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 Radix Families:

Welcome to 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 a new year, 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, grows and develops. Our program addresses all aspects of your child’s growth and development. We focus, not only on the critical content and learning standards, but also the whole child, building skills like collaboration, creativity, respect for self and others, self-control and independence. Character development is embedded in all we do.

The teachers and I understand that you began the educational process at home; and we have taken on the responsibility of expanding on that and partnering with you to develop excited, successful 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 child’s overall educational 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.

Yours In Education,

Dr. DelConte
Principal
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Early Dismissal
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Textbooks
Visitors
Visitation
Walkers
District Consequences for Inappropriate Behavior
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. Teachers can also be reached by email. Their email address will be their first initial followed by their last name @monroetwp.k12.nj.us.

Ex. Dr. Jill DelConte would be jdelconte@monroetwp.k12.nj.us

Contact Mrs. 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**

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<tr>
<th>Trimester</th>
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<td>1st Trimester</td>
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<td>2nd Trimester</td>
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<td>March 19, 2020 - June 17, 2020</td>
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All Monroe Township elementary schools will be following an A-E Specials Schedule; This prevents students from ever missing a week of specials. You will get the specific specials schedule from your child’s classroom teacher. In addition to providing the schedule in this handbook, it will be posted on the district website for frequent review.

*Please see A-E Specials Schedule on the following page.

### Monroe Township Elementary Schools Rotating Special Schedule 2019 - 2020

<table>
<thead>
<tr>
<th>September</th>
<th>February</th>
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<tbody>
<tr>
<td><strong>M</strong></td>
<td><strong>T</strong></td>
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<tr>
<td>X</td>
<td>X</td>
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<td>9C</td>
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<tr>
<td>16C</td>
<td>17D</td>
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<tr>
<td>30C</td>
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<table>
<thead>
<tr>
<th>October</th>
<th>March</th>
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<tbody>
<tr>
<td><strong>M</strong></td>
<td><strong>T</strong></td>
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<tr>
<td>1D</td>
<td>2E</td>
</tr>
<tr>
<td>7C</td>
<td>8D</td>
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<tr>
<td>X</td>
<td>15C</td>
</tr>
<tr>
<td>21B</td>
<td>22C</td>
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<tr>
<td>28B</td>
<td>25C</td>
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<table>
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<tr>
<th>November</th>
<th>April</th>
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<tbody>
<tr>
<td><strong>M</strong></td>
<td><strong>T</strong></td>
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<tr>
<td>4B</td>
<td>5C</td>
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<tr>
<td>X</td>
<td>12E</td>
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<tr>
<td>18D</td>
<td>19E</td>
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<tr>
<td>25D</td>
<td>26E</td>
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<table>
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<tr>
<th>December</th>
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<tbody>
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<td><strong>M</strong></td>
<td><strong>T</strong></td>
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<tr>
<td>2B</td>
<td>3C</td>
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<tr>
<td>9B</td>
<td>10C</td>
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<tr>
<td>16B</td>
<td>17C</td>
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<tr>
<td>X</td>
<td>X</td>
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<table>
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<tr>
<th>January</th>
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<tbody>
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<td><strong>M</strong></td>
<td><strong>T</strong></td>
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<tr>
<td>X</td>
<td>2B</td>
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<tr>
<td>6D</td>
<td>7E</td>
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<tr>
<td>13D</td>
<td>14E</td>
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<tr>
<td>X</td>
<td>21D</td>
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<tr>
<td>27B</td>
<td>28C</td>
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**Xs** = closed unless needed for snow day  
**X** = teacher in-service  
**= half day

When closed due to inclement weather, the special scheduled for that day will be made up on the snow day. Under NO circumstances will the schedule for specials change during the course of the school year.
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
Monroe Township

Board of Education

Mr. Frederick Powell Jr., President
Mr. Jeffrey Simpler, Vice President

Mr. Anthony Ayres
Ms. Therese Bonmati
Mr. George Caruso
Ms. Barbara Chamberlain
Mr. Brian Cummiskey
Mr. Joseph Rumpf, Jr.
Ms. Lisa Schulz
Mr. Frank Torcasio

Monroe Township Public Schools
Central Administration

Dr. Richard Perry, Superintendent of Schools
Mr. Gregory J. Cappello, Assistant Superintendent
Mr. Stan Krzyminski, Director of Curriculum & Instruction
Mr. Michael J. DeAngelis, Supervisor of Transportation
Mrs. Lisa Schulz, Business Administrator/Board Secretary

Radix Elementary Administration

Dr. Jill DelConte, Principal
Mrs. Laura Gore, Assistant Principal
Mrs. Tara Shaw, Head Teacher
Mrs. Amy Innella, School Counselor

Radix General Office Staff

Barbara J. Fuscellaro, Secretary
Paige L. Scheeper, Secretarial Clerk
Donna G. Gilmore, School Nurse
Karen A. Hamilton, Nurse's Clerk
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 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.

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.

Dr. Jill DelConte
Monroe Township Public Schools
363 Radix Rd.
Williamstown, New Jersey 08094-728-8650
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

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.

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

School District

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
How Important is Your Child’s Attendance in School?

Schools are responsible for teaching your child. But schools can’t do their job if your child is absent. Learning builds day by day. A child who misses a day of school misses a day of learning.

Research shows that children who are in school most of the time do better on standardized tests. Studies also show that kids who are absent more often score lower on standardized tests.

Being late for school hurts a child’s learning, too. A student who is 10 minutes late every day will miss 30 hours of instruction during the year.

Children can copy notes or make up an assignment, but they can never get back what’s most important: the discussions, the questions, the explanations by the teacher and the thinking that makes learning come alive.

Your child’s success in school depends on having a solid educational background — one that can only be gained through regular school attendance.

Here’s how you can improve your child’s school attendance:

1- Talk with your child about why it’s important to attend school regularly.
2- Avoid scheduling family trips or doctor appointments during school hours.
3- Make sure your child stays healthy by eating nutritious food and getting enough sleep and exercise.
4- Don’t accept excuses for why your child “must” miss or be late for school.
5- Discuss with your child what happened at school each day.
6- Support school rules and consequences for skipping class and being tardy.
7- Show your child why education is important. Give specific examples of how education helps people succeed.
8- Lead by example. If children see parents taking off work for no real reason, they may expect to be able to do the same thing.

Research shows that attendance is the single most important factor in school success. Schools can’t teach a child who isn’t present.

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 their 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 a 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 our entire day. If it is mandatory for your child to leave early, please have a note sent in prior to picking your child up. Only emergencies will not require a note. If you have any questions please feel free to contact us at 728-8650 during the hours of 8:00am - 4:30pm.

Your anticipated cooperation is greatly appreciated.
## Radix Elementary School 2019-2020 Calendar of Events

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

**ARRIVING AT SCHOOL**

All pupils who walk to school or are transported by car should arrive between **8:40 and 8:50 a.m.** This will allow the students ample time to get to their assigned classroom before the bell rings. Students arriving after **8:55 a.m.** must first report to the office with a parent/guardian. Students are not to be dropped off at the bus-loading zone. During the course of each trimester, **repeated lateness will result in disciplinary action. Each 3rd lateness, will result in the issuance of a demerit, and four (4) demerits will warrant a school suspension.**

Parents transporting their child/children to and from school by car should use the rear entrance of the school. The front is to be used by buses **only.** There is no adult supervision prior to 8:40 and students are not to be left outside the school prior to 8:40.

**ARRIVAL AND DISMISSAL PROCEDURES**

Parents transporting their child/children to and from school 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. To ensure student safety, the following procedures should be used when bringing or picking up children from school:

1. Do not park or leave vehicles unattended during arrival and dismissal.
2. Children will enter/exit vehicles at wood guardrail only.
3. Parents must remain in line until their child/(ren) has been dropped off/picked up at the area indicated in #2.
4. Follow arrows to ensure the proper flow of traffic.
5. Stay in your car while dropping off your child/(ren) in order to keep the line of cars flowing.
6. SLOW DOWN! OUR STUDENTS’ LIVES ARE MORE IMPORTANT THAN ANYONE RUSHING TO BE SOMEWHERE ON TIME!
7. Students arriving to their classroom after 8:55 am will be sent to the office to sign in late.

**Children walking to and from school should use the following procedure:**

**Schoolhouse Gate and adjacent neighborhoods on Radix Road** - Children living in these neighborhoods will use the main entrance/exit and proceed to the walkway that leads directly to the school. Parents are welcome to meet their children anywhere on the designated path.

**Green Meadows and adjacent neighborhoods** - Children living in these neighborhoods should use the rear exit and sidewalk that connects the school with the Green Meadows community. Parents are welcome to meet their children anywhere on the designated path.
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 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 spots designated as handicap (unless authorized), reserved spaces, grass areas or along yellow curbing.

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 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 new 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 new kindergarten wing between the hours of 8:15 and 4:15.**

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

**ATTENDANCE**

It is state law that every student between the ages of 6 and 16 years attend school each day. School attendance shall be a factor in the determination of a pupil’s promotion or retention.

Excused absences are: 1) death in the family, 2) religious holiday, and 3) Take Your Child To Work Day (TYCTWD) with a note from employer on letterhead. **No child is eligible for Perfect Attendance who has been absent from school, even if the absence is “excused”,** except for TYCTWD.

Please notify the office, prior to 9:30 a.m., when your child will be absent from school by calling 856-728-8650 ext. # 6000. All unexcused absences will be monitored and when declared excessive, school personnel will contact you.

