

# Radix Elementary School



Parent/Student Handbook

2009-2010

**RADIX ELEMENTARY SCHOOL  
PARENT/STUDENT HANDBOOK  
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**\*Changes to the handbook will be noted on the Principal's Monthly Newsletter sent home each month and on our website.**

### **ACADEMIC AWARDS**

Radix Elementary will recognize academic achievement in grades 3 and 4 with the following awards categories:

| <u>Type</u>            | <u>Criteria</u>  |
|------------------------|--|
| Principal's Honor Roll | Any 3rd and 4th grade student who achieves all A's in the five major subject areas (see *) plus the Arts** |

(Art, Library, Music and Physical Education).

Honor Roll

Any 3rd and 4th grade student who achieves all A's and B's in the five major subject areas\* plus the Arts\*\*.

Honorable Mention

Any 3rd and 4th grade student who achieves all A's and B's and one (1) C in the five major subject areas\* plus the

Arts\*\*.

\* - Five Major Subject Areas:

Language Arts  
Mathematics  
Reading

Science  
Social Studies

\*\* - Arts: (Passing Grade)

Art  
Music  
Physical Education  
Library: Satisfactory

### **ARRIVING AT SCHOOL**

All pupils who walk to school or are transported by car should arrive between 8:40 and 8:55 a.m. Students arriving after 8:55 a.m. must first report to the office. Students are not to be dropped off at the bus-loading zone. 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.

### **ARRIVING AT SCHOOL - Rear Entrance/Exit Procedures**

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/or dismissal.**
2. Children will enter/exit vehicles when vehicle is at wood guardrail only at the back of the building.
3. Parents should remain in line until their child/children has been dropped off/picked up at the area indicated in #2.
4. Follow arrows to ensure proper flow of traffic.

**ARRIVAL / DISMISSAL PARKING - Do not park in handicap (unless authorized), reserved spaces, grass areas or along yellow curbing.**

## **ATTENDANCE**

It is state law that every student between the ages of 6 and 16 years attend school each day. The following are valid reasons for absence:

1. Illness
2. Death in the Family
3. Quarantine
4. Religious Holidays

All invalid absences will be monitored and when declared excessive, you will be contacted by your child's teacher and subsequently by the school administration.

Upon returning to school from an absence, a child must give his or her teacher a written explanation for the absence, signed by a parent or legal guardian. A doctor's note is required when a student is absent five (5) consecutive days.

If parents or guardians wish their child to leave school early, they must send a written request to their child's teacher. The principal or his assistant must then approve this request. You may pick up your child in the general office only.

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

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## **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 administrators.
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.

## **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 privilege.

### **Parent's Responsibility:**

1. Help the driver to stay on schedule by making sure that students get

- to their 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 can attend school however it is the parent's responsibility to transport the child to and from school. The child must be picked up by 4:00pm.

**Student's Responsibility:**

1. Sit and talk quietly on the bus.
2. Stand and talk quietly at the bus stop.
3. Students shall be on time; the bus cannot wait for those who are not on time.
4. While walking to and from the bus stop, students are to follow the rules listed under "Rules for Safe Walking" located on page 27 of this handbook.
5. Stand on the sidewalk or side of the road, out of the roadway, while waiting for the bus.
6. While waiting for the bus, students are to stand and talk quietly. Absolutely no game playing at the bus stop.
7. Do not trespass on or damage surrounding property while waiting for the bus.

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**BUS TRANSPORTATION - Student's Responsibility, Continued:**

8. Do not fight or quarrel on the way to, at, or on the way home from the bus stop.
9. Smoking is forbidden on all buses, at all times.
10. 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.**

11. Board the bus in an orderly fashion (single file).
12. Go directly to your assigned seat. You are not to stop in the aisle for any reason.
13. **No walkmans, mp3 players, radios, hand-held video games, cellular phones, or pagers/beepers are permitted on the bus or in school. These will be taken from the students and will only be returned to a parent.**
14. No eating on the bus.
15. Always sit in your assigned seat and "never" move to any other seat.
16. Sit properly "back to back".
17. Keep hands and feet and belongings out of the bus aisle.
18. Stay seated the entire trip and talk quietly.
19. Do not put hands or your head out the bus window.
20. Don't throw anything on the bus.
21. Stay seated until the bus comes to a complete stop.
22. Remain in your assigned seat. Only the driver or school administrator can change seat assignments.
23. Obey your driver!
24. **Children's behavior should reflect the five core values associated with our Community of Caring program.**

## **BUS DISCIPLINE CODE**

All bus referrals to the office will be dealt with by an administrator parents/guardians will be contacted and the violation will be discussed. A copy of the bus referral by the driver will be forwarded to the parent/guardian.

