

Liberty Corner School
Student/Parent Handbook





Dear Students and Parents,

It is with great privilege and excitement that we welcome new families and welcome back returning families. We are honored to have the opportunity to lead a school with a great reputation that focuses on Character Education, academic excellence, outstanding teachers, a supportive community, and most importantly, a dedication to children. This document was created with the intention of providing you with general information and answering any questions that you have.

LCS Mission Statement

We strive to provide academic excellence along with social assurance as we nurture the emotional well-being of each student. Programs, initiatives, and a rigorous curricula are in place to promote critical thinking, flexibility of attitude and cooperative skills in our students. This will instill a love of learning that will enable them to become assertive, determined individuals who contribute positively to society.

Sincerely,
Dr. Oliver, Principal
Mrs. Hawkswell, Assistant Principal

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General Information

School Hours

Regular School Day

8:15 am Early Drop Off

8:30 am Students Enter Classrooms

8:45 am Instruction Starts

3:15 pm Dismissal

Early Dismissal (1/2 Days) 8:30 am–12:45 pm

Delayed Openings 10:30 am–3:15 pm

Absent Child

Please call the nurse at (908) 204-2550 x 104 before 9:00 am so that we have an accurate account of the whereabouts of all our students. For more details about sick child procedures, refer to the Health Services Information.

Door Access System

For security reasons, all doors are locked. You can only enter the school between 8:00–4:00 via the main office doors. If you need to enter the building between 8:00am and 4:00pm, press the buzzer briefly and identify yourself when asked by the secretary. You must then report to the main office.

Parking

Please note that parking is problematic at LCS as we do not have enough parking to accommodate both teachers and parents. Please consider walking or carpooling to large events. For such events as Open House, Back to School Night and Parent Teacher Conferences, we have been granted permission by our neighbors, The Liberty Corner Presbyterian Church, to utilize their back parking lot. Please do not park in any of the spots when you first enter their parking lot, even if they are open. The church needs those spaces for their preschool, daycare, and various church programs. Pull around to the back of the church building and park anywhere beyond their playground. Another parking option is to park on Canterbury Road. Please help us to demonstrate the type of character we pride ourselves on here at LCS.

Arrival and Dismissal

Busing

If you are entitled to busing, your home is located at least 2 miles away from school, during that 3rd week of August you will receive information from the transportation department apprising you of your child's bus stop locations and pick-up and drop off times. Please be sure that your child is always with an adult until the bus arrives and that an adult is waiting for your child when the bus drops off. Please make alternate arrangements if you yourself cannot meet your child at the bus stop. If you do not live within a 2 mile radius, you have the option of paying for subscription busing. Contact the school secretary for this information. Subscription busing is

available on a first come, first serve basis. If you have any transportation questions, please call (908) 541-9574 to speak with a representative from Transportation about bus routes, times or bus stops. We ask younger students to sit in the front of the bus, in closer proximity to the bus driver, as an extra safety measure. We also ask that you have a conversation with your child(ren) about bus safety and discourage them from participating in any activities that would cause distraction to the bus driver.

Please review the following bus safety rules with your children:

1. Stay seated with seatbelt buckled properly when bus is in motion.
2. Keep hands, feet, backpacks and belongings out of walking aisle.
3. No throwing objects and keep hands away from the windows.
4. Keep voices to a reasonable level;
no screaming or shouting.
5. Respect the bus driver and staff members on bus duty.

Walkers

Walkers enter through the cafeteria or gym entrance where they are met by a staff member. Walkers from the Canterbury area are crossed by two staff members each morning in the rear of the building. Please, do not bring your dogs to the Canterbury drop-off/pick-up location as we have several students allergic and or scared. Walkers from Church St. are to enter the building at the cafeteria side doors.

Animals on School Property

Please review the [District Policy # 7490-ANIMALS ON SCHOOL PROPERTY](#)

Before-Care Drop Off

The only time parents are permitted in the lane near the flagpole and statue is outside school hours, during before-care drop-off, or aftercare pick-up.

Carline Drop Off 8:15-8:45

When entering the parking lot during morning drop-off, you are asked to get into two lanes, which loop around the building. Never pull into or park in the bus lane near the statue and flagpole. That is strictly for buses and also reserved as a fire lane. K-3 students are dropped off at the main entrance. Grades 4 & 5 students, along with their younger siblings, are dropped off at the back of the building by the gym doors. To promote safety, children are to exit your vehicle from the driver's side of the car. If you drive a van which does not permit your child to exit from behind the driver's side, please wait for a staff member to escort your child to the sidewalk safely. Never permit your child to exit into the roadway. Please do not get out of your vehicle, instead teach your child how to unbuckle and exit the car quickly and safely. Say your goodbyes as you approach your stop and have their belongings easily accessible. Do not allow your children to leave your car or van unless they are at a sidewalk area with a staff member on duty. We have staff stationed around the building, please follow their instructions by pulling all the way up to the end of the sidewalk outside the main office entrance. Proceed around the building slowly and carefully - no cell phones.

Dismissals 3:15

Dismissals run in a similar fashion to drop-off procedures. Students are divided by dismissal groups within their grade level and are escorted to their dismissal area by a teacher. Any changes to normal procedures must include a note or phone call to the office. Under no circumstances, can we honor play dates, which have been arranged through school. It is strongly recommended that you avoid changing procedures as this can be unsettling for children. Please make sure your Emergency Contact Information is up to date and on file.

Changes in Dismissals

Any change in dismissals must be communicated to your child's teacher and the front office staff. Email is the best form of communication as long as you include front office staff members (Teal Barth, tbarth@bernardsboe.com & Sandra Kaiser, skaiser@bernardsboe.com).

