

GENERAL SCHOOL INFORMATION

School Day Schedule

8:30 AM	Crossing Guards on duty. Students may arrive no earlier than 8:30 AM . Students report to gym.
8:45 AM	Bell Rings. Students may report to their classroom. Teachers are on duty in their classrooms.
9:00 AM	Principal gives morning message. Instructional day begins. Students who arrive after 9:00 AM will be marked tardy and must report to the attendance secretary in the main office.
3:00 PM	Grades K-5 instructional day ends.
3:00 PM	Grade K (and siblings) walker, car rider and bus rider dismissal.
3:08 PM	Grades 1-5 walker and car rider dismissal.
3:10 PM	Grades 1-5 bus rider dismissal. Students dismissed by bus number as each bus arrives.

Dismissal Procedures

Kindergarten students (and their siblings) who are picked up by car will be dismissed first.

Kindergarten parents are to hang their special kindergarten tag on their rear view mirror and form a line for pick-up on the right side of the building.

Kindergarten parents must arrive for pick-up **no later than 2:50 p.m.** to ensure that they will be in the front of the line of cars.

Only vehicles that have the yellow kindergarten hang-tag will be permitted to join the early lineup.

Kindergarten students together with their siblings in the other grades will be dismissed together promptly at 3:00 p.m.

Parents who are not picking up a kindergarten student are to arrive for dismissal **no sooner than 2:50 p.m.** If arriving before 2:50 pm, please form a line at Stop sign on Peachtree Road (parallel to school). This will ensure that we will be able to dismiss the kindergarten students and their siblings in an orderly manner.

Students in grades 1 through 5 who are “walkers” or “car pick-ups” and do not have permission to leave with a kindergarten sibling/friend will be dismissed beginning at 3:08 p.m.

Kindergarten students who **ride the school bus** will be dismissed at 3:00 p.m. and placed on the school bus by their teachers.

Students in grades 1 through 5 who ride the school bus will be dismissed by bus number as each bus arrives.

Note: Generally, dismissal lasts approximately 15 minutes.

We respectfully request that “early dismissals” for all students in grades 1 through 5 be completed no later than **2:40 p.m.** in order to avoid the line-up for kindergarten dismissal and the traffic buildup.

Regular Pattern of Dismissal

It is important for the school to be aware of the specific dismissal pattern of each student. To accomplish this, we require all parents/guardians to complete a form, which indicates their child's pattern of dismissal. The attendance clerk keeps the forms on file and should be notified as soon as possible when a pattern of dismissal has changed. Please return this form to the main office as soon as possible.

Examples are:

Monday - Friday: goes home by bus

Monday - Friday: goes home by car pick-up

Monday: car pick-up for swimming lessons; Tues. - Fri.:takes bus

Early Dismissal

On early dismissal days, the instructional day for all students ends at 1:00 PM. Kindergarteners (and siblings) will be dismissed first. Kindergarten parents must arrive no later than 12:50 pm to ensure they will be in front of the car line. Walkers and other car riders are dismissed at 1:10 pm and bus students are dismissed by bus number as each bus arrives. No lunch is served on early dismissal days.

Delayed Openings

On days when there is a delayed opening, school doors open at 10:30 am. Students are permitted to enter the building and report to waiting areas in the gym. At 10:45 am, students may report to their classrooms. At 11:00 am, the school day begins. Students who arrive to class after 11:00 am are marked tardy. On delayed opening days, students who ride the bus to school should report to their bus stop **2 hours later** than they normally do.

Individual Early Pick-up

No one may take a child out of school without the written consent of the parent/guardian. Students may be picked up before dismissal on an emergency basis or when a necessary appointment has been made that requires the student to leave before the regular dismissal times.

Notes requesting an early dismissal should identify who will pick up the child and when they will be picked up. The note should be delivered to the classroom teacher who will then forward it to the attendance clerk.

Because of the traffic/parking problems, requests for an early dismissal for after 2:40 PM will not be granted. A parent who is picking up a child before 2:40 PM is requested to park in the holding parking lot and personally escort the child from the main office, not the child's classroom. The parent/guardian must sign the child out in the main office.

