

Mount Horeb School



Parent / Student Handbook

Dear Parents and Students,

Welcome to Mount Horeb School. We are looking forward to an exciting school year. This handbook has been prepared to foster a better understanding between home and school. Its purpose is to outline the rules, routines, procedures and programs that guide us at Mount Horeb School. Please use this as your primary source of information about the school. Please take time to read and talk about this handbook with your child. Your cooperation will help us provide a rewarding and enriching educational experience.

The faculty and staff welcome your active participation in your child's education. Please attend the many programs held during the year and become a member of our Parent Teacher Organization.

All of us at Mount Horeb School are dedicated to providing the best possible learning environment for your child. We can realize our goal by working closely together.

Sincerely,

The Mount Horeb School Staff

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Warren Township Mission Statement



The mission of the Warren Township School District, in partnership with family and community, is to provide an environment where each child is valued and experiences the challenge and excitement of learning.

In keeping with the Mission Statement of the Warren School District, our goal is the education of each child to the maximum limit of his/her individual capacity and talents. We seek to instill in each student a motivation and desire for learning, a sense of personal identity and self-understanding, and the capacity to apply knowledge in solving life's problems. We will emphasize the ability to communicate effectively and a fundamental respect for other people, for rules, and for social values.

Our purpose is to provide a solid foundation in the fundamental skills with emphasis on the application of the skills in making sound judgments, in developing rational thought processes and toward self-directed learning. We shall seek to provide as broad and enriched a total program as facilities, talent, and resources permit.

Furthermore, we recognize that school programs are planned around patterns of human growth and development during the years between childhood and adolescence. Education is seen as a process. The interests of students, skill development and utilization of knowledge are integrated through instructional grade level units.

ANTI-BULLYING

The Warren School District and Mount Horeb School are committed to providing a safe and positive learning environment for all students. To this end, the district has adopted policies specific to Code of Conduct and Harrassment, Intimidation, and Bullying. Each school has an anti-bullying specialist and the district has assigned an anti-bullying coordinator. Information about the HIB policy and the Code of Conduct can be found on the District's website.

Mount Horeb School Anti-Bullying Specialists:

Dr. Kelly Stankiewicz, Guidance Counselor

Contact Information:

Email: kellystankiewicz@warrentboe.org

Phone: 908-753-5300, Extension 5405

Warren Township School Anti-Bullying Coordinator:

Dr. Faye Brady, Director of Special Services

Contact Information:

Email: fbrady@warrentboe.org

Phone: 908-753-5300, Extension 5716

ARRIVAL/DISMISSAL

A.M. Staff is on duty to supervise children beginning at 8:30 AM. Children will go directly to the APR upon arrival, drop off their lunch items, and line up by homeroom. At 8:40, students will be dismissed from the APR to their homerooms.

P.M. Children will be dismissed from their classrooms to the busses.

Outdoor Play

Weather conditions permitting, we prefer that the children be outdoors. During the cold weather months, children should wear outer clothing (gloves, caps, etc.) that will allow them to play comfortably outdoors. If children are not adequately dressed for weather conditions, students may not be allowed to take part in recess activities.

ATTENDANCE PROCEDURES

Attendance

It is important that a pupil be present each day that school is in session **UNLESS PREVENTED BY ILLNESS**. Frequent absence results in a lack of continuity for students and lessens the possibility of their maintaining a high standard of achievement.

When a pupil is going to be absent, please call the school NURSE at (908)753-5300, select the Mount Horeb Absence Line, and leave a message. Please provide the student's name, classroom teacher and reason for absence. If no call is received by 9:00 a.m., the school nurse will call your home to verify the absence.

Pupils who have been absent must present, upon their return to school, a note of explanation signed by the parent. The district requests that parents **not** ask for pupils to be excused early except when an emergency makes early dismissal unavoidable. Parents should submit such reasons for the requests in writing.

Tardiness

Punctuality is of the utmost importance. When students are late to homeroom, they miss important morning routines, the opportunity to transition smoothly into the school day, and the opportunity to properly organize their school belongings. Pupils who are tardy **must** report to the office upon entering school. They will be given a note for admittance to their classroom.

