

John Marshall
Handbook
2017-2018



*T*ogether *E*veryone *A*chieves *M*ore

This handbook belongs to:

Name: _____

ID

Number: _____

Homeroom: _____

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John Marshall School Number 20, built in 1929, has provided generations of students with outstanding educational opportunities. Our school's facilities have been upgraded and are well-maintained, providing neighborhood youngsters with a warm and comfortable place in which to learn and to grow. The school community is committed to its motto that “*Together Everyone Achieves More*” and our school's vision correlates with the district’s vision, “John Marshall School Number 20 will be the best elementary school in the City of Elizabeth.”

At John Marshall School Number 20, our students report to school each day in uniform dress. School uniforms give students a sense of pride in themselves and in their school. This largely contributes to a positive school environment that is safe, drug-free, and conducive to learning.

The Elizabeth Public School District’s Theory of Managed Instruction is the framework for instruction and professional development. Ongoing and continuous improvement in academics, the arts and athletics remains the daily priority at John Marshall School Number 20. We are committed to preparing our students to lead successful lives in the highly complex and competitive world of the 21st century. We demonstrate this commitment through our One-to-One technology initiative for all students in grades three through eight. Wireless classrooms are enabling teachers to extend teaching and learning experiences in all content areas. Additionally, John Marshall School Number 20 has a partnership with the Children’s Literacy Initiative to lead the way in solving the early literacy crisis. CLI focuses on building instructional capacity, embedding professional development, developing structures and systems and using a balanced literacy approach grounded in National Reading Panel recommendations. Our aim is to maximize student achievement and to prepare all youngsters to meet or exceed their individual expectations on both state and district assessments.

John Marshall has been recognized in 2017 by the New Jersey Alliance for Social, Emotional and Character Development as an *Emerging School of Character*. Additionally, we have committed ourselves to the *School Climate Transformation Project* from 2015-2020. This is an initiative with the New Jersey Department of Education, Offices of Special Education Programs and Student Support Services in collaboration with the Graduate School of Applied and Professional Psychology of Rutgers University. The *School Climate Transformation Project* is designed to assist John Marshall in building and maintaining a positive school climate and culture that is inclusive of all students, staff and community members. During the 2016-2017 school year, John Marshall has partnered with Montclair State University as part of the *Building Unity in Leadership Development* initiative. BUILD is allowing building level teachers to become Teacher Leaders who participate in research based professional development to improve district and building-wide mentoring and induction policies and practices. For a second year in a row, John Marshall has continued its partnership with the *NJPAC Disney Musicals in Schools Program* and the *Johnny Mercer Foundation*. As a team, we are committed to working collectively to ensure student success by developing instructional strategies and continuing to use best practices to provide our students with excellent educational experiences and services to inspire every student to think, to learn, to achieve and to care.

The relationships that exist among our students, staff, administrator, parents, and community members are vitally important to the success of our school. All stakeholders of School Number 20 hope that the words of John Marshall will be realized in that through learning each student “...may see a spectacle which astonishes and enchants the imagination.”

OUR ELIZABETH PUBLIC SCHOOLS MISSION

The Elizabeth Public Schools will provide excellent educational experiences and services to inspire every student to think, to learn, to achieve and to care.

OUR ELIZABETH PUBLIC SCHOOLS VISION

The Elizabeth Public Schools will be one of the best school systems in America.

OUR CORE BELIEFS

We believe all students can learn and achieve at high levels.

We will ensure that all students graduate prepared to pursue a postsecondary education.

We believe that teachers make a positive difference in student achievement.

We will recruit, develop, retain, and celebrate world-class teachers.

We believe that effective leaders produce excellent results.

We will recruit, develop, retain, and reward results-driven leaders.

We believe that a high-performing team produces a legacy of enduring greatness.

We will build a high-performing team that achieves excellence.