Students must have a written explanation for their absences on the day they return to school. **A doctor’s note is required when a student is absent more than (3) days.**
*Attendance Action Plan Meetings*

New policies and regulations were placed upon school districts. Part of the requirement is to file court proceedings when a student reaches 10 days of unexcused absences. In order to avoid this, The Radix Elementary Administration will be conducting Attendance Action Plan meetings with parents whose child has accumulated 9 or more unexcused absences/truant for the school year.

The State only allows excused absences for bereavement, state-recognized religious holidays, and suspension from school. Monroe Township Schools permits doctors’ notes to be counted as excused/non-truant which means schools do not have to proceed with filings with the municipal court.

School attendance is imperative for student achievement. Help us help your child by developing a good school attendance pattern.

In order for us to dismiss a child early, the child’s teacher must receive a written request from a parent or guardian, and the Principal must approve the request. **The parent or guardian must come to the school office to pick up the child. ID is required at all times, when entering the school. Please do not go to the classroom.** The office staff will call the teacher to send the child to the office for early dismissal. **All early dismissals must be done before 3:15 pm. If you wish to request your child be a back walker, please call the office prior to 3:00 pm. or write a note to the teacher.**

**NOTE:** Please see “Early Dismissal Procedure” under same heading for further details and instructions.

**Behavior**

Radix Elementary has high expectations for student behavior, so consistently reinforces the rules and procedures. To correct inappropriate behavior, we believe positive reinforcement is far more powerful, as opposed to discipline. Therefore, we recognize children who demonstrate good behavior and positive character traits by providing the following incentives designed to reward students both collectively and individually.

**Gotcha Tickets**

All staff throughout the school is able to give out **Gotcha Tickets** to reward students showing good character and following behavior expectations. Every other week we draw two names and those children picked earn an extra recess and a treat for their classes. They will also be recognized during the following school day's morning announcements and our monthly newsletters.

**Positive Office Referral**

A Positive Office Referral can be completed for individual students who demonstrate exceptional or much improved behavior. Those students "written-up" will be called down to the office to be recognized by the administration for their efforts.
**BICYCLES**

Children who wish to ride a bicycle to school must present written permission, signed by their parent or legal guardian to the office.

1. Bicycles must be parked in the designated area determined by the school administrator.
2. The school is not responsible for lost or vandalized bicycles.
3. Bicycles should be locked around the bike rack.
4. When riding a bike to and from school, students are required to wear a bike helmet. It is the law.

**NEW JERSEY STATE POLICE EDUCATIONAL SERVICES UNIT - BICYCLES SAFETY RULES AND REGULATIONS:**

1. Observe all traffic regulations - Red and green traffic signal lights, stop signs, one-way streets, etc.
2. Ride with traffic - Keep to the right, in a straight line, single file.
3. Give proper hand signals before you turn or stop.
4. Prohibited - Riding DOUBLE.

**BUS TRANSPORTATION**

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

**Parent Responsibility:**

1. Help the driver to stay on schedule by making sure that students get to their assigned bus stop on time.
2. Do not ask the drivers to stop at places other than the regular bus stop. Drivers are not permitted to do this except by authority from the district’s transportation coordinator.
3. Teach your children to be courteous and respectful to the bus drivers.
4. If a child is suspended off the school bus, he or she is required to attend school, however, it is the parent’s responsibility to transport the child to and from school. The child must be picked up by 3:30 pm at the rear exit of the school.
5. Parents are NOT permitted to board a school bus at any time.

**Student Responsibility (Please review with your child):**

1. Sit and talk quietly on the bus. No obscene or foul language will be tolerated.
2. Students shall be on time; the bus cannot wait for those who are not on time.
3. While walking to and from the bus stop, students are to follow the rules listed under “Rules for Safe Walking” located in this handbook.
4. Stand on the sidewalk, side of the road, out of the road, while waiting for the bus.
5. While waiting for the bus, students are to stand and talk quietly. Absolutely no game playing at the bus stop is permitted.
6. Do not trespass on, or damage, surrounding property while waiting for the bus.
7. Do not fight or quarrel on the way to, at, or on the way home from the bus stop.
8. No one shall 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 the damage) to the Board of Education.**

9. Board the bus in an orderly fashion (single file).

10. Go directly to your assigned seat. You are not to stop in the aisle for any reason.

11. **No walkmans, mp3 players, radios, hand-held video games, should be heard on the bus, as they create a distraction for the driver.** A report of this will result in the item being taken from the student and will only be returned to a parent.

12. No eating on the bus.

13. Always sit in your assigned seat and “never” move to any other seat.

14. Sit properly with your back to the back of the seat.

15. Keep hands and feet and belongings out of the bus aisle.

16. Stay seated the entire trip and talk quietly.

17. Do not put hands or your head out the bus window.

18. Don’t throw anything on or out of the bus.

19. All personal items are to remain enclosed in your backpack or lunch bag/box.

20. Stay seated until the bus comes to a complete stop.

21. Remain in your assigned seat. Only the driver or school administrator can change a seat assignment.

22. **Obey your driver!**

23. **Children are expected to exhibit behavior that reflects our Character Ed Program and that which is in accordance with our District Code of Conduct.**

**BUS DISCIPLINE CODE**

The school’s head teacher will deal with all bus referrals to the office. Parents/guardians will be contacted and the violation will be discussed. A copy of the bus referral will be forwarded to the parent/guardian.

**Four Step Plan for Student Management**

**FIRST OFFENSE** - An 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, STA designee and administrator will be held at the option of the administrator.

**SECOND OFFENSE** - will result in the student losing the privilege to ride the school bus. The length of suspension will be determined by an administrator and based on the Discipline Policy established by the Board of Education. An 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, STA designee and administrator. An 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, he/she should go directly to the bus-loading zone to board the bus. If for some reason a child misses his/her bus, they should go directly to the office for assistance. Remind your child to pay attention and listen carefully to the announcements as buses are being called. This will help them avoid an unnecessary delay of their arrival home.

CAFETERIA

Students in grades 1-4 may purchase a hot lunch each day.

Chartwells:

Cafeteria Services

Chartwells Dining Services provides nutritious meals for all of the Monroe Township School District students. All meals follow the USDA regulation for the National School Lunch Program.

Breakfast and Lunch are available. All students should have a completed lunch application on file. This application process must be completed each year. Please fill out this application even if you feel you may not qualify. A family’s financial status may change from year to year; you may reapply for meal benefits anytime through the course of a year if your circumstances have changed.

Pricing for 2019-2020 School Year

<table>
<thead>
<tr>
<th></th>
<th>Full Pay</th>
<th>Reduced</th>
<th>Free- No Cost</th>
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<tbody>
<tr>
<td>Elementary Breakfast</td>
<td>$1.45</td>
<td>$.30</td>
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</tr>
<tr>
<td>Elementary Lunch</td>
<td>$2.75</td>
<td>$.40</td>
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</tr>
<tr>
<td>Adult Meal</td>
<td>$3.50</td>
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Student Debit System

An account will be established for every student. For the purpose of tracking food service transactions and student access to the debit account system, all students will be issued a Personal Identification Number (PIN). Parents may deposit funds by either mailing a check to the food service department or by crediting it to their credit card via the internet.
Meal/Debit System Policy

In the event that a student forgets his/her money or that the debit account is depleted, or carries a negative balance from one school year to another, the student will be provided a basic lunch that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture (peanut butter and jelly sandwich or cheese sandwich, fruit and milk component) and the cost of the meal will be added to the student’s food service debit account.

Please refer to policy 8550 for clarification on OUTSTANDING FOOD SERVICE CHARGES adopted by our BOE at the Monroe Township School District on the following page.

N.J.A.C. 6A:23-2.6 et seq.
N.J.A.C. 8:24-2.1 through 7.5
8550- UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide a student a breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student’s school breakfast or lunch bill is in arrears. The school district will manage a student’s breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student’s school lunch or breakfast bill is in arrears in excess of $ (no limitation), the student will continue to receive lunch or breakfast and their account will be charged accordingly. The Principal or designee shall contact the student’s parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student’s parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student’s parent to provide a second notice that their child’s breakfast or lunch bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will be provided an alternate breakfast or lunch, as applicable, that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture and the Food and Nutrition Services of the United State Department of Agriculture beginning the eighth calendar day from the date of the second notice. This alternate meal will be provided until the bill is in arrears in excess of $ (no limitation), at which time the student will not be served school breakfast or lunch, as applicable.

A parent who has received a second notice their child’s lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter. The student will become ineligible for extracurricular activities until the bill is paid in full.

A parent’s refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent’s routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent’s meeting with the Principal or designee.
If the student’s breakfast or lunch bill is in arrears, but the student has the money to purchase breakfast or lunch, the student will be provided breakfast or lunch and the food service program will not use the student’s money to repay previously unpaid charges if the student intended to use the money to purchase that day’s meal.

The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears.

In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post this Policy on the school or school district’s website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.

This Policy shall also be provided to all school and food service staff responsible for the enforcement of this Policy, including school administrators to ensure this Policy is supported.

The food service program will comply with all meal charge policy requirements of the United States and New Jersey Department of Agriculture and N.J.S.A. 18A:33-21.

United States Department of Agriculture SP 23-2017 – March 23, 2017

Adopted: 15 October 2015
Revised: 23 June 2016, 19 October 2017
How to Make Payments

You will be able to use our new School Payment Portal to manage your student’s account by going to www.schoolpaymentportal.com. More information regarding the new system will be forthcoming.