BUS SAFETY PROCEDURES

Proper conduct while on or waiting for school busses is important. While waiting for the bus to arrive, students are to remain off the road until the bus stops and the doors of the bus open. Students may not cross the street or start toward the bus until this occurs. School buses are provided to transport students safely to and from school. Students and parents are reminded that driving a school bus is a demanding and difficult job which requires full concentration. It is expected that students will cooperate with the bus driver. On each bus, the driver will review rules and regulations. Students who do not follow these rules will be referred to the office. **This may result in the withdrawal of bus riding privileges. (Board Policy #5131)**

1. All children are to be seated in **assigned** seats when the bus is in motion.
2. No objects are to be thrown in or out of the bus.
3. Children may not put anything outside the window (including head, hands, etc.)
4. Loud noises and/or calling out are not permitted.
5. Directions given by the bus driver must be obeyed.
6. Fighting, pushing, or tripping is not permitted.
7. The property of others, (including personal property and the school bus itself) shall not be tampered with or destroyed.
8. Any behavior that places the safety of others in jeopardy is not to be permitted.
9. No articles that can cause a disruption or possible injury are to be brought on the bus.
10. Any behavior that the bus driver considers to be unsafe or disruptive is to be reported.
11. We must rely on parents to supervise the bus stops. Please help to assure the safety of the children by seeing that they observe the following:
 - a. Children should stand at a safe distance from the road.
 - b. Problems occur when children arrive too early at the bus stop. Please do your best to send the children outdoors close to the anticipated arrival of the bus.
 - c. Balls, Frisbees, and other such play items, should not be taken to the bus stop.

BUS DISCIPLINARY PROCEDURES

The bus ride to and from school is considered part of the school day. Bus discipline reports should be reported to the bus aide and the building principal. If given a choice, educators prefer to reason with students who exhibit inappropriate behaviors. In many cases that involve minor infractions, negative behaviors can be eliminated through the use of positive and constructive discussions with the student. In cases of disciplinary infractions that cannot be remedied with lower level counseling of the student (e.g., reflective questioning of the student concerning his/her behavior and how he/she can modify it) by a staff member, the building Principal shall employ the following disciplinary steps (as deemed appropriate for the age and grade level of the student involved):

Level One: Deprivation of outdoor play (elementary grades only).

Level Two: In addition to Level One provisions, exclusion from one or more special classroom activities (e.g., a class party) and/or exclusion from one or more school-wide activities (e.g., assembly program).

Level Three: In addition to Level Two provisions, exclusion from class trips or school-sponsored after school activities. (**Board Policy #5131**)

Serious incidents which result in injury should be immediately reported to the principal and the school's transportation department (Extension 5603). Bus line problems should be reported to the adults on duty. Bus privileges may be suspended for a period of time due to repeated problems.

CHANGES IN STUDENT DISMISSAL

Students who are to be dismissed in a manner other than their usual procedure are **required** to bring a note from their parent/guardian in advance of the change for each instance a dismissal change takes place. These notes are to be sent to the office so that office personnel may record the child's name. The parent will be **required** to sign the child out in the All-Purpose Room before the child will be allowed to leave the building or school property. Notes are also required for After-School Clubs, Scouts, Brownies, Daisies, etc., on the day of such meeting. Notes must be specific. **No** blanket notes for the entire year will be accepted. Parents are to pick-up their children in the All-purpose Room at dismissal.

Changes in buses are not permitted. Changes in bus stops on the child's regular route require a note from the parent. (Only in the case of emergency will a phone call be accepted.)

CONFERENCES

Parent-Teacher conferences will be held on November 7, 8, and 9. An early dismissal schedule will be followed on these days. Details concerning scheduling of conferences will be provided prior to these dates.

DISCIPLINE / STUDENT RESPONSIBILITIES

Although young, students at Mount Horeb School are taught that they can help make their school a happy, safe place in which to learn. The following procedures and consequences are presented and discussed in the building with all students. Parents are also asked to review these with their children. Students are asked to follow these procedures and rules and to be familiar with the possible consequences.

