

**OXFORD STREET
ELEMENTARY SCHOOL
STUDENT/PARENT
HANDBOOK
2018-2019**



**Mr. Christopher Karabinus, Principal
Mr. Christopher Carrubba, Superintendent
908-475-4001
Fax 908-475-4132**

PARENT/STUDENT SIGNATURE NOTIFICATION
THIS FORM MUST BE KEPT ON FILE ACCORDING TO
THE STATE OF NEW JERSEY
TITLE IV

**Parent/student must complete via the parent portal by
Friday, September 14, 2018.**

This form serves as documentation that you have read and reviewed the entire **Student/Parent Handbook** that is located online and will use as a reference.

Please complete the area on the parent portal to indicate you have reviewed our handbook.

Thank you for your cooperation.

Sincerely,

Christopher Karabinus

Christopher Karabinus
Principal

I have reviewed the online information within the student handbook. **My initials and my students initials via the parent portal forms area indicates that I understand ALL areas of content within and will review with my child.**

I further understand that failure to complete the designated areas within the parent portal will result in my being locked out of my student(s) grades, attendance, conduct, report cards and the ability to schedule parent/teacher conferences. I will not gain access to any of these areas until ALL required forms are completed and my present contact information on file has been reviewed by me and confirmed to be accurate.

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DAILY SCHEDULE

"2018-2019" DAILY SCHEDULE

SEE OUR WEB PAGE

www.belvideresd.org

Click on the tab for Oxford Street then scroll down to documents to access important information such as the daily schedule. The daily schedule times for a regular day, half-day and a delayed opening are noted.

AFTER SCHOOL ACTIVITIES

Students who wish to stay after school for after-school activities may do so, provided that the following conditions are met:

1. The student must have been in attendance during the school day – if the child has been absent (unexcused), they cannot partake in after-school activities. (play practice, chess club, etc.)
2. A permission slip/note from the parent or guardian must be submitted to the office. The note should state that the child has the parent's permission to remain after school on the date of the event. No student will be permitted to stay after school unless a note is received. **Phone calls will NOT be accepted.** No changes will be allowed for activities without written permission from a parent; students will not be allowed to call home for permission.
3. If a student is signed up for an activity, it will be automatically assumed that the student is attending for the duration of the program. If a note has not been received by the main office stating that they will not be attending, they will automatically be sent to the activity.
4. Students should not leave the building if they have an after-school activity. If a student leaves the building with a scheduled after-school activity, it will be taken that the student will not be attending said activity. The student may not be allowed back into the building.
5. Students are expected to remain in the area immediately adjacent to the event and not to wander in the building or lavatories.
6. Proper conduct is expected of students at all times in the building and outside. The administration and faculty reserve the right to exclude any student whose behavior is inappropriate at any time prior to, during, or after an after-school activity.
7. It is hoped that parents who bring students to after-school activities will cooperate with the school in ensuring that our students' behavior is appropriate.

ATTENDANCE PROCEDURES

The Board of Education, administration and staff recognize the importance of daily, punctual attendance to a student's' academic success. (Policy # 5110 and Policy # 5113)

IF A CHILD IS ABSENT, A SIGNED NOTE FROM THE LEGAL PARENT OR GUARDIAN MUST BE PRESENTED TO THE OFFICE UPON HIS/HER RETURN STATING THE DATE AND REASON FOR THE ABSENCE.

What constitutes and excused absence?

Justifiable reasons may include:

- Disabling illness – WITH DOCTOR’S NOTE
- Recovery from accident – WITH DOCTOR’S NOTE
- Required court attendance – COPY OF NOTICE FROM COURT
- Death in the family
- Religious observance – based on state approved list

School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been absent from school greater than 12 days. (Policy # 5119.1)

LATE ARRIVALS/EARLY DISMISSALS

In order to receive credit for a full day of attendance, students in grades 1-8 must be in attendance for four hours or more, exclusive of lunch.

TARDINESS

Students arriving late are to report directly to the school office. (Grades 4 – 8) A student who is tardy should have a parent note explaining the reason for the tardiness. A phone call would also serve this purpose. Tardiness is UNEXCUSED unless accompanied with a doctor’s note.

Tardiness for **Grades 3rd through 8th grades:** Disciplinary Action is at the discretion of the building Principal for Unexcused Tardiness is as follows whether signed in by parent or not (unless accompanied with a doctor’s excuse: (Grade 4-5 will receive “Recess Detentions.”))

