

Bradford School
The University Magnet

Parent Handbook

2014-15



Bradford Parent Handbook Table of Contents

1. Welcome Letter
2. Arrival and Lunch Times
3. Bradford Staff
4. Bradford Mission and Manifesto
5. Bradford PTA
6. Bradford School Action Team
7. Notes About Notes/Communication & Parent Visitation
8. Basic Program including SAIL and STARS
9. Character Education
10. Consequence Rubric
11. Student Reflection Form
12. Anti-Bullying Bill of Rights
13. School Attire & Snow Days
14. Buses
15. Student Bus Rider Guidelines
16. Release of Children During School Day/Attendance/Aftercare
17. Emergency Cards/Cell Phones/Field Trips
18. Walking Trips/Lost and Found/Security Drills
19. Homework
20. Health Guide for Parents
21. District Lice Policy
22. Medication Policy
23. I & RS and Child Study Team
24. Pick-up and Drop-off

September 2014

Dear Bradford School Families,

Welcome to the opening of another exciting school year at Bradford School, the University Magnet, where everyone teaches and everyone learns. Every year our dedicated staff provides students with multiple opportunities to grow academically, socially, and emotionally.

You can tell from the moment that you walk into a school whether the adults in the building care about kids, whether the kids love being in school, and whether everyone is focused on achieving a set of common goals. At Bradford, we recognize that every student is unique and learns in different ways, and we are committed to helping your child achieve his or her highest potential. Therefore, we will continue to offer a differentiated and challenging curriculum aligned to the Common Core State Standards and we will continue to hold high expectations for *all* students.

This year, we will continue to work closely with Montclair State University, taking advantage of being down the block from all the resources MSU has to offer. Learning experiences with MSU professors will take place at the University as well as at Bradford. In addition, we plan to continue our Bradford CARES character education program; CARES stands for the values of: **C**ooperation, **A**cceptance, **R**espect and **R**esponsibility, **E**mpathy, and **S**haring; we will focus on a different value and anti-bullying lesson each month.

New for the 2014-15 school year is the addition of a dedicated Math Coach, who will work with students in need of support, as well as students who are advanced in math. We also have a full-time Spanish teacher who will provide in-class Spanish instruction for all grades.

Developing a partnership with the families of Bradford is a paramount focus. This parent handbook is designed to provide every caregiver with information that will allow us to operate the school with a common understanding of what is critical to teaching and learning. Please read through the handbook and familiarize yourself with its contents, as collaboration with you is critical to a successful school year.

We thank you for allowing us the opportunity to guide your child on their educational journey. If you have any questions or concerns, please address them first to the teacher and then to the office. We are always willing to listen and discuss. We invite you to become as active a member of our learning community as you can.

We look forward to highly productive and dynamic school year!

Naomi Kirkman and the Bradford Staff

Bradford School

**87 Mt. Hebron Road
Montclair, New Jersey 07043
973-509-4155
www.montclair.k12.nj.us**

School Day: 8:50 a.m. - 3:05 p.m.

8:40 a.m.	Doors open and students report to classrooms
8:50 a.m.	School begins
11:15 – 12:00	Lunch / Recess for Kindergarten
11:15 – 12:00	Recess/ Lunch for Grade 1
12:00 – 12:45	Lunch / Recess for Grade 2
12:00 – 12:45	Recess / Lunch for Grade 3
12:45-1:30	Lunch/Recess for Grade 4
12:45 – 1:30	Recess / Lunch for Grade 5
3:05 p.m.	Dismissal
1:40 p.m.	Early Dismissal

ARRIVAL TIME – Please be sure to read for important information

Please do not drop off your child before **8:40**. The courtyard doors (Door F) will open promptly at **8:40**. Supervision is not available prior to that time. If you would like to register your child for before care, you must do so through the YMCA. **Also, please do not drop your child off in the cut-out on College Ave. after 8:50, as the courtyard doors are locked at that time. If you arrive at 8:50 or later, you must drop your child off in the front circle so that they can report to the office. Please note that no pets are allowed in the courtyard. This is Board Policy and must be adhered to at all times.**

Please allow your children to walk into the school building by themselves each morning (they can do it – really!) We have plenty of adults at both the bus and courtyard doors to ensure that the children get into the building and to their classrooms safely.

If your child is sick or absent from school for any reason, you must call 973-509-4155 ext. 2661 to report your child's absence. If you do not call, the school must call you; you will receive a call from the attendance secretary to find out where your child is. You will also receive an automated call from the Montclair Public School district in the evening noting your child's absence.

BRADFORD STAFF

Ms. Naomi Kirkman, Principal

Ms. Helena Tamasco, Dean of Students

Ms. Jackie Dorman and Ms. Nadine Heron-Fortune, Secretaries

Mr. Joe Maffucci, Head Custodian; Mr. Henderson Downes and Mr. Bryan Bunk, Custodians

Ms. Tricia Dowling, R.N., School Nurse

Homeroom Teachers:

Ms. Rachel Bailey	Kindergarten
Ms. Ellen Cahill	Kindergarten
Ms. Kristin Metzinger	Kindergarten
Ms. Karah Barroqueiro	First Grade
Ms. Wendy Gismondi	First Grade
Ms. Sirena Richardson	First Grade
Ms. Marcie Chanin	Second Grade
Ms. Laurie Durber	Second Grade
Ms. Kelly Russo	Second Grade
Ms. Nan Evangelista	Third Grade
Ms. Denise Macaluso	Third Grade
Ms. Radhika Patel	Third Grade
Ms. Cary Bangs	Fourth Grade
Ms. Kristen Freeh	Fourth Grade
Ms. Tressie Hall	Fourth Grade
Mr. Lou DeBello	Fifth Grade
Mr. Shawn Finnerty	Fifth Grade
Ms. Yvette Spicer	Fifth Grade