OUR PLEDGE OF ETHICS

As a member of the Elizabeth Public Schools Professional Learning Community, I will treat people as I wish to be treated. To do that, I pledge to:

- Understand that the school community is a “special place”
- Listen respectfully when someone else is speaking by paying close attention and not interrupting
- Speak in a calm voice and use proper language

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- Dress appropriately for teaching and learning

- Inspire the best in myself and others by celebrating successes and learning from mistakes
- Care about others by demonstrating acts of kindness
- Be a life-long learner by taking every opportunity to learn from others

OUR ACADEMIC PROGRAM

Students enrolled at John Marshall are offered child centered, family focused and developmentally appropriate programs of study. The school's curriculum is geared toward preparing students for both secondary and postsecondary education. The school's academic programs include:

- Nine years of coursework in English Language Arts, mathematics, science, social studies, physical education and health.
- Additional coursework in art, music, band and foreign language.
- Preparation for state-required examinations.

DAILY SCHEDULE

Regular Day Schedule	
<u>Period</u>	<u>Time</u>
Breakfast	7:50-8:15
Homeroom	8:20-8:36
1	8:36-9:16
2	9:19-9:59
3	10:02-10:42
4	10:45-11:25
5	11:28-12:08
6	12:11-12:51
7	12:54-1:34
8	1:37-2:17
9	2:20-3:00
Dismissal	3:00

SCHOOL POLICIES AND PROCEDURES

This handbook describes school-wide policies and procedures established by the Elizabeth Board of Education and the principal of John Marshall.

ACADEMIC INTEGRITY

John Marshall's students are expected to meet the highest standards of academic integrity. Plagiarism, cheating, and other acts of intellectual dishonesty are violations of both our school-wide expectations for students and our Elizabeth Public Schools Code of Conduct. Consequences for academic integrity infractions are outlined in the discipline section of this handbook and may include suspension, exam failure and/or course failure.

ARRIVAL AND DISMISSAL

All kindergarten through eighth grade students are expected to arrive each school day by 8:15 AM. Grades kindergarten through fourth grade are to line up in the playground to be escorted through the side entrance 2 by their teacher. All fifth through eighth grade students are to enter through the main entrance. School breakfast will be served between 7:45 AM -8:10 AM for students in kindergarten through eighth grade. Student arriving at school after 8:15 AM will be considered tardy. Habitual tardiness will be addressed by the building administration and can result in disciplinary action.

At dismissal, students will be escorted out of the building by their classroom teacher through the same location from which they entered.

During the winter months or when it is raining, all students will enter through the main entrance.

ATTENDANCE

A student must be in attendance for at least 171 of the 180-day school year (95%). In order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned, no more than a total of nine (9) absences is allowed.

AUDIENCE ETIQUETTE

Audiences must conduct themselves appropriately in student meetings, performances and assemblies.

Effective conduct includes:

- Remaining quiet while others are speaking and performing
- Avoiding excessive shouting or noises
- Sitting properly in assigned seats (when instructed to do so)
- Turning off all electronic devices
- Avoiding use of recording devices or the taking of photographs (without permission)
- Arriving at performances late or leaving early (without permission)

BIRTHDAY CELEBRATIONS

Parents may bring in cupcakes or cakes to the main office. All items must be in the original packaging with the original ingredients' label attached. Treats will be distributed at lunch or at the end of the day since parties are not permitted as not to disrupt instructional time.

BULLYING

Bullying is harmful behavior that can be motivated either by any actual or perceived characteristic, such as race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin or ancestry, or by any other distinguishing characteristic. A full description of our Elizabeth Public Schools policy related to bullying can be found in your agenda and at our Elizabeth Public Schools website:

www.epsnj.org.

If a student feels bullied, he/she is asked to report it immediately to the principal or other school staff-member. In the event that the incident is reported to a school staff-member, the report will be immediately forwarded to the principal and our school anti-bullying specialist, Ms. Sara Laface.

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BUS PROCEDURES

All school rules and policies extend to school buses and school-sponsored transportation.

All students arriving and dismissing to the buses, will do so through the main entrance of the school building.