1 st Offense	Verbal warning to student	=
2 nd Offense	Letter forwarded to parents/guardians	
3 rd Offense	1 Hour After-School Detention - Wednesday (Grades 3-5 receive Recess Detention)	
4 th Offense	1 Hour After-School Detention - Wednesday (Grades 3-5 receive Recess Detention)	

5 th Offense	2-Hours After-School Detention-Friday (2:30-4:30) – Grades 6-8 1-Hour After-School Detention-Wednesday (2:30-3:30) – Grades 3 - 5
6 th Offense	3-Hours After-School Detention-Friday (2:30-5:30) – Grades 6-8) 1-Hour Principal Detention – After School – Wednesday – Grades 3 - 5
7 th Offense	Discretionary Administrative Action

Detentions are generally served by students in our Media Center during their lunch period. They eat in the Media Center for a ‘quiet’ lunch and are monitored by an assigned staff member. If additional detention time is needed beyond a lunch detention it will be held from 2:30 pm to 3:30 pm on Wednesday afternoons and Friday detentions are served from 2:30 pm to 3:30 pm, 2:30 pm to 4:30 pm or 2:30 pm to 5:30 pm depending on the number of offenses.

Letters of notification are posted to the parent portal containing all pertinent information within the Genesis Education System. Students who have any type of detention are also reminded by the office on the day of the detention.

VACATIONS

Several Board of Education policies refer to excessive student absences. Absences due to illness and religious holidays are unavoidable and expected. Parents should, however, make every effort to **AVOID PLANNING VACATIONS DURING THE SCHOOL YEAR**. The classroom teacher will only be required to provide a general listing of the material expected to be covered during the child’s absence. It is not reasonable to assign a week’s worth of specific detailed assignments or homework when the child is not present to benefit from daily instruction. Assigning class work during vacations is at the discretion of the child’s teacher.

MAKE-UP WORK FROM ABSENCES

The interaction which takes place as a result of teachers’ planned presentations or from discussions, which develop from student questions and responses go far beyond the printed material in texts and workbooks. These discussions can contribute enormously to the student’s grasp of the subject matter and to related areas of understanding. Attendance and participation in daily classroom activities are vital parts of the learning process. Parents are encouraged to assist the faculty by ensuring regular daily attendance, whenever possible.

Students are responsible for making up work missed due to absence. Any missed tests or quizzes will be made up at the discretion of the teacher. The student is responsible for any material covered and work assigned while absent. In general, pupils will be allowed one day to

make up missed work for each day of absence. If work has not been made up at the end of the marking period, an “incomplete” will be assigned. Students then have two weeks to complete missing assignments.

Homework for absent students may be obtained by request from home (a note, phone call, or email to the teacher). **Parents & students are encouraged to use Google Classroom to obtain missed assignments.**

RE-ADMISSION TO SCHOOL AFTER ANY ABSENCE

1. A pupil returning from an absence of any length must present, upon the day of return, to the main office, a written statement of the reasons for the absence, which must be dated and signed by the parent or guardian.
2. A note explaining a pupil's absence for non-communicable illness for a period of more than three (3) school days **MUST BE** accompanied by a physician's statement of the pupil's illness.
3. A pupil who has been absent as a result of a communicable disease must present to the school nurse written evidence of being free of the disease.

WIRELESS COMMUNICATIONS DEVICES: CELL PHONES

The Belvidere School District understands the convenience of wireless devices between parents and students. Students will be given the opportunity to use wireless communication devices appropriately in non-academic areas and in the classroom at teacher discretion. In the event students do not follow the guidelines for wireless communication devices as outlined above, consequences will be issued as follow:

ALL STUDENTS WILL RECEIVE A 'VERBAL WARNING' AS A COURTESY THE FIRST TIME THE GUIDELINES ARE NOT FOLLOWED. LETTERS ARE SENT HOME MAKING PARENTS AWARE THAT A VERBAL WARNING WAS GIVEN.

1st Offense – Students will have the device turned into the Main Office and parents will need to pick up the device in the main office and the student will receive a Friday Detention.

2nd Offense – Students will have the device turned into the Main Office and parents will need to pick up the device in the main office and the student will receive two Friday Detention.