Carline Pick-up 3:15

Parents who pick up students by car, will line up along the side of Church Street, splitting into 2 lanes as they enter the one-way school parking lot. The inside lane is for parents picking up students in grades 4 & 5 and younger siblings. The outside lane for parents picking up K-3 students will then be directed to cross to the inside lane and pull around to the other side of the building, parking along the sidewalk at the main office entrance. Please do not cross lanes until directed by staff members. Please watch carefully for staff in safety vests who cross students in the walking lanes. Always come to a full stop for Staff Members holding stop signs to allow students to cross the parking lot safely.

During carline dismissal, students in grades k-3 are supervised by teachers inside of the building. You will be issued a car line sign. Please write your child's first and last name in large, clear print along with grade level. Place this sign on your dashboard. Teachers will use walkie talkies to call your child out of the building. You may not pick up any children other than your own without written permission provided to the main office. When pulling around the building to the main office door pull all the way to the end of the sidewalk, past the main entrance, to allow more cars behind you. Your child should be able to open the car door, get into a seat or car-seat, and buckle independently. Please practice this skill so that our line can move quickly and efficiently around the building. Please do not get out of your car to assist your child. It is important to follow the directions of the staff members who are posted around the building during arrival and dismissal times and to stay alert and off your cell phone.

Early Pick-up

No one may take a child out of school unless designated by a parent. A note must be sent to the school stating that the child will be picked up and by whom. Children will be picked up in the office, not in the classroom.

Bicycles and Pupil Use of Vehicles

Students are to place bikes in the bike racks. The students are responsible for locking their bikes.

Visitors

Parents entering the school between 8AM and 4PM should immediately check in with the office via only the main office doors. If your child has forgotten money, lunch, etc., the office will notify the teacher by intercom and your child will be sent to the office to pick up the item.

If you are volunteering in the building, sign in at the office and wear a “visitor” badge.

Change of Address/Telephone

In case of a change of address or telephone number, the office, school nurse and teacher should be notified promptly.

Trips - Class or Field

When a school trip is planned, a form will be sent home for the parent to sign. This permission slip must be signed and returned before a child may go on the trip with the class. A parent may not take another child home after a trip without a note from the other child's parent.

Lost and Found

Children should inquire at the office about possessions lost at school. A separate “Lost and Found” for lunch boxes and clothing is maintained in the cafeteria. Parents are urged to label clothing and personal possessions. All remaining unclaimed clothing will be donated in the last week of June.

Electronic Communication

The Bernards Township School District, in an effort to improve communication with families and the community, reduce reproduction costs and become more environmentally friendly, implemented the use of email newsletters, paper backpack notices have been discontinued. You are invited to check the Friday Folder on the website to keep up to date with school events.

Cell Phone Smartwatch Policy

Students are permitted to bring such devices to school for the purpose of communicating with their parent/guardian after school. These devices must remain off in the student's backpack during the school day. If a student is found with such a device on during the school day, he/she will surrender the device and it will be given to the appropriate administrator. The device will be returned at the end of the school day. Parental notification may be required. In the event of an emergency, the parents should call the Main Office, (908) 204-2550.

LCS Dress Code

Students are asked to wear clothes suitable for the school's educational atmosphere and safe playground play. The guidelines listed below are not all-inclusive, but will help ensure that you are dressed appropriately for school:

1. Halter-tops, midriff tops, spaghetti straps, etc., must not be worn.
2. Shorts/skirts must be of appropriate length (approximately reaching the length of finger tips when arms are resting at sides).
3. Shoes must be attached to the heel (no flip-flops). Sandals are allowed if they are attached to the heel.
4. Hats or bandanas are not permitted to be worn (unless specified for a special activity).
5. Sneakers with wheels in the soles are not permitted to be worn.
6. Backpacks with wheels are discouraged due to hallway safety concerns.

Returning Student Work Procedure

“The District maintains non-mandated student records until they are no longer necessary to provide educational services to a student.

Student work and other classroom artifacts not returned to students during the school year (such as tests, quizzes, essays and art projects) may be disposed of by the District after September 15th of the following school year, subject to reasonable attempts to obtain parent or adult student consent.”

School Safety and Security

In Bernards Township, school safety and security is our top priority. We are continually meeting as a district and as a school to assess our emergency management procedures and create building-specific plans. Please make sure to update your contact information and sign up for our Honeywell Instant Alert system as emergency communication may occur through email and/or cell phones. In the event of an emergency during which we must reunite parents and students, please ensure that you have brought proper identification such as a driver's license. Specific directions will be sent to you via Honeywell and/or email if needed.

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration. In partnership with the Somerset County Police Department, our school has expanded the safety program to include the Standard Response Protocol (SRP). The SRP is based on these five actions:

Lockout, Lockdown, Evacuate, Shelter, and Hold

Students and staff receive continual training and each school drills these actions over the course of the school year. Please see the attached document for more information.

[Standard Response Protocol](#)

Allergies Guidelines

The Board of Education recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a severe, potentially fatal allergic reaction.