CAFETERIA AND LUNCH PROCEDURES

School lunch is served in the cafetorium during fifth period. The following rules pertain to student lunch and behavior in the school cafeteria:

- Upon entering the cafeteria, students proceed directly to their seats; they are called group-by-group to line up in the receiving aisles.
- All food must be eaten inside the cafeteria.
- All students at a table are responsible for cleaning up their tables after eating and discarding refuse.
- All students are expected to be seated in the cafeteria.
- Students may only leave the cafeteria with a pass and permission from the teacher-in-charge.
- A student may be assigned lunch detention for minor infractions which would prohibit him/her from joining in the outside recess.
- Any student(s) identified by school staff-members as being involved in the throwing of food will receive a compulsory, long-term suspension.
- No unhealthy snacks or drinks are permitted during lunch.

CALENDAR

The Elizabeth Public School District Calendar is available online at www.epsnj.org.

CONFISCATED ITEMS

Clothing and electronics will be held until the end of the school year. After that, any unclaimed items will be discarded or recycled.

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CRISIS DRILLS AND CRISIS PLAN

John Marshall students and staff participate in regularly scheduled, monthly drills to promote student safety and readiness for emergencies. All staff-members have access to the school's crisis plan, which

includes protocols for the following drills: evacuation, lockdown, heightened alert, shelter-in-place, etc. Students are expected to support crisis drills by listening closely to teacher directions, remaining quiet during announcements, and obeying all school rules and procedures. Consequences for crisis drill infractions may include suspension of student privileges, detention or in-school/out-of-school suspension

DETENTION (BEFORE OR AFTER SCHOOL)

All guardians will be notified at least one day in advance of a teacher's detention. Failure to report to an assigned detention will result in out-of-school suspension.

DISCIPLINE

The school leadership of John Marshall adheres to the Code of Conduct approved by the Elizabeth Board of Education. While the Board believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize students for violations of school regulations to ensure the good order of the school and to teach students the consequences of disruptive behavior.

Students who indulge in disruptive behavior may be suspended or expelled. Disruptive behavior includes, but is not limited to:

- Continued and willful disobedience;
- Open defiance of the authority of any teacher or person having authority over a student;
- Actions that constitute a continuing danger to the physical well-being of other students;
- Physical assault upon another student, a teacher, or any school employee with or without a firearm or other weapon;
- Taking, or attempting to take, personal property or money from another student whether by force or fear;

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- Willfully causing, or attempting to cause, substantial damage to school property;
- Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority;
- Inciting other students to truancy;
- Truancy and class cutting; leaving school property without permission;

- Poor attendance and lateness;
- Use or possession of unsafe or illegal articles;
- Use of any tobacco product on school property;
- Use, possession or sale of a controlled dangerous substance, drug paraphernalia, anabolic steroids or alcohol;
- Use of profanity or abusive language;
- Turning in a false alarm;
- Tampering with or damaging property of other students or staff members;
- Selling or buying lottery tickets or any other gambling paraphernalia on school property;
- Harassment, intimidation or bullying.

DRESS CODE AND SCHOOL UNIFORMS

The John Marshall school uniform is a symbol of school unity and pride. All students are responsible for wearing the uniform during the school day and at designated school events. Students are also responsible for wearing uniforms appropriately and ensuring that they are kept clean and in good condition. If a student reports to school out of uniform, the parent must bring the appropriate attire for the child to be released to class. If the parent cannot bring the appropriate attire, the student will receive a half an hour detention. The John Marshall school uniform includes:

Boys School Uniform K-2

- John Marshall short or long sleeve navy polo
- Khaki pants/Belt(black)
- Cardigan sweater(navy)
- Crew socks(black)
- Dress shoes(black)

Girls School Uniform K-2

- John Marshall short or long sleeve navy polo
- Khaki jumper or khaki pants
- Cardigan sweater(navy)
- Tights or knee socks (navy)
- Dress shoes(black)

