Emerson Elementary Schools

Parent/Student Guidebook

2025-2026

This handbook is designed to inform parents, guardians, and students of the guidelines and policies for grades Pre-K to 6th in the Emerson School District.

District Administration

Superintendent of Schools	Dr. Philip H. Nisonoff
Business Administrator	John M. Marmora
Director of Curriculum, Instruction and Technology	Alice M. Opperman
Director of Special Services	Gianna Apicella
Harassment, Intimidation, and Bullying Administrator	Denise Connon

Contact Information

Web: memorial.emersonschools.org
villano.emersonschools.org
Memorial Phone: 201-599-7580
Villano Phone: 201-262-4049

District Academic Calendar

Academic Trimesters

SCHEDULE OF HOURS --

Session		Start Time	Dismissal
Pre-K	A.M.	8:40 A.M.	11:20 A.M.
	P.M.	12:30 P.M.	3:10 P.M.

Pre-K Full Day	8:40 A.M.	3:10 P.M.
K-6	8:40 A.M.	3:10 P.M.

When **single sessions (half-days)** are scheduled, the following times are in effect:

Pre-K: A.M. Session: 8:40 A.M. - 10:35 A.M. P.M. Session: 10:55 A.M. – 12:50 P.M.

Pre-K Full Day and K-6: 8:40 A.M. – 12:50 P.M.

There will be no lunch period on single session days.

GENERAL INFORMATION (arranged alphabetically)

Animals on School Property

As per Board Policy 7490, pet animals are not permitted on school district grounds without express permission from the school principal. This policy is in place to maintain an appropriate and safe condition for the activities of school pupils.

Arrival and Dismissal

For your child's safety, please note that if your child arrives at Memorial School before 8:35 A.M. or Villano School before 8:15 A.M., there is no adult supervision. If arriving early, an adult is required to provide supervision until school supervision begins at the designated times. This does not apply if your child is in the before-care program. Band and extra help students may arrive earlier via invitation.

Memorial School - Pre-K through Third Grade:

- The Memorial School instructional day will begin at 8:40 A.M.
- When students arrive, parents may park or drop-off in the drop-off zone located on Chestnut Street, park or walk on Chestnut and nearby streets, or walk around the staff parking lot from Haines Street. **Parents must NOT enter the parking lot to park and drop off children during arrival and dismissal times without a school-approved or handicap placard.** The parking lot is for staff use. If a parent needs to enter the parking lot for arrival/dismissal for a medical or related need, please contact the Main Office to request a placard.
- All students and families must walk on the sidewalk **AROUND** the parking lot. **Walking across the parking lot creates an unsafe situation for those walking and necessary school vehicles.**
- Pre-Kindergarten through third grade students will enter the building between 8:35-8:45 A.M. and proceed to their classrooms.
- **Students shall not arrive before 8:35 A.M.** Families requiring supervision or care for their child before 8:35 A.M. may take advantage of the River Vale Foundation Morning Care Program, which will begin care at 7:15 A.M. in the Memorial Gym.
- **Students will be considered late to school at 8:45 A.M.** Please sign your child in at the Main Office after 8:45 AM.
- For your child's safety and security, the teachers will not release your child to anyone except a parent or someone duly designated (in writing) by the parent.

- **Arrival and Dismissal Information by Grade Level:**
    - Pre-kindergarten children in Mrs. Elek and Ms. Gerhold's classes will enter and exit through the main entrance. Pre-Kindergarten children in Mrs. Scola's classes will enter through door 14. Students in Mrs. Castellano's class will enter through door 9.

    - All students in Kindergarten through third grade will enter the building beginning at 8:35 A.M. through doors 5, 7, or 8. These are located on the side of the building facing the basketball courts and in the back of the school. Students arriving by bus will be supervised then released to their classes by a staff member. Students are to wait in their line and have a quiet conversation with their peers around them.

    - Students in grades Kindergarten through third grade will be dismissed to an exterior door near their classroom.