- The single most effective way to prevent an allergic or anaphylactic reaction is to avoid the allergen.
- A collaborative partnership between school, families and medical personnel can provide a safe and healthy learning environment.
- In the event of an anaphylactic reaction, the availability of an Emergency Health Care Plan (EHCP) and Epinephrine auto-injectors are essential.
- PL 1997, C368 (N.J.S.A. 18 A 40-12.5 and 12.6) permits the delegation of another employee of the school district, other than the school nurse, to administer epinephrine via a pre-filled auto-injector to a pupil for anaphylaxis.
- Hand washing using soap & water before and after eating is encouraged. (*Purell* does NOT remove peanut protein)

Forms:

- At the beginning of each school year, parents are required to supply:
 - doctor's medication orders, also known as the Emergency Health Care Plan (EHCP)
 - epinephrine auto-injector
- All forms can be found on the district website www.bernardsboe.com
 - EHCP form (Doctor's medication orders)
 - Required to be filled out by the child's MD
 - To be an acceptable order, the following must be complete
 - o Doctor's signature and stamp
 - o Parent signature and contact information
 - o Delegate permission, yes/no
 - Allergy Questionnaire
 - o Only needs to be completed once, upon entry into district

Epinephrine auto-injectors:

- Epinephrine auto-injectors are located throughout each building in secure unlocked locations.
- Parents will provide properly labeled medication at the beginning of each school year, after use and upon expiration.
- All medications **MUST** be picked up at the end of the year or they will be discarded (as per NJ regulation)

Implementation and Communication:

- Prior to the start of the school year, the parent/guardian will:
 - Submit a completed EHCP/MD order
 - Provide child's medications.
- At the beginning of the school year, the school nurse will:
 - Provide the classroom teachers with 2 EHCPs, (the second one shall be placed in the sub-folder).
 - Will assure appropriate signage is provided in the building.
 - Will maintain a list of all students with food allergies throughout the year.
- All staff will be provided with a yearly in-service on allergy awareness.
- The nurse will communicate the presence of an allergic child, to all staff as needed.
- Teachers/custodians will maintain a clean environment in the classroom by wiping down tables/desks as needed.

Delegates:

- A delegate is an employee of the school district, who has volunteered and is trained by the school nurse, to administer epinephrine via a pre-filled auto injector to a pupil for anaphylaxis when a nurse is not physically present at the scene. (Section 2 of P.L 1997, c.368)
- A completed EHCP is needed to delegate.
- Delegates are not permitted to administer any other type of medication (i.e. Benadryl or inhalers).
- Delegates will be trained at the start of the school year and as needed.

Field Trips:

- School will attempt to secure substitute nurse, for trips when food will be eaten.
- If nurse is unavailable, the parent will be invited to attend.
- If parent cannot attend, a delegate to administer epinephrine will be present.
- A nurse or delegate will accompany your child on any field trips or school-sponsored activity.

Before/Aftercare:

- Food & snacks will be served from a safe snack menu/list (i.e. www.snacksafely.com – please note that these lists are updated on a monthly basis).
- A delegate will be present to administer epinephrine via a pre-filled, auto-injector, in the event of anaphylaxis.
- Epinephrine auto-injectors will be available in unlocked secure location or supplied by parents

Food Allergy Information for All Elementary Schools

- Birthday parties will be FOOD FREE.
- Celebrations and other special events in the regular classrooms will be FOOD FREE.
- End-of-year celebrations and curriculum-related activities involving food will be at the discretion of the principal.
- Any food that is part of designated snack time must be consumed in the classroom.
- Sharing of food in the classroom is not permitted. This is the case in all classes—not just classes with food allergic children.

- All students will receive information on the necessity of proper hand washing.
- Teachers and other school staff will not give food as a reward for good behavior and/or good work – with the exception of CBAP programs.

We would like to again caution everyone regarding the presence of children who have severe food allergies. Please be aware that a number of our students are at risk for anaphylactic reactions if they come in contact with or ingest certain food products. Many of our students are allergic to peanuts, tree nuts, dairy products and other allergens. Please check with your child's teacher and our nurse regarding allergy guidelines. More importantly, we emphasize that children not share food items, or assume that all outside treats are allergy-free and safe to consume.

If your child has a severe allergy please contact our school nurse to schedule a time to meet and review concerns.

We thank you for your sensitivity and thank you, in advance, for your support and cooperation regarding this important matter.

To see the District Allergy Guideline Policy, download this document – [Food Allergy Guidelines](#)

Transportation:

- Parents will notify the transportation department regarding their child's allergy

THE LUNCH PROGRAM

Aramark has a POS system for cafeteria purchases. You can access the system through [My School Bucks Information](#). Please use your child's ID # to create an account and make deposits. A child will be able to purchase lunch by debiting his/her account. We highly encourage the use of pre-paid lunches as the reduction in cash handling helps keep the line moving quickly. When pre-payment is sent to the school with your child, it is critical that the child's name accompany the payment to assure the account is properly credited. Kindergarten students may purchase lunch, however; it is requested that you pre-pay. If there is a delayed opening or an early closing, lunch is not provided. Please be sure you send your child with a substantial snack on those days.

To access the lunch menu and price list, please click here:

http://www.bernardsboe.com/parents/lunch_menu/liberty_corner_lunch_menu/

For more information regarding our lunch program click here: http://www.bernardsboe.com/parents/lunch_menu/

LIBRARY

Library skills will be taught by the librarian in the context of thematic/academic studies.

In addition, each class is encouraged to utilize the library to extend all curricular areas. The library may also be used by a classroom teacher for research projects. Individual students may check out materials, and use reference or audio-visual materials when librarian is present.

It is hoped that children will learn, among other things, a sense of responsibility in caring for books, especially those that are borrowed. It is further hoped that the children will transfer this learning experience to having respect for other people's property and proper care of any borrowed item.

Families will be expected to reimburse the school for lost or damaged materials. A child's borrowing privileges may be restricted if books are not returned on time.

LCS PTO

[LCS PTO Website](#)

What is the PTO again?

PTO stands for Parent Teacher Organization. The PTO is a group of parents and educators dedicated to supporting the LCS community through various initiatives, programs and events. The LCS PTO supports school wide enrichment programs, teacher appreciation events, in-school events, as well as after-school events. We regularly update our [website](#) with programs & events throughout the school year.

Why join the PTO?