You may send cash or checks made out to “Monroe Twp. BOE Café” to deposit funds into your student’s lunch account. If you prefer this method, please be sure to place the money in a secured envelope with the student’s name and amount enclosed and teacher’s name listed. This will allow for accurately posting your payment to your student’s account.

Breakfast

The Breakfast program will continue to be offered district wide on September 5, 2019. Each breakfast will include the necessary components to meet the new regulations of the NSLP. Breakfast will be served in the cafeteria each morning.

Please complete the free/reduced application. If your student is eligible for free, then each morning breakfast will be provided. If your child is reduced or paid he/she can get breakfast each morning in our cafeteria.

Half Day Lunch Service

Monroe Township School District and Chartwells will serve breakfast and a bagged lunch on half days. Please refer to your school Menu Calendar that is either posted on the school website or sent home with your student for the modified options for the half day meals

Cafeteria Rules and Procedures

1. Students are to walk in a straight quiet line as their teachers escort them from their classroom to their cafeteria lunch table.
2. Students are to enter the cafeteria in an orderly manner by using the entrance assigned to their class. All students will go directly to their assigned table and be seated.
3. With the direction of the cafeteria aides, students who wish to buy lunch are to take their place in the line without shoving or cutting in and stay in line until they are served. Students are not permitted to save a place in line for friends. When ordering a lunch students should use courtesy words like please and thank you.
4. Students who do not have their lunch money or money in their account will line up last. This will help us keep the lunch line moving quickly.
5. Once served, students will walk directly to their assigned table. With the direction of the cafeteria aides, students will be permitted to leave their table for additional purchases. Students are permitted to talk; students are not permitted to shout, wander about the cafeteria, or behave in such a manner as to disturb others.
6. Students are to remain seated until a teacher or aide gives them permission to deposit their trash and/or utensils in the proper receptacles.
7. Each student is responsible for cleaning the area where he or she eats his or her lunch.
8. Students may not take any food or beverages out of the cafeteria.
9. Students should display proper manners at all times and obey the teachers and cafeteria aides.
10. Students should always walk in the cafeteria.
11. While returning to the classrooms, students are to stay to the right and walk quietly in one line.
12. On days of inclement weather, students, after being dismissed from the cafeteria, are to report directly to their classrooms and follow the instructions of the cafeteria aides.
13. Debris on the floor must be picked up before students will be permitted to exit for recess. A clean school is a happy school.
14. Children are expected to exhibit behavior that reflects our Character Education Program and that which is in accordance with our District Code of Conduct.

**CARE OF SCHOOL PROPERTY**

We are proud of our school and hope that you will share in this pride and keep the school and the grounds surrounding it neat and clean. You can do this by placing trash in receptacles located in the building and on the playground. Students are to leave pencils, crayons, markers, pens or other writing implements in the classroom when you go to the lavatory, cafeteria or on the playground. Students who deface damage or destroy school property will be disciplined and their parents or guardians will be liable to the Board of Education for the amount.

_Note: Students should be aware that teachers and school administrators may search inside their desk at any time deemed necessary._

**CHEWING GUM**

Chewing gum is prohibited at all times in and around the school, on the school bus, on field trips or at any school function unless otherwise authorized by a teacher or administrator.

**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.

**CORRIDOR PASS**

When classes are in session, students must have a hall pass if they are unattended by an adult.

**DAMAGED OR LOST BOOKS**

All children are responsible for keeping their texts in good condition. Texts should be covered. If a book is lost, the parent will be responsible for the cost needed to replace it. If a book is damaged, but usable, the parent will be charged 20% of the original cost of the book.
**DEMERTS**

Demerits are given for repeated referrals to the office for minor offenses or immediately upon the first referral for the more serious offenses. **Each 3rd lateness to school will also result in the issuance of a demerit.** Parents will be notified by letter of all demerits issued. The accumulation of four demerits, during the course of each trimester, will lead to automatic suspension for one - three school days. Additional referrals will lead to further suspensions for longer duration’s. Some situations call for immediate suspension. Good conduct for a 30-day period will result in the elimination of one demerit. This procedure is an incentive program for the student to promote good behavior and avoid a suspension.

Telephone calls, conferences and letters will be used to notify parents of behavioral problems. The administrator in charge of discipline will keep a written record of any students sent to his office. Our discipline policies and disciplinary actions will be discussed in further detail with every student in each grade level. Should you have any questions about specific aspects of our discipline program, please speak to a school administrator or Head Teacher. The administration will address behavior problems.

**DISCIPLINE**

Discipline is everyone’s responsibility. Any disciplinary action taken by a school official is intended to effect a favorable change in student behavior. We try to provide an atmosphere that is conducive to learning and one which encourages proper conduct. When an office referral is made, parents will be contacted by the referring teacher and an administrator will follow up to inform the parents of the specific incident warranting the referral and to advise you of the measures taken to rectify the problem which was referred to the office.

It shall be the responsibility of each teacher to enforce the rules of the school at all times. The initial counseling or disciplinary action shall be his or her duty. When a student is sent to the office, the administrator in charge will enforce established penalties after a thorough investigation of the offense. Upon referring a student to the office with a referral form, the referring teacher is to notify the parent of the impending referral that same day and provide parent with all information pertaining to the referral. The administration will follow up with a phone call and written documentation in conjunction with the referral.

The disciplinary action shall include one or a combination of the following:

1. Office Referral
2. Demerit/s (Grades K-4)
   a) **Demerit** - a mark recorded against a student for unsatisfactory conduct.
   b) Four (4) demerits result in a school suspension
3. Administrative Counseling
4. Parent Conferences
5. School Suspension/Out-of-School*

*As per BOE policy- any child suspended from school is NOT permitted on school property during the term of the suspension. This includes all after school functions sponsored by the school or PTA.
DISCIPLINE/POLICY/PROCEDURE ASSEMBLIES

The administration will conduct discipline assemblies for each grade level at the beginning of the school year. Areas to be discussed are: 1. Discipline policy, referral policy & procedures, 2. Bus and bus stop safety, 3. Cafeteria and playground, 4. Overall school wide discipline policies and procedures. Subsequent assemblies will be conducted throughout the school year as warranted. At these assemblies children will learn how the five core values associated with our character education program can promote positive behavior and academic growth as we discuss the following discipline plan:

GOALS

*Establish appropriate student behaviors
*Maintain a safe learning environment
*Provide consistent school wide standards
*Reinforce positive character traits

SCHOOL RULES

Students are expected to behave according to their individual classroom rules and the Radix Elementary Behavior Matrix (see attached). Our school behavior matrix provides clear guidelines on how students should behave in the various school settings throughout the year. These rules apply to all students at all times. Students will become familiar with these expected behaviors through the processes of review and practice with our school administration and their classroom teacher. Additionally, behavior expectations will be posted in each setting to assist students.

DISCIPLINE PLAN

Inappropriate behaviors at Radix fall into 3 levels of offenses. Below are only examples, included, but not limited to the relative categories of infractions:

LEVEL 1 OFFENSES- handled by the teacher and documented (examples below)

- Disregarding instructions
- Name-calling/teasing
- Excessive talking

LEVEL 2 OFFENSES- handled by teacher, documented, and parents notified

- Cheating
- Disrespect toward teacher
- Open defiance
- Inappropriate language
LEVEL 3 OFFENSES - referred to the administration, documented, and dealt with according to the district Student Consequences for Inappropriate Behavior (chart in the back of the handbook).

- Repetition of Level 2 offenses
- Fighting
- Use of obscenities
- Pulling fire alarm
- Stealing
- Threatening/Bullying

DRESS POLICY FOR STUDENTS

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.** Sport or dress shirts, pants, dresses, skirts and blouses are recommended. The style and length of dresses and skirts should be appropriate.

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”, cleats, “Heely’s”, and footwear intended for the beach is prohibited. Any footwear deemed “unsafe” is prohibited.
6. Shorts are permitted to be worn all school year but should be no shorter then fingertip length.
7. No midriff, halter or tube 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. No jams or spandex type clothing.
12. Wording or designs on clothing should be appropriate for an elementary school.
13. 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.
14. Any type of clothing, apparel, or accessory, which indicates that the student has membership in/or affiliation with a gang is prohibited.
15. 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 adults in charge.

The Elementary School Administration reserves the right to make the final decision on what violates the school’s dress code. We appreciate your cooperation in seeing that all children are dressed appropriately for an elementary school atmosphere.

**EARLY DISMISSAL**

Please do not schedule any event or appointment during the school day. Unless an emergency occurs, your child is expected to attend school for a full day, every day as required by NJ State Law.

If an early dismissal is necessary, it should take place before 3:15 p.m. No student will be dismissed between 3:15 and 3:30 p.m. The parent should report to the general office to sign the student out of school. ID must be presented to the office personnel before they will notify the teacher to send the student to the office. Please do not request your child be sent to the office prior to your arrival to have him/her wait for you.

Under no circumstances will any adult be permitted to go to the classroom to pick up a child. If you should happen to go to the classroom, the teacher will ask you to report to the office and will not turn any child over to any adult unless notified by the office. This practice is part of our safety procedures for the children at Radix Elementary School.

**ELECTRONIC DEVICES**

No I-Pods/MP3 Players, Walkman, radios, handheld video games, or cellular phones are to be heard by others around the student using them; they must not be heard by the driver, as they may cause a distraction and put students at risk. These devices will be taken from the student if they create a distraction and pose a safety risk, and will only be returned directly to a parent.