        - Door 5: Third grade and Mrs. Miller and Ms. Quinn's classes
        - Door 7: Grade 1 and Mrs. Johnson and Mrs. Festa's classes
        - Door 8: Kindergarten and Mrs. Fallon's class

- Through the Genesis Parent Portal, Memorial parents will be required to complete a dismissal form. This form will indicate the mode by which each parent wishes their child to be dismissed on a regular basis. **Students will be dismissed according to this form unless otherwise indicated in writing by the parent. If a parent is delayed at dismissal time, the teacher will escort the child to the office. Please notify the school office if you will be delayed.**

- Children requiring early dismissal must be picked up in the main office. We require a note in Genesis or to the teacher regarding a change in dismissal plans for the day or if you have to pick your child up early. Please do not email changes in dismissal. Emailing the teacher directly does not ensure confirmation in a change in dismissal.

<u>Villano School - Fourth through Sixth Grade Students:</u>

- The Villano School instructional day will begin at 8:40 AM.
- Villano may arrive between 8:15-8:40 AM.
- **<u>Students shall not arrive before 8:15 AM.</u>** Families requiring supervision or care for their child before 8:15 AM, may take advantage of the Rivervale Foundation Morning Care Program, which will begin care at 7:15 AM at Villano School.
- **Students arriving before 8:15 AM to assist with younger siblings boarding the bus to Memorial must be supervised by an adult.** Students will enter their classrooms beginning at 8:35 AM.
- **Students will be considered late to school at 8:40 AM.**

Beginning at 8:35 AM, students will enter their classrooms. While students can begin to prepare for their day at that time, the instructional day will begin at 8:40 AM.

When students arrive, parents shall drop-off in the drop-off zone. Students will then walk to the designated door assigned to their grade level.

- Grade 4 will enter Door 6 (Located in the far corner of the courtyard)
- Grade 5 will enter Door 5 (Located on the left in the middle of the courtyard)
- Grade 6 will enter Door 4 (Located on the right side as you enter the courtyard)

Through the Genesis Parent Portal, Villano parents will be required to complete a routine dismissal form. This form will indicate the mode by which each parent wishes their child to be dismissed on a regular basis. **Students will be dismissed according to this form everyday.**

- If there is a change in dismissal that is know prior to the start of the school day, a note should be sent to your child's teachers letting them know of the change.
- If there is a change in dismissal during the school day, please call the Main Office at 201-262-4049 so the message can be properly relayed to your child and your child's teacher.
- If your child is being picked up early from school, please notify the office via the Genesis Parent Portal. Children needing early dismissal must be picked up at the main office.

If a parent is delayed at dismissal time, the teacher will escort the child to the office. Please notify the school office if you will be delayed.

Please do not email changes in dismissal. Emailing the teacher directly does not allow for confirmation in a change in dismissal.

Attendance

Good attendance is important for your child's academic growth and the development of a sense of responsibility. Your child needs to be here to learn the curriculum and skills taught at each grade level. In the event that your child will be absent, please notify the school through the Genesis Parent Portal. If we are unable to verify the absence, the Emerson Police will be notified and asked to conduct a welfare check at the home of the absent student. **A written note explaining your child's absence is required upon returning to school.** Additionally, information regarding late arrivals or early dismissals should be communicated in advance via the Genesis Parent Portal or by contacting the Main Office of your child's school.

IMPORTANT INFORMATION REGARDING STUDENT ATTENDANCE

Individual Student Attendance Requirements of the *Every Student Succeeds Act (2016)*
Of the 180 days that school is in session, students are expected to be marked as present at least 90% of the time. Any student who falls below this percentage of time present is deemed **"chronically absent."**

It is the district's responsibility to monitor and identify any indication that suggests a student may be suffering from chronic absenteeism. This issue must be addressed actively by working with the student and his/her parents/caregiver to improve attendance and prevent further absenteeism. ***As a result, students whose attendance record is at risk of falling below this percentage will receive periodic notification from the principal during the school year.***

Reasons for Absences

All absences from school MUST be reported to the school before the start of the school day. This ensures our awareness that the student is safe and sound. Reported reasons for absences should be limited to serious reasons such as these:

- Illness
- Family Emergency
- Funeral/Family Death
- Court Appearance

Regardless of the reason, EVERY ABSENCE COUNTS towards the student's attendance percentage. Therefore, absences deemed "excused" for the reasons noted above are, indeed, absences and count towards the maximum allowance of 18/year/student (10% 0f 180 = 18 absences/student/year).