### **Four Step Plan for Student Management**

**FIRST OFFENSE** - 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, Laidlaw designee and administrator will be held at the option of the administrator or parent. The bus driver may also request a meeting.

**SECOND OFFENSE** - will result in the student losing the privilege to ride the school bus. The length of suspension will be determined by 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.

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### **BUS DISCIPLINE CODE, Continued:**

**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, Laidlaw 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, they should go directly to the bus-loading zone to board their bus. If for some reason a child misses their bus, they should go directly to the office for assistance. The office will keep a daily log of students missing the bus.

### **CAFETERIA**

Students in grades 1-4 may purchase a hot lunch each day. Parents are welcome to have lunch with their child any day the cafeteria is open. Please notify the school by 9:00 A.M. if you plan to have lunch with your child. Please sign in at the office and see an aide in the cafeteria and she will accommodate you and your child while having lunch at school. Parent visitation should be limited to special days (i.e. student birthday). When visiting the cafeteria, parents or guardians should remain in the cafeteria. Once the lunch is over the parents should report to the office and sign out. In order to ensure that all children eat in a timely manner parent visitation should be limited to special days. i.e. birthdays etc.

#### **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 for lunch.
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. At this time their teacher may leave.
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.

### **CAFETERIA - Rules and Procedures, Continued:**

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. **Children should exhibit behavior that reflects our Character Education Program.**

### **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. 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.

### **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. Repeated gum chewing could lead to stern disciplinary action.

### **CORRIDOR PASS**

When classes are in session, students are not allowed in the corridors without a corridor pass.

### **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.

## **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 (Grades K-4) Four (4) demerits result in a school suspension
  - A. Demerit - a mark recorded against a student for unsatisfactory conduct.

Demerits are given for repeated referrals to the office for minor offenses or immediately upon the first referral for the more serious offenses. Parents will be notified by letter of all demerits issued. The accumulation of four demerits 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.

3. Administrative Counseling
4. Parent Conferences
5. School Suspension/Out-of-School

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.

**The Board of Education policy specifically states that a child suspended from school is not permitted on school property during the duration of the suspension. The policy also indicates suspended students cannot attend every function sponsored by the school or PTA.**

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### **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.

### **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 out and receive your child. Office personnel 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.

### **ELEVATOR USAGE**

Only students with medical needs verified by a doctor will be issued an elevator key. Lost keys will result in a \$5.00 charge.

### **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, listen to 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 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 DRILL**

The purpose of a fire drill is to practice evacuating the building as quickly, orderly and safely as possible. Emergency exit signs are posted in all areas of the building. There will be no running or talking during a fire drill.

**HARASSMENT, INTIMIDATION & BULLYING POLICY**

View the policy on bullying/harassment by visiting the district website, [www.monroetwp.k12.nj.us](http://www.monroetwp.k12.nj.us), click Students and Parents, click Curriculum Department and scroll down to Parent Resources.

### **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. But 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 school teachers.

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
3. Type of books child has at home (language, spelling, math)
4. Reason for child's absence
5. Number of day's child will be absent
6. Who will be picking up or taking work home

Homework will be available for pick up after the school day.

### **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 office. Don't forget to check in the office or on the stage in the APR if you have lost anything. All unclaimed articles will be disposed of at the end of each marking period.

### **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 2009-2010**

### **BREAKFAST PRICES**

|                   |        |          |        |
|-------------------|--------|----------|--------|
| Elementary Lunch  | \$2.10 | Students | \$1.20 |
| Reduced           | .40    | Reduced  | .40    |
| Adult Lunch       | \$3.55 |          |        |
| Student Milk      | .45    |          |        |
| Adult Milk        | .45    |          |        |
| Kindergarten Milk | .20    |          |        |

### **MEDICATION** (Please see the next three (3) pages)

### **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.

### **PARENT INVOLVMENT**

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

### **PARENT-TEACHER CONTACT**

Any questions or concerns, please phone the school. The office will forward any message to the teacher and she/he will make arrangements to call you as soon as possible. Please do not phone teachers at their homes.