Join the PTO to be your child's biggest fan! Joining the PTO facilitates engagement in your child's education. Through the support of the parents of Liberty Corner School, the PTO is able to provide a wide range of programs to support and enrich our children's educational and social experience.

What is a PTO member?

A PTO member is a family who has paid their membership dues for the current school year. PTO dues are collected starting in August of each new school year. Non-members are invited to volunteer on committees but not as a committee chair or as a board member.

How can I Volunteer?

Volunteer information and sign-ups are always available on the PTO website. You can sign up for full year commitment opportunities as well as PTO-led events. In addition, parents will also have an opportunity to speak with PTO members and sign up to volunteer while attending the PTO Sponsored Welcome Back Coffee as well as Back to School Night, both held in September.

Volunteering at LCS

At LCS, a volunteer can:

- Help to individualize instruction
- Assist students in improving achievement levels
- Serve as a role model
- Improve community relations
- Foster a greater understanding of the school's objectives and curriculum goals
- Provide teachers with time for other tasks such as individual conferencing opportunities
- Provide assistance during reading and writing workshops, Guided Reading, Centers and Math Explorations
- Work in the Library to assist with book checkout and shelving

Reminders for Volunteers

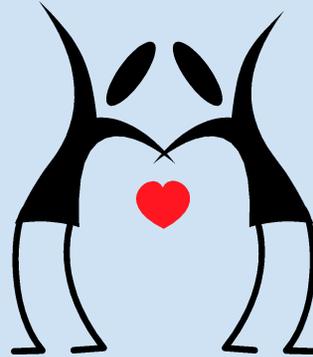
- Be a role model – have a professional attitude.
- Wear a nametag...go by Mr., Mrs., or Miss
- Sign in and out in the Main Office.
- Don't expect to talk about your child with the teacher. This is not the time for a conference.
- Younger/Older Siblings are not permitted to attend as you volunteer
- Remember the importance of **CONFIDENTIALITY !!!**
 - In our schools, we respect and honor the confidentiality of every student. “Cute” comments or stories shared about children may seem quite innocent to you, however they could be upsetting to the child or his/her parents.
 - Do not share what you have seen regarding individual children with anyone outside of the classroom.
 - Remember you are seeing only a small glimpse of the children and their behavior during your volunteer time
 - What may seem like a small issue to you, could be a much bigger and more sensitive issue to another parent.

As Volunteers, here are some Effective Ways to Work with Children

- Be warm and friendly, learn names, show an interest in what children are doing
- Encourage children to do their own thinking.
- Give them wait time.
- Don't complete tasks for them.
- Admit it if you don't know an answer.
- Use tact and positive comments, find something worthy of a compliment.
- No need to assess or judge student work
- Encourage an upset child, be a good listener, but defer to the teacher.

- Respect student privacy.
- Maintain a sense of humor.
- Be consistent with classroom rules/routines.
- Wear comfortable clothing.
- When asked about what you do at LCS, speak in generalities, not specifics.
- Keep your commitment, children will expect you and look forward to your visit.
- Resist working exclusively with your own child.
- Always enjoy yourself ~ Your enthusiasm and excitement will be contagious!

Enjoy your role of volunteer knowing full well how important you are to us!



Parent Information Meetings

The goal of holding these meetings is to collect parent questions and comments for the administration and report information back to the parents. Open meetings will be scheduled during the school year.

In order to stay informed about the daily events of LCS, please read the weekly Friday Folder, check your email, check your teacher's website and check our school Dynacal calendar. If you find that you have additional questions, we ask that you submit them using the Submit Your Question About LCS Here link below.

Dr. Oliver, Mrs. Hawkswell, and members of the Parent Committee will be meeting throughout the school year to promote stronger communication within the LCS Community.

Please respect that this is an opportunity to build communication and we ask that you submit all questions with a positive, problem-solving approach. If you have questions that pertain to your child's classroom, reach out to the teacher directly. Anything personal in nature should be handled with a phone call or email directly to your child's teacher first, then with Dr. Oliver, Mrs Hawkswell, or our school counselor, Mr. Rauschenberger.

[**SUBMIT YOUR QUESTIONS ABOUT LCS HERE**](#)

Transportation Procedures: K-12

If applicable, a bus assignment for your child(ren) is forwarded to you from the Transportation Office, 908-541-1128. All transportation inquiries should be forwarded to that number. Please be patient with bus routines at the beginning of the year. It may take time to establish routes and accurate times.

Students may not ride on the buses other than those assigned or exit their assigned bus at different stops. All pupils transported and all bus routes are on the file with the Department of Education and our bus contractors. If students were to ride on buses other than those assigned, the Transportation Supervisor would have no way of verifying which students are riding on the buses. Often, Police involvement is required when students do not get off at their assigned stops. Therefore, all students must be picked up at the same stop each day, and discharged at the same location.

The only time a student may ride a different bus is in an emergency, illness or death in the family. In this case, the Transportation Department must be notified by telephone and in writing to be kept on file. If parents are going to be away (vacation or business trip), they must arrange for the caregiver to transport the student to and from his assigned bus stop.

Because the security and safety of our children is of the utmost importance, the previous rules and regulations MUST be followed without exception. We appreciate your support and cooperation in this vital matter.

After School Play-Dates/Social Engagements

As stated in the district's procedures for the bus transportation, "Students may not ride on the buses other than those assigned or exit their assigned bus at different stops". In line with this, the school will not accept notes from students requesting permission for play dates and social engagements. We believe that you will agree that the safe transportation of our students is of primary importance. Therefore, do not make arrangements for playdates after school.

For more information, please see the [District Transportation Information](#) page.