Backpacks

All backpacks should be extra-large, sturdy, and **labeled** with your child's name. Rolling backpacks are too large to fit in most lockers/cubbies in both schools.

Back to School Night

Early in the school year, you will be invited to visit your child's classroom for the evening. **Villano School will be hosting Back to School Night on Wednesday, September 10, 2025. Memorial School's Back to School Night will be held on Thursday, September 18, 2025.**

During these events, teachers will acquaint parents with the general plans/overview for the year's work. There will be an opportunity to view the classroom.

Bus Services

Children in grades K - 6 who are eligible for bus services are not permitted to ride a bus **other than** that which is assigned *nor* are regularly scheduled drop-off stops to be changed at any time. Children ineligible to ride a bus may not do so for "play dates".

Further bussing information and guidelines can be found on the district website.

Those children who are provided with bus service by the Board of Education will be expected to behave in a manner conducive to the safety of all children. The Board of Education expects that the parents of these children will support the school authorities by directing their children to obey all rules and regulations relative to bus transportation. **All students are expected to behave in a proper manner while on the bus and at the school bus stop. Repeated student misbehavior will result in removal from the bus.** The bus driver must ensure that all students get to their school in a safe and timely fashion.

The bus driver will report all misconduct to the school principal. The driver will also complete an incident/conduct report. A copy of the report will be sent to the school principal and Board Office. In cases where the safety of the driver or students on the bus is in question, the driver will call the police. Please review the following bus conduct rules with your child:

General Transportation Rules

1. The driver is in charge of the bus. Students must respect and obey the bus driver.
2. No smoking is permitted on any bus operated in the State of New Jersey.
3. No eating or drinking is permitted on any bus.

4. Enter and exit the bus carefully, using the handrail to avoid slipping or tripping.
5. Once a student is seated, the student may not stand up or change seats until the bus has arrived at school or bus stop.
6. Care must be used when entering or exiting the bus. Students must not run, push, or trip others.
7. Open windows only with permission from the bus driver. Students should never put any part of their body out the window. The student must close the window before exiting the bus.
8. No objects may be thrown on the bus or out the window.
9. Fighting and excessive misbehavior of any kind are prohibited.
10. Exiting from the bus is only through the front door. In an emergency and at the driver's direction, the rear emergency exit may be used.
11. Directions by the driver must be heeded at all times.
12. No foul or abusive language will be permitted at any time.
13. Students will be responsible for any damage they may cause.
14. Seat belts must be worn at all times.
15. Movement or loud noises can distract the bus driver and endanger the lives of all on the bus.
16. The driver may assign seats to one or more students for safety reasons.
17. Failure to comply with any transportation rules or adherence to the driver may result in termination of bus privileges.

DISCIPLINE

- All school board policies that apply to student conduct and other student-related activities also apply on the school bus. The following procedures shall be followed when disciplinary concerns arise on a bus:
    a. The bus driver shall attempt to correct misbehavior of the student.
    b. If a student refuses to comply with a reasonable request, the bus driver may return to the student's school or report the incident to the principal and/or Board Office.
    c. The principal shall investigate the incident and notify the Board Office of the action taken.
    d. A conference involving the principal, the bus driver, the student(s), and parent(s) or any combination may be necessary.
    e. The principal or designee may suspend the student's bus riding privileges or administer other disciplinary measures. If such suspension occurs, the parent(s) or guardian will be notified by the principal prior to the effective time of the suspension. The parents must make other transportation arrangements on their own.
    f. In case of serious misconduct that endangers the safety of the other students or the bus driver, the student may be removed from the bus by any school official or with law enforcement assistance. The parent(s) shall be notified as soon as possible.
    g. Students who are involved in a fight will be disciplined as outlined in Board policy.