3rd Offense – Students will have the device turned into the Main Office. Parents will schedule a conference with the Principal and their student in order to obtain the device, and to discuss the repercussions. Student will receive a one day ISS.

4th Offense – Students will have the device turned into the Main Office. Parents will schedule a conference with the Principal and their student in order to obtain the device, and to discuss the repercussions. Student will receive OSS.

STUDENTS ARE NOT TO CONTACT THEIR PARENTS ABOUT PICKING THEM UP IF THEY ARE ILL UNTIL THEY HAVE BEEN SEEN BY THE NURSE AND THE NURSE CALLS PARENT/GUARDIAN. OUR OFFICE MUST BE AWARE OF ANY ILLNESSES, ACCIDENTS, OR EMERGENCIES BEFORE ALLOWING A STUDENT TO LEAVE THE BUILDING.

DRESS CODE

The Board of Education Policy # 5132 on dress and grooming recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences.

The Board will impose its judgment on pupils and parents or legal guardians only when a pupil's dress and grooming affect the educational program of the schools. Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement.

The building principal shall determine whether the dress or grooming of pupils comes within these prohibitions.

Students are reminded that personal appearance creates a lasting impression. In order to create a positive school atmosphere students are expected to give proper attention to cleanliness and to dress appropriately for school and school functions. Individuality in dress is a matter of personal choice however, it will not be permitted to interfere with, disrupt, or distract from the activities of the school. Students and their parents have the primary responsibility for acceptable dress and appearance.

A student's dress and appearance will be guided by the following:

- Safe, appropriate and not disrupt or interfere with the educational focus of the school
- Extremely brief, revealing, see-through garments are not acceptable
- Bare midriffs, miniskirts and shorts (no shorter than 5" above the knee), hats, bandannas, hoods will not be permitted
- Footwear must be worn at all times. Footwear that is a hazard will not be allowed
- Items that are vulgar, obscene, and libelous or denigrate others on account of race, color, creed, national origin, gender, sexual orientation, or disability are not acceptable
- Items that promote and/or endorse the use of alcohol, tobacco or illegal substances are forbidden.

When a student is reported for inappropriate attire according to the above rules, parents will be notified by a phone call from either the school nurse or the principal. Upon second violation, the parent will be called to bring a change of clothes for the student.

CODE OF CONDUCT – HARASSMENT/INTIMIDATION/BULLYING

**** SPECIAL NOTE: Lockers for grades 6-12 (School officials may inspect lockers at any time, (18A; 36-19.2) Upon request from administration, the prosecutor's office may bring in outside resources to inspect/search school lockers.**

According to Board Policy # 5131 on Conduct and Discipline and Board Policy # 5131.4 on Harassment, Intimidation, and Bullying the board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

The board of education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The board of education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents/guardians, staff and community, producing an atmosphere that encourages pupils to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The chief school administrator shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the chief school administrator shall ensure that this policy is applied to incidents of harassment; intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct.

DETENTIONS

Detentions may be assigned for the following reasons:

1. Failure to abide by school rules;
2. Taking or attempting to take school property or property of others;
3. Physical or verbal abuse or endangerment of another student or staff member;
4. Lunchroom and/or hallway misconduct;
5. Failure to complete classroom assignments;
6. Attempted vandalism;
7. Insubordination, including, but not limited to, continual refusal to follow directions, blatant disrespect and profanity;
8. Other serious infractions not included above.

Parents of students receiving detention will be contacted through the Genesis parent portal and advised of the reasons for detention. The letter to be viewed will also include the date and time the detention is to be served.

CARE OF BOOKS/MATERIALS/SCHOOL PROPERTY

The Board believes that the schools should help students learn to respect properly and develop feelings of pride in community institutions. The Board charges each student in the schools of this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

In accordance with law, students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage, except that students over 18 years of age shall also be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage or defacement of textbooks and reserves the right to withhold a report card or diploma from any student whose payment of such fine is in arrears. The Board may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature. (Policy # 5205)

CHANGE OF ADDRESS/PHONE NUMBERS

Please ensure that all family emergency contact information is up to date. Please update your contact information within the Genesis system via the parent portal when your address, telephone number, place of employment or emergency contact number has changed.