Homework Guidelines

Homework assignments will vary in accordance to the needs of the class and will relate to classroom instruction. Homework shall be assigned as encouragement to foster positive reading practices and reinforcement of class instruction. It shall be of quality and relevance to the subject matter, and further the student's comprehension. Assignments must adhere to the following guidelines:

- Homework should be tied to the curriculum and to a student's instructional level with consideration of the student's ability.
- Homework should have explicit directions and timelines.
- Homework should be designed to reinforce skills taught in class.
- Homework may not be used as a disciplinary measure.
- Homework will not be assigned during school recess periods except for the completion of previously assigned long-term projects which can't be collected for at least a week after the end of the recess period. Recess periods are specifically identified on the school district calendar wherever the word "recess" is used.
- Parents, teachers, and administrators should recognize that homework completion times will vary based on individual abilities and strategies employed.

Guidelines for Elementary Students

- Students in grades Kindergarten through two will be asked to spend approximately fifteen minutes per night completing homework.
- Record directions for homework in an assignment notebook (grades three through five).
- Understand assignments clearly before leaving class.
- Bring home the proper materials to complete the assignments.
- Hand in completed assignments on time.
- Complete any work missed due to absence from class.
- Talk to your parents and teacher if you are having difficulty with homework.

Homework Guidelines for Grades Kindergarten through Five Parents

- Be familiar with the philosophy and guidelines of the homework procedure.
- Check your child's assignment notebook (grades 3-5 only) or Oncourse homework calendar if applicable.
- Provide a time and place to do homework assignments with limited interruptions.
- Actively supervise homework completion, assisting, but not doing the work.
- If your child regularly exceeds the allotted time frame, contact the teacher with questions or concerns.
- Homework should not be used to introduce new material not covered in class.

Homework Guidelines for Grades Kindergarten through Five Teachers

- Assign homework in keeping with the homework procedure.
- Homework may be assigned two - four times per subject per week.
- Students are to understand clearly all homework assignments.

- Group projects should not be assigned as homework, unless students can work on their individual parts independently.
- Assignments should be discussed, checked and when appropriate, corrected and returned to students.
- Homework guidelines should be reviewed with parents through either Back to School night or a communication to all parents.
- Teachers have the responsibility to communicate with parents of students who are falling behind in completing homework assignments.
- Homework should not be used to introduce new material not covered in class.
- Homework will not be assigned during school recess periods except for the completion of previously assigned long-term projects.

Time Frame of Grades Kindergarten through Five Homework Assignments

These time allotments serve as a time frame that a student should typically be spending at each grade level. If your child is taking longer than the suggested time allotments, the teacher should be contacted.

Homework Time Frame

Kindergarten	15 minutes per night
Grade 1	15 minutes per night
Grade 2	15 minutes per night
Grade 3	20 minutes of homework no more than four nights per week, Monday through Thursday
Grade 4	20–30 minutes of homework no more than four nights per week, Monday through Thursday
	Students may be required to spend time on the weekends for any long-term assignments and required reading
Grade 5	20–30 minutes of homework no more than four nights per week, Monday through Thursday
	Students may be required to spend time on the weekends for any long-term assignments and required reading

Homework Time Frame: Students should be encouraged to read for pleasure on weekends and recess periods. Reading also includes having adults reading to children. If a student is experiencing difficulty, parents/guardians have the option of signing off at the upper time limit for completing homework, if the student has worked studiously and has produced quality work.

Pleasure Reading

The Bernards Township Board of Education also strongly advises parents to encourage pleasure reading at home. Pleasure reading can help establish a lifelong habit and guarantee many hours of enjoyment.

Reading is critical to a student's success in school and the Language Arts curriculum seeks not only to develop strong reading skills, but also to foster a love of reading. While students encounter a broad variety of reading materials in school, any additional reading that occurs at home provides an extra bonus. Parents can help by nurturing pleasure reading in a variety of ways:

- Read aloud to their children.
- Read for their children's enjoyment, illustrating the value of reading.
- Bring a variety of reading matter into the home: newspapers, magazines, hobby books, etc.

- Make sure all family members have a Bernards Township Library card and visit the library and bookstores often, helping children with reading and book selections.
- Set aside family reading time by turning off the television and computers.
- Create a warm, supportive and interesting reading atmosphere.

ELEMENTARY SCHOOL COUNSELOR'S PROGRAM

The Elementary School Counselors' Program is designed to assist each student in knowing himself/herself as an individual, in making the most of one's strengths, and in correcting or compensating for one's limitations. Elementary school guidance activities are preventive, diagnostic and remedial in nature.

The Program provides direct services to students and indirect services to faculty, parents and the community. Our program is based on a team approach. To be successful in helping our students, communication and consultation with administration, faculty and parents is essential. Everyone is encouraged to take part in the Guidance Program. This is a great opportunity to help the students in our school.

The Guidance Counselor, Eric Rauschenberger, can be reached at (908) 204-2550 ext. 108. However, in an emergency, you may give the office the information and your call will be returned as soon as possible.

HEALTH SERVICES INFORMATION

Absence from School

If your child will be absent or late for the day, please call the nurse's office at school before 9:00 AM. The number to call at the school is (908) 204-2550 x 104.

If the school nurse is not notified of the student's absence or late arrival by 10:00 AM, she will telephone your home or place of business. If no one can be reached at home or work, the nurse will notify the police, who will be sent to your home or work to verify your child's absence. This is done to ensure the safety of all our students.

When you call your students out please state the reason of their absences and if they have been tested for things such as flu/strep and the results. Students who have been absent from school for more than 3 days are requested to bring a note from the MD stating they are cleared to return to school. Your child must be fever/vomiting free for 24 hours before they can return to school. If we send your child home from school sick with a fever or vomiting they are expected to remain home the following day. This is to ensure that we maintain as healthy environment within the classroom as possible.