****All school rules and consequences apply when riding a school bus (see Code of Conduct for school rules).**

Cell Phones

Cell phones and SMART watches must be turned off and kept in the student's backpack for the entire day (8:40 – 3:10). Students **may** wear and use a SMART Watch after they have exited the building at the time of dismissal. **Students are not permitted to use a cell phone on school grounds at any time.** In an emergency, if a student needs to make a phone call, they will be given permission to call from the phone in the Main Office, the Nurse's Office, or from the phone in the teacher's classroom. Parents are encouraged to call the main office for any messages regarding a change in dismissal or any other urgent matter. This policy also applies to any other electronic devices that can be used to make or receive phone calls or take photos. If such devices are found out of backpacks or used during the school day, the following will take place:

- First-time offense: The teacher holds the device and will return it at the end of the school day.

- Repeat offenses: The device will be sent to the Main Office and parent/guardian will be contacted to pick it up.

Students who, for any reason, find themselves in a situation where they need to use their phone to contact a parent or caregiver on school grounds before or after school should seek the assistance of an adult for supervision.

Child Study Team (CST) and Special Education Programs

The Department of Special Services provides services for identified students ages three through twenty-one. Students with disabilities who are in need of special education and related services are identified and evaluated as per N.J.A.C. 6A:14. The Child Study Team is composed of a school psychologist, learning disabilities consultant, school social worker, and/or speech pathologist. The Child Study Team works collaboratively with school personnel and parents to evaluate students in need and provide support as deemed appropriate in the least restrictive environment. Please contact the Department of Special Services if you have further questions at 201-599-4186. Please review the section of this handbook titled "Intervention and Referral Services" for further information regarding intervention processes.

Classroom Communication

Check your child's backpack each day for important information and notices. Class websites, Google Classroom pages, and teacher and ParentSquare emails also contain pertinent information regarding school activities. These can be accessed at www.emersonschools.org. Regular communication with your child's teacher is both welcome and encouraged.

Conferences

Parent/student/teacher conferences are scheduled in the fall and in the spring. Parents or teachers may request a conference at any other time during the school year.

Dress Code

According to Policy 5511, the district-wide policy is as follows:
"The student body for the most part has accepted its responsibility in carrying out what has been approved by policy. Problems have existed with new fads and, at times, poor judgment. To avoid any misunderstanding, the following apparel will not be accepted: **(Please note that all unacceptable items cannot be listed)**

1. Bare midriff outfits, short blouses, halters, and strapless or backless tops
2. Undergarments which are meant to be worn under an outer garment
3. Any clothing or wearing apparel which presents a danger or disruption to any student, classroom instruction, and/or damage to property
4. Any clothing with an unacceptable message
5. Hats are not permitted to be worn during school hours inside the building
6. Hoods may not be worn "up" inside the building
7. Flip flops, slides, beachwear sandals, and slippers are not permitted due to safety reasons. Sandals with a back are permitted

"If it is determined that a student is wearing something that does not comply with the dress code, a parent/guardian will be called and asked to bring in an article of clothing that is acceptable."

Homework

Homework serves a number of important purposes in the development of student learning, which includes:

- Reinforcing classroom learning through independent practice
- Extending and refining the acquisition of knowledge and skills learned in class
- Introducing new material in advance of class lessons
- Developing independent work habits
- Reading for personal enjoyment

In order to achieve these goals, homework must be thoughtfully assigned by the teacher and conscientiously completed by the student. There is no such thing as the "ideal" amount of homework as time spent completing a task will greatly vary from child to child. If you find your child is spending an inordinate amount of time completing homework, please communicate directly with your child's teacher so that he/she can work with you and your child to develop homework completion strategies. **Parents will be notified when his/her child is not completing or is missing their homework assignments.**

Internet Safety

Emerson Public Schools utilizes third-party web filters to ensure the safety of students. Web filters report dangerous student activity (self-harm, suicidal ideation, harassment, explicit content, etc.) to school administration and, as necessary, local authorities.