EMERGENCY PROCEDURES/SCHOOL CLOSINGS

The Belvidere School District utilizes a blackboard connect automated call system to let parents know about upcoming events, school closings, etc. **In order to receive these alerts, please ensure that you have the correct contact information up to date in the Genesis system.** If school is **not in session**, and closes or has a delayed opening for weather or any unforeseen reason, a call will go out to the phone number that you have provided for our database. We will utilize this system whenever possible, but please do not rely on this system as your only source of information for closings or delays. Refer to our website at: www.belvideresd.org.

Fire Drills are held each month, as mandated by NJ State Law. Students are expected to remain silent and follow all directions given by school staff.

School Safety Drills, to ensure the safety of your children, and as mandated by NJ State Law, we will be continuing to conduct a series of safety drills for our students this year. These drills are designed to give the students and staff a clear set of procedures to follow in the event of an emergency. The drills will be conducted on a monthly basis. We will continue to work with officials from the NJ Office of Emergency Management, the NJ State Police, and the Belvidere Fire Department to assess and refine our safety procedures. Please spend some time talking to your children about the reasons for safety drills and reassuring them that school is a safe place.

FIELD TRIPS

The Board of Education recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the school. No student will be denied participation due to economic distress. Special needs will be addressed on a case-by-case basis.

GENERAL STUDENT RULES

Below is the list of general student rules:

1. Chewing gum is prohibited. This not only refers to classrooms but also to the gym and the cafeteria as well.
2. Students will always walk on the **right side of the halls**, whether in class movement or as individuals.
3. Students should understand that any staff member has the authority and obligation to make on-the-spot correction regarding any infractions of school rules.
4. All food is to be eaten in the lunchroom. **STUDENT SHOULD NOT** take food back to the classroom without permission from the teacher.
5. Lost and Found articles are to be claimed in the nurse's office.
6. Hats, caps, or hoods should not be worn during the school day.
7. **NO** student is to leave the school grounds during the school day without a parent/guardian signing them out in the office. **THIS IS A MUST!**
8. Lockers for grades 6 through 12 – (School officials may inspect lockers at any time, (18A;36-19.2) Upon request from administration, the prosecutor's office may bring in outside resources to inspect/search school lockers.
9. All books must be covered.

HEALTH SERVICES

Mrs. March, our school nurse, provides health needs to our school. Please be sure to submit complete, up-to-date contact information to the school in case she would need to reach you regarding your child's health

status. Parents/guardians are requested to notify the nurse of any specific health concerns/conditions to safeguard the welfare of the student. There are laws enacted to protect the privacy of student health information. To be compliant with FERPA regulations, we must have the parents' permission to share medical information with staff members.

Medications and the dispensing procedures must be followed as below:

1. **NO** over-the-counter medicines (such as cough medicine, allergy medicine, pain medicine) are to be brought into the school building.
2. Any medicine that the nurse is expected to give must be in a bottle with the original pharmacy label on it. Your pharmacist should be able to provide a labeled container if you request it for the school.
3. Students requiring medications at school must have a written statement from the family doctor, which states the type, dosage, and the purpose of the medication.
4. The school nurse should be advised of any drug being taken by a student, particularly those that might cause a change in behavior.
5. Any medications required by students must be administered by the school nurse.

Physical Restrictions and Other Medical Problems may occur. If your child may not participate in any part of the school program because of a medical reason, this restriction must be submitted in writing by the doctor to the school nurse. If your child has any specific sensitivity, such as to bee stings, which might cause a severe allergic reaction, your doctor must designate the exact medical procedure to be followed. This written notice is to be signed by the doctor and parent/guardian. If your child has any other medical condition which may require special treatment, be sure to notify the school nurse in the beginning of the school year.

Vision/Hearing/Scoliosis screenings are provided to all children for potential vision/hearing/scoliosis problems. You will be notified if a more complete medical evaluation seems indicated. Please, in turn, advise the school nurse of any significant findings by your doctor. Students are screened for scoliosis after the age of 10 years.

School Entrance and Medical Requirements for all transfer students and students grades three through eighth, current immunizations are needed and required on file and also a current physical from your family doctor. If you have any specific questions about the minimum immunization requirements for school attendance in the State of New Jersey, please feel free to call Mrs. March.

Health Classes – Grades 4th/5th/6th: As part of our health curriculum, a video and lesson on Adolescent Growth and Development are presented for the 4th, 5th, and 6th-grade. Mr. Dempsey instructs the boys and Mrs. March instructs the girls.