Mount Horeb Code of Conduct:

Always respect other individual's space, time, possessions, and ideas.

- Always KEEP CALM and seek ways to be helpful.
- Always do your B.E.S.T. (B=Body Posture; E=Eye Contact; S=Speaking Properly; T=Tone of Voice)
- Always practice good listening skills and accept feedback from adults.
- Always show respect for your school. Walk about the building quietly and enjoy hallway and classroom displays by looking only.

Mount Horeb School Rules Against Bullying:

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

In the event that a student exhibits behavior not consistent with the Code of Conduct and does not respond to efforts to help him or her make choices based on intrinsic motivation, an escalating series of consequences will be followed.

The chart that follows is based on the work of Stan Davis, author of Schools Where Everyone Belongs: Practical Strategies to Reduce Bullying. Stan Davis states that schools reduce bullying through the "development and consistent enforcement of effective consequences for verbal and physical aggression which are predictable, inevitable, immediate, and escalating and based on uniform expectations for all. Consistent use

of consequences will reduce bullying and are a necessary component of effective prevention. Inconsistent enforcement makes the problem worse. Effective consequences are small (so they can be used consistently), escalate with repeated aggression, and typically involve loss of unstructured times like recess, lunch with peers, or extracurricular activities.”

Consequences should: commensurate with the student’s action, be perceived as a punishment to help student understand that what he/she did was wrong, and *be used as an opportunity to the support the child in helping them understand how they can improve their behavior and respond to situations more appropriately in the future.*

The chart that follows outlines the system that will be utilized during the school year.

Behavior	First Time	Second Time	Third Time
Teasing <ul style="list-style-type: none"> Name calling Insults Any behavior that would hurt other’s feelings or make them feel bad about themselves 	Reminder about behavior from school personnel. Phone call home Processing sheet or discussion.	One inside recess Phone call home Processing sheet or discussion.	Three inside recesses. Phone call home. Processing sheet or discussion.
Inappropriate Physical Contact <ul style="list-style-type: none"> Pushing Slapping Grabbing Poking 	One indoor recess Phone call home. Processing sheet or discussion.	Three inside recesses. Phone call home. Processing sheet or discussion.	Five inside recesses. Phone call home. Processing sheet or discussion.
Verbal Taunting <ul style="list-style-type: none"> Racial name calling Ethnic slurs Sexual name calling 	Three inside recesses. Phone call home. Processing sheet or discussion.	Five inside recesses and/or after school detention Phone call home. Processing sheet or discussion.	In School Suspension
Physical Contact with Clear Understanding of Actions and Intent to Hurt Another Individual <ul style="list-style-type: none"> Punching Kicking Similar behavior that may injure others. 	Three inside recesses. Phone call home. Processing sheet or discussion.	Five inside recesses and/or after school detention Phone call home. Processing sheet or discussion.	In School Suspension

Note:

- This chart is a guide. The principal may, depending on the nature of the situation – **especially with older students**, move beyond a first offense consequence to appropriately respond to a situation.
- Students in grades 1 – 2 may receive one additional warning. Kindergarten teachers will use more immediate and brief consequences.**
- When there is no direct observation by an adult of an incident reported by a child, the principal will have to use judgment in determining corrective action.

For more information, please reference Board of Education policy #5131.

Cafeteria Student Responsibilities:**- Always respect other individual's space, time, possessions, and ideas.**

1. Listen to and follow all directions given by the cafeteria aides.
2. Remain seated and raise your hand for assistance.
3. Keep your hands to yourself. Please do not share food.
4. Use an inside voice and speak with peers at your lunch table.
5. Respect the cafeteria property. Clean eating areas before leaving the cafeteria.

Playground Student Responsibilities:**- Always respect other individual's space, time, possessions, and ideas.**

1. Listen to and follow directions the first time they are given.
2. Stay in assigned recess areas and use equipment properly.
3. Treat others in a positive manner.
4. Keep hands and bodies to one's self.
5. Physically inappropriate games are not allowed.

DRESS CODE

Children must wear clothing that is appropriate for school and which allows for freedom of movement and safety.