Intervention and Referral Services (I&RS)

All Emerson schools provide services for identification and early intervention with students having academic, behavioral, or other challenges which may interfere with a successful school experience. In some instances, parents/guardians may know of conditions at home which, while not currently affecting school performance, present a risk factor requiring assistance. Each school has a school resource committee which includes teachers, administrators, and counselors who review and plan strategies to assist students in "maximizing their potential." This committee accepts referrals from parents, guardians, and teachers when students experience difficulty in school.

Lunch and Recess

Memorial Grade Level Lunch/Recess Schedule

11:20-12:30	11:55-12:20	12:20-12:50
Full Day Pre-K Lunch/Rest	Grades K/1 Recess Grades 2/3 Lunch	Grades K/1 Lunch Grades 2/3 Recess

Villano Grade Level Lunch/Recess Schedule

11:55-12:20	12:25-12:50
Grade 4 Lunch Grades 5 and 6 Recess	Grade 4 Recess Grades 5 and 6 Lunch

Information about our Lunch Program can be accessed HERE. To access the Lunch Menus, click HERE.

Our food service provider does offer meal programs for students with food allergies. To learn more about those services and specific meal ordering options, please click HERE.

Pomptonian Meal Information

- A basic school lunch includes either one hot or one cold item (ie. one slice of pizza, cold sandwich, bagel, etc.) a choice of milk, and a selection from the farm stand.
- Any student needing a lunch for any reason will always be provided the basic lunch regardless of funds in the PaySchools Account.
- Additional items such as extra slices of pizza, cookies, yogurt parfaits, etc. may be purchased ONLY if there are adequate funds available in the student's PaySchools Account.
- Please monitor your child's PaySchools Account as needed to meet your child's individual needs.

Cafeteria Rules

- Students will have a designated time period for lunch every day. **In the case of a single session day**, lunch will not be served unless otherwise noted. Students are expected to adhere to the following cafeteria rules:
    - Enter and leave the cafeteria in a calm, quiet manner.
    - Walk while in the lunchroom.
    - Eat lunch before snack.
    - Avoid sharing food with others.
    - Maintain quiet conversation and avoid yelling or shouting.
    - Once you have gotten your lunch, remain seated unless given permission otherwise.
    - Finish and clean up your lunch in the cafeteria. Avoid bringing any food or drink back to the classroom.
    - Clean up your area before you are dismissed.
    - Avoid throwing food or packaging.
    - Use your best table manners.
    - Students are not permitted to return to the classroom for any forgotten items.

Lost and Found

Lost and found clothing articles found at Memorial and Villano School are hung on the hooks in the main hallway. All other items are kept in the Main Office. To prevent loss, it is strongly encouraged that all items are labeled with your child's name.

Memorandum of Agreement with Local Police Department

Both Memorial and Villano Schools host a Special Law Enforcement Officer Class III (SLEO III) from the Emerson Police Department. The SLEO-III works in conjunction with school administration and staff to:

- Process all visitors and late-arriving students
- Conduct security sweeps of the school to check exit doors, closet doors
- Monitor halls
- Take a lead role in planning/execution of security drills
- Oversee front entrance during drop-off/dismissal

The Principal of each school will endeavor to establish a continuing cooperative relationship with the law enforcement officers who serve the area in which the school is located. The Superintendent and Police Department will meet on a regular basis to discuss the implementation and need for revising the Agreement or Memorandum of Understanding and to review the effectiveness of the policies and procedures implemented in accordance with N.J.A.C. 6A:16-6.1 et seq.
Any agreement or Memorandum of Understanding between the Board of Education and Law Enforcement Officials will be approved by the Board of Education and will be submitted to the Police Department, County Prosecutor, and County Superintendent of Schools. Local police officers will be encouraged to visit the school on regular tours of duty so that their presence in the school is helpful and non-threatening. Police should be encouraged to take active roles as resource persons in school programs in order to bring them into direct contact with students and to impress students with the positive aspects of police protection and security. Police officers may be invited to participate in such programs as driver education, substance abuse, and health/family life education. At the same time that he/she works toward a liaison with the police and assists the police in the necessary performance of their responsibility to enforce the law, the Principal will impress upon the police their role as protectors of the rights and interests of the students enrolled in the school. (Policy 9320)