Children returning from a period of illness are expected to resume the normal schedule which includes outdoor play, physical education, etc. Therefore, they should be well enough to participate and adequately dressed for the weather conditions. If the doctor does not believe that the student is ready to resume a full program, then special arrangements can be made with the principal and or nurse, and a note must be provided.

Emergency Information

Emergency information is kept on all students and employees. It is most important that they are kept up-to-date to be of value. Please notify the school of any changes. If no one will be available at your home phone number for an entire day, please tell your child whom you wish the school nurse to notify in case he/she is too ill to remain in school.

Medications in School

It is urgently requested that parents refrain from sending medication to school with their children for self-medication. If medication (prescription or nonprescription) is necessary during the day, please send the pharmacy labeled medication to the school nurse with the doctor's order and reason for the medication. It is also necessary to write a note giving the nurse permission to administer the medication. The school nurse should be advised of any medication that is being taken at home by your child that may in any way affect his/her performance at school.

Nutrition Statement

The Board of Education recognizes that adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health and their ability and motivation to learn. The Board is committed to:

- Providing students with healthy and nutritious foods

- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains
- Supporting healthy eating through nutrition education
- Encouraging students to select and consume all components of the school meal, and
- Providing students with the opportunity to engage in daily physical activity

State law mandates that all schools participating in the Federal School Lunch Program must meet nutritional guidelines as defined by the New Jersey Bureau of Child Nutrition. The following items may not be served, sold or given out as free promotion anywhere on the elementary or middle school property at any time before the end of the school day.

- Foods for minimal nutritional value
- All food and beverage items listing sugar, in any form, as the first ingredient, and,
- All forms of candy

Food sent in for school parties and special celebrations is exempt from the requirements, as are student lunch items brought from home.

Physical Education Excuses

A recommendation from the doctor, stating the reason for the excuse and duration of the condition will be necessary for an excuse from participation in physical education class. A recommendation from the doctor stating that the child has fully recovered and may participate in all activities must be received in order for the child to resume participation in physical education class. When a child is excused for any reason from physical education class, he/she is also unable to participate in recess activities.

Bernards Township Public Schools Child Find (Ages 3 - 21)

The Bernards Township Public Schools annually seek to identify children, residing in Bernards Township, from the ages of 3 through 21, who may be at risk for learning disabilities.

Children in this group who exhibit developmental delays in language, cognition, physical and/or emotional development, may be eligible for services from the public schools as a pre-school disabled youngster. If your child is determined to be potentially eligible for services, the local public school district will evaluate your child. Should the evaluation show that he/she has a potentially disabling condition; services will be provided to your child by Bernards Township. For those children who are determined to be eligible, services begin on their third birthday. Parents should contact the district, if they have concerns when the child is two years, six months of age. If you suspect that your child has a disabling condition or you would like further information, please call the Office of Special Services at (908) 204-2600 ext. 121. All public school districts in the State of New Jersey are required to provide these services.

Health Related Entrance Requirements

Physical Examination completed between September 1 of the year that your child is entering school and September 1 of the previous year .

- Students entering Kindergarten
- Students transferring into the district

Immunizations

DTP (Diphtheria, Tetanus Toxoid and Pertussis)

- Age 1-6 years – 4 doses, with one dose given on or after the fourth birthday, OR any 5 doses
- Age 7 or Older – 3 doses of Td or a combination of DTP, DtaP, and Td.

Poliovirus Vaccine

- Age 1 – 6 years – 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses
- Age 7 – 17 years – 3 doses, either OPV or IPV separately or in combination

Measles

- 2 doses of a measles containing vaccine. First dose given on or after the first birthday (if before first birthday reimmunization is required). Intervals between first and second measles/MMR cannot be less than one month. Laboratory evidence of immunity is also acceptable.

Rubella

- 1 dose OR laboratory evidence of immunity. First dose given on or after the first birthday. (If before first birthday, reimmunization is required).

Mumps

- 1 dose OR laboratory evidence of immunity. First dose given on or after the first birthday. (If before first birthday, reimmunization is required).

Hepatitis B Virus Vaccine

- 3 doses (age 1- 15) OR 2 doses Adult Formulation (age 11- 15) OR laboratory evidence of immunity.

Varicella (Chickenpox) Vaccine

- 1 dose given on or after their first birthday, or documented proof of disease by a parent or physician statement or laboratory evidence of immunity

Mantoux Test (PPD)

- Students in all grades transferring into Bernards Township School District from specific countries as listed on website. Check also with MD.

[Health Registration Directions and Forms](#)

Please consult the school nurse for any questions on immunization or physical requirements. Failure to comply with these New Jersey State requirements will prevent your child from entering school in Bernards Township.

Health Examinations (Pupils) - (Policy 5310)

The Board of Education requires that all pupils enrolled in the District submit to a physical examination in accordance with law and rules of the State Board of Education and State Department of Health to insure that the learning potential of each child is not diminished by a remediable physical disability and that the school community is protected from the spread of communicable disease. Any student whose parent/guardian claims in writing that a medical examination interferes with the free exercise of religious beliefs shall be examined only to the extent necessary to determine whether the pupil is ill or infected with a communicable disease or under the influence of a drug or is handicapped or is fit to participate in any health, safety, or physical education course required by law. The parents shall obtain for the District, appropriate documentation from a religious leader.

The results of physical examinations and screenings shall be reported to the pupil's parent if requested by the family or when any condition is identified that requires follow-up by a physician or family health provider.

The Superintendent shall instruct all teaching staff members to observe pupils continually for conditions that indicate a physical defect or disability and to report any such conditions promptly to the school nurse.