The Warren Township Board of Education recognizes that each pupil's mode of dress is the result of personal style and individual preferences. The Board will therefore not generally interfere with the rights of pupils and their parents/guardians to make decisions regarding their appearance, except when that choice negatively affects the educational programs, decorum or goals of the district. To this end, the following guidelines have been established:

Footwear must be worn at all times. Footwear that is considered unsafe (included but not limited to loose sandals, beach or shower type footwear, thin heeled clogs, or roller shoes) are not permitted.

Hats or other head coverings, except in the case of religious observance, may not be worn in the building. Exceptions can occur on specific school spirit days.

Each student must dress in a manner that does not attract undue attention. Shorts and skirts should not be a distraction. Skirts/shorts must not be shorter than finger-tip length (when one's arms hang freely at the side, shorts must extend below the extended finger tips).

Clothing must not be tight, revealing or suggestive. Midriff, tube tops, strapless dresses, backless sundresses, tank tops, halter tops, off the shoulder blouses/dresses, see-through articles, slashed clothing, sheer lace, and tight spandex type clothing may not be worn.

No chains of any type are allowed.

If necessary, school personnel will contact the parents of any pupil who is in violation of the dress and grooming policy and discuss appropriate steps. This may require bringing appropriate clothing to school.

Parents/guardians are asked to cooperate in helping the school district attain its objectives and foster pride and good taste in appearance by exercising positive guidance and authority. **Please see Board Policy #5132 for additional information related to dress code.**

DRUG AND ALCOHOL POLICY

All district personnel shall be alert to signs of alcohol, drug, tobacco and steroid use by pupils and shall respond to those signs in accordance with procedures established by the superintendent of schools. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Pupils suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A pupil who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises or while attending a school-sponsored activity will be subject to discipline that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be offered appropriate treatment and remediation. Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as substance awareness coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up. (For more information see Policy **5131.6**)

E-BLAST and PAPERLESS COMMUNICATION

The Warren Schools utilize the “E-blast” system as the primary, and, in many cases, the only print communication between home and school. It is critical that all families sign up for the district’s “E-blast” service. Doing so will provide you electronic access to all school and district notices. To sign up for the “E-Blast” system please visit the district’s web page and click on “**Subscriptions.**”

EMERGENCY SCHOOL CLOSING INFORMATION

Occasionally, snow or an emergency may require a delayed opening or the closing of school. Stations WCTC (1450 AM, 1260AM) and WBUD (101.5 FM) will broadcast notification of such emergencies beginning at 6:00 a.m. through 8:30 a.m. Channels 2, 4, 7, and 12 will begin telecasting closings and delayed openings starting at 5:30 a.m., as well as the local access cable Channel 15. Parents also have the option of calling the school's main number, whereby you will be connected to a voice message that will indicate if a delayed opening is planned, or if school is closed for the day. If the line is busy, please try again. We have eight lines available. This year, the Reverse 911 system will be used to communicate emergency closing information. Information will also be posted on the district’s website and emails will be sent to all individuals who subscribe to the district’s listserv.

On other occasions, mechanical failure or storms may occur after the children are in school. When it seems advisable to close early, WCTC and WBUD will broadcast notification. Each school organizes a PTO telephone chain for notification. **Please instruct your children in what to do if they get home early and circumstances prevent you from being there.**

EMERGENCY SCHOOL CLOSING INFORMATION DELAYED OPENING SCHEDULE

Weather or other conditions on certain days may necessitate a delayed opening. The schools will open two hours later than the regular schedule on delayed opening days. Lunch is served on these days. On delayed opening days (weather/snow emergency), please do not drop children off ahead of the scheduled beginning of school. Staff as well as students will be arriving late. Bus pick-up on these days will be two hours later than usual. School will begin at 10:40 a.m.

HEALTH SERVICES

A full-time certified school nurse is available to serve the health needs of the students. She is available for first aid and illness, as well as a resource for parents, students and faculty. Please call (908)753-5300, and select the Mount Horeb School prompt, anytime between 9 a.m. and 3 p.m. with any questions or concerns you may have. In addition, the school nurse conducts yearly height and weight assessments, vision and hearing screenings and scoliosis screenings for students over ten years old.