We encourage the scheduling of all appointments after the child returns home from school since interruptions before dismissal time removes the child from the instructional setting. Early pick-ups create a distraction in the classroom and may be difficult to manage.

We have a high volume of car pick-up traffic and a significant number of dismissal combinations that change from day to day that can create uncertainty for youngsters and those in charge of safely dismissing students. It is our sincere desire to help youngsters dismiss with confidence and efficiency.

School Dress Code

The following attire is not permitted in school:

- T-shirts with offensive wording
- Spaghetti strapped tops
- Mid-driff tops (tops that expose the belly and back)
- Flip-flops/thongs
- Backless shoes and sandals
- Skirts/shorts above the mid-thigh
- Low cut jeans and pants that expose the belly/back and/or undergarments during normal school activity. (walking, jumping, sitting, playing etc.)

Students are not permitted to wear hats and baseball caps inside the school. These items can be worn during outside recess periods.

Students that are **not** dressed according to the school dress code will be asked to call home for a change of clothing. If you are in doubt about students' attire, please contact Mr. Mollica for assistance.

Class Interruptions

All items or messages should be brought to the main office to prevent excessive interruptions to classroom instruction.

Visitors/Volunteers to the School

An increasing need for the security of our students requires that all visitors and volunteers to the school, including parents/guardians, must be "buzzed" in and **report directly to the main office to sign in and obtain a visitor's pass before proceeding to their destinations.**

Covering School Books

Students must cover all of their textbooks and are encouraged to cover their workbooks with clear contact paper.

Change of Address/Phone

In case of change of address or telephone number, please contact Mrs. Lynne Rope (school secretary) 204-2633 ext. 100.

School Trips

When a school trip is planned, a form will be sent home for the parent/guardian to sign. This permission slip must be returned before the child may go

on a trip with his/her class.

Lost and Found

Children should inquire at the office about possessions lost at school. Separate lost and found boxes for lunch boxes and clothing are maintained in the cafeteria. Parents should check the lost and found box from time to time. Please print your child's name on lunch boxes, clothing and overshoes so they may be easily identified.

Child Study Team

The Child Study Team consists of the learning disability specialist, the school psychologist, and the school social worker. The main function of the team is to identify and assess children who are demonstrating social, emotional and/or learning problems, which may be hindering progress. Requests for evaluation by the team may be made by the school personnel (after consultation with the parents) or by the parents. For more information, call Mr. Mollica, Principal, or the Department of Special Services at 204-2600 x121.

Pupil Records

The district has developed Guidelines of Relevant Record Keeping. Copies of these guidelines are available from the Office of Pupil Personnel Services. Only objective materials are recorded in the permanent record. School records are confidential. Parents are entitled to review the content of their child's record.

Parent-Teacher Conferences

Conferences are held in the fall (October) and spring (April) of the school year so that you can discuss your child's progress with his/her teacher. Parents are welcome, however, to come in to talk about their child's school-related problems or successes with a teacher or administrator at anytime. Call the school secretary at 204-2633 ext. 100 to ask for an appointment if a conference is desired.

Report Cards

Report cards are distributed in November, January, April, and June for Grades K-5.

ADDITIONAL STUDENT PROGRAMS & SERVICES

Special Education

Cedar Hill School offers the following special education programs for students:

- Primary Autistic
- Multiply Handicapped
- Resource Room (RPO)
- In-Class Support (ICS)
- Self-contained classroom instruction (SC)

Instructional Support

Students of all abilities may receive academic support in the area of reading, language arts and mathematics in the regular education classroom setting.

School Wide Enrichment

Students of all abilities will engage in activities that will enhance the curriculum and provide new learning experiences. The school's enrichment teacher, Mrs. Sloan Scully, will work with teachers to design projects and classroom activities.

Speech Therapy & Occupational/Physical Therapy

Students may be screened for speech therapy and evaluated to determine needs by the school's speech therapist. When appropriate speech therapy may be included in a student's academic day.

Guidance Counseling

The school counselor is available to meet with students by appointment or in a group session. Teachers or parents that feel a student would benefit from these services should contact the Guidance Department or Intervention and Referral Services (I&RS).