Health Examinations

Health examinations shall be conducted as required by the State Department of Health and the State Department of Education.

Screenings

Hearing, vision and blood pressure screenings are conducted annually for all children K-4. The results, if not within the accepted normal range, will be referred to the parent.

Tuberculin Screening

Tuberculin screening shall be conducted as required by the State Department of Health.

Scoliosis Screening

Each pupil between the ages of ten and eighteen years shall be examined biennially for scoliosis by a school employee trained in scoliosis screening. A pupil shall be exempt from the examination on the written request of the parent.

Audiometric Screening

Audiometric screening will be conducted for pupils enrolled in preschool programs; pupils enrolled in grades Kindergarten, 1, 2, 3, 4, 6, 8, and 10; pupils entering the district with no recent record of hearing screening; pupils at risk for hearing impairments; and pupils referred for screening by a teacher or parent or at a pupil's request.

Student Attendance/Tardy Policies

A student must be in attendance for at least four (4) hours to be counted as present for the entire school day.

A student will be considered to have attended school for a half day if he or she has been present for at least two (2) hours.

A student will be considered absent from school if she or he has been present for less than two (2) hours.

When a student has been absent 11 days in any one school year, the principal/assistant principal will notify the student's parent in writing of the number and dates of the absences and possible adverse academic consequences. A copy of the notice will be sent to the District attendance officer.

When a pupil has been absent 20 days in any one school year, the principal/assistant principal will send a written notice to the student's parent warning of possible adverse academic consequences and requiring a conference with the parent(s), student, principal and guidance counselor. A copy of the notice will be sent to the district attendance officer.

When a student has been absent 36 or more school days in any one school year, the principal will notify the student's parent in writing that the pupil may be retained at his/her grade level.

If a parent plans to take their child out of school for 10 days or more, they must withdraw the child and re-register the child with the district registrar upon their return. Any child who is absent 10 or more days is legally considered truant requiring legal intervention.

Academic Attendance - Board of Education Policy

“The Board shall require from the parents or guardian of each child who has been absent from school or class for any reason, a written statement of cause for such absence or tardiness. The Board, through the school administration, reserves the right to verify such statements and to investigate the cause of each absence of more than three days duration or repeated unexplained absences or tardiness.”

The following reasons are acceptable for excused absence or tardiness:

1. Illness of student
2. Illness, death, or other serious problem in the family
3. School related trip or activity (approved in advance by school officials)
4. Religious Holiday (approved religious holidays shall be those listed annually by the commissioner of education)
5. A reasonable number of routine medical or dental appointments

Instruction:

1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of three days duration. The parent must request such home assignments.
2. A pupil who anticipates an excused absence of more than two weeks duration, may be eligible for home instruction in accordance with Policy #2412. The parent must request home instruction.
3. In general, pupils will be allowed one day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend for pupils.
4. Pupils absent for any reason are expected to make up work missed. In grade 1 and above, the pupil/parent is responsible for requesting missed assignments as necessary.
5. A pupil who missed a test because of an absence shall be offered the opportunity take the test or an alternative test; in no case will the pupil who missed a test because of his/her religious observations be denied this opportunity.

Advance written notice is to be provided to the principal. No other reasons for student absences are deemed to be appropriate by the Board of Education. Where extreme extenuating circumstances create the necessity for a student's absence due to any other reason, a written request must be submitted at least one week in advance to the school principal

“Unexcused absences are not condoned by the Board of Education. All work or tests missed because of such absences become the student’s responsibility.” In the elementary school, the responsibility will generally fall upon the parent. The parent will be expected to contact the teacher, after the absence, for any missed assignments. No work will be given in advance of an excused absence.

- A student must be in attendance for at least four (4) hours to be counted as present for the entire day
- A student will be considered absent from school if she or he has not been present for more than two (2) hours

Notice to Parents Regarding Absence

- When a student has been absent 11 days in any one school year, the principal/assistant principal will notify the student’s parent(s) in writing of the number of dates and the absences and possible adverse academic consequences. A copy of the notice will be sent to the district attendance officer.
- When a student has been absent 20 days in any one school year, the principal/assistant principal will notify the student’s parent(s) in writing of the possible adverse academic consequences and require a conference with the parent(s), student, and principal and guidance counselor. A copy of the notice will be sent to the District Officer.

DISCIPLINE GUIDELINES

[Pupil Discipline Policy # 5600]

Discipline and Detention Procedures

Teachers set down some basic general rules of behavior, such as; follow directions, raise hand before speaking; stay in seat; keep hands, feet and objects to yourself; no bad language or teasing. Rules are enforced quickly and consistently. Disruptions are not ignored.

When a student breaks a rule a warning is given. Parent/Teacher conferences may be requested. After several warnings and parent contact, the student will be sent to the principal and/or assistant principal.

In case of severe disruption, the student is sent immediately to the principal and/or assistant principal. The principal and/or assistant principal and teacher will decide upon the consequences for the student who is sent to the office. The parent will be notified of the action plan.

Discipline Plan/Options

At times, the student may remain in the office for a short period of time. The student may also be sent to the office for in-school suspension. Academic work will be provided for the student. The student may be kept after school for detention when necessary or desirable. Parent contact must be made prior to 2:00pm. If a parent cannot be reached, the student will not be kept after school. If a serious situation occurs, a parent will be requested to come to school for an immediate conference. If necessary, the child will be sent home with the parent.

HARASSMENT, BULLYING, AND HAZING [Policy #5512]

The Board of Education believes that harassing, bullying and hazing activities of any type are inconsistent with the educational process and the Board prohibits all such harassing, bullying and/or hazing behavior at any time on school premises, at any school-sponsored function, or on any school bus.