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Boys School Uniform 3-5

- John Marshall short or long sleeve white dress shirt
- Blue tie
- Khaki pants/Belt(black)
- Cardigan sweater(navy)
- Crew socks(black)

Girls School Uniform 3-5

- John Marshall short or long sleeve white dress shirt
- Blue criss-cross tie
- Khaki skort or khaki pants
- Cardigan sweater(navy)
- Tights or knee socks (navy)

- Dress shoes(black)

Boys School Uniform 6-8

- John Marshall short or long sleeve white dress shirt
- Blue tie
- Khaki pants/Belt(black)
- Cardigan sweater(navy)
- Blazer(Navy)
- Crew socks(black)
- Dress shoes(black)

Boys Physical Education Uniform K-8

- John Marshall T-shirt(white)
- John Marshall sweatshirt(navy)
- Shorts or sweatpants (navy)

- Dress shoes(black)

Girls School Uniform 6-8

- John Marshall short or long sleeve white dress shirt
- Blue criss-cross tie
- Khaki skirt or khaki pants
- Cardigan sweater(navy)
- Blazer(navy)
- Tights or knee socks (navy)
- Dress shoes(black)

Girls Physical Education Uniform K-8

- John Marshall T-shirt(white)
- John Marshall sweatshirt(navy)
- Shorts or sweatpants(navy)

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In addition to maintaining a clean, complete school uniform, please note that the following clothing and articles are prohibited in general classes and physical education classes:

- Clothing with language or graphics that promote violence, drugs, alcohol, tobacco or sexual conduct; clothing with messages deemed offensive, profane, expressing racial or ethnic slurs and gang associations
- Exposed tattoos on the forearms or legs (students wearing the uniform polo shirt may wear a long sleeve black undershirt to cover any forearm tattoos)
- “Ripped” style clothing
- Pants or shorts with printing across the buttocks

- Dresses and tops with “spaghetti” straps
- Halter tops, strapless, tube tops, off-the-shoulder, low cut, or crop tops
- Clothing that exposes the midriff, back, and chest
- Transparent clothing
- Underwear worn as outerwear
- Form-fitting clothing that exaggerates the anatomy is prohibited (leggings are permitted only if they are worn under a dress or skirt)
- Shorts and skirts above mid-thigh length
- Pants and shorts worn below waist (i.e. with or without undergarments exposed)
- Chains on pants, wallets, around the neck or any other accessories that may be deemed a safety hazard may not be worn
- Bare feet, flip-flops, beach footwear, slippers, heeleys (w/wheels) or any other potentially dangerous footwear
- Hats, bandanas or sweatbands
- Outerwear (such as winter coats or heavy jackets) worn or carried during the school day
- Sunglasses worn during the school day
- Pajamas and pajama pants
- Dangling jewelry

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DRUGS AND SUBSTANCE ABUSE

Young people abuse substances such as drugs, alcohol, and tobacco for varied and complicated reasons, but the costs of these actions can be significant. If any student believes a classmate to be using or abusing drugs, he/she is encouraged to contact an adult within the school to provide assistance. It is also important for students to be aware that use of drugs inside school, or arriving at school under the influence of a controlled substance, requires a compulsory referral for drug testing and out-of-school suspension.

EARLY DISMISSAL

Students may be dismissed early from school for reasons including: medical or dental appointments (which cannot be scheduled outside of school hours), family emergencies, and legal appointments. A parent/guardian must visit the main office to sign the student out of school. ID will be required from the parent/guardian matching emergency information on record in the main office.

ELECTRONIC DEVICES

Electronic devices are prohibited on school property at all times and will be collected during 1st Period and returned during 9th Period. All electronic devices will be confiscated and returned only to a parent/guardian. N.J.S.A. 2C:33-18; Policy #5131.7b reads, “Electronic devices such as beepers, cell phones, Walkmans, MP3 players, and Gameboys are not permitted in school and will be confiscated on display. Also, since New Jersey Statue deems the carrying of beepers by a minor illegal, this activity must be reported to local police.”

ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS

In order to be eligible for participation in extracurricular activities or school field trips, a John Marshall student must be on the School Activities Eligibility List, generated quarterly by school leadership. To be eligible, students must meet the following criteria (during the preceding marking period):

- A passing grade in all courses

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- No days of out-of-school suspension
- No more than three unexcused absences during the first marking period, no more than five unexcused absences during the second marking period, and no more than seven unexcused absences during the third and fourth marking periods.

EMERGENCY CONTACTS

Emergency contact information for all students and families must be kept up-to-date. Any changes in a student’s phone number or address should be communicated to the John Marshall main office as soon as possible. Parents/guardians may report a change of phone number in person by visiting the

main office. A change of mailing address requires that a parent submit a copy of a current property tax bill (if the parent/guardian is a homeowner) or a copy of a current lease (for renters).

Fire Drills

John Marshall students and staff participate in regularly scheduled, monthly fire drills to promote student safety and readiness for emergencies. Students are expected to support fire drill safety by listening closely to teacher directions, remaining quiet during drills, and obeying all school rules and procedures. Consequences for fire drill infractions may include suspension of student privileges, detention or out-of-school suspension.

FUNDRAISING

Students may participate in school-based fundraising activities with the supervision of a sponsoring teacher. Selling may not occur in hallways or during class time.

Students may not bring non-school-based fundraising activities into the school without permission of school leadership.

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GRADING POLICY

All academic courses in grades 1-8 are graded at the close of each marking period based on the following weights:

Class work/Homework 30%

Tests 20%

Projects/Products 20%

Benchmarks 30%

EXAMINATIONS/GRADING/RATING/TESTING

Elementary Schools

A. Pre-Kindergarten through Kindergarten

E = Excellent/Consistent Progress

S = Satisfactory Progress

NI = Needs Improvement/Additional Time for Learning

B. Grades One through Five

E = Excellent (95%-100%)

VG = Very Good (90%-94%)

G = Good (80%-89%)

S = Satisfactory (70%-79%)

NI = Needs Improvement (60%-69%)

C. Middle Schools — Grades Six through Eight

98-100 Rare

95-97 Superior

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90-94 High Degree

85-89 Very Good

80-84 Good

75-79 Fair

70-74 Passing

60-69 Failure

The final grade for grades Six through Eight will be the average of the four marking periods plus the mid-year exam (during the second marking period) and the final exam.

Students absent for any reason must make up assignments, classwork and tests within a reasonable length of time. In most cases, a reasonable length of time shall be the same number of school days as the days missed. Students being excused for any reason must make arrangements with the teacher of the missed classes to make up the work missed. This must be done before the absence from class.

Students may be permitted to retake any major test that he/she has failed within five school days of when the failing grade was received or no later than 10 days of the date of the test; both scores will be recorded in the grade book.

Students may be given at least one opportunity to submit late work not related to an absence. Grade penalties for late work are developed by each teacher and approved by the principal.

GUIDANCE SERVICES

Guidance services assist students and their parents in educational and personal decision making. Ms. Sarah Brown can be reached at 908-436-5784.

HALLWAY PROCEDURES

The following rules apply to hallway traffic:

- Running in the corridors or any other area is prohibited.
- Students are to keep to the right in all corridors and stairwells.
- Students must have passes issued by teachers for passing through hallways; no passes are permitted during the first or last ten minutes of a class.
- Students are not permitted in restrooms between class periods; students must have a pass issued by the teacher to enter the restroom during the class period. Middle schoolers can not use the ground floor bathroom.
- Students who are still in the hallway more than three minutes past the start of a given class will receive a detention for the following school day. Chronic lingering and tardiness may result in an out of school suspension.

HONOR ROLL

The Superintendent' s/ Principal Scholars Program awards will be issued at the end of first, second, and third marking periods. The criteria for these awards will be as follows:

- Superintendent: All A' s in every subject.
- Principal: All A' s and B' s in every subject.