Intervention & Referral Services (I&RS)

The I&RS Committee consists of building administrators, school counselor, nurse, school psychologist, school social worker, teachers and other appropriate faculty members. The I&RS Committee assists students and parents with issues regarding academic, behavior or health issues.

TRANSPORTATION

Bus Transportation Policy K-12

Students may not ride on buses other than those to which they are assigned nor exit their assigned bus at different stops. The school district is legally responsible and accountable for the safe transportation of students.

All pupils transported and all bus routes are on file with the Department of Education and our bus contractors. If students were to ride on buses other than those to which they are 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 that they ride and discharged at the same stop each day.

The only time a student may ride a different bus is in an emergency such as an 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/her assigned bus stop. Regardless of age, all students are discharged at their assigned bus stop.

It is the parents' responsibility to make arrangements to receive their child as they depart the bus.

Because the security and safety of our children is of utmost importance, the above rules **MUST** be followed without exception.

Bus Rider Guidelines

- All bus students must only ride their assigned bus.
- Students may not exit their bus at a different stop.
- If there is a change in dismissal, a note must be presented from the child's parent/guardian informing the office of the change and who will be meeting the child at dismissal.
- All bus riders must follow the Student Bus Safety Rules.

Student Bus Safety Rules

- Securely fasten safety belt (if installed on bus).
- Sit properly, facing forward, back against the seat back, holding belongings on lap or under the seat. Do not throw or mishandle belongings. STUDENTS MAY NOT: STAND, KNEEL, STAND ON, LAY DOWN, JUMP, LEAN OVER OR ACROSS THE SEATS.
- Keep the aisle clear at all times.
- Sit in the seat that is assigned to you.
- Remain seated until the bus comes to a complete stop. Always be ready to board or exit the bus promptly.
- Always depart the bus at your assigned stop unless otherwise directed by the principal/assistant principal.
- Please keep your hands to yourself (do not disturb others including the driver).
- Refrain from eating or drinking (includes gum chewing, lollipops, etc.)
- Place any trash in the designated wastebasket when leaving the bus.
- Be respectful of the other riders on the bus and talk quietly. No excessive noise, yelling, etc.
- Be courteous and polite to your driver.
- Behave respectfully toward other riders. Do not name call, tease, use profanity or other disrespectful behavior.
- Windows may only be opened upon the direction of the bus driver. No objects, including body parts should be placed outside the windows. EXTREMELY DANGEROUS!
- Any suspicious or dangerous objects brought on the bus may be confiscated. Fake weapons, etc.

- Follow all safety and emergency instruction given by the driver. VERY IMPORTANT!
- Report any incidents of misconduct to the driver immediately and explain circumstances.
- Please keep valuable and personal belongings inside backpack or school bag.

STUDENTS ARE TO BEHAVE COURTEOUSLY AND RESPONSIBLY WHILE WAITING AT THEIR BUS STOPS AND RIDING THE SCHOOL BUS. STUDENTS, WHO COMMIT ACTS OF MISCONDUCT, WILL BE REFERRED TO THE PRINCIPAL/ASSISTANT PRINCIPAL FOR DISCIPLINARY ACTION. CONSEQUENCES FOR MISBEHAVIOR MAY TAKE THE FORM OF A VERBAL WARNING/PROBATION (for less serious offenses) OR SUSPENSION OF BUS RIDING PRIVILEGES, OR SCHOOL (for more serious offenses).

Transporting Students To and From Cedar Hill School by Car

Parents/guardians are to drive to the side doors on the right of the building (the right side when one faces the front of the building) when dropping off children for school in the morning. They are to drive to these right side doors again in the afternoon when all “walkers” and car pick-ups” are dismissed.

For safety reasons, drivers are required to keep their vehicles in a single line and must remain to the right to allow school buses to maneuver past them. No student may be dropped off or picked up in the front of school or in the parking lots. No student may be picked up from his/her classroom.

Cars are not permitted to stand/park in the bus loop in front of school between 8:30 and 9:15 AM, and 2:45 and 3:25 PM because of the number of school buses that occupy that area at arrival and dismissal time.

Walkers

Walkers are to enter/exit from the side back doors on the right of the building (the right side when one faces the front of the building).