Ms. Vanessa Ehrmann	Special Education (Pre-K Applied Behavioral Analysis Class)
Ms. Rebecca O'Sullivan	Special Education (K-2 Applied Behavioral Analysis Class)
Ms. Amanda Parsons	Special Education (3-5 Applied Behavioral Analysis Class) s

Child Study Team:

Ms. Dana Gellis	Learning Disabilities Teacher Consultant
Ms. Sharon Gomes	Psychologist
Ms. Kristen Niemczyk	Social Worker
Ms. Jill Sohn	Psychologist (ABA Classes)

Speech Therapists:

Ms. Robin Mitchell
Ms. Jane Sellar

Behaviorist:

Ms. Sharon Balsamo

Related Arts Teachers:

Ms. Beverly Chisholm	Music
Mr. Tom Maloney	P.E.
Ms. Nataly Caceres	Tech
Ms. Vanna Bautista	Art
Ms. Bronnie Beesley	Library
Ms. Kathy Martinez	Spanish

Curriculum Support Teachers:

Ms. Barrie Schwartz	Reading
Ms. Kara Mancini	Math

Special Education Teachers:

Ms. Patricia Asaro
Ms. Maxine Atkinson
Ms. Vanessa Daerti
Ms. Lizzie Garcia (part-time)
Ms. Karen Lang
Dr. Lisa Robbins

Occupational Therapist:

Ms. Amy Smith

Physical Therapists:

Ms. Abby Campbell
Dr. Jolene Jurkovic

Student Assistance Counselor:

Ms. Marcy Goff

TEACHER ASSISTANTS:

Kindergarten Teaching Assistants: Nicole Farjani, Rachel Murphy, Fran Russo, Nancy Keane

Paraprofessionals: Rene Arnold, Evelyn Bennett, Sharon Bainbridge, Holly Cedro, Diane DiNapoli, Yvonne Flora-Butts, Karen Gash, Meredith Jaskiewicz, Debbie Marsek, Jenny McTigue, Ed Piorowski, Jackie Preiskines, Lewis Robinson, Karyn Senatore, Anna Somma, Maha Treacy, Pat Vargas, Stephanie Weiss

Paraprofessionals (ABA Classrooms): Jamie Bruno, Otilia Castillo, Amy Fowlkes, Justin Franciose, Bridget Harty, Alex Locke, John Mabery, Matthew Narkaus, Alexandra Soprano, Heidi Spiegel, Karen Starker, John Supel, Jeremy Suria

BRADFORD SCHOOL MISSION STATEMENT

Bradford is dedicated to cultivating confident, curious and kindhearted citizens capable of asking thoughtful questions, navigating complex challenges, and connecting with the world around them. Through our rigorous university-backed academic and social-emotional curriculum and our deeply invested faculty, we are committed to building a diverse and inclusive community of life-long learners.

BRADFORD SCHOOL MANIFESTO

We are Bradford.

Here we think that kids should learn to be citizens of the world, not just members of their local peer group. That a warm community of parents, teachers, and administrators is integral to cultivating kids that thrive. That including kids in our classrooms who may not be like everybody else is not only the right thing to do, but also makes for a more open-minded, humane planet. We believe in exercising our bodies as well as our minds, and in eating healthy foods to fuel our growth. That being inspired -- not just required -- to master the skills we teach is the key to higher achievement. That opening your classroom door to all good things dwelling near and far -- to experience university resources first hand, to see a play, to hear jazz, to see the sky through a giant telescope, to chat with a pal halfway across the world -- makes us smarter, richer and ever more curious. We believe that teaching cooperation, acceptance, respect, responsibility, empathy and sharing alongside math and reading, science and technology, art and music makes for engaged kids who become exceptional, grounded adults who will change the world for the better

BRADFORD PTA

The Bradford PTA is a network of parents, guardians, and teachers that strives to improve the well-being of our children at home and at school. The physical, mental and social aspects of our children's education are supported through the PTA. Nationally, the organization has over 5 million members and advocates for children's welfare in local and national government.

Strong parental involvement through the PTA improves school quality and increases student success. There are many ways that parents can be involved throughout the year. On the first day of school, we host a "Welcome Back Breakfast." Parents can catch-up with each other after the summer as well as have an opportunity to sign up to volunteer with PTA events of their choice. Some of our upcoming events this year are:

- Pancake Breakfast
- Fall and Spring Book Fairs
- Bedtime and Books
- Bingo Night
- Running Club
- After-School Enrichment
- MLK Day of Service
- Walk to School Days and Healthy Breakfasts

Parents are also needed at the classroom level as Class Parents. Class Parents help teachers with seasonal parties or other classroom activities/learning experiences for which the teachers may need assistance.

PTA meetings are held throughout the year and provide parents and teachers with school and PTA updates. Sometimes there is a discussion panel or guest speaker at PTA meetings focusing on a topic relevant to parents. Please visit the Bradford PTA website at www.bradfordpta.org to find out more about Bradford PTA activities and how you can get involved.

The Bradford PTA welcomes you and your child to the Bradford community, and we look forward to an enriching and educational year!

Jennifer Brown
PTA President

School Action Team for Partnerships (SAT)

The School Action Team for Partnerships (SAT) is a committee of parents, teachers, community liaisons, and school administrators who meet regularly to educate families about school policies and practices, to develop an annual plan for Bradford's goals and priorities, and to serve as a clearinghouse for issues that impact our children's education.

In 2010, the Montclair Public Schools joined the National Network of Partnership Schools (NNPS) at Johns Hopkins University. Each "partnership school" strengthens its program with a School Action Team, which serves as an advisory group to the principal. The School Action Team promotes effective communication between schools and parents and encourages parents to volunteer at Bradford and help develop the goals and plans for the school. Bradford SAT meetings are open to all parents and occur back-to-back with the monthly PTA meetings. Meetings are held either in the morning or evening in conjunction with scheduled PTA meetings. Notices and/or reminders of scheduled meeting dates and times are sent to parents in the monthly newsletter, in backpack notices, and/or via official email blasts.