If your child has a communicable disease, please phone the NURSE at (908)753-5300. You may phone ANYTIME – day or night - to leave a message. Any viral or bacterial infections such as **CHICKEN POX, STREP THROAT, ETC.**, are illnesses which have adverse effects on students with lower immunity to infections. I am asking your cooperation in this matter by requesting you to notify the school immediately if your child is diagnosed with an infection. **PROMPT NOTIFICATION** ensures that needed information can be given to exposed students.

A parent note is also required to excuse a child from gym for up to two days. Gym excuses for more than two days require a physician's note. If a student is excused from gym, he/she may be directed to remain indoors during lunch play.

The medication policy in Warren Township covers all medications, whether over-the-counter or prescription. "Medication" includes any pill, liquid, inhaler, cream, lotion, nose or eye drops. If your child must take any medicine or put anything on his/her skin, the school nurse must have a note signed by a physician, as well as a note from the parent before any medication may be administered. A form is available in the health office which may be used. If a form is not available, please have the child's physician write an order on a prescription blank giving permission to the school nurse to administer the medication during school hours. When the medication is brought to school, the parent can complete the balance of the form and the written order can be attached. Medication must be transported to and from school by a PARENT. No child is to carry any medication to school; no medication will be sent home with a child. For student safety, if a parent comes to the school to administer medication, the student will be called to the health office. No medication should be given to a student during school hours except through the health office. Please see Board Policy #5141.21 for additional information.

HOMEWORK GUIDELINES

Assigning homework at the elementary grades should help young children develop good study habits, foster positive attitudes toward school, and communicate the idea that learning takes work at home as well as at school.

How Can Parents Best Support Their Child's Homework Efforts?

- Show you think education and homework are important. Children are more eager to do homework if they know their parents care.
- Set a regular time for homework. The best time is one that works for your child and your family. Some children need to relax and play for a time before beginning homework; others can prefer to do homework first. Every child is different. Talk with your child about what works best.
- Pick a place to study that is fairly quiet and has lots of light.
- Be supportive by being close by, but your child should be able to do the work independently.
- Help your child concentrate by turning off the TV and saying no to social telephone calls during homework time.
- Supply papers, books, pencils, and other things your child needs.
- Set a good example yourself by reading and writing. Your child learns what things are important by watching what you do.
- Read with your young child. This activity stimulates interest in reading and language and lays the foundation for your child to become a lifelong reader.
- Discuss school and learning activities.

How Much Time Should a Student Spend on Homework?

The following are “rules-of-thumb” guidelines for the amount of time homework assignments should take. It is important to keep in mind that:

- 1) The younger the student, the less homework teachers should assign.
- 2) The amount of homework that is assigned should not present a burden to parents or students.
- 3) Generally, homework should be designed so that students can perform it independently.

Since students vary in their engagement time, parents should use discretion as to how much time should be allotted to an assignment. If your child consistently has a hard time finishing assignments and goes over allotted times engagement times, stop your child from working on the assignment and write a note or call her/his teacher to discuss the difficulty.

Reading is an important component of the complete education of every student. Therefore, reading to and with your child and encouraging her/him to read independently for **twenty to thirty minutes** each night should **be a part of each night's work.**

Teachers are encouraged to be sensitive and make allowances when scheduling tests and exams and assignments on religious holidays and days immediately following religious holidays.

Students may not always view homework as a pleasant experience, but if the assignment serves a good purpose and parents reinforce the completion of the tasks, students will benefit.

Kindergarten	From time to time, simple assignments will be required and at least 20 to 30 minutes reading independently and with an adult.
Grade One	Up to 10-20 minutes per night on assignments and at least 20 to 30 minutes reading independently or with an adult.
Grade Two	Up to 20-30 minutes per night on assignments and at least 20 to 30 minutes reading independently or with an adult.
Grade Three	Up to 30-40 minutes per night on assignments and at least 20 – 30 minutes of independent reading.
Grade Four	Up to 40-50 minutes per night on assignments and at least 20 – 30 minutes of independent reading.
Grade Five	Up to 50-60 minutes per night on assignments and at least 20 – 30 minutes of independent reading.