Money

Any money that your child brings to school should be placed in a sealed envelope labeled with your child's name and the teacher's name. Also, please indicate what the money is for (ex. trip, milk money, etc.). Do not include other notes to the teacher in this envelope.

Notices

It is important to read all school notices carefully and promptly return those requiring a signature. Please make sure to check your child's home folder on a daily basis. Weekly emails sent both by the teacher and the principal have become a primary source of information. Please make it a point to read these emails in a timely manner as they are a means of communication for information that may impact your child's school experience.

Outdoor Activities/Breaks/Recess

- Students will enjoy a break, recess, and snack *outdoors* to whatever extent possible
- Teachers may bring our students *outdoors* for lessons and activities
- Please make sure your child:
    - Dresses appropriately for the weather
    - Has a jacket that is both warm and comfortable

Parent Concerns

Please refer to this document to review the Chain of Command established by the Emerson Public Schools. In summary, questions, concerns, complaints, and problems should be referred first to the student's teacher. If the area of concern remains a problem, the matter shall then be referred to the building principal. If the matter has not been resolved, the parent(s) may request to meet with the Superintendent of Schools. This request must

be made by the student's parent(s) or guardian. If, in the opinion of the parent, the problem has not been resolved satisfactorily at the Superintendent's level, the parent(s) shall have the right to meet with the Board of Education upon submission of the complaint in writing.

Parties and Birthdays

You will be notified by the class parent about the four annual parties and will be asked to make a donation to your child's class. For your child's birthday, you will receive a list of choices for your child to choose from to celebrate their birthday during the school day. Please return this "Birthday Celebration Sheet" with at least a week's advance notice so that your child's teacher can prepare any necessary items. Summer birthdays will be celebrated in June. We ask that you do not send party invitations to school for distribution unless the whole class is invited. Your child's teacher is not permitted to share students' addresses or phone numbers with other parents. The PTA does offer a Membership Directory that includes this information for all members of the PTA. **Please do not bring or send any snacks or treats/goody bags for the entire class.** Lack of communication in advance can result in the birthday celebrations not being prepared in time.

Promotion Policies

Children performing to the best of their ability will generally be promoted. If there is a possibility that a child might be retained, a conference with the parent will be arranged by the building principal. If retention is being considered, the following items will form the basis for the final decision:

1. The pupil's grades
2. The results of his/her standardized tests
3. The natural ability of the child
4. The emotional, social, and physical development of the child
5. The combined thinking of the teacher, the principal, and if necessary, the CST
6. Attendance record

Punctuality/Tardiness

We urge you to be punctual in bringing and picking up your child. This emphasizes the importance of school and establishes the habit of punctuality. In addition, our learning starts upon entry. Tardiness may result in missed instruction and can create distress for the child entering late.

However, there may be times when late entry is unavoidable. Consideration may be given for unusual or extraordinary circumstances if accompanied by a note from a parent. Tardy requests that may be considered "excusable" can be illness, family emergency, religious holiday, medical appointments, or a death in the family.

Recess

During indoor and outdoor recess, students are expected to follow the Code of Conduct guidelines in order to have a safe and enjoyable recess period. Outdoor recess is usually held on the field, blacktop, playground, or courtyard. Students are expected to come to school in appropriate clothing to be outside. Students can play various activities and games. Inclement weather will result in indoor recess. Each classroom has rules that students will follow during this time. Board games, paper, crayons, or quiet games are allowed during indoor recess.

Reporting Student Progress

Reporting pupil progress is important. It serves to monitor and communicate a child's growth throughout the school year. Student progress is shared via student work samples, trimester report cards, ongoing parent/teacher communication, and conferences.