No Cell Phone Use While Driving

For the safety of all, please obey the law and do not use your cell phone while driving on Cedar Hill roadways. It takes a split moment of distraction for an accident to occur. Keep our children safe!

Crosswalks – Pedestrians Have the Right of Way

Please obey NJ State law and yield to pedestrians in the crosswalks at and around Cedar Hill. Please let the pedestrians (children and adults) reach the other side safely before driving your vehicle through a crosswalk.

Pets on School Grounds

Please do not bring your dog past the stop sign on the school side of the pick up area or past the fence by the walkers’ dismissal blue doors. Please stay by the stop sign or fence with your dog and let your child come to you.

After School Social Engagements

As stated in the district's procedures for bus transportation, "Students may not ride on buses other than those assigned or exit their assigned bus at different stops." In line with this, **the school does not accept notes requesting permission for play-dates and social engagements.**

Students participating in scout troops, which regularly meet in the school after dismissal, will walk to their assigned area at the end of the school day. The office requires the troop leader to submit a permission slip for each student participating.

We appreciate your cooperation and will accommodate any emergency. We believe that you will agree that the safe transportation of our students is of primary importance.

THE LUNCH PROGRAM

Grades K through 5

Students may bring their lunch from home or purchase a hot lunch at school. Lunch order forms must be received by cafeteria no later than 9:20 a.m. Hot lunches cost \$1.95 and milk or juice alone costs \$.45, water costs \$.60 and Snapple 100% fruit juice costs \$1.30. Account Debit Cards will be issued through your child's homeroom teacher. Students with Account Debit Cards will be issued Personal Identification Numbers (PIN). Cards must be held by the student and will help your child in getting through the checkout line faster. Students must remember their PIN.

Cedar Hill's hot lunch program is provided by an outside food service organization, Aramark Corporation. Unfortunately, company procedure at Aramark does not allow students to purchase lunch on credit. If a student does not have money for lunch, he/she will be provided a cheese sandwich and milk, or other available lunch. All preparation of the school lunches is done on the school premises by Aramark cafeteria staff. Menus are sent home each month.

Please print your child's name on lunch bags/boxes. If you wish to deliver a child's forgotten lunch or money (or anything else), please leave it in the main office and the teacher will be notified to have your child pick it up. On 1:00 pm dismissal days, no lunch is served and all regular lunch periods are cancelled and children should bring a bag lunch.

Lunch Periods

Lunch/Recess periods totals 50 minutes: 25 minutes to eat; 25 minutes for outdoor/indoor recreation.

Cafeteria Rules and Procedures

Students (K-4) are seated by class. Students in grade five will begin the school year eating with their class and seat themselves for the rest of the year. The Cafeteria Aides will monitor the lunchroom and enforce all cafeteria rules and procedures. Students

must demonstrate courteous and safe behavior when eating lunch in the cafeteria. Students who do not follow the rules may be asked to leave the cafeteria until such time permits them to return. (See: Discipline Guidelines).

Teachers escort their students to and from the cafeteria or entrance/exit door from recess

Students should remain quiet and orderly in a single file line when walking in the hallways.

The Cafeteria Aides will direct students to the tables and lunch line.

Students should follow all posted cafeteria rules when eating.

Students who misbehave may be referred to the Principal/Assistant Principal for repeated or serious offenses.

Playground/Recess

Students may use the playground or track facility during recess. The Cafeteria Aides will monitor the students' activities and behavior during the recess period. (See: Discipline Guidelines)

Students are encouraged to engage in constructive and appropriate physical activity or indoor games in the case of inclement weather.

Students are expected to follow all recess rules.

In appropriate physical activity such as kicking, punching or roughhousing etc. is not permitted.

District Nutrition Guidelines

The Board of Education recognizes that child and 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. Our elementary and middle schools participate in this program, so we are implementing new procedures in those schools. Beginning in September, the following items may not be served, sold, or given out as free promotion anywhere on elementary or middle school property at any time before the end of the school day:

Foods of 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. However, fundraisers such as Valentines' Day candygrams will be discontinued.