Homework during absences:

The material covered in each class session is an integral part of the course. Each student is required to complete make-up assignments for all absences. Assignments, class work, and tests are to be made up by the students within a reasonable length of time. It is expected that each student will be present for each of the 180 days that school is in session. Removing students from school for vacations during school time is discouraged.

Teachers will not provide advanced work. We suggest your child read a book and/or keep a written journal of experiences. The time for make-up work is immediately following an absence.

1. Students absent for any reason must make up assignments, class work and tests within a reasonable length of time. *In most cases, a reasonable length of time shall be the same number of school days as the days missed.*
2. It is the responsibility of the student or parent/guardian to obtain makeup assignments.
3. The parent must notify the office by 8:30 a.m. on the second day of absence and indicate how the work is to arrive home. The office will notify the teacher and the work should be ready by 3:00 p.m. that same day. If the phone call comes after 8:30 a.m., the work will be ready by 3:00 p.m. the following day. If the child is absent on subsequent days, the work will automatically be available in the office by 3:00 p.m. until the child returns.
4. Students excused for concerts, competitions, etc., must make arrangements with the teacher to make up work missed prior to the absence from class.
5. If a student does not complete the work missed for absence from class within the prescribed length of time, he/she is subject to failure for that assignment.
6. If a student goes on vacation during the school year, it is at the classroom teacher's discretion if homework is to be completed before, during or after the vacation.
Please see Board Policy #6154 for additional information.

**NUTRITION POLICY
LOCAL WELLNESS/NUTRITION
(Board Policy #3542.1)**

Please refer to the Local Wellness / Nutrition Policy for detailed information about the district nutrition policy. The nutrition and wellness guidelines for parents planning birthday parties, special celebrations, etc. that follow are provided for your convenience to better understand how the policy will be implemented in the district's four elementary schools.

Healthy eating and an active lifestyle are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. The school district shall help all students, staff members and parents by providing information about nutritious food choices and enjoyable physical activity choices that can last a lifetime. To that end, the entire Warren school community shall be encouraged to model healthy eating and an active lifestyle as a valuable part of one's daily routine.

School officials shall attempt to balance the following four (sometimes competing) priorities. In order to do that, please note that ALL FOOD ITEMS MUST BE DELIVERED TO THE MAIN OFFICE NO LATER THAN 10:00AM and will not be permitted if they do not adhere to the following:

1. Nutrition: To teach and model healthy eating and lifestyle habits.

- Foods of minimal nutritional value (FMNV) *as defined by the United States Department of Agriculture* are those foods contained in the following categories: soda water, water ices, chewing gum, hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn. FMNV shall not be served at any time in school, including parties and special celebrations, no exceptions.
- Board Policy #3542.1 (Local Wellness/Nutrition) addresses the fact that FMNV, as well as food and beverage items listing sugar as the first ingredient, and all forms of candy, are not to be served, sold or given out during school (except in very limited circumstances). In an attempt to find a reasonable compromise in these areas, the ban on foods/beverages w/ sugar as the first ingredient, and on candy, shall not be applied to birthday parties, special celebrations, etc. Please note that all FMNV (as defined above) are not permitted, ever.

2. Allergies: To protect the health of all students.

- Foods containing peanuts or peanut products will not be permitted to be served at school.
- The school nurse will inspect all food that will be brought into a classroom in which students with allergies are present.
- All foods brought into schools for parties or special celebrations must include an ingredient list.
- It is strongly recommended that parents supply an alternate food item for students with allergies.

3. Education: To create an educational balance.

- Excessive amount of time spent on —celebrations— comes with an educational cost in the classroom (as do certain food excesses, such as too much sugar).
- Serving sizes should be in moderation such as mini-treats.
- Suggested treats: 100 Calorie packs; fruits/vegetables & dip; mini-cupcakes; pretzels; animal crackers; granola bars; string cheese; fruit snacks; pudding snacks – **MODERATION IS THE KEY!**

4. Climate: To maintain celebrations as a part of school culture.

- Celebrations in moderation can enhance student learning and build community.
- Crafts, games, or stories, in lieu of food at class parties or birthdays, should be considered.