The lessons provide your child(ren) with basic facts and reassurances about his/her growth and development. Topics include the stages of development, anatomy, personal care, diet, exercise, and hygiene. The menstrual cycle is covered in the girls' lesson beginning in 4th-grade. Information regarding pregnancy, birth, and STDs/AIDS are presented at the 6th-grade level.

SCHOOL LUNCH

Maschio's Food Service will provide a well-balanced lunch for all students. Alternate choices are offered. Please refer to the menu posted on our school's website. Lunches will be served starting the first day of school. Information regarding the Free and Reduced Lunch Program is available at www.belvideresd.org please click on the Oxford Street School tab and view under important notices. If a student forgets their packed lunch, it may be dropped off at the office and must be labeled with the student's name and grade level.

STATE TESTING

Students in grades 3 – 8 are required to take the PARCC (Partnership for Assessment of Readiness for College and Careers). Results will be shared with parents in as timely a manner as possible once they district receives them. More information on state assessments and New Jersey curriculum can be found at www.state.nj.us/education.

STUDENT REPORT CARDS & HONOR ROLL

Student progress is relayed through parent/teacher conferences/communication and report cards. Report cards will be issued by the school via the parent portal for grades 3 through 8.

Criteria for Honor roll:

- No failed grades
- Lowest numeric grade is 80 (unweighted)
- No less than 2 grades of at least 90 (unweighted)

Criteria for High Honor roll:

- No failed grades
- Lowest numeric grade is 90 (unweighted)

NOTE: Honor Roll & High Honor Roll is cited per each marking period. The final grade for the year does **NOT** factor into the honor & high honor roll calculation.

STUDENT RECORDS

According to NJSA 6:3-2, "Each local school district shall have the responsibility to compile and maintain pupil records and to regulate access to and security of such records in accordance with these rules and regulations." Inherent in this law is the parent's right to review their child's school records and to request interpretation of such records as needed. All such requests are to be made to the school office.

STUDENT SERVICES (I&RS)

Intervention and Referral Services (I&RS) is for students in general education. This team of individuals includes a parent, administrator, teacher, nurse, and Case Worker. The purpose of the I&RS Team is to brainstorm interventions that are appropriate, family-supported, and individualized for specific student needs. The interventions in the general education program should effect the necessary change for successful student participation in the mainstream. The recommendations for interventions are coordinated with the classroom staff and monitored through follow-up meetings. Requests for this service may be made by the classroom teacher or parent.

CHILD STUDY TEAM SERVICES

In accordance with New Jersey State Law, the Child Study Team is comprised of a Psychologist, Learning Disabilities Consultant, Social Worker, Speech Therapist, Nurse and a consulting physician. The purpose of the team is to aid teachers, parents and students in providing the proper educational program for students.

Request for CST services can be made by a parent or teacher for the following:
Educational Evaluation Psychological Evaluation Guidance Counseling

A referral form/written request must be completed and submitted in order to request any of the above services stating the reason for the request. Parents are notified of any referrals made to the child study team, usually through the person making the request.

TELEPHONE USE/CONTACTING TEACHERS

Occasionally it may be necessary for you to relay a message to your child or a teacher; however, instructional time is valuable. It is felt you will use good judgment in being selective in the type and frequency of the messages. Unless it is **urgent**, speaking directly to a child or teacher during school hours is discouraged. The most opportune time to talk to a teacher is immediately after school; feel free to leave a message with the office or ask the administrative assistant to connect you to the teacher's voice mail, or you can email them. You can find the teacher's email addresses on the website.

TRANSFERS

A student who will be transferring out of the district should do the following:

1. Notify the office of the move and what district student will be

transferring to.

2. Parent/Guardian must come into the office to sign a withdrawal form and also receive a “transfer card” to be taken to the new school.
3. The student needs to come to the office to receive a sign-out sheet so that all books and school materials can be returned to assigned classes.
4. Parent/Guardian should register student at the new school and they will have you sign a “Record Release Form,” which gives our school permission to release records to the new school.
5. If there are any financial obligations, these must be settled prior to the actual transfer.

VISITORS

All visitors are required to report to the office to sign in and obtain a visitor’s pass. This pass is required to visit any part of the district buildings and grounds. Visitors without a pass will be considered to be trespassing.