In 2013-14, the SAT drafted a new mission statement and manifesto for Bradford and addressed topics such as implementation of the Common Core Curriculum and the new PARCC testing. In the spring, the SAT organized the first Bradford University, an evening program of educational classes for parents, on topics such as managing stress, teaching math and science at home, summer brain drain, and addressing social interactions of children. We hope you will be able to join us on November 19, 2014 for the second Bradford University event.

If you cannot attend a meeting, but have a suggestion for the committee to discuss, please email parent co-chairs Lori Borgen: lori.borgen@verizon.net, or Dana Nicholas: dananicholas22@gmail.com

PTA/School Action Team Schedule 2014-15

Sept. 23	9:00 a.m. New Parent Coffee
Oct. 8	7:00 p.m.
Nov. 19	9:00 a.m. Bradford University
Jan. 28	9:00 a.m.
Mar. 25	7:00 p.m.
May 27	9:00 a.m.
June TBD	7:00 p.m.

The School Action Team is an important way for all parents to share their ideas and expertise to improve the Bradford educational program. Every parent can make a difference and help us improve our school. Please come and participate in this unique partnership.

Lori Borgen, Parent Co-chair

Dana Nicholas, Parent Co-chair

Notes about Notes

The following information is to ensure your child has a smooth transition if there is any change in his/her regular schedule. Children derive a great deal of security when they know where they are going next. Therefore, we would like to prepare your child for any change in his/her day.

- Please send a note when your child has a change in his/her transportation; for example, if he/she usually takes the bus, but today has a play date, or someone else is picking him/her up, etc. You would be surprised how convincing children can be telling us that they have a play date or that they are a walker, but we need a note to confirm this to ensure your child's safety.
- If your child has a play date with another child, they may not take a bus home unless it is his/her regular bus. If it is his/her bus and the stop is changing, then you will need to send a note for the bus driver/aide, and also notify the Transportation Department at 973-509-4055. **Please note that children are not allowed to switch to a different bus for any reason unless authorized by Transportation.**
- Please send a note if your child has to leave school early. Children leaving school early must be picked up before 2:45 p.m. Dismissal time is busy, especially when the children are just returning from a Related Arts class.

Parent Communication and Visitation

Our district goals are framed around student achievement and creating a secure environment for all children. You can help us to achieve these goals by working together with us. We request that you do the following:

- The only entry to the building for visitors is through the front door at the Mt. Hebron Rd. entrance. Upon entering the building, please go directly to the office, check in with the secretary, sign in and get a visitor's badge. Do not attempt to go directly to your child's classroom.
- If you are bringing in an item for your child such as lunch, a musical instrument, homework, a clothing item, project, special snack, etc., please drop it off with the secretary. We know you would like to go to the classroom to ensure it reaches your child, but this means the teacher must stop teaching, which interrupts learning for everyone. We do make sure all items are delivered or sent to the classroom.
- If you need to get a message to a staff member you may e-mail him/her, or call the office and we will leave the message in his/her mailbox. You may also send a note with your child. If you are worried your child will not give the teacher the note, please feel free to call the office and we will remind the teacher to ask your child for the note.
- If you are in the building volunteering in your child's classroom, Art, Library, etc., please do not stop by and visit your child or their teacher; it does interrupt learning.

Program

The Common Core State Standards drive our curriculum. Math, science, social studies and language arts comprise the basic curriculum. Students also receive instruction in music, art, physical education, and technology at least once a week; Special Education students learn in inclusive learning classrooms or self-contained classrooms with the support of trained professionals.

Magnet Theme – Bradford’s Partnership with Montclair State University (MSU)

The association with MSU enhances an elementary school that already offers top-notch technology and many other first-rate programs. MSU faculty facilitate visits to weekly music concerts at the John J. Cali School of Music, provide math learning stations, perform dance assemblies for our students and serve as visiting professors to our classrooms to enhance instruction. We also have access to the MSU Forensics Lab and other facilities at MSU. MSU physical education faculty and students organize an on-campus six-mile walk-a-thon for fourth and fifth graders and a three-mile walk-a-thon for second and third graders to raise money for local charities. Also, MSU faculty and students organize Field Days for all Bradford students, which include physical education stations and team building games.

An MSU professor from the College of Education and Human Services works on-site at Bradford one day a week to assist Bradford teachers and to provide in-service training to MSU students. Bradford’s experienced teachers, in turn, supervise many of the university’s teacher-in-training in Bradford classrooms. These student teachers help Bradford maintain a lower student-teacher ratio, with greater opportunities for small group learning and differentiated instruction.

S.A.I.L. (Students Accelerated in Learning)

The Montclair Public School district, in accordance with the NJDOE Administrative Code, N.J.A.C. 6A:8-13, believes that all children deserve a rich and challenging K-12 curriculum. Montclair Public Schools recognize that rather than any single gifted program, a continuum of curriculum opportunities are offered through differentiated instruction (S.A.I.L.) within the classroom setting. Students in grades K-5 will be identified through multiple measures including: district assessments, grades, teacher and/or administrator recommendations, and NJ ASK state standardized test scores (grades 3-5). Eligibility is reviewed annually.

Response to Intervention (RTI)

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions through the Intervention and Referral Services (I&RS) Committee at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction.

CHARACTER EDUCATION AT BRADFORD

Two important principles we follow at Bradford School are:

1. We are kind and helpful to everyone, even people who are not our friends.
2. We want every student to feel safe and welcome at school.

One element of our work toward positive school culture is our character education program and our discipline policy. We believe that appropriate behavior is promoted through positive reinforcement. To promote a positive school climate for students, staff, and parents at Bradford, we actively teach and encourage the principles outlined in the Bradford CARES acronym:

C: Cooperation

A: Acceptance

R: Respect and Responsibility

E: Empathy

S: Sharing

Part of the joy of working with youngsters is to catch them being good. We intend to do just that while teaching the advantages of good citizenship to all of our students. Each time we discipline children, it is another opportunity to capture a “teachable moment” wherein we can remind the children of ways to manage conflicts without violence or being hurtful. With that as our goal, our discipline system focuses on a few clear and consistent rules for student behavior, Bradford has four basic rules:

1. Students will show respect to other students and staff members
2. Students will help others learn.
3. Students will keep themselves and others safe.
4. Students will respect our school building and surroundings by keeping it clean.