**ELEVATOR USAGE**

Only students with medical needs verified by a doctor will be permitted to use the elevator.
EMERGENCY PROCEDURES: DELAYED OPENING

We are pleased to provide a DELAYED OPENING SCHEDULE. A delayed opening schedule will be followed during occasions when we may have inclement weather or other emergent conditions that would jeopardize the safety of students coming to school.

A delayed opening of school will mean that all schools will open two hours later than the regular schedule. Therefore, schools would open as noted in the following schedule:

- All Elementary Schools: 10:55 a.m.
- Williamstown Middle School: 10:10 a.m.
- Williamstown High School: 9:30 a.m.

Students should report two hours later than their regularly scheduled time to their designated bus stops.

On days designated as delayed openings the following programs will be canceled:

- A.M. Kindergarten
- A.M. Preschool at Radix
- A.M. Kid’s Choice Program

You will be notified of a delayed school opening by telephone, radio and television media the same as for emergency school closing. The same emergency number “811” will be announced for a two hour delayed opening. In addition, the information can be found on our website.

In addition, you can access the school closing list on-line at KYW1060.com or you can call the KYW Newsradio School Closing Line at 1-900-737-1060 for 95 cents a call by punching in the school closing number “811”. Also, the information is now on TV; KYW-3, WPVI-6, 10-NBC.

It is most important that you make supervision arrangements for your young children during delayed openings. We understand the supervision complications for families during a delayed opening; therefore, we will use this procedure only if necessary.

Our schools have revised their schedules to be prepared in the event that a delayed opening schedule is enacted. This will ensure the serving of lunch as well as meeting New Jersey’s requirement for at least a four-hour instructional day.

EMERGENCY SCHOOL CLOSING (SNOW)

During the year there may be days when the school is closed for an emergency such as snow. To find out if our school will be closed, check our website, listen for an automated call from school, or check with TV and/or the radio. All major stations will broadcast the district’s code number (811). PLEASE DO NOT CALL THE SCHOOL.
EMERGENCY SCHOOL DISMISSAL

The school will not be responsible for students after an emergency dismissal. Parents are to make arrangements for their children in advance of such emergencies. Students are to be made aware of where they are to go if an emergency closing should become necessary.

EVENING ACTIVITIES

Any child absent due to illness or suspension is not permitted to attend any evening festivities. Money will be refunded where applicable. All students will be picked up no later than 15 minutes after the end of the specific activity. If a child is not picked up within 15 minutes after an evening activity, the child will be excluded from the next evening activity.

EXTRA CURRICULAR ACTIVITIES

Children who volunteer and are selected for an extra curricular activity are responsible for all assignments missed due to their participation in this extra activity. Children should also maintain a sound level of performance in all curricular areas. If a child's academic performance declines as a result of their participation the child will be removed from the activity.

FIELD TRIPS

Due to insurance purposes, all chaperones are required to ride the bus with the students. Siblings of students are not permitted to attend field trips. Only parents or guardians can serve as chaperones. All students must have a signed permission slip to go on a field trip. Children can be excluded from field trips for disciplinary reasons pending parent notification.

Parents who attend field trips (not as chaperones) must request in writing, prior to the trip date, their intentions to take a child home from the field trip location. If approved, parents must also sign the child out using the official sign out sheet. Teachers will have the sign out sheets available prior to boarding the bus at the end of the field trip.

FIRE & LOCK-DOWN DRILLS

The purpose of a fire drill is to practice evacuating the building or locking-down as quickly, orderly and safely as possible. Beginning this school year, we will be having at least one fire drill and one security/lock down drill every month.

HARASSMENT, INTIMIDATION & BULLYING POLICY (HIB)

Monroe Township Public Schools has adopted the Olweus Anti-Bullying program to address the 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!

**HELPING YOUR CHILD LEARN**

Your child learns in many places and in many ways. School, of course, is a major source of your child’s learning. Learning at home is just as important to your child’s development. As a parent, you have an opportunity to make an enormous difference in how much and how well your child learns. You are your child’s most important teacher and a valuable partner of your child’s schoolteacher.

Children’s abilities vary. Your child is an individual with his or her own rate of growth and his or her own set of abilities and talents. The following are some ideas for helping your child learn.

1. Provide your child with a quiet place to study. There should be proper lighting, a table or desk to work on and a comfortable chair.
2. Set a time for studying and homework to be done, and be available to assist.
3. Encourage your child to use reference books and the library.
4. Set high standards for neatness, form and accuracy.
5. Let your child see you selecting, reading and enjoying books.
6. Learning is a skill, and like other skills it improves with practice. Give your child the practice he or she needs to develop learning skills.
Try to work with the school. We all have the same goal - giving your child the best possible education. You can help the school do a better job if you do the following:

1. Attend Parent-Teacher Conferences.
2. Communicate often with the teacher.
3. Know what your child is studying.
4. See that your child follows rules and attends school regularly.

**HOMEWORK REQUEST**

We ask that you please call the school prior to 9:30 a.m. if your child is absent and you would like his or her homework. Please have the following information at hand when making a homework request:

1. Child’s name
2. Child’s teacher/teachers’ name
3. Type of books child has at home already (language, s.s., math)
4. Reason for child’s absence
5. Number of days child will be absent
6. Name of person picking up or taking work home

Homework will be available for pick up at the conclusion of the school day.

**INTEGRATED PEST MANAGEMENT (IPM)**

Radix Elementary School follows all IPM protocols for treating pests in and around the building. Methods of treating any pest problems always begin with non-chemical remedies. Specific information regarding IPM practices is located in the main office, or can be discussed by contacting Dave Sullivan, Director of Operations at the central administration building at 856-629-6400.

**LAVATORY USAGE**

Students in grades 3 & 4 must sign in and out when using the lavatory. Sign In/Out sheets will be located in each classroom.

**LOST AND FOUND**

All articles found on school property are to be brought to the main office. Please check in the office if you have lost anything. All unclaimed articles will be either donated or disposed of at the end of each marking period.

**LUNCH & LUNCH ID NUMBERS**

Each student is assigned an ID number that they are to memorize and present to the cashier when purchasing lunch or snacks.

**LUNCH AND MILK PRICES FOR 2019-2020**

<table>
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<tr>
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<th>Breakfast Prices</th>
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<tr>
<td>Elementary Lunch</td>
<td>$2.75</td>
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<tr>
<td>Reduced</td>
<td>$1.45</td>
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<td>Reduced</td>
<td>$0.30</td>
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**BREAKFAST PRICES**

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<tr>
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<td>Reduced</td>
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</tbody>
</table>
Adult Lunch $3.50
Adult Specialty Lunch $4.10
Student Milk .50
Adult Milk .50
Kindergarten Milk .25

*See Cafeteria section of this handbook for further details.

**MEDICATION** - See page 42 of this handbook.

**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 chickenpox 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 their 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.
Your Child’s Growth and Development

Dear Parent/Guardians:

This is an informational letter required by the N.J. Department of Education informing parents/guardians of the importance of periodic physical examinations of your children during their school years. You are NOT required to submit any of the information to the school because your child is already enrolled.

In compliance with the New Jersey State Law N.J.A.C. 6A:16-22 and 18A:40-4, each student must now obtain a physical examination upon entry into the school district. The district Board of Education must also notify parents/guardians of the importance of obtaining subsequent examinations at least once during each of the student’s developmental states:

✓ Early childhood (preschool through grade 3)
✓ Pre-adolescence (grades 4 through 6)
✓ Adolescence (grades 7 through 12)

The purpose of these physicals is to insure that the learning potential of each student is not diminished by a remediable physical disability, that the student is able to participate in the school program, and that the school community is protected from the spread of communicable disease.

**NUTRITION AND 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/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 had adopted a School Nutrition and Wellness Policy 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.
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.*
**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](http://www.monroetwp.k12.nj.us).

**PARENT-TEACHER CONTACT**

It is highly recommended that parents maintain regular contact with their child’s teacher. Our phone system does not allow for direct connection to classrooms and our office staff should not connect you to the teacher while instruction is taking place. This will disrupt the learning environment for all students. Please call 856-728-8650 to leave the teacher a voicemail message when prompted to do so by the automated attendant on the phone.

**PARENT TEACHER ASSOCIATION**

Our staff and the Parent Teacher Association of Radix Elementary School work together for the benefit of the students. The P.T.A.’s first meeting will be held on Tuesday, September 11, 2017 at 7:00 p.m. in the Media Center. Each parent is encouraged to join the P.T.A., attend the meetings, and support its fundraisers.

This year’s officers are:
- President-Erin Duniluk
- 1st Vice President- Michelle Morrison
- 2nd Vice President- Kristen Amanto
- 1st Secretary- Jennifer DiFelice
- 2nd Secretary- Colleen Rago
- Treasurer- Malissa Larsen

**PERSONAL ITEMS**

Students are not permitted to bring personal items to school, such as: sports cards, radios, headphones, video games, toys, pets, etc. The only exception is if a staff member grants permission. Money is a student responsibility and should be kept with the student at all times and not left in their desk or book bag. Each teacher may assist with any money brought to school and will be dealt with by the request of the student. The school is not responsible for lost or stolen personal items.