## **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 held on Wednesday, September 23, 2009 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      | Terri Anderson  |
| Vice President | Joanne Rein     |
| Vice President | Melinda Koelher |
| Secretary      | Lee Ann Grafton |
| Treasurer      | Tina Doran      |

## **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 bring animals to school only after the teacher has granted permission and then only for legitimate reasons, e.g., show and tell. An adult must bring in the animals and must check in at the office before going to the classroom. 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 from the school grounds.

## **PHYSICAL EDUCATION**

For the student's 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 (looped earrings, watches, rings, chains), 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 lose of one (1) physical education period.

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), 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.

Children will participate in the Presidential Physical Fitness program in the spring. Results of testing will be totaled in the fourth marking period grade.

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## **PLAYGROUND**

On days when students are permitted to go outdoors, the following rules are to 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 may join their children on the playground by signing in at the office and getting an appropriate ID Badge.
8. Our PTA has purchased many items for use by the children on the playground. These items can be used at the direction of the aides.
9. **Children's behavior should reflect the core values associated without Character Education Program.**

### **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.

### **PROGRESS REPORT**

| <u>Marking Period</u> | <u>Dates</u>      |
|-----------------------|-------------------|
| I                     | October 9, 2009   |
| II                    | December 18, 2009 |
| III                   | March 12, 2010    |
| IV                    | May 14, 2010      |

### **PUBLIC TELEPHONE**

Students are not permitted to use the public telephone during school hours, unless they receive permission from the office.

### **RADIOS**

Radios, tape recorders, Ipods, video games or any other audio equipment are not permitted on school property or on the school bus.

### **REGISTRATION OF NEW STUDENT**

All new student registrations will be conducted by appointment only. Please refer any inquiries to the Registration Office at 856-629-6400.

## REPORT CARD MARKING PERIODS, CONFERENCES, WARNING NOTICES 2009-2010

| <u>Marking Period</u>    | <u>Date</u>                                      |
|--------------------------|--|
| 1st Marking Period       | September 8, 2009 - November 13, 2009            |
| Midterms Distributed     | Friday, October 9, 2009                          |
| Report Cards Distributed | November 18-24, 2009 -Parent/Teacher Conferences |
| 2nd Marking Period       | November 16, 2009 – January 29, 2010             |
| Midterms Distributed     | Friday, December 18, 2009                        |
| Report Cards Distributed | Friday, February 5, 2010                         |
| 3rd Marking Period       | February 1, 2010 - April 9, 2010                 |
| Midterms Distributed     | Friday, March 12, 2010                           |
| Report Cards Distributed | April 21-23, 2010 - Parent/Teacher Conferences   |
| 4th Marking Period       | April 12, 2010 - June 18, 2010                   |
| Midterms Distributed     | Friday, May 14, 2010                             |
| Report Cards Distributed | June 18, 2009 (May change due to make-up 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 are selected by their classroom teacher and will have strict academic and behavioral guidelines. Any questions or concerns regarding our safety patrol should be directed to our main office and they will refer you to one of our safety patrol advisors.

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### SCHOOL DRESS POLICY

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

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

1. No shirt or blouse should be opened beyond mid-point of the chest.
2. No undershirts or tank tops are to be worn as an outer garment.
3. No transparent clothing may be worn.
4. Hair must be kept clean. Pin curlers and other hair curling devices, hair net and bandanna are prohibited.
5. Footwear must be worn on school premises at all times. Bare feet, slippers, “flip-flops”, cleated shoes, “heely’s”, and footwear intended for the beach is prohibited. **Any footwear deemed “unsafe” will be prohibited.**

6. Shorts are permitted to be worn all school year but should be no shorter than finger tip length.
7. No midriff, halter or tub tops are permitted as an outer garment.
8. No hats or sunglasses are to be worn in the building, except when entering and exiting the building. Heavy coats are not permitted for reasons of health, unless ordered to cover an existing dress code violation when building temperature is below comfort level as determined by the principal.
9. No frayed or tattered clothing
10. Undergarments should be worn, but not visible.
11. 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 adult's in charge.