We also use the N.J. State Bar Foundation’s Anti-Bullying Program at Bradford. The Foundation’s elementary anti-bullying curriculum guide specifically tailors each lesson to the appropriate grade level. In addition, the curriculum offers valuable resources for our educators. Bullying is not always easy to define, as there is no typical bully or victim, but bullying involves a desire to hurt, threaten, or upset another person. It usually continues over a period of time. It should not be confused with everyday playground ups and downs, about which children may sometimes complain.

Bullying is often done secretly and may include:

Physical: pushing, hitting, kicking, and any other form of violence or threats.

Verbal: name calling, teasing, taunting or spreading rumors.

Emotional: excluding, tormenting, or humiliation.

Racist: anything designed to belittle a person’s culture, race, or religion.

Sexual: unwanted physical contact or abusive sexual comments.

Please review the Consequence Rubric enclosed in this handbook and discuss it with your child. Please note that this Consequence Rubric is currently being revised by a team of teachers. We will send home a copy of the revised Consequence Rubric as soon as it is ready.

**BRADFORD INAPPROPRIATE CONDUCT/HARASSMENT, INTIMIDATION, AND BULLYING
CONSEQUENCE RUBRIC**

Behavior	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence
(Repeated) Teasing (name calling or other behavior that would hurt someone's feelings) (Repeated) Exclusion (starting rumors, telling others not to be friends with someone, etc.)	<ul style="list-style-type: none"> • Teacher discussion with student (verbal warning) • Student fills out reflection form* • Student writes apology letter 	<ul style="list-style-type: none"> • Parent notification • Student fills out reflection form • Student writes apology letter 	<ul style="list-style-type: none"> • Parent notification • Student fills out reflection form • Student writes apology letter • Quiet lunch/recess** • Meet with Student Assistance Counselor (SAC) and/or Principal 	<ul style="list-style-type: none"> • Parent notification • Possible referral to I&RS Committee***
(Repeated) Minor Physical Contact (pushing, bumping)	<ul style="list-style-type: none"> • Teacher discussion with student (verbal warning) • Student fills out reflection form • Student writes apology letter 	<ul style="list-style-type: none"> • Parent notification • Student fills out reflection form • Student writes apology letter 	<ul style="list-style-type: none"> • Parent notification • Student fills out reflection form • Student writes apology letter • Quiet lunch/recess • Meet with SAC and/or principal 	<ul style="list-style-type: none"> • Parent notification • Possible referral to I&RS Committee • 1-day in-school suspension
Major Physical Contact (punching, kicking, pushing, slapping, grabbing, or any behavior that may injure others)	<ul style="list-style-type: none"> • Parent notification • Meet with SAC and/or Principal • Student fills out reflection form • Student writes apology letter 	<ul style="list-style-type: none"> • Parent notification • 1-day in-school suspension • Student fills out reflection form • Student writes apology letter • Quiet lunch/recess 	<ul style="list-style-type: none"> • Parent notification • 2-days out of school suspension • Possible referral to I&RS Committee 	<ul style="list-style-type: none"> • Parent notification • 5-day out-of-school suspension • Referral to I&RS Committee
Inappropriate Language/Cursing	<ul style="list-style-type: none"> • Teacher discussion with student (verbal warning) 	<ul style="list-style-type: none"> • Parent notification • Student fills out reflection form • Student writes apology letter if necessary 	<ul style="list-style-type: none"> • Parent notification • Student fills out reflection form • Student writes apology letter • Quiet lunch/recess • Meet with SAC and/or Principal 	<ul style="list-style-type: none"> • Parent notification • Possible referral to I&RS Committee
Threats of Violence or Harassment (based on race, gender, ancestry, color, religion, natural origin, sexual orientation, or disability). This also includes online activity.	<ul style="list-style-type: none"> • Parent notification • Meet with SAC and/or Principal • Student fills out reflection form • Student writes apology letter • Quiet lunch/recess 	<ul style="list-style-type: none"> • Parent notification • 1-day in-school suspension • Student fills out reflection form • Student writes apology letter • Quiet lunch/recess 	<ul style="list-style-type: none"> • Parent notification • 2-days out of school suspension • Student fills out reflection form • Student writes apology letter • Possible referral to I&RS Committee 	<ul style="list-style-type: none"> • Parent notification • 5-day out-of-school suspension • Referral to I&RS Committee
Theft/Vandalism	<ul style="list-style-type: none"> • Parent notification • Teacher discussion with student • Student fills out reflection form • Student writes apology • Quiet lunch/recess 	<ul style="list-style-type: none"> • Parent notification • Restitution for damages • Student writes apology letter • Quiet lunch/recess • Meet with SAC and/or Principal 	<ul style="list-style-type: none"> • Parent notification • 1-day in-school suspension • Restitution for damages • Possible referral to I&RS Committee 	<ul style="list-style-type: none"> • Parent notification • 2 day out-of-school suspension • Restitution for damages • Referral to I&RS Committee

* Reflection Form is on the following page

** Quiet Lunch/Recess means that the student eats lunch and spends recess away from peers with no interaction with other students

*** I&RS Committee = Intervention and Referral Services Committee

Another consequence may include community service on occasion to help keep our school building neat and clean.