HOMEWORK GUIDELINES

The Board of Education believes that student homework has educational validity. The role of homework as a link between home and school is a vital one. Homework assignments can serve as a means of providing a bond of common effort between parent, child, and teacher. The conscientious completion of homework by students accompanied by appropriate parental supervision will have a positive effect on students' achievement.

What follows is a tentative outline based on the ability of the average student. Homework is generally assigned 3 to 5 days per week. Please bear in mind that if a student is not conscientious regarding advance assignments, notebooks, etc., this schedule could not be applied.

Kindergarten: varied formal and informal assignments
Grade 1: 10-15 minutes per day (plus independent reading)
Grade 2: 15-30 minutes per day (plus independent reading)
Grade 3: 20-40 minutes per day (plus independent reading)
Grade 4: 30-50 minutes per day
(plus 20-30 minutes of independent reading)
Grade 5: 30-50 minutes per day
(plus 20-30 minutes of independent reading)

In addition to homework assigned in the primary grades, parents are encouraged to read to their children on a regular basis.

Makeup Homework

Every effort is made by staff to deal with absences and make-up due to illness. Makeup work and/or homework will not be provided for periods of time of less than three days. In certain instances, at the teacher's discretion, homework assignments are adapted to individual needs. When a child has been out several days, homework may be requested by calling the office. Please give the teacher one full day's notice - work will be available the following day.

HOMEWORK DURING RELIGIOUS HOLIDAYS

The Bernards Township Board of Education is aware that during the school year,

religious holidays may fall on school days. The Board wishes to work with our students and their families in accordance with applicable law to allow students to participate in observance of these holidays. It is therefore the policy of the Board to permit students an excused absence for observance of a religious holiday. In order for an absence to be considered excused, parents or guardians must provide the student's school with a written excuse explaining that the absence is due to the observance of a religious holiday. The absence may be excused only if it is taken on the actual date of the holiday in question.

The Board is also aware that tests, academic competitions and deadlines may be scheduled on religious holidays. In these situations, the Board has a policy of providing the student a reasonable accommodation, so that the academic activity will not interfere with their religious observance. This means that the teacher or the school will reschedule the test date for any student who is out on the actual exam day, due to a religious holiday. For academic competitions, where students are eligible for awards, alternative arrangements will be made to allow the student to take part in the competition. Similarly, when assignment due dates correspond with a religious holiday, teachers will provide an accommodation regarding such deadlines.

Please take special note that when an accommodation is needed, it is the student's and their parent's responsibility to inform the school that they will be observing a religious holiday. A written note, signed by a parent or guardian, requesting an accommodation, must be provided to the school or teacher prior to the religious holiday, in order for the school to make the requested accommodation. Under such circumstances, new test dates, dates of competitions and other deadlines will be set by the staff member having responsibility for the activity in question.

EMERGENCY WEATHER PROCEDURES

When a severe storm develops during the night and continues into the morning, a decision may be made by 5:45 AM to close school. If at 5:45 AM it is believed that the weather will clear and the roads will be passable, then a decision may be made to have a delayed opening. If the forecasts were wrong and the weather does not clear, then school will be called off for the day instead of being delayed. If extreme weather conditions occur **after school has started**, students will be dismissed early. The Superintendent makes these decisions with the advice of the police and road departments.

Notification

HONEYWELL INSTANT ALERT FOR SCHOOLS: This is now the primary way of notification of school closings, delayed openings and early dismissals due to weather and emergencies. If you have not done so already, please visit the school district website, bernardsboe.com, to register your information. Once registered, you will be notified of emergency weather closings, delayed openings and early dismissals via phone and email.

RADIO/TV: Announcement of school closing and delayed openings will be made on

radio WOR (710 AM), New Jersey (101.5 FM), WABC Channel 7 or News 12 New Jersey on TV.

WEBSITES: Notice will be posted on Bernards School website www.bernardsboe.com, click on www.cancellations.com. Notices will also be posted on www.news12nj@new12.com.