**PETS**

Students may not bring any animals to school, unless approved by Administration. An adult must bring in the animal and must check in at the office before going to the classroom or designated area of the school or grounds. The adult is responsible and liable for the behavior of the animals on school grounds. Upon completion of the activity, the adult is responsible for removing the animal.
**PHYSICAL EDUCATION**

For the students’ safety, every student must wear sneakers that tie or have velcro closures to participate in physical education. For safety reasons, students are not permitted to wear any jewelry (earrings, rings, chains, etc), no slip-on sneakers or sneakers with the backs out and no sneakers with zippers or metal hooks during gym period. Sneakers should not be more than 1” high. Also, no flip-flops or sandals are to be worn. Any attire not deemed safe by the teacher will necessitate the loss of one (1) physical education period.

Children will participate in the Presidential Physical Fitness program in the spring. Results of testing will be totaled in the 3rd trimester grade.

A note signed by a parent or guardian must be presented to the office (the office will make a copy and give it to the gym teacher and the nurse), if your child is to be excluded from gym for medical reasons for one to two days. A note from your doctor is required in order for your child to be excused for a period of three days or longer. **A doctor’s note is also required for your child to resume physical education.**

**PLAYGROUND**

On days when students are permitted to go outdoors, the following rules MUST be obeyed:

1. Play in the assigned areas of the playground.
2. Students will adhere to all safety procedures while playing on the various pieces of playground equipment. At the beginning of the school year, the aides will thoroughly review the rules and regulations of the playground.
3. Fighting, pushing, tackling, or throwing sand or stones are not permitted.
4. Baseballs, footballs, soccer balls, etc. are not permitted on the playground. The only balls permitted are nerf type balls, which must be approved by a cafeteria aide.
5. Students will not, for any reason, leave the school grounds.
6. At the conclusion of the playground period, an aide will signal the students. At this time, all students are to stop what they are doing. The aide will then direct them to walk to their class line.
7. Parents are only permitted in the cafeteria at the center tables to have lunch with their children. Parents are not permitted on the playground or in the classroom for recess.
8. **Children’s behavior should reflect the core values associated with our Character Education Program & the District Code of Conduct.**

**PLAYGROUND - INDOOR RECESS**

In the event of inclement weather, students will receive a twenty-minute recess in their respective or assigned classroom. During indoor recess, the following rules are in effect:

1. Students are to remain in their assigned seats unless permission to leave is granted by the aide on duty.
2. No balls (of any type) are permitted during indoor recess.
3. Normal conversation is permitted; yelling and/or screaming is not.
4. To make indoor recess a pleasurable experience, the P.T.A. has purchased many games for the children, which will be made available to the students during every indoor recess.
5. **Children’s behavior should reflect the core values associated with our Character Education Program & the District Student Consequences for Inappropriate Behavior.**
PROGRESS REPORTS

Progress reports will not be sent home with your child. Please continuously monitor your child’s grades as they come home. Please let your child’s teacher know if you have any concerns.

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 mastery of the NJ Student Learning Standards, 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 (report cards) 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.
REGISTRATION OF NEW STUDENT

All new student registrations will be conducted by appointment only and at the central administration building located on Academy Street. Please refer any inquiries to the Registration Office at 856-629-6400.

REPORT CARD, MARKING PERIODS, CONFERENCES 2019-2020

<table>
<thead>
<tr>
<th>Marking Period</th>
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<tr>
<td>Conferences</td>
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<tr>
<td>1st Trimester Period Ends</td>
<td>Thursday, December 5</td>
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<tr>
<td>1st Trimester Period Report Cards Online</td>
<td>Wednesday, December 11</td>
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<tr>
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<td>March 25-27</td>
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<tr>
<td>2nd Trimester Period Report Cards Online</td>
<td>Monday, March 23</td>
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<tr>
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<td>Wednesday, June 17*</td>
</tr>
<tr>
<td>3rd Trimester Period Report Cards</td>
<td>Wednesday, June 17*</td>
</tr>
</tbody>
</table>

*May change due to makeup days

SAFETY PATROL

Safety Patrol members are selected from the fourth grade. The patrol will help maintain school rules and regulations as well as plan and implement programs on safety awareness. Safeties will have strict academic and behavioral guidelines. Any questions or concerns regarding our safety patrol should be directed to the Safety Patrol Advisor, Mr. Rich Ipri, at extension 6415.

SCHOOL SUPPLY LISTS (Suggested):

In an effort to make parent purchases of school supplies more meaningful, the Radix staff has developed a list of items that can be used in September for the 2019-2020 school year. The list below is optional. The school supplies everything your child needs in order to support the learning process. However, we realize that many parents like to purchase supplies for the first day of school. The grade level list of supplies should help if you decide to purchase school supplies. Some teachers may require specific items not listed below.

First Grade

Supply requirements are different for each first grade teacher, please be advised that you may want to wait until you receive a recommended list from your child’s assigned teacher before making any purchases.
**Second Grade**
Pencils - 2 dozen Ticonderoga or brand name (sharpened appreciated)
Red pens - 2 pens
Clipboard - letter size
1 Composition Book - WIDE ruled
Highlighters - 1 pack (yellow/pink)
Black Expo Markers - skinny preferred
Sock for dry erase board
Large soft zipper pencil case
Scissors
Pink rectangular erasers - 3 pack or greater
Glue sticks - 3-pack or larger
Crayons - 24 count - No larger please.
Colored pencils - 2 boxes (12-24 count)
Pencil sharpener that securely holds its own shavings
Headphones - Comfortable/good quality to last the year
Orange t-shirt (by early October for fall craft)
Folders *Please DO NOT purchase. Directions to follow.
Tissues (can be sent in all year)

**Third Grade**
Red Pens
1 – 1 ½ or 2 inch, 3-ring vinyl binder (soft, floppy sides)
5 - Colored Folders (1 red, 1 blue, 1 green, 1 yellow, 1 orange)
3 - Jumbo cloth book covers (example: Book Sox brand)
Crayons (no larger than a 16 pack)
Glue Sticks - 1 pack
Dry erase markers with an eraser or sock
1 Pack of pencils
Clipboard (letter size)
Soft pencil case
1 Highlighter
Tissues (can be sent in all year)
(Please no rolling backpacks, large crayon/marker sets, notebooks and pencil boxes – vinyl pouches are fine)

**Fourth Grade**
1 Pair of Ear Buds
1 Paper Size Clipboard
5 Pocket Folders – specific colors: green, red, purple, yellow and blue
1 Soft Pencil Pouch
1 Pack of Pencils (and continue to supply your child w/ pencils throughout the year)
1 Pair of Scissors
2 Red Pens
1 Pack of Glue Sticks
4 Pack of Dry Erase Marker – any color (should last the whole year)
1 Regular Box of Crayons - 16 count (no larger)
2 Highlighters
1 Box of Tissues (donations throughout year are helpful)
1 Pencil Sharpener that holds the shavings inside
2 LARGE or JUMBO Book Soxs to cover the 4 main textbooks
(Please no rolling book bags, binders, notebooks or assignment books)
**Standards-Based Grading**

The fundamental purpose for using standards for grading is to identify and prioritize content standards to appropriately assess student learning in the classroom.

Educators are expected to teach to the NJ Student Learning Standards. The standards-based report card provides a tool to accurately communicate to parents and guardians the progress their child is making on district-identified essential standards for each grade level, Pre-K through 4th grade. These standards represent those of focus for English Language Arts and Mathematics, specifically, as identified by district leaders and teachers. These foundational standards are those that students need to master in order to be successful in the next grade level. For the complete list of standards visit the district website www.monroetwp.k12.nj.us.

The report card accurately represents a child’s growth and clearly communicates progress of students, relative to grade-level standards. The traditional grading method (% A,B, etc.) no longer is applicable when evaluating student performance. Performance indicators are now used to indicate progress, as follows: E—meaning the student has exceeded, and consistently exceeds performance on grade-level standards; M—meaning the student has met and consistently demonstrates mastery of grade-level standards; P—meaning the student is progressing and approaching mastery, but does not consistently meet grade-level standards; N—meaning the student needs improvement, is not meeting expectations for grade-level standards.

The standards-based report card is helpful in several ways. First, it helps make sure there is more consistency of expectations from teacher to teacher. It helps teachers and students focus on the standards from the very beginning of the school year, giving students the opportunity to get help early if they are not making adequate progress. Finally, it gives parents information on how their student is doing based on the standards.

4 Components of a standards-based system:

1. The content standards describe what a student should know and be able to do at a grade-level;
2. The standards-based curriculum or roadmap a teacher uses to ensure that instruction targets these standards;
3. The assessments that a teacher uses to measure learning and the extent to which a student has met the standards;
4. The reporting tool that allows a teacher to communicate accurately a student’s progress towards meeting standards at critical junctures throughout the school year. The standards-based report card completes our standards-based system.
Standards: What Do They Really Mean?

Standards provide focus for the work of students, teachers, and parents.

Standards are benchmarks for what students in the highest performing school districts and countries in the world can accomplish in core subjects. Our standards are meant to prepare our students to be productive citizens in a rapidly changing world that demands critical thinking and problem solving. Our standards—and the curriculum experiences leading to those standards—combine a deep understanding of subject matter with the capacity to apply what has been learned in real world situations. They communicate to parents, students and teachers and the community the expectations we hold for student learning.

Standards help our school community understand what students are expected to know and be able to do at each grade level. With meaningful feedback, students will be able to more accurately assess their own performance in relation to the standards and determine what they need to do to ensure that their work meets expectations.