School Emergency Action Plan

A comprehensive school action plan is reviewed and updated annually in the event of a school emergency. School personnel receive training from experts on how to respond to emergencies, and drills are conducted twice monthly.

School Safety / School Climate Team

Both schools maintain a school safety team to discuss important policies and practices related to student and campus safety. The team is composed of Emerson faculty, administration, and parents and meets regularly throughout the school year. If any parent is interested in learning more about the school safety team, please contact the Main Office of the respective school.

Section 504

In accordance with Section 504 of the Rehabilitation Act of 1973, students who meet eligibility requirements and are not receiving special educational services will be provided services through Section 504. Section 504 services are provided for students who have a physical or mental impairment that substantially limits one or more major life activities. Parents, students, and teachers are advised to initiate this process through the building principal.

Snacks

Students in pre-kindergarten through grade six should bring nutritious snacks daily in an easily disposable paper bag with their name printed clearly on the bag. (HINT: When your child can write his/her name, have them do it in marker on the bag.) Please do not send lunchboxes. Enclose two napkins every day. Suggested snacks are:

Fresh Fruits	Raw Vegetables	Crackers	Breadsticks	Yogurt
Graham Crackers	Dried Fruits/Raisins	Cheese	Pretzels	Popcorn

If your child continually brings home part of his/her snack, consider sending less. Kindly peel, cut, and wash snack items before sending them to school. For students in pre-kindergarten and kindergarten, please send the snack in a separate disposable bag with their name clearly written. This aids in the young child distinguishing between lunch and snack items.

Special Area Classes

PK-2nd grade students will have art, music, library, health and wellness, and physical education once a week. Third through sixth grade students will have art, music, digital citizenship, health and wellness, and physical education once a week. The teacher will notify you about the day assigned for each special class. Be sure to have your child wear sneakers on physical education and health and wellness days.

Studying/Projects

Developing proper study and work habits are important skills for all school-aged children. Students will be

notified when the teacher will administer a test or project. It is imperative that students begin studying or working on the project a little bit each night, rather than waiting for the night before a test or project is due.

Technology Expectations

Memorial

- Students will be using their Chromebooks often throughout the school day in Grade 3 and iPads are available as an extension to learning in Grades PK - 2. These devices will remain in the school building. Please be reminded:
    - School-issued Chromebooks and iPads should be reserved for school work.
    - All student accounts are monitored.
    - **Chromebooks and iPads should be treated well and charged after use.**
    - Computer Use Policies and Chromebook Agreement Forms will be signed before homeroom assignments are released.

Villano

- Students will be using their Chromebooks often throughout the school day. Please be reminded:
    - School-issued Chromebooks should be reserved for school work.
    - All student accounts are monitored twenty-four hours a day, seven days a week.
    - **Chromebooks should be treated well, charged nightly, and kept in their cases.**
    - Computer Use Policies and Chromebook Agreement Forms will be signed before homeroom assignments are released.
    - The Villano Help Desk will remain available daily.

Visitors

With advance notice or by appointment, parents and guardians are welcome and encouraged to visit the school to converse with teachers and the building principal about their child. **Parents/visitors must report to the main office upon entering any school building to sign in, obtain a visitor badge, and confirm business within the school building.** Parents or visitors may not walk through the building without advance notice or an appointment.

SCHOOL CLOSING INFORMATION

Emergency School Closing

The following procedures will be observed when, in the opinion of the Superintendent, it is necessary to close our schools to ensure the health and safety of the students.

1. **No school (closed for the day)** – Information communicated by:

    A. Rapid Phone Response System Activated
    B. Emerson Schools Homepage: www.emersonschools.org

2. **Emergency Dismissal** - one session (Dismissal at 12:50 P.M.)

    A. Rapid Phone Response System Activated
    B. Bus students will be returned by bus.
    C. All after school programs will be canceled.

3. Please do not call the police department to inquire whether or not schools will be closed. Its lines must be kept open for emergencies.