You may also call the school at **908-204-2633** to check for a recorded message. **Please DO NOT telephone the police.**

Emergency Weather Schedule

SCHOOL STATUS	DECISION MADE BY:	Honeywell Instant Alert	ACTION
Closed	6:00 AM	By 6:15 AM	All students remain home.
Delayed Opening	6:00 AM	By 6:15 AM	-School opens at 10:30 AM and instruction begins at 11:00 AM . -Bus pick-up about 2 hrs. later than usual.
Early Dismissal	10:00 AM	10:15 AM	-Car Riders/Walkers dismissed at 1:00 PM and bus students at 1:10 PM -After Care and PM programs are cancelled.
Closing following Delayed Opening	7:15 AM	7:30 AM	All students remain home.

HEALTH SERVICE INFORMATION

Absence and Tardiness

If your child will be absent or will arrive after 9:00 a.m., please call **the School Nurse (204-2633 ext. 103) before 8:45 a.m.** You may notify your child’s teacher, but please do not use that as the only notification of absence. If the school is not notified of your child’s absence, the nurse will call your home or place of work to determine the reason for the absence.

Students who have been absent from school are expected to bring a note of explanation from a parent or guardian. Children returning from a period of illness are expected to be well enough to resume the normal schedule, which includes outdoor play, gym, etc.

Administration of Medication

Bernard's Township Public Schools Policy 5330 requires that any medication, prescription or over the counter, including cough drops, requires a completed Request to Administer Medication Form that contains the following information:

Parental Permission.

Physician's Order- Diagnosis, Medication, Dosage, Route, Time, Side Effects, Length of treatment, Activity restrictions.

Medication must be delivered in the original labeled bottle to the school nurse by parent/guardian. Students may not bring medications to school on their person or in his/her backpack.

Exemption: Tylenol, if approved in writing by parent

Home Instruction

The Board of Education will provide instruction in lieu of classroom instruction, in cases when confinement at home for a period of at least 2 weeks has been determined by the school physician. Contact the school nurse to initiate arrangements for home instruction.

Physical Education Excuses

Students requesting permission to be excused from physical education class for up to two classes must bring a note from their parent/guardian stating the reason they are unable to participate. All notes are to be sent to the school nurse. For an extended physical education excuse (longer than two classes), a student must submit a note from a

physician stating the reason for the excuse and the date on which the student may resume participation. **When a student is excused from physical education class, they are also unable to participate in recess activities.**

Health Related Entrance Requirements

Physical examination completed between **September 1** of the year 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 4th 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 1st birthday.

If before 1st birthday, reimmunization is required. Intervals between first and second measles/MMR/MR 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 1st birthday. If before 1st birthday, reimmunization is required.

Mumps

1 dose OR laboratory evidence of immunity. First dose given on or after the 1st birthday. (If before 1st 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.

Mantoux Test (PPD)

Students from out of country must provide proof of a PPD within the previous six months of admission. Students transferring into grades K-5 from another state must provide proof of a PPD administered at age four or after. Students transferring into grades 6-12 from another state must provide proof of a PPD within the previous six months of admission.

Varicella (Chicken Pox) Vaccine

Every child born after January 1, 1998 is required to receive 1 dose of chicken pox vaccine.

Screenings

Hearing and vision screenings are conducted annually for all children in grades K-4. Scoliosis screening is performed bi-annually for all children 10 years of age or older. The results, if not within the accepted normal range, will be referred to the parent.

Academic Attendance

“The Board shall require from the parent 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.”

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

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 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.

EFFECTIVE PROBLEM SOLVING

Parent inquiries for information related to a child’s progress in school or to the school’s operations and programs are always welcome. The procedure to follow in pursuing these matters is to first contact the child’s teacher. If more information is required, or if the matter does not appear to be resolved, the principal, Mr. Joseph Mollica or the assistant principal, Mrs. Julianne Mahler, should then be called. In instances where the parents wish to discuss the problem beyond the level of Cedar Hill Administrators they should contact the Superintendent of Schools. If necessary, the Superintendent may then refer the issue to the Board of Education for possible resolution.

DISCIPLINE GUIDELINES

Procedures

All teachers should develop basic guidelines for appropriate school behavior at the beginning of the school year. Students may help develop some of these guidelines with the teacher

Classroom rules and consequences should be age appropriate, fair and consistent. No child should be humiliated because of inappropriate behavior.