Student Reflection Form

Name _____ Date _____

What I did:

How it made someone feel:

What I can do differently:

My goal for the rest of the day:

Signed: _____

Teacher: _____

N.J. Anti-Bullying Bill of Rights Act

The State of N.J. recently enacted the Anti-Bullying Bill of Rights Act, which is intended to:

- clarify and strengthen the standards and procedures for preventing, reporting, investigating and responding to incidents of harassment, intimidation, and bullying (HIB) of students that occur on school grounds and off school grounds under specified circumstances.
- respond to research on the incidence, prevalence and effects of HIB that has emerged since the adoption of the original HIB laws adopted in 2002 and amended in 2007 and 2008.
- establish clearer standards for the definition of HIB.
- use and better manage existing resources to increase school safety.
- reduce the risk of suicide due to HIB.

HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents that:

- is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic.
- takes place on school property, at any school sponsored function, or off school grounds as provided for in section 16 of P.L. 2010, Chapter 122.
- substantially disrupts or interferes with the orderly operation of the school or the rights of other students.
- a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property.
- has the effect of insulting or demeaning any student or group of students.
- creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

School staff must follow the statutory procedures for all reported HIB incidents and protect students. A reporting procedure is in place to promptly investigate reports of violations and complaints related to HIB. The investigation will be initiated by the principal or the principal's designee within one day of the report of the incident and shall be conducted by the school anti-bullying specialist. The principal may appoint additional personnel to assist in the investigation.

SCHOOL PROCEDURES

SCHOOL ATTIRE

Students should be neat and clean. Common sense should prevail in choosing proper school attire. Comfortable play clothes and sneakers are recommended for playground participation. Boots, gloves, scarves, hats and warm outerwear are necessary during the cold and snowy season (remember, children will play outdoors during the winter and their extremities need protection). Flip-flops and similar shoes do not lend themselves to playground activities. Sneakers and loose fitting pants or shorts are requested for physical education classes.

SNOW DAYS AND DELAYED OPENINGS

On occasion, safety requires that school be delayed or closed due to the weather or other emergency situations. There are several ways to obtain this information:

- You will receive an automated call by 7:00 a.m. alerting you to the school closing.
- Montclair Public School website: www.montclair.k12.nj.us
- Five 5 second blasts of the civil defense sirens will be sounded at 6:00 a.m. and 7:00 a.m.
- WOR (710) and WINS (1010 AM) and local television news will carry school closings for Montclair. Information is also available on their websites.

A delayed opening means the start of the school day is postponed for two (2) hours. This is used when the weather is not severe enough to cancel the school day, but it is preferable to keep the buses and children out of the rush hour traffic so that conditions can improve to ensure maximum safety.

IN THE EVENT OF A DELAYED OPENING

School will begin two hours late. Buses will be at their stops two (2) hours later than usual. School will dismiss at the usual time. If the delayed opening occurs on an early dismissal Thursday, school will dismiss at 3:05 p.m. and all parent conferences will be canceled.

BUSES

The Transportation Department handles all bus schedules and bus assignments at Central Office. All information is sent out prior to the start of the school year by that office. Students at the elementary level must live at least 1 mile from the school to qualify for the bus. The phone number of the Transportation Department is 973-509-4055.

Good behavior is required for all students who travel by bus. Failure to comply with the rules can lead to the loss of bus transportation. The safety of all the children is paramount.

BUS CONDUCT AND DISCIPLINE

The bus driver and/or bus aide will complete a Bus Conduct Report in the event of a student's inappropriate behavior on the bus. The Bus Conduct Report will be submitted to the building Principal. This is in accordance with Board Policy (5131.1).

First Offense – A warning letter will be sent to the student's parents informing them of the problem as well as what action was taken. The Student Assistance Counselor and/or Principal will speak with the student.

Second Offense – The student will be excluded from the bus for a period of five (5) days and his/her parents shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy. The Student Assistance Counselor will call the student's parents and a letter will be sent home.

Third Offense – The student will be excluded from the bus for a period of thirty (30) school days and his/her parents shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy. Any further infractions will be subject to an additional thirty (30) school day suspension of bus privileges.

GUIDELINES FOR STUDENT BUS RIDERS

1. Be on time for your bus (5-7 minutes early is recommended).
2. Wait at the designated stop – stay out of the street and off the homeowner's property.
3. Approach the bus only when it has completely stopped.
4. Buckle your seat belt – **IT'S THE LAW.**
5. Sit facing forward, feet on the floor, in your assigned seat.
6. Remain seated while the bus is in motion and during loading and discharging passengers.
7. Keep your head, arms and belongings inside the bus.
8. Eating and drinking are prohibited.
9. Keep the aisles completely clear.
10. Respect the bus property and equipment.
11. Do not distract the bus driver by loud noises or horseplay.
12. Be absolutely quiet at railroad crossing stops.
13. Be alert to emergency warnings and instructions from the driver.
14. In case of a road emergency, remain inside the bus and wait for instructions from the driver and/or attendant.
15. If you must cross the road, do so at least 10 feet in front of the bus quickly and orderly, and only after checking traffic from both directions and while the red school bus lights are flashing.
16. Remember that the driver can pick up/discharge passengers only at regular bus stops properly authorized by the school administration. Requests for alternate bus stops for "play dates" etc, will be denied.

RELEASE OF CHILDREN DURING THE SCHOOL DAY

When a student is to be picked up during school hours, a note signed by the parent or guardian must be presented to the teacher on the morning of the day the child is to leave early. The parent or person designated in the note to pick the child up is to report to the office. The child will meet the person picking him or her up in the office and is to be signed out from the office. Dismissal Policy – Walkers are dismissed in the courtyard. Any parent(s) or Legal Guardian(s) in grades K–3 where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal must submit a completed “Request for Supervision at Dismissal from School Form” to the office. The school will not release the pupil to walk home after dismissal regardless of the shortness of the distance unless the pupil is released to the parent(s), legal guardian(s), or escort(s) designated by the parent or legal guardian (P-5142.2).

Bussers are released from the front door and go directly to their bus. If a parent or legal guardian or designee is not at the bus stop, the child will be taken to the next school, either Hillside or Nishuane. The policy for walkers then applies. Please be sure to have someone waiting for the child at the bus stop when the bus arrives.