Standards help teachers by providing a focus for teaching, learning and assessment. When teachers are clear about the goals for their students, they can focus their time and energy on helping students improve their work in relation to these goals. In a standards-based system, teachers align curriculum, assessment and instruction to the standards so that teaching time is spent on that which matters most. Ultimately, teachers want to assess students in what they know and how they can use their knowledge and skills to become critical thinking and life-long learners.

Standards provide parents an opportunity to more fully participate in their child’s education. When teachers provide parents with clearly defined expectations and models or examples of the work that is expected (evidence), parents are better able to understand and support their child’s learning and progress at home and in the community.

Standards provide a framework for understanding the expectations for all students. By clearly stating what is expected, students, teachers and parents alike, are more informed and able to support the achievement of these standards.

Definitions of Proficiency Levels:

At the elementary level, there are currently four reporting periods. For the first two, students are evaluated based on their progress toward end-of-the-year grade-level expectations. Students may not receive a mark of an M (meets standards) or an E (exceeds standards) before achieving end-of-the-year grade level mastery. In fact, it is expected that students making good progress towards meeting grade-level standards may receive an N or a P during the first two reporting periods.

The final report card marks reflect a student’s achievement of the skills, strategies, and concepts identified in the standards for that grade-level. The performance levels used to indicate student progress are broadly defined as:

- **E** = *Exceeds* standards; consistently exceeds grade-level standards as demonstrated by a body of evidence that shows depth of understanding and flexible application of grade-level concepts.
- **M** = *Meets* standards; consistently demonstrates mastery of grade-level standards, as demonstrated by a
body of evidence that shows independent understanding and application of grade-level concepts.

P = **Progressing;** occasionally, meeting grade-level standards as demonstrated by a body of evidence that shows incomplete/inconsistent understanding and application of grade-level concepts.

N = **Needs improvement;** lacking progress toward meeting grade-level standards as demonstrated by a body of evidence that shows minimal understanding and application of grade-level concepts.

Performance levels on report cards denoted with an * indicate that classroom instruction is below the current grade-level of the student.

**Grade-Reporting: What Do the Performance Levels Really Mean?**

**E**

In order for a student to earn an **E** on a report card, or individual standards/assignments/ assessments, learning and performance is beyond grade-level standards/expectations. Evidence indicates that the student:

- consistently and independently **exceeds** the standards/expectations
- shows an in-depth understanding of concepts and skills
- makes insightful connections to other ideas and concepts
- independently seeks out ways to challenge him/herself
- applies and extends the key concepts and skills for the grade-level

**EXAMPLES:**
- A 2nd grader independently reads and comprehends James and the Giant Peach (lexile 870).
- A 4th grader consistently writes with voice, vivid vocabulary, and elaborates with specific, supporting details.
- A kindergartener understands the concept of multiplication.

**M**

In order for a student to earn an **M** on a report card, or individual standards/assignments/ assessments, student work is completed independently, thoroughly, and accurately on grade-level standards/expectations. Evidence indicates that the student:

- consistently and independently meets grade-level standards/expectations
- shows a solid understanding of concepts and skills
- applies key concepts and skills for a grade level

**EXAMPLES:**
- A 2nd grader reads and comprehends Magic Treehouse Books (lexile 650) using taught strategies.
- A 4th grader consistently writes with appropriate vocabulary and specific supporting details.
- A kindergartener identifies and extends patterns.

**P**

In order for a student to earn an **P** on a report card, or individual standards/assignments/ assessments, progress toward grade-level standards/expectations with some additional help and support. Evidence indicates that the student:

- may receive assistance while completing required assignments
- shows some understanding of concepts and skills
- is beginning to apply key concepts and skills for the grade-level standards/expectations

**EXAMPLES:**
- A 2nd grader reads but needs help comprehending Magic Treehouse Books.
- A 4th grader consistently expresses thoughts in writing, but may lack structure, details, figurative language, and other critical writing elements.
A kindergartener recognizes numbers 1-10.

In order for a student to earn an N on a report card, or individual standards/assignments/assessments, he/she experiences difficulty meeting grade-level standards/expectations. Evidence indicates that the student:

- needs additional time and experience to achieve grade-level standards/expectations.
- consistently requires assistance.
- has difficulty understanding the key concepts and skills for the grade-level.
- may not be ready to work with grade-level material.

**EXAMPLES:**
- A 2nd grader is learning and applying first grade high-frequency words.
- A 4th grader consistently struggles to effectively use the writing process, missing structure, details, and often thoughts are not well-developed.
- A kindergartener draws 10 apples when asked to draw 5.

**Overcoming Standards-Based Challenges: The Paradigm Shift**

One great departure from standards-based grading is moving away from the notion of “excellence” by using percentages and/or A’s and B’s. Our goal for all children is that they get all M’s! An M should NOT be looked at as a B; you can’t compare apples and oranges! In the past, we’ve had students who earned A’s, but are not proficient on standardized assessments; we MUST focus on skills and standards. Ex: a 96 on every assessment doesn’t mean a child is to get an E when the assessments are based on those skills that child is expected to learn at that grade level; the child is doing what he/she should be (ie: mastering the skill taught), not necessarily exceeding it. In addition, previously the student who came prepared, or participated, or did homework earned points for those essential activities. As a result his/her grade was falsely inflated, when in reality, those activities do not necessarily denote skill mastery. Therefore, such essential skills as listening, following directions, completing homework are no longer part of a standards-based grade, but are reflected in “Characteristics of A Successful Student”.

Each child grows and develops at his/her own rate. Therefore, even children in the same grade-level have the potential to differ widely from their peers in their rate of learning. There are, however, performance expectations or “benchmarks” that we expect all students in a particular grade-level to master by the end of the year.

Williamstown Middle School is not using standards-based grading. Currently, our focus is to build a strong academic foundation for our students by focusing on skills and the standards. If students master the elementary standards, they will certainly be successful when they encounter the traditional grading system at WMS. Because the secondary level of education (grades 6-12) uses credits and a GPA for eventual admission to college, they will continue to use the traditional grading system; Post-secondary education (college) has not yet begun to make the transition to the use of standards.

**Analysis Process:**

Before making a determination regarding student proficiency and marking it on the report card, teachers should analyze a student’s progress over the course of the reporting period. It is important to note that teachers have been reviewing the results of assessments and student work throughout the reporting periods to determine next steps for instruction.
SUGGESTIONS FOR PARENTS

1. Get involved with what your child is doing in school.
   a) Keep a journal/binder of papers.
   b) Ask your child questions about what he/she does in school.
   c) Communicate concerns with teacher.

2. Help your child with organization.
   a) Set aside a work area for doing homework.
   b) Have a supply box that is well maintained.
   c) Have an established time for doing homework.
   d) Have a designated area close to the morning exit door to place backpack.

3. Academically support your child.
   a) Get your child a library card and make sure it is used.
   b) Have various reading materials available for your child (books, magazines, newspapers, etc.)
   c) Compliment your child’s strengths.
   d) Read to your child and have them read to you.
   e) Play learning games.
   f) Talk to your child about subjects that are interesting to them.
   g) Listen to your child.
   h) Write notes to your child.
   i) Encourage your child to write letters to relatives, friends, etc.
   j) Subscribe to a children’s magazine in your child’s name.
   k) Encourage your child to keep a scrapbook.
   l) Look up words in the dictionary.

4. Have your child become more responsible.
   a) Have them pack their own schoolbag.
   b) Give your child specific duties to perform on a regular basis at home.
   c) Let your child help you prepare dinner.

5. Give your child meaningful incentives.
   a) Let your child pick the dessert or dinner.
   b) Let them pick a video to watch.
   c) Your child may pick a bedtime story to read.
   d) Have your child pick a family weekend activity.

   a) Attend Open House and conferences.
   b) Keep friendly communication open between teachers and parents.
   c) Be familiar with the classroom teacher’s policies; Respect them and help your child understand them.

7. Spend a certain amount of time each night on school related subjects, even if there isn’t assigned homework. Review, read or play an educational game. Help set up a calendar, listing projects, book reports and other homework assignments.
1. Go through your child’s backpack daily. Review mistakes with them.
2. Go over directions for assignments with your child, have your child repeat them to you.
3. Make sure your child’s manuscript is written neatly and correctly.
4. Work on buttoning, tying, snapping and zipping with your child.
5. Guide your child when completing homework.
6. Toys and all personal items should remain at home.
7. Assist your child with organization; make sure there is an area set aside for folders, books, homework, and backpack for easy access in the morning, etc.
8. Guide them as they pack their backpack before bedtime. Have them place by the door they plan to exit when leaving for school in the morning.
9. Help them pick out two outfits to choose from in the morning. This will help with time management in the morning.

SUPERVISION AFTER SCHOOL DISMISSAL POLICY (Adopted: 7/24/08):

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 dismissial 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) 

**TARDINESS**

In addition, in an effort to curtail the late arrival of students to school, the district’s elementary schools will be enforcing a Student Tardiness Procedure. This procedure will be enforced for students in Grades 1 through 4 and Special Education.

During the course of each trimester, three (3) unexcused tardy days will result in the student receiving one (1) demerit. (An unexcused tardiness is when a student arrives to school/class late without a doctor’s note). Thereafter, three (3) unexcused tardy days will result in one demerit. After the accumulation of four (4) demerits (12 unexcused tardy days) in one trimester, the student will be suspended from school for one day according to our discipline policy.

