office in advance of the visit. If you are visiting for an approved purpose, you will be issued a visitor’s pass. This pass must be worn in an area that's visible. You are also required to sign in and out. Thank you in advance for your anticipated cooperation.

**WELLNESS**

The Monroe Township Board of Education and the staff at Radix Elementary are aware that child and adolescent obesity has reached epidemic levels. Poor diets, combined with lack of physical activity, have negatively impacted the health of our youth. We are trying to combat this threat to our children by encouraging the consumption of healthy and nutritious foods (fresh fruits and vegetables, low fat milk, whole grain foods, etc.), supporting healthy eating habits through education, and providing time to engage in physical activity.

In support of our efforts, the Board has adopted a School Nutrition and Wellness Policy as mandated by the State of NJ. In keeping with this policy, our staff will be promoting healthy choices during school, a practice that will benefit all. For parties and celebrations we encourage contributions of healthy alternatives such as baked chips, pretzels, granola bars, fruits/vegetables, INSTEAD of the standard fare of candy, cupcakes, and sugary drinks, which are not permitted. Please see page 37 for healthy food suggestions.
A NEW SCHOOL YEAR.......A HEALTHY BEGINNING!

Below are some healthy foods which could be used for your child’s birthday celebration, as well as classroom holiday celebrations. These items are low in fat and sugar. Please check the packaging since product manufacturers change ingredients without warning. **No baked goods (homemade or store bought) will be allowed this year.**

**ALWAYS BE AWARE OF ANY FOOD ALLERGIES IN YOUR CHILD’S CLASS.**

- Fruit Kabobs
- Fruit/Vegetable Bowl
- Apple Sauce Cups
- Low-Fat Yogurt/Smoothies
- Low-Fat Pudding
- Low-Fat Popcorn
- Graham/Animal Crackers
- Pretzels
- Dry, Low Sugar Cereals
- Whole Grain Breads (bread sticks, pita bread, tortillas, mini bagels)
- Low-Fat Cheese
- Fruit/Vegetable Tray with Dip
- Baked Chips with Salsa
- Pita with Hummus or Veggie Dips
- Low-Fat Trail Mix (can include Pretzels, Dried Fruit, Raisins, High Fiber Cereal)

If you wish to have your child bring in something for a birthday or holiday celebration, below are some suggestions for **non-food items** that are allowed in school:

- Stickers, stamps, play tattoos, coloring book, crayons, pencils, erasers, notepad, book, clay, bubbles, balls, jump ropes, mini-Frisbees, matchbox cars, yo-yo’s, playing cards or other small fun toys.
- Art Craft for students to take home
- Donate a book to the class library in honor of the birthday child (parent can even wrap your child’s favorite book in birthday wrapping paper and your child or teacher can read it to the class)
- Make a crown for your child and the class can sign the crown
- Create a birthday card or book and the class can sign it
- Bring in a tape of a special birthday song for the class to listen to

*Your child’s teacher may have his/her own way to honor your child’s birthday. Please contact your child’s teacher ahead of time to discuss your child’s birthday.*
Dear Parent/Guardian:

I’d like to take this opportunity to thank you for reading over this important handbook. We appreciate your support as we enhance our home-to-school connection. I look forward to an excellent educational school year with you and your child.

Yours In Education,

Dr. Jill DelConte, Principal

Those of us who are in this world to educate—to care for—young children have a special calling: a calling that has very little to do with the collection of expensive possessions but has a lot to do with the worth inside of heads and hearts.

By Fred M. Rogers
We are proud of our accomplishments we have made in the area of Academics & Character Education. We appreciate the support of our parents, students and staff who have helped us achieve the following awards:

Radix Elementary School – 2018 Blue Ribbon School of Excellence Nominee
Radix Elementary School - 2007 National & New Jersey School Of Character Award