**PERSONAL COMMUNICATION DEVICES / PDAS
CELL PHONES / PERSONAL GAMING SYSTEMS**

Students are not permitted to bring or possess a remotely activating paging device on any school district property at any time, regardless of whether school is in session or other persons are present, except as allowed below. The bus ride to and from school is considered to be part of the school day.

Students are not permitted to use cellular telephones. This includes the use of text messaging, internet access, and camera features of the cell phone while school is in session. Cellular telephones or networkable devices must be turned off while the student is in the school building and may only be turned on after school has concluded for the day, or outside the building. The building Principal may confiscate cellular phones or networkable devices that are turned on in violation of this policy, and the student will be subject to appropriate disciplinary action.

Personal gaming systems (i.e. Nintendo DS) fall under the same guidelines as remote activating paging devices and cell phones due to the networkable capability of these systems. Students are encouraged to leave these devices at home because of they are expensive and cannot be taken out during the school day. **For more information, please see Board Policy #3515.1**

PHOTOGRAPHS TAKEN BY PARENTS / STUDENTS AT SCHOOL EVENTS

The District does not endorse or assume liability for the distribution of photographs to other parents or students, and parents or students who distribute or post online such photographs take full responsibility for their distribution.

2011 – 2012 Grading / Report Card Periods

Kindergarten through Grade 3

<u>MP</u>	<u>Report Cards Home</u>
<u>1</u>	<u>December 20, 2011</u>
<u>2</u>	<u>March 27, 2012</u>
<u>3</u>	<u>June 21, 2012 (or day before last day of school)</u>

Grades 4 and 5

<u>MP</u>	<u>Report Cards Home</u>
<u>1</u>	<u>November 22, 2011</u>
<u>2</u>	<u>February 7, 2012</u>
<u>3</u>	<u>April 18, 2012</u>
<u>4</u>	<u>June 21, 2012 (or day before last day of school)</u>

SCHOOL HOURS

Regular School Day: Grades K - 5 8:40 a.m. – 3:20 p.m.

Delayed Opening: Grades K - 5 10:40 a.m. – 3:20 p.m.

Early Dismissal: Grades K - 5 8:40 a.m. – 1:20 p.m.

Office Hours: 8:00 AM - 4:00 PM MONDAY - FRIDAY

Please do not drop your child off at school prior to 8:30 A.M. or before 10:30 A.M. on delayed opening days. There is no staff supervision available prior to these times.

SCHOOL SECURITY & VISITORS

Given the need for a secure building, as well as an environment that does not restrict the activities of our children, a Security Badge System is in place.

All doors will be locked during the school day so that access from outside cannot be achieved.

“Visitor” means any person present in a school building or on their grounds on a school day during the hours school is in session other than those persons whose presence is required by their enrollment in the school or employment by the Board and includes, but need not be limited to, parents or legal guardians, family members, district residents, educational researchers, faculty members employed by the Board but from a different location, youth advisors and members of the Board or committees thereof. (Policy #1250)

Please familiarize yourself with the following Security Badge System:

1. Everyone shall enter the building via the front door (flagpole entrance). They first must ring the bell to receive clearance from the office to enter the building.
2. Upon entering the building, visitors shall immediately go to the office and identify themselves.
3. Visitors who wish to proceed to other areas in the building must sign in, confirm the location, and receive a visitor badge. A visitor shall not interrupt the instructional program, speak to or disturb students, or distract teachers. A visitor who wishes to confer with the teacher must make arrangements via phone or email for a conference at a later date. (Policy #1250)
4. The badge is to be worn and displayed at all times during the course of the visit.

In conjunction with this system, staff members and children will be instructed to immediately report any non-staff member who is seen without a badge. In order that we might add a margin of security to the building, we ask that you cooperate with this system and give us your full support. **Please see Board Policy #1250 for additional information about school security and visitor procedures.**