EXTENDED DAY PROGRAM

The YMCA operates a before and after school program at Bradford School. Each child is required to have a current YMCA youth membership. The YMCA sets the fees and financial assistance is available. Hours of operation in the morning are 7:30 a.m. to school opening. In the afternoon the program begins at dismissal until 6:30 p.m.

TARDINESS AND ABSENCES

Both tardiness and absence require explanatory notes from the parent when the child returns to the classroom. These notes are necessary even when the teacher is aware of the absence. A child will not be considered tardy if the bus is late. Whenever a child is absent, the parent must call the office at (973)-509-4155 ext. 2661 and inform us of the absence. If we do not receive a call from you, office personnel, the school nurse or another staff member will call you and request the reason for the absence.

ATTENDANCE

A student must be in attendance for 160 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

- a. If parent/guardian has not contacted the school about an absent student, an automated call is generated to the student’s home.
- b. After 5 unexcused absences, cumulative or sporadic, the principal will send a letter to the parent/guardian and a copy to the registration office.
- c. After 10 unexcused absences, a second letter referring to the first letter and informing the parent of the five-day notice will be sent and a copy to the registration office. A home visit will be made by a staff member.
- d. After 15 unexcused absences, a five-day notice will be served.
- e. If the student continues to be absent, the principal will then take the parent/guardian to court.

On time attendance is critical for the start of a successful school day. ***Students must enter the building at 8:40 a.m. School officially begins at 8:50 a.m.*** If a child is late for school (arrival after 8:50 a.m.), he or she must check in to the office and a late pass will be issued.

EARLY DEPARTURE

Early departures are discouraged except in the case of emergency. Parents are requested to sign your child out in the school office when this becomes necessary. Do not go directly to your child's classroom; the office will call for your child. Please try to schedule dentist and doctor appointments outside of school hours.

EMERGENCY CARDS

Each parent/caregiver will receive a blank emergency card. Please fill it out and return it to school immediately. We keep these cards to contact parents in case of sickness or injury.

CHANGE OF ADDRESS

Please notify the school immediately if there are any changes in address, phone number, emergency contacts, etc.

TELEPHONE

The school office telephone is a business phone. Students may use the phone only for emergency calls. Office personnel will approve the use of the telephone.

Parents are urged not to call school to leave a message for a child or to speak to the student except in an emergency situation. We cannot interrupt classes to deliver personal messages.

Please do not call the office at dismissal time to report a change in your child's dismissal plans. This is a very busy time of the day; please make sure to call the office before 2:30 p.m. if there is a change in your child's dismissal plans. A note is the best way to get a message to your child's teacher.

CELL PHONES/ ELECTRONIC DEVICES

Recent Board Policy allows students to carry cell phones to and from school but they may not be used in school. They should be turned off at all times. If a child uses a phone while in school, the phone will be confiscated and a parent must come to the office to retrieve the phone. Using phones in school can be serious; students can text messages and take pictures that might not be appropriate. Electronic games are not permitted in school. The school is not responsible for the loss of personal items.

FIELD TRIPS

Field trips are an integral part of the school program. Instructions and permission slips are sent home prior to the trip. Money and permission slips must be returned to the school at least a day before the scheduled trip. No student is allowed to leave school premises without this signed permission slip.

WALKING TRIPS

At the beginning of each school year, we ask you to give permission for your child to take walking trips. Walking trips include visits to the Montclair State University Campus, Mountainside Park, the Iris Garden, and other neighborhood attractions. We do not request permission slips during the school year for each of these walking trips.

LOST AND FOUND

All found articles are turned into the office and put in the Lost and Found area located at the front entrance by the gym (Door Q). Students and parents are urged to check there for lost articles. All articles not claimed by the end of the school year are given to charitable organizations. To prevent such losses, all personal items should be marked with the student's name.

SCHOOL PHOTOGRAPHS

Each fall the students are photographed by a professional photography service. These pictures are optional and may be purchased, but there is no obligation.

VISITORS

It is the policy of the Montclair Public Schools that all visitors must first report to the office before going anywhere in the building. If a parent wishes to deliver something to their child, it is to be left in the office and the child will be notified. **ALL VISITORS TO THE SCHOOL MUST SIGN IN AT THE FRONT OFFICE AND WEAR A VISITOR'S BADGE – NO EXCEPTIONS!**

FIRE AND SECURITY DRILLS

At least twice a month, students will review and practice fire and security drills. Fire and security drills are always to be taken seriously. The teacher will review the following guidelines with the children:

Follow the assigned escape route out of the building in an orderly manner. Escape routes are posted next to the door in each room. The last person leaving the classroom will close the door.

If a student is out of the classroom when the fire bell sounds, he or she should proceed to the nearest exit and join the class outside. Any teacher outside the building will assist a child who does not know where his/her class is assembled.

A security drill is defined as an exercise, other than a fire drill, to practice procedures that respond to emergency situations. Security drills include lockdowns and evacuations.

HOMEWORK

Homework will usually be assigned an average of four nights per week. Meaningful homework is assigned to help students become more self-reliant, learn to work independently, and develop good study habits in addition to reinforcing material learned in the classroom. It is the students' responsibility to keep an accurate record of assignments, to apply and practice skills learned in class, to strive for the best quality of work, and to complete all assignments. The District's policy on homework recommends one assigned activity, Monday through Thursday night for KINDERGARTEN. A minimum of thirty minutes, Monday through Thursday for GRADE ONE, and a minimum of one hour for GRADES THREE, FOUR, and FIVE. Contact your child's teacher if homework is taking too long to complete.

Why do teachers give homework?

1. To reinforce what is taught in school.
2. To exercise your brain.
3. To review things you have already learned to keep your skills fresh.
4. To teach responsibility for one's own learning.