If the student is not tardy for one month from the last issued demerit, one demerit will be removed from their record. This procedure will be enforced as a separate entity from the regular demerits issued for other infractions of school rules.

**TELEPHONE/CELL PHONE**

Students are not permitted to use a telephone/cell phone during school hours, unless they receive permission from the office.

**TEXTBOOKS**

Cover all textbooks that are taken home. The student’s name and grade should be written, in pencil, in the front of each book. Keep all books neat and clean. All textbooks that are taken home are to be covered throughout the entire year. If a student loses or damages a book, he or she must pay to have it replaced. Students who violate textbook policy will receive a warning letter from the teacher. Continued infractions will result in an office referral.

**VISITORS**

Upon entering the building, please have your ID. All visitors are requested to leave their ID in the office, 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.

**VISITATION**

If you wish to visit a classroom, please contact the teacher 48 hours in advance. The visitation should last for approximately one (1) hour. Visitations of a longer duration need administrative approval.
WALKERS

Rules for Safe Walking*

1. While walking to and from school, do not use the property of others as a short cut.
2. Cross only at crosswalks. Keep to the right in the crosswalk. Cross quickly.
3. Before crossing - look both ways. Be sure the way is clear before you cross.
4. Cross only on proper signal.
5. Watch for turning cars. Not all drivers use their signals.
6. Never go into the roadway from between parked cars.
7. Carry or wear something white at night to help drivers see you.
8. Where there is no sidewalk, walk on the left side facing traffic.
9. Don’t play in the street.
10. Don’t run into the street.
11. Obey all crossing guards.
12. NEVER ACCEPT A RIDE FROM A STRANGER!!!
13. A crossing guard will be on Radix Road, and staff members will be on duty from 8:40 - 8:55 and 3:30 - 3:45 to cross students at the access road and across the small parking lot. Please do NOT cross Radix Road without the crossing guard present. Also, avoid getting to the crosswalk before 8:30 am. This will allow appropriate Radix staff to be at their assigned post in order to cross students safely.

*Courtesy - American Safety League

Student Consequences for Inappropriate Behavior

The Student Consequences for Inappropriate Behavior is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which if committed by a student will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, head teacher, superintendent and/or Board of Education. Any offense, which constitutes a “serious violation of the district’s discipline policy”, will be documented in the student’s discipline record. This code includes, but is not necessarily limited to, acts of students on school, parking lots, school buses, or at a school activity whether on or off school property.

The following resources are available to the principal, assistant principal, and head teacher for assistance with enforcing the Consequences for Inappropriate Behavior:

- Student IEPs
- Counselors
- Threat Assessment Procedure
- Crisis Counselor
- In School Detentions
- Community Authorities
Note: The referring teacher and head teacher will notify the parent/guardian about the impending referral by the conclusion of the day.

For a 30-day period of no discipline referrals, 1 demerit will be removed from the student’s discipline record.

An accumulation of four demerits will lead to an automatic suspension from school.

This procedure is an incentive program designed for the student to promote good behavior and avoid suspensions from school.

The following statements outline the district’s goals for appropriate conduct.

A. Some form of counseling is provided explaining what behavior is considered unacceptable.
B. The action is fair to the individual in view of the nature of the offense.
C. The action is fair to all students involved.
D. Proper notice is given as to what form of punishment to expect if the undesirable behavior is not corrected.
E. The discipline action is progressively stern.
F. The discipline action is commensurate to the nature of the offense.

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**Monroe Township Elementary Schools**

**K-4 Student Consequences for Inappropriate Behavior**

<table>
<thead>
<tr>
<th>TYPE OF BEHAVIOR</th>
<th>1&lt;sup&gt;ST&lt;/sup&gt; OFFENSE</th>
<th>2&lt;sup&gt;ND&lt;/sup&gt; OFFENSE</th>
<th>3&lt;sup&gt;RD&lt;/sup&gt; OFFENSE</th>
<th>4&lt;sup&gt;TH&lt;/sup&gt; OFFENSE &amp; Beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active cell phones/electronic devices</td>
<td>Verbal warning, letter home</td>
<td>One demerit, parent retrieves phone/device</td>
<td>2-4 demerits, parent retrieves phone/device</td>
<td>1-3 day out of school suspension, parent retrieves phone/device</td>
</tr>
<tr>
<td>Assault</td>
<td>1 demerit-1 day out of school suspension</td>
<td>1-3 day out of school suspension</td>
<td>3-5 day out of school suspension</td>
<td>5-10 day out of school suspension</td>
</tr>
<tr>
<td>Being in a Non-Designated Area, Loitering in Hall</td>
<td>Verbal warning</td>
<td>One demerit</td>
<td>2-4 demerits</td>
<td>1-3 day out of school suspension</td>
</tr>
<tr>
<td>Cheating</td>
<td>Parent notification, zero grade for work</td>
<td>One demerit</td>
<td>2-4 demerits</td>
<td>1-3 day out of school suspension</td>
</tr>
<tr>
<td>Chewing Gum (unauthorized)</td>
<td>Verbal warning</td>
<td>One demerit</td>
<td>2-4 demerits</td>
<td>1-3 day out of school suspension</td>
</tr>
<tr>
<td>Defacing School Property</td>
<td>Clean up, one demerit, pay for damages</td>
<td>Clean up, 2-4 demerits, pay for damages</td>
<td>Clean up, 1 day suspension, pay for damages</td>
<td>1-3 day out of school suspension, clean up, pay for damages</td>
</tr>
<tr>
<td>Destruction of School Property/vandalism</td>
<td>2 demerits, pay for damages</td>
<td>1-10 day out of school suspension, pay for damages</td>
<td>1-10 day out of school suspension, pay for damages</td>
<td>1-10 day out of school suspension, pay for damages</td>
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<tr>
<td>Misconduct Description</td>
<td>Penalty Description</td>
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<tr>
<td>Disrespect/willful disobedience</td>
<td>One demerit, 2-4 demerits, 1-3 day out of school suspension, 3-5 day out of school suspension</td>
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</tr>
<tr>
<td>Disruptive Behavior</td>
<td>Verbal warning, letter home, parent notification, One demerit, 2-4 demerits, 1-3 day out of school suspension</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Dress code violation</td>
<td>Verbal warning, parent notification for change of clothing, One demerit, 2-4 demerits, 1-3 day out of school suspension</td>
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</tr>
<tr>
<td>Endangering the Safety of Others</td>
<td>1 demerit – 1 day out of school suspension, 1-3 day out of school suspension, 3-5 day out of school suspension, 5-10 day out of school suspension</td>
<td></td>
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<tr>
<td>Extortion/Shakedown</td>
<td>1 demerit, 2-4 demerits, 1 day out of school suspension, 3-5 day out of school suspension</td>
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</tr>
<tr>
<td>Fighting to and from school, on school property during school sponsored activities</td>
<td>2 demerits – 1 day out of school suspension, 1-3 day out of school suspension, 3-5 day out of school suspension, 5-10 day out of school suspension</td>
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<tr>
<td>Food in Unauthorized Area</td>
<td>Verbal warning, One demerit, 2-4 demerits, One day suspension</td>
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<tr>
<td>Forgery</td>
<td>One demerit, 2-4 demerits, One day suspension, 1-3 day suspension</td>
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<tr>
<td>Gambling</td>
<td>Verbal warning, one demerit, 1-4 demerits, One day suspension, 1-3 days out of school suspension</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Harassment/Intimidation/Bullying</td>
<td>2 demerits – 1 out of school suspension, 1-3 days out of school suspension, 3-5 days out of school suspension, 5-10 days out of school suspension</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hitting, poking, inappropriate touching (non-sexual)</td>
<td>Verbal warning/one demerit, 1-4 demerits, One day suspension, 1-3 days out of school suspension</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate Conduct relating to race, color, creed, etc.</td>
<td>1-4 demerits, 2-4 demerits, 1-3 days out of school suspension, 3-5 days out of school suspension</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Kissing or a public display of affection</td>
<td>1 demerits, 2 demerits, 3 demerits, 1-3 days out of school suspension</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lying</td>
<td>1 demerit, 2-4 demerits, 1-3 days out of school suspension, 3-5 days out of school suspension</td>
<td></td>
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</tr>
<tr>
<td>Name calling/Teasing</td>
<td>1 demerit, 2-4 demerits, 1-3 days out of school suspension, 3-5 days out of school suspension</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not attending a scheduled class w/o permission</td>
<td>1 demerit, 2-4 demerits, 1-3 days out of school suspension, 3-5 days out of school suspension</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Possession and/or sale of drug paraphernalia</td>
<td>1-5 out of school suspension, refer to BOE Rules and Regulations, notify police and consultation with CST, local and county authorities.</td>
<td>1-5 out of school suspension, refer to BOE Rules and Regulations, notify police and consultation with CST, local and county authorities.</td>
<td>5-10 out of school suspension, refer to BOE Rules and Regulations, notify police and consultation with CST, local and county authorities.</td>
<td>Up to 10 day out of school suspension, refer to BOE Rules and Regulations, notify police and consultation with CST, local and county authorities.</td>
</tr>
<tr>
<td>Possession of tobacco products, lighters, matches, etc.</td>
<td>2-4 demerits, parent must retrieve items</td>
<td>1 out of school suspension, parent must retrieve items</td>
<td>1-3 out of school suspension, parent must retrieve items.</td>
<td>3-5 out of school suspension, parent must retrieve items.</td>
</tr>
<tr>
<td>Possession of explosive paraphernalia, fire crackers</td>
<td>1-10 day out of school suspension, parent meeting, counseling, possible expulsion.</td>
<td>1-10 day out of school suspension, parent meeting, counseling, possible expulsion.</td>
<td>1-10 day out of school suspension, parent meeting, counseling, possible expulsion.</td>
<td>1-10 day out of school suspension, parent meeting, counseling, possible expulsion.</td>
</tr>
<tr>
<td>Possession of a Weapon or any simulation of weapon</td>
<td>ALL OFFENSES – notify</td>
<td>police, 1-10 days out of school</td>
<td>police, 1-10 days out of school</td>
<td>suspension, possible expulsion.</td>
</tr>
<tr>
<td>Profanity, obscene/inappropriate language, gestures/drawing, etc.</td>
<td>1 to 2 demerits</td>
<td>1 day out of school suspension</td>
<td>1-3 days out of school suspension</td>
<td>3-5 days out of school suspension</td>
</tr>
<tr>
<td>Pulling Fire Alarm</td>
<td>1-3 day out of school suspension</td>
<td>3-5 day suspension, police involvement</td>
<td>10 day suspension, police involvement, begin expulsion procedure</td>
<td>10 day suspension, police involvement, begin expulsion procedure</td>
</tr>
<tr>
<td>Running</td>
<td>Verbal warning</td>
<td>One demerit</td>
<td>2-4 demerits</td>
<td>One day suspension</td>
</tr>
<tr>
<td>Selling items not approved by school</td>
<td>Verbal warning</td>
<td>One demerit</td>
<td>2-4 demerits</td>
<td>One day suspension</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>1-4 demerits, parent meeting scheduled</td>
<td>One day out of school suspension, parent meeting</td>
<td>1-3 days out of school suspension, parent meeting</td>
<td>3-5, parent meeting, report to authorities</td>
</tr>
<tr>
<td>Smoke Bomb</td>
<td>10 day out of school suspension, notify</td>
<td>police and begin</td>
<td>expulsion procedures.</td>
<td></td>
</tr>
<tr>
<td>Smoking</td>
<td>One day out of school suspension</td>
<td>3 days out of school suspension</td>
<td>5 day out of school suspension</td>
<td>10 day out of school suspension.</td>
</tr>
<tr>
<td>Starting or Causing Fire</td>
<td>1-10 days out of school suspension,</td>
<td>possible</td>
<td>expulsion</td>
<td></td>
</tr>
<tr>
<td>Stealing/Theft</td>
<td>1 to 2 demerits, return/restitution made</td>
<td>2-4 demerits, return/restitution made.</td>
<td>1-3 day suspension.</td>
<td>3-5 days out of school suspension.</td>
</tr>
<tr>
<td>Threats (verbal and written)</td>
<td>2 demerits - 1 day out of school</td>
<td>1-3 day out of school suspension, police</td>
<td>3-5 day out of suspension, police involvement</td>
<td>5-10 days out of school suspension, police and parent involvement,</td>
</tr>
<tr>
<td>Suspension</td>
<td>Involvement</td>
<td>District Threat Assessment</td>
<td></td>
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<td>------------------------------------------------------</td>
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<tr>
<td><strong>Throwing Food/Objects</strong></td>
<td>1 demerit – 1 day out of school suspension</td>
<td>3-5 day out of school suspension</td>
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<tr>
<td><strong>Under influence of illegal substance</strong></td>
<td>10 days suspension notify police, refer to BOE rules and regulations, consultation with CST, local and county authorities</td>
<td>10 days suspension and begin expulsion procedures, notify police, refer to BOE rules and regulations – consultation with CST, local and county authorities</td>
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<tr>
<td><strong>Violation of Internet, Education Network and/or email contract</strong></td>
<td>1 demerit – 1 day out of school suspension</td>
<td>5-10 days out of school suspension, possible loss of privilege for remainder of year.</td>
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</tr>
</tbody>
</table>