Students should be warned if a rule is broken so that the student is alerted to the problem.

If the behavior persists, teachers may request a parent conference.

Teachers are encouraged to implement their own classroom rules and seek out advice from colleagues and administrators if needed.

If a student displays severe disruptive behavior the teacher may contact the main office and send the students to meet with the Principal/Assistant Principal. The parents will be notified.

In the event a student misbehaves outside the classroom, lunchroom, playground, special classes, the supervising adult will report the behavior to the main office.

Actions

The following list includes possible actions taken in the case of inappropriate student behavior:

Teachers and building administrators may conference with the student.

Students may be retained in the main office for a short time-out.

Students may serve an in-school or out of school suspension. Academic work will be provided for the student.

Students may be kept after school hours when prior arrangements have been made with the parents/guardians.

In the event that a student needs to be removed from the school environment, the parents/guardians will be asked to come to school for a conference and the child will be sent home.

HARASSMENT, BULLYING AND HAZING

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, or any persons with the knowledge or belief of conduct which may constitute harassment, bullying or hazing shall report the alleged acts immediately to an appropriate school district official. The building principal is the person responsible for receiving reports of harassment, bullying or hazing at the building level. Any person may report harassment, bullying or hazing directly to the Affirmative Action Officer or the Superintendent.

To review the complete policy and procedures of the Board of Education, please visit the district website at www.bernardsboe.com.

HOW PARENTS CAN HELP

To guarantee the best possible education for your child, the home and school must work together. Here are a few suggestions as to how this can be accomplished:

Come to Back-to-School Nights in the fall so you can meet your child's teacher early in the year.

Let your child know that you respect and support the teacher and that you intend to work together for your child's best interests.

Find out how much homework is expected and talk with your child about the importance of completing the homework assignments.

Make sure your child gets plenty of rest and has an adequate diet. Encourage good health habits and allow free time for leisure activities.

Don't pressure your child about grades or compare your child to other children.

Look for the positive.

Encourage interests in books, magazines, hobbies, trips, and current affairs.

Have reading materials in your home. Read and work with your child.

Feel free to contact the school whenever there is a problem. Don't just talk about school problems with your neighbors - get in touch with the school where someone can give your problem immediate attention.

MISCELLANEOUS

Asbestos Information

In accordance with 40CFR Part 763, the Asbestos-Containing Materials in Schools Rule (commonly referred to as "AHERA" regulations), the Bernards Township Board of Education periodically inspects all buildings throughout the district to re-evaluate the condition and change of asbestos-containing materials. Any required work is conducted when the buildings are unoccupied. Additionally, a written Respiratory Protection Program has been established for all employees, as required by the New Jersey Public Employee Occupational Safety and Health regulations.

The Asbestos Management Plans for each school building are available for inspection by employees, parents, and the public at no charge during the regular school hours. A copy of the Plan is maintained at each school site as well as at the Board Office. If you wish to review the plan or have any other questions, please call the Board Office at (908) 204-2600 x106.

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 school or on school property.

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 age group who exhibit developmental delays in language, cognition, physical and/or emotional development, may be eligible for services from the public schools as a preschool 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 by the public schools of 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 their child is 2 years, 6 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 extension 121. All public school districts in the state of New Jersey are required to provide these services.

Experiments Involving Animals

Legislation now permits public school students to choose not to participate in certain experiments involving animals. Public school pupils from kindergarten through grade 12 may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. The law requires schools to provide alternative education projects for those students who choose to “opt out” of these activities. Schools are required to notify pupils and their parents or guardians of a pupil’s right to decline to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction.

Liaisons

The Bernards Township Board of Education does not hereby appoint **Jean O’Connell** as Liaison for the Education of Homeless Children, Public Law 504 Coordinator and Americans with Disabilities Act Coordinator; **Regina Rudolph** as Affirmative Action Officer; **Nick Markarian** as New Jersey State Integrated Pest Management Coordinator, Attendance Officer, Qualified Purchasing Agent, Public Agency Compliance Officer, Open Public Records Act Officer, and Public Employees Occupational Safety and Health Act Coordinator for the 2009-10 School Year.