Tips for doing homework:

1. Have a healthy snack.
2. Take a short break after school before beginning your work.
3. Gather every thing you need before beginning (paper, pencils, books, erasers).
4. Set a study pattern that works for you.
5. Find a comfortable place to study.
6. Stay in one place until all your homework is done.
7. Make sure the TV is off while you are working.
8. Make sure there is enough light so you can read easily.

SCHOOL HEALTH SERVICES

It is our policy to protect, measure, and promote the best health possible for students and school personnel. The school nurse measures the health of students by giving them regular screenings for vision, hearing, and other medical problems. If it is found that a child has a health problem or potential problem the nurse will report this to the parent, with a recommendation as to the kind of doctor needed to help the child. The nurse keeps a record of the immunizations that each child has received and tries to control contagious diseases. Physical examinations are required by New Jersey law for kindergarten students and students new to the Montclair school district. The nurse will provide a physical form to be taken to the doctor.

HEALTH GUIDE FOR PARENTS

A primary responsibility of a school is to provide a safe and healthy environment. However, such a goal can only be reached if a spirit of understanding and cooperation exist between home and school. This section is meant to provide the basis of such informed cooperation.

Parents are urged to keep their child home from school when he/she shows any of the following signs or symptoms of contagious illnesses during the night and/or morning of school: Chills, fever, vomiting, diarrhea, excessive coughing, irritated eyes (pink eye), undiagnosed skin rashes/ eruptions, lice

A child should not return to school until he/she has been free of fever for twenty-four (24) hours. If the school nurse observes any of these signs or symptoms while the child is in school, parents will be notified and the child will be excused from school. Telephone numbers written on the Emergency Reference Card will be used to contact parents. If the parents are unavailable, the designated alternate emergency number will be called.

Contagious diseases that require exclusion from school are: measles, mumps, rubella, flu, chicken pox, small pox, impetigo, ringworm of the scalp, salmonella, lice infestation, fever, typhoid, untreated staph or strep infections, conjunctivitis, and meningococcal meningitis.

Contagious diseases should be reported to the school at all times. The nurse should also be informed of any medical problem concerning a student, such as heart, orthopedic, surgery, allergies, long term disabilities, etc. Diagnosis or treatment beyond first aid procedures is not within the responsibility of the school.

Parents/guardian may also visit "School Health Services" on the Montclair Board of Education web site at www.montclair.k12.nj.us. Click on "around the schools", then the section link "school health." School health forms can be downloaded and additional information can be accessed regarding medications, screenings, required immunizations, required physicals, procedures for illness, and change in health status. If a child is injured and will require crutches, wheel chair or has a cast, a doctor's note indicating the child may return to school with or without any accommodations must be presented to the nurse before the child can return to his/her class.

Montclair Public Schools Lice Policy: R-5141.2

Public schools have a responsibility to assist parents in controlling and preventing the spread of communicable disease. The district nurse has certain authorities for communicable and “nuisance” disease control in the school environment. Careful observation by all personnel and parents will help minimize the spread of head lice.

PROCEDURE: Early in each school year, the school administration shall send home to parent’s information regarding the diagnosis, treatment, and prevention of head lice. Parents will be encouraged to help prevent the spread of head lice by being more informed and conducting routine head checks on their children. Children should be referred to their home physician when live lice are found.

1. To help prevent the spread of head lice infestations, school employees shall report all suspected cases of head lice to the school nurse. The nurse shall examine the student. An infestation shall be determined by looking closely through the hair and scalp for nits or live lice.
2. If nits are found but there are no live (crawling) lice on the hair, the nurse shall re-inspect daily for 5 school days. Montclair school nurses may use their own discretion in deciding whether to exclude students found to have numerous nits very close (1/4 inch) to the scalp. The student may return to the classroom if there are no live lice.
3. If an active infestation is present (based on the presence of live lice or numerous nits less than 1/4 inch from the scalp) the parent/guardian shall be notified to arrange pick up of their child from school. The parent/guardian shall be provided information on the biology of head lice, methods to eliminate infestation, and directions to examine household contacts for lice and nits.
4. The school nurse shall then examine the affected student’s siblings, if any and others likely to have had close head-to-head contact, such as playmates and classmates.
5. Affected students must bring a note from the parent/guardian verifying treatment as soon as possible after notification. Before re-admittance to the classroom, the school nurse will examine the student’s head for live lice.
6. If no live lice are found, the student may return to the classroom. If nits are found, the school nurse shall periodically re-inspect the student for the presence of live lice.
7. The school nurse shall educate parents on the importance on ongoing daily combing with a metal nit comb until lice and nits are completely eradicated.

The school nurse will review methods of control with the classroom teachers. Staff shall maintain the privacy of students identified as having head lice.

MEDICATION POLICY

Children may require medications during school hours. The policy regarding medication is as follows: Students requiring medication at school must have a written statement from the family physician detailing the dosage, time and purpose of the medication. A permission note to the nurse from the parents is also required. The school nurse has a "Medication Permission" form for this purpose.

All medication is to be supplied by the parent/caregiver in a properly labeled container. The label must list the name of the medication, the time to be given, the doctor's name and the doctor's telephone number. All medication will be kept in the nurse's office and administered by the school nurse. Please include a proper measuring device for the administration of the medicine. If you have any questions, please call 973-509-4153.

GENERAL INFORMATION

ASSEMBLIES

The PTA sponsors several assemblies during the year for the enjoyment and enrichment of the children. These programs are educational and are also a wonderful source of entertainment. Effort is made to relate the programs to the school curriculum.

BIRTHDAY PARTIES

Many children wish to share the excitement of their birthdays with their classmates. We encourage parents to consult with the teacher in selecting an appropriate time to celebrate these special days. Please consider classmates with allergies if you are bringing in a food item to share. Children are not permitted to walk around the school to give birthday treats to staff members.

CLASS PARENTS

Class parents provide a vital link among the school, PTA, and the family. These volunteers also pass on any important messages from the PTA or school. The class parent may also help organize class parties or other events with the teacher.