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**Monroe Township Elementary Schools**  
**K-4 Discipline Code of Conduct**

**BUS CONDUCT**

<table>
<thead>
<tr>
<th>TYPE OF BEHAVIOR</th>
<th>1ST OFFENSE</th>
<th>2ND OFFENSE</th>
<th>3RD OFFENSE</th>
<th>4TH OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>All unacceptable student behaviors listed in code of conduct.</td>
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<tr>
<td>In Addition:</td>
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<tr>
<td>Out of seat – improper use of seatbelt</td>
<td>REFER TO THE ATTACHED 4 STEP PLAN FOR STUDENT</td>
<td></td>
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<tr>
<td>Object/body parts out the window</td>
<td>MANAGEMENT PER MONROE TOWNSHIP SCHOOL DISTRICT</td>
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</tr>
<tr>
<td>Distracting the driver</td>
<td>REGULATION 8600, SECTION J.1</td>
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<tr>
<td>Endangering safety of self-others at bus stop</td>
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<tr>
<td>Trespassing on private property while at bus stop</td>
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<tr>
<td>Radix Elementary Behavior Matrix</td>
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<tr>
<td><strong>Respect</strong></td>
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<tr>
<td><strong>Self</strong></td>
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<tr>
<td><em>Hands and feet to yourself.</em></td>
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<tr>
<td><em>Walk at all times.</em></td>
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<tr>
<td>*Move carefully up and down the</td>
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<tr>
<td>stairs.*</td>
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<tr>
<td><strong>Respect</strong></td>
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<tr>
<td><strong>Others</strong></td>
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<tr>
<td><em>Quiet moving.</em></td>
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<tr>
<td><em>Go directly to your destination.</em></td>
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<tr>
<td>*Use the dryers quietly and</td>
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<tr>
<td>quickly.*</td>
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<tr>
<td><em>Give others privacy.</em></td>
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<tr>
<td>*Take a quick drink at the water</td>
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<tr>
<td>fountain.*</td>
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<tr>
<td><strong>Respect</strong></td>
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<tr>
<td><strong>Property</strong></td>
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<tr>
<td>*Look at but don’t touch hallway</td>
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<tr>
<td>displays.*</td>
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<tr>
<td><em>Flush once.</em></td>
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<tr>
<td><em>Keep the area clean.</em></td>
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<tr>
<td>*No climbing on sinks, standing</td>
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<tr>
<td>on toilets, or hanging from</td>
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<tr>
<td>the dividing wall.*</td>
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<tr>
<td><strong>Respect</strong></td>
<td></td>
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<tr>
<td><strong>Bathroom</strong></td>
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<tr>
<td><em>Close the bathroom door.</em></td>
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<tr>
<td><em>Wash your hands.</em></td>
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</tr>
<tr>
<td><strong>Respect</strong></td>
<td></td>
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<tr>
<td><strong>Cafeteria</strong></td>
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</tr>
<tr>
<td>*Remember to bring your lunch</td>
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<td></td>
</tr>
<tr>
<td>money or lunch.*</td>
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<tr>
<td><em>Eat your lunch.</em></td>
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<tr>
<td>*Walk directly to the lunch line</td>
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<tr>
<td>or your table.*</td>
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<tr>
<td><em>Walk quietly to recess.</em></td>
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<tr>
<td><strong>Respect</strong></td>
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<tr>
<td><strong>Bus</strong></td>
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<tr>
<td><em>Enter and exit quietly.</em></td>
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<tr>
<td><em>Sit quietly on your bottom.</em></td>
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<tr>
<td>*Line up with your class when</td>
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<tr>
<td>the whistle blows.*</td>
<td></td>
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<tr>
<td>*Keep all personal items with</td>
<td></td>
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<tr>
<td>you.*</td>
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<tr>
<td>*Sit down, buckle up and remain</td>
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<tr>
<td>seated facing forward.*</td>
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<tr>
<td><em>Keep hands and feet to yourself.</em></td>
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<tr>
<td>*Keep hands and objects inside</td>
<td></td>
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<tr>
<td>the bus.*</td>
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<tr>
<td><strong>Respect</strong></td>
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<tr>
<td><strong>Assemblies</strong></td>
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<tr>
<td><em>Listen and face forward.</em></td>
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<tr>
<td>*Clap at appropriate times</td>
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<tr>
<td><em>Keep aisle clear.</em></td>
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<tr>
<td><em>Speak quietly.</em></td>
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<tr>
<td><em>Share your seat.</em></td>
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<tr>
<td><em>Keep aisle clear.</em></td>
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<tr>
<td><strong>Respect</strong></td>
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<tr>
<td><strong>Cafeteria</strong></td>
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<tr>
<td>*Walk to the playground/</td>
<td></td>
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<tr>
<td>classroom.*</td>
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<tr>
<td><em>Play safely.</em></td>
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<tr>
<td><strong>Respect</strong></td>
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<tr>
<td><strong>Assemblies</strong></td>
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<tr>
<td>*Include others</td>
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<tr>
<td><em>Keep hands and feet to yourself.</em></td>
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<tr>
<td><em>Help those in need.</em></td>
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<tr>
<td>*Follow the aide’s directions</td>
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<tr>
<td>the first time they are given.</td>
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<tr>
<td><strong>Respect</strong></td>
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<tr>
<td><strong>Assemblies</strong></td>
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<tr>
<td><em>No food or drink on the bus.</em></td>
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<tr>
<td>*No pens, markers crayons, etc</td>
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<tr>
<td>should be used on the bus.*</td>
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</tbody>
</table>
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.

Sincerely,

Dr. Jill DelConte
Principal