INCLEMENT WEATHER POLICY

The Elizabeth Public Schools will close for inclement weather if conditions become such that public service transportation is seriously interrupted and/or ordinary pedestrian and auto traffic becomes hazardous and impractical. The following may be consulted for news about weather-related closings:
Radio: WINS-1010 AM, WOR-710 AM, WCTC-1450 AM, NJ 101.5 FM, and WMGQ-Magic 98.3 FM.
Television: WABC-TV, News 12 New Jersey, WRNN-TV, Kingston.

Internet: www.weatherclosings.com, www.epsnj.org.

In the event of a delayed opening, students who use Elizabeth Public Schools buses will be picked up at their bus stops 90 minutes after their scheduled pick-up. The start-time for the school day will be established by the Superintendent of Schools and communicated via phone call to all families.

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INTERNET USE

At the beginning of each school year, all students are required to sign (with a parent/guardian) a document outlining the guidelines for acceptable uses of technology in school.

LOCKERS

A locker is assigned to middle school students for his/her personal use during the school year. Each locker is the personal responsibility of the student to whom it has been assigned. A fine will be assessed at the end of the school year for damage beyond ordinary use.

School lockers are subject to periodic inspection by school leadership, for any reason and at any time, to insure the health and safety of the school and to determine their condition. Use of lockers for the storage of contraband, drugs, alcohol, weapons and/or any other illegal paraphernalia will result in immediate suspension from the school and will be reported to the police.

NURSE' S OFFICE AND HEALTH SERVICES

Please note the following rules and procedures for health services at John Marshall:

- Students may only be admitted to the nurse's office upon presentation of a signed pass a teacher; in an emergency, a pass is not necessary.
- In case of illness, a student must report to the nurse for evaluation. The school nurse will determine whether a child is to be sent home.
- All doctor's notes must be submitted to the nurse.
- Any student requiring the use of a cast or crutches must present a written note from a physician to the nurse immediately upon entering school. The note must include the length of time that the cast/crutches will be necessary.

PARENT TEACHER STUDENT ORGANIZATION

The Parent Teacher Student Organization (PTSO) works closely with school leadership and teachers to promote a positive culture within the school community. The PTSO also serves to encourage communication and collaboration between home and school, organize volunteers and special events, and raise funds for school initiatives. Regularly scheduled meetings are held bi-monthly on the first Tuesday.

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POWERSCHOOL

PowerSchool is our student information system. It provides detailed information about student performance and attendance in all classes, including grades and teacher comments. The site is accessible at <https://sis.elizabeth.k12.nj.us/public>. Any student or parent needing his/her PowerSchool logon information may obtain it from the guidance department; please note that parents may be required to show ID before PowerSchool information is shared.

REPORT CARDS AND PROGRESS REPORTS

Report Cards are issued directly to students in grades K-5 and mailed home to students in grades 6-8 quarterly; progress reports are issued in the same manner semi-quarterly. Any family who has not received a report card or progress report is asked to contact Ms. Brown, the guidance counselor, to obtain a copy and assure that all address information maintained by the school is accurate.

SCHOOL HOURS

John Marshall is open from 7:45 AM to 3:00 PM every school day. If afterschool classes are in session, the school day then ends promptly at 4:00 PM. Breakfast is served from 7:45 AM- 8:10 AM. Students will not be permitted into the building prior to 7:45 am since there are no staff members available to supervise them.

All K-4 students are to line up in the playground according to grade level. All students in grades 5-6 are to line up along the left side of the fence in front of the main entrance on Magnolia Avenue. All students in grades 7-8 are to line up along the right side of the fence in front of the main entrance on Magnolia Avenue.

During the winter, or when it is raining, all students will be admitted through the main entrance.

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SCHOOL WEBSITE

The John Marshall website is accessible at www.epsnj.org.

SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. Sexual harassment may include unwelcome sexual advances or other verbal or physical harassment of a sexual nature. Any student witnessing or experiencing sexual harassment must report the matter to the school leadership immediately.