Sport or dress shirts and slacks are recommended and dresses, skirts and blouses are acceptable. Also, sweaters, sport jackets, blazers and suits are desirable apparel. The style and length of dresses and skirts should be appropriate.

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.

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### **SCHOOL HOURS:**

Grades 1-4 and Special Education

8:55 a.m. - 3:30 p.m.

Kindergarten and Preschool - Morning Session

8:55 a.m. - 11:25 a.m.

Kindergarten and Preschool - Afternoon Session

1:00 p.m. - 3:30 p.m.

### **SUGGESTIONS FOR PARENTS**

1. Get involved with what your child is doing in school.
  - a) Keep a journal.
  - 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

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.

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**SUGGESTIONS FOR PARENTS, Continued:**

6. Get involved early. Attend Open House and conferences. Keep communication open between teachers and parents. Be sure to be familiar with the classroom teacher's policies.
  
7. Spend a certain amount of time each night on school related subjects, even if there is no homework. Review, read or play an educational game. Help set up a calendar, listing projects, book reports and other homework assignments.

**SUGGESTIONS FOR PARENTS (GRADES K-2)**

1. Go through your child's backpack daily.
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, etc.

**SUPERVISION AFTER SCHOOL DISMISSAL \*See pages 23A, B, C, D**

## **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, 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.

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## **WALKERS**

### Rules for Safe Walking\*

1. While walking to and from school, do not use the property of other as a short cut.
2. Cross only at crosswalks. Keep to the right in the crosswalk.
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.
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.

\*Courtesy - American Safety League

**EMERGENCY PROCEDURES: DELAYED OPENING**

We are pleased to, again this year, provide a **DELAYED OPENING SCHEDULE**. A delayed opening schedule would 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:

|   |            |
|---|------------|
| Holly Glen, Oak Knoll, Radix and Whitehall 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 would be canceled:

A.M. Kindergarten  
 A.M. Preschool at Radix  
 A.M. Just Kids Program

You will be notified of a delayed school opening through radio and television media the same as for emergency school closing. The same emergency number “811” will be announced as a two hour delayed opening.

You can also access the school closing list on-line at [KYW1060.com](http://KYW1060.com) or you can call the KYW Newsradio School Closing Line at 1-900-737-1060 for 95 cents call by punching in the school closing number “811”. Also, 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 as

determined to be 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.

We appreciate your cooperation in assisting for smooth implementation of a delayed school opening schedule. If you have questions, please call your school principal.

Best wishes for a safe, healthy and successful school year!

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**RADIX ELEMENTARY SCHOOL  
363 RADIX ROAD  
WILLIAMSTOWN NJ 08094**

Dear Parents:

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

We recognize that tardiness is a contributor to how well or how poorly a student performs in a classroom. Excessive tardiness could impede the academic progress and/or be a cause for possible retention as the result of poor attendance. Making sure your child arrives **on time** and in attendance every day is a practice that should be encouraged throughout your child's school years. Then he or she will be better prepared for the future.

During the course of the year, three (3) **unexcused tardy days will result in the student receiving one (1) demerit**. (An unexcused tardiness is when a student arrives to school 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), 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.**

If you have any questions or concerns regarding this procedure, please contact either of us at school between the hours of 8:00 a.m. and 4:30 p.m.

Your anticipated cooperation is greatly appreciated.

Sincerely,

JoAnne Rumpf  
Principal

**RADIX ELEMENTARY SCHOOL  
363 RADIX ROAD  
WILLIAMSTOWN NJ 08094**

Dear Parents and Guardians:

All pupils who walk to school or are transported by car should arrive between 8:40 and 8:55 A.M. Parents transporting their child/children to and from school by car should 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. Students are not to be dropped off or arrive at school prior the 8:40 A.M.
2. Children will enter / exit vehicles at wood guardrail only.
3. Parents must remain in line until their child/children has been dropped off/picked up at the area indicated in #2.
4. Follow arrows to ensure the proper flow of traffic.

**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.

If you have any questions or concerns regarding arrival and dismissal, please contact the administration at 728-8650.

Sincerely,

JoAnne Rumpf  
Principal

**RADIX ELEMENTARY SCHOOL  
363 RADIX ROAD  
WILLIAMSTOWN NJ 08094**

Dear Parents and Guardians:

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 try to 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 Administration**