Any person who believes that he or she has been the victim of harassment, bullying or hazing, or any person with knowledge or belief of conduct which may constitute harassment, bullying or hazing, shall report the alleged acts immediately to the appropriate school district official. The building principal is the person responsible for receiving reports or harassment, bullying or hazing at the building level.

Any person may report harassment, bullying or hazing directly to the Affirmative Action Office or the Superintendent. Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, and staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property, on the part of students, staff and community members.

General Statement of Policy:

- No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage aid or engage in harassment, bullying or hazing.
- No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate harassment, bullying or hazing.
- Apparent permission or consent by a person being harassed, bullied or hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours, while engaged in any activity that relates to the school district and its functions.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

SEXUAL HARASSMENT

Sexual harassment is prohibited. It is defined as, “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.” Any student or staff member who believes that he/she is being sexually harassed should inform the principal, assistant principal or any other employee of the district. If applicable, parents will be contacted and appropriate actions will be taken. Interventions include but are not limited to: warnings, counseling, detention or suspension (for students) and/or contacting district and local authorities. The Bernards Township Public Schools Affirmative Action Officer is Sean Siet.

Bias Incidents

Students and staff members in Bernards Township Public Schools are expected to treat one another with respect regardless of gender, color, race, religion, national origin or sexual orientation. Inappropriate behaviors such as; touching of a sexual nature, gender based or sexual comments, jokes or name calling of any kind by students or staff are not permitted. For students, this also includes traveling on the way to or from or on school property.

CLASSROOM PLACEMENT

Criteria for Classroom Placement

The responsibility for student placement is that of the principal. During the summer, the principal will determine student placement for the following year. A letter will be sent during the third week of August informing the parent or guardian and child of the class placement.

Several criteria will be utilized in the classroom placement of a child. Some of these include; achievement data, teacher recommendation, reading and math levels, interpersonal needs of the child, balance of the sexes, and principal observation. Every attempt will be made to ensure the success of the student in the learning environment. Teachers will take the necessary steps to assist the child in making progress academically and socially.

Testing

The Cognitive Ability Test will be administered in Grade 2. The PARCC Test will be administered in grades 3, 4 and 5. The purpose of the testing is to evaluate our education program and achievement levels of our students. It is important that students come to school prepared and well rested in order to perform at an optimum level. Families will receive results of the assessments.

In the event that your child becomes ill during this week of testing, or for that matter, whenever he/she is tested, please inform the nurse or your child's teacher so that testing can be rescheduled for your child, according to New Jersey Department of Education and Bernards Township guidelines.

Conferring with School Personnel

Parents may contact teachers by telephone call to the main office from 8:30am to 3:30pm. The office is open from 8:00am to 4:00pm and can relay messages to teachers throughout the day. Parents may also utilize e-mail. Teacher e-mail addresses can be acquired by accessing the school's web page.

Since teachers are teaching almost every hour, they usually return phone calls or e-mail during preparation periods and before and after school. Calls will usually be returned within the day or the next day.

Communication between home and school is encouraged and should be ongoing. However, as in any organization, questions, concerns or problems do develop. These matters should be addressed by speaking to individuals who are directly involved. In most cases, teachers can handle these matters appropriately and expeditiously. If the matter cannot be resolved, then it should be brought to the attention of the principal.

Promotion/Retention/Acceleration [Policy # 5410]

The administration and teaching staff shall strive to create plans of instruction and instructional organization to provide maximum opportunity for each student to progress through school at a rate best suited for his/her academic, social and emotional ability in the light of district goals, objective and expected proficiency.

In general, students shall be promoted annually. However, exceptions to this general policy may be made when, in the judgment of the certified staff, such expectations are in the best educational interest of the pupil(s) involved.

Retention shall not be used until all other possibilities, including special help and remedial work, have been exhausted. In all cases of retention and acceleration, parents must be informed of the possibility well in advance; a conference with them shall be sought. In all instances, the advice and help of the guidance and other school and special staff shall be utilized.

Although teachers may recommend retention and acceleration, all retention (as well as accelerations and promotions) shall be approved by the school principal. Teachers, in recommending retention, and principals in approving them, shall set forth the reasons why they feel the student should continue the specific grade. The principal shall submit the superintendent, at least one week before the last day of school, the name of any child being recommended for a second retention. The superintendent must approve a second retention assigned to any pupil.

INCLEMENT WEATHER INFORMATION

SCHOOL CANCELLATION

The decision is made by 5:45 a.m. by the Superintendent, with the advice of the police and road departments. You will be notified of any cancellations via Honeywell Instant Alert System. Be sure to register for this service on the school website.

DELAYED OPENING

This decision is also made by 5:45 a.m. when the weather is forecast to clear and the police and road department personnel believe that the roads will be passable. On days when there is a delayed opening, all buses will pick up students approximately 2 hours later than usual. The cafeteria does not serve lunch. Please provide a substantial snack. You will be notified of any delayed openings via Honeywell Instant Alert System. Be sure to register for this service on the school website.

EARLY DISMISSAL

We will dismiss students early only in extreme situations. In the rare instance of an early dismissal, the decision is made at 10:00a.m. Creating a Family Emergency Plan is critical! Please be sure that your children fully understand what to do and where to go for refuge if they should arrive home and find you not there. This is important – not only for their well being, but also for your own peace of mind.

EARLY DISMISSAL TIME: Liberty Corner will be dismissed at 12:45pm.

**NO LUNCH WILL BE SERVED ON ANY
EARLY DISMISSAL OR DELAYED OPENING DAY**

[District School Closing Information](#)

School Closing and Delayed Opening: [Honeywell Instant Alert for Schools](#) (login link)