PARENT - TEACHER CONFERENCES

Good communication is the basis for better understanding. The district provides conference dates in October, December and March. Parents may request a conference by writing a note to the teacher, e-mailing the teacher, or by calling the school office. Teachers also may schedule conferences on a mutually agreeable date and time, which can be arranged before or after school or during a teacher's prep time. However, teachers cannot meet with parents during class time. Parents are requested to notify the teacher as soon as possible if a conference must be canceled.

INTERVENTION AND REFERRAL SERVICES (I&RS)

The I&RS team is a committee comprised of the parent, principal, student assistance counselor, behaviorist, general education teacher, school nurse and a representative from the Child Study Team. The team meets regularly to address students' learning, health, or behavior difficulties that may impact academic functioning. Together, the team develops an action plan that can be implemented to assist the student. A student is referred to the I&RS Committee by his or her teacher. The team is regulated under N.J.A.C 6A:16-7.

THE CHILD STUDY TEAM (CST)

The CST, headed by the Learning Disabilities Teacher Consultant (LDTC), identifies, evaluates, and plans individualized education programs for students experiencing learning difficulties. The team also includes a social worker and a school psychologist. The school nurse provides medical information and hearing and vision screening, if needed.

The CST provides appropriate consultation and monitoring services for students, parents, and staff and determines pupil eligibility for special education and related services in accordance with federal and state requirements through an Intervention and Referral Process. Services at our school can include individual or small group instruction, placement in an inclusion classroom (where instruction is provided by both a general education and a special education teacher), occupational therapy, physical therapy, and speech services.

The team is regulated under the provisions of the Individuals with Disabilities Education Act of 1997 and N.J.A.C. 6A:14.

Pick-up and Drop-off

Children who don't take the bus are called "walkers," and should arrive between 8:35-8:45 a.m. Students begin their schoolwork promptly at 8:50. Courtyard Door F opens at 8:40 a.m.

Two Options for "Driving" Walkers:

1. Pull up to the car drop-off line at the College Ave. curbside cut-out.
 - Drive up to the forward-most spot available so others can pull in behind you.
 - Discharge on curb-side ONLY.
 - Don't double park and let your child walk between cars to get to the curb.
 - Don't discharge your child until you are IN the cut-out
 - Do not get out of the car. A staff member will open the door and assist your child out of the car.
 - Staff will supervise kids as they walk to Courtyard Door F.
 - The children's safety is our primary concern.
2. Park your car and walk your child to Courtyard Door F. Please note that street parking is tight!
 - Don't park in the College Ave. cut-out, in either staff parking lot, in the Mt. Hebron Rd. circular drive, or blocking a resident's driveway, even "just for a minute."

Dropping off "Walking" Walkers: Walk your child to Courtyard Door F (not the front school doors). Doors don't open until 8:40 a.m. and close promptly at 8:50. For your child's safety, you must bring him or her to the school's main entrance after 8:50. Do not park on the school side of College Ave. Please allow your child to walk into the building/to the classroom by him/herself. They can do it – really! We have plenty of "morning duty" adults posted in the hallways in the school to ensure that your child gets to his or her destination safely.

Biking to School: The bike rack is located outside the music room near the College Ave. parking lot. Children should enter through Courtyard Door F. Don't forget to bring a bike lock!

What Happens at Courtyard Door F: Students walk directly to their classrooms. Kindergarten parents may walk children to class until Friday, Sept. 28th. We will have plenty of "morning duty" adults in place in the hallways after that to ensure that your child will reach his or her destination safely!

Late Drop-Off: If you arrive after 8:50 a.m. and don't see a staffer at the College Ave. curb cut-out, don't drop your child off there. Courtyard Door F will be locked. Use the front doors on Mt. Hebron Rd. Students must report to the office to get a late pass.

Pick-Up: At dismissal time (3:05p.m.) adults should wait for their child(ren) in the courtyard. If picking up your child during school hours, go to the office, sign the student out, and your child will be called down to the office to meet you. Changes to your child's normal pick-up routine must be submitted in writing to the teacher by a parent/guardian. Please do not call the school at dismissal time as the office is very busy at this time with dismissal routines.

In an effort to abide by the township's rules, and to keep our students safe in the event of an emergency, (as well as to be good to our neighbors), please be sure to follow the parking rules listed below when dropping off and picking up.

New crosswalks were painted recently and they are very obvious; you may not park in a crosswalk **AT ANY TIME** (even for a minute). This for the safety of your children as well as the children in the neighborhood. It also will help keep traffic moving safely in the neighborhood. Please remember:

- **NEVER** park in a crosswalk.
- Do not park at a yellow curb (College Ave and Mt. Hebron).
- Do not park beyond the 'No Parking from here to the Corner' sign.
- Do not block driveways. Ever.
- Parking is allowed on only one side of the street. Please do not park on the '**No Parking**' side of the street.
- People may not park on both sides of Brainard and College (more so Brainard) because it makes it very difficult for cars to travel in both directions. People often have to back up to let someone pass. This is very unsafe for pedestrians and drivers, and causes delays for people who are just passing through.

There is plenty of parking in the neighborhood, but you need to give yourselves a few extra minutes to get to school on time. The township is vigilant about enforcing the rules and has reminded the school that they will be ticketing frequently if a car is parked illegally. Thank you for your anticipated cooperation.

The Routine for Bussed Children (Bussers):

Keep handy the card you received indicating the name of your child's bus, pick-up and drop-off times, bus company's phone number, and the Montclair BOE Transportation Office phone number (973-509-4055). Buses drop off in the Mt. Hebron Rd. circular drive. Children enter Door Q, then walk directly to their classrooms. If you have any concerns about student conduct on the bus, contact Helena Tamasco, htamasco@montclair.k12.nj.us. In the event that you miss picking up your child when the bus brings him or back from school, here's what happens: All children continue on the bus route and then ARE BROUGHT TO THE NEXT SCHOOL ON THE BUS'S DAILY ROUTE. Make sure you ask your bus driver which school this is.