Delayed Opening

In the event that a delayed opening is in effect, you will be notified through the regular emergency closing procedures.

Each school will open 90 minutes later than its regular starting time:

Pre-Kindergarten: **a.m. session**: 10:10 a.m.-12:10 p.m.

p.m. session: 1:10 p.m.-3:10 p.m.

Kindergarten - Grade 6: delayed opening time: 10:10 a.m.-3:10 p.m.

Schools will close at their regular ending times. Lunch will be served and may be purchased on a delayed opening day.

Morning bus pick-up will be 90 minutes later than the regular pick-up time.

Please be advised that a delayed opening will *not* be used to delay the decision concerning whether or not to open school, but only when we are confident that a delayed opening will result in a safe start to the school day.

HEALTH INFORMATION

Contagious Diseases

Contagious diseases, such as Impetigo, Mononucleosis, Staph Infection, Strep Throat, Chicken pox, Conjunctivitis, etc. should be reported to the school health office.

At school, your child will be closely associated with many youngsters. Watch for colds and other disease symptoms. For your child's own protection and for the protection of schoolmates, keep him/her home and call your physician if the following symptoms appear:

Sore throat	Discharging ears	Nausea or vomiting
Red or swollen joints	Diarrhea	Frequent or persistent cough
Chills	Enlarged glands	Skin rash or sores
Earache	Inflamed eye/eye discharge	Fever - Temperature of 100° or more (**MUST** be fever free for 24 hours)

It is imperative to have your current cell phone and emergency numbers on record, should we need to contact you for anything. If your child becomes ill during the school day, you will be notified so you can make arrangements to pick up your child as soon as possible. If you are not reachable, one of the emergency contact persons will be contacted to pick up your child. You must provide local emergency contacts and information on how to reach them in case of emergency.

Head Lice

This problem has become nationwide in recent years. Please check your child's hair at least once a week. Particularly look for smaller than dandruff-like substances (eggs) behind the ears and the nape of the neck. These eggs stick to the hair shaft. Special head lice preparations can be obtained from your pharmacist or ordered through your doctor. Please notify the school nurse if your child has been infected.

Health Services

Physical Examinations: A physical is required for all new students as well as those in 4th and 7th grades. Forms are available on the district website. A notification letter is sent to all families in June with a link to the forms that are to be completed by the family physician. Please be sure to send in a note whenever your child receives immunization boosters, with the date the booster was given, so his/her medical record will remain current.

Eye Examinations: Visual acuity screening for all children enrolled will be done by the school nurse in grades K, 2, 4, and 6.

Hearing Screenings: Individual hearing screenings (by audiometer) of all students are done by the school nurse each year.

Height and weight is also checked, as well as, blood pressure screenings.

Hygiene

Coming to school well-groomed with face and hands clean, hair combed, teeth brushed and fresh clothes is the beginning of a good routine.

Illness

Do not send your child to school if he/she has a sore throat, fever of 100° or more, an unexplained rash, or does not feel well. Infections spread easily, and to protect your own child and others, we feel it is wiser to be absent one or two days than to risk a more serious illness. **If your child has had a temperature, he/she should be fever-free (<100° without medication) for 24 hours before returning to school.** If they do not feel well before school, do not send them to school to be diagnosed by the nurse.

Meals/Bathroom

Parents should provide enough time for the child to have a good breakfast, without rushing prior to the school day. Please have your child use the bathroom at home prior to school arrival.

Medication

Because of the dangerous results from the improper use of medicine or drugs, medication such as nasal sprays, cough drops, or any over-the-counter medications may not be brought to school unless directed by the family doctor. Doctor's instructions must be in writing, and the medication, in the original container, must be brought to the school nurse by the parent. **If your child is on any medicine at home, please inform your child's teacher and the school nurse.**

It is against state laws for nurses to prescribe treatment or administer medication internally without a doctor's written order. Therefore, no student will be given medication such as Tylenol, Motrin, etc. in school without a prescription.

Notification

If your child becomes ill in school or has an accident on the school grounds, we