SPECIAL EDUCATION AND CHILD STUDY TEAM/SOCIAL WORKERS

The child study team is composed of a school psychologist, social worker, learning disabilities teacher-consultant, and speech/language specialist. The child study team provides support for students who demonstrate ongoing learning difficulties, provide evaluation services, and manage cases for students with Individual Education Programs (IEP). Below are the team members at John Marshall and their contact information:

Ms. Sara Laface, Social Worker, 908-436-5793

Ms. Jessica Riccardi, Psychologist, 908-436-5795

Ms. Sulay Coba, Speech, 908-436-5788

Any parent with questions about special education programs across the school system may contact the Division of Special Services at 908.436.5200.

STUDENT LIFE

There are various clubs and activities available to the students. Specific information will be sent home at the end of September.

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STUDENT RECOGNITION FOR ATTENDANCE

Students may be recognized for having perfect attendance during the school year. In order to be eligible for a perfect attendance award, students must not have:

- Any absences
- No more than five unexcused tardies

SUSPENSION

The following rules apply to out-school suspension (OSS):

- Students on OSS are not permitted within 1000 feet of John Marshall or any Elizabeth Public School during the term of their suspension.
- Any student on OSS must return to school with a parent/guardian at the end of the student's suspension.
- Students on long-term OSS may be provided participation in the after school program and/or the Saturday program to support the completion of their classwork during the suspension. If any classwork was missed during their time out of class, the classwork must be made up.

TARDINESS

It is critical that students be on time to school and class each day. The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper

conduct of school activity. Students are expected to arrive to school and class on time. A student who is tardy to any class will be subject to disciplinary action as outlined in Code of Student Conduct Policy File Code 5131. The main office will call the homes of students who have reported to school late. Guardians of students who are late to school on more than three occasions will be required to meet with administration.

TEXTBOOKS AND OTHER ASSIGNED MATERIALS

Textbooks, calculators, and other materials are assigned to a student for his/her use and should be kept in a locked locker when not in use to avoid damage or loss. Each student is responsible for the care and

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protection of these materials and will be required to reimburse the school for loss of the items or damage beyond normal wear.

TRANSFER PROCEDURES

All transfers into the schools of the district shall be in accord with file code 5111 Admission. Guardians must report to *The Children's Welcome Center* at 507 Westminister Avenue right next door to the Elizabeth Board of Education Mitchell Building.

Students transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity. Parents/guardians of students or adult students transferring from the district shall notify the principal in a timely manner of their intention to leave the district. Student records shall be transferred between the Chief School Administrator or his designee within the time frame prescribed by law.

UNATTENDED CLASSROOMS

If a student arrives at a classroom that is locked or unattended by a teacher, he/she must report to the nearest administrative office and report the situation.

VISITORS TO SCHOOL

Visitors to the school must sign in and show identification at the front security desk. Upon being given a visitor's pass, it must be worn at all times while inside the school. Visitors are to report directly to the main office and will be escorted while traveling within the school.

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WHO DO YOU SEE IF...

I have questions about my child's schedule ...	Guidance/Social Workers
I have questions about my child's report card...	Ms. Sarah Brown, Guidance, 908-436-5784
I have questions about a transfer...	Ms. Sara Laface, Social Worker, 908-436-5793
I would like to make an appointment to see my child's teacher(s)...	
I have questions about counseling services...	
I have bullying concerns...	
I have medical notes...	Nurse
I have to pick up my child who is sick...	Ms. Teru Coleman, 908-436-5783
I would like an appointment to see the principal or vice principal...	Main Office
I have questions about school policies ...	Ms. Agnes Barone, 908-436-5782
I need general information...	

I have to readmit by child from a suspension...

Administration

I have a serious concern regarding the school
and/or my child specifically...

Mrs. Nichol Comas, Principal, 908-436-5780

I have a concern regarding a teacher and/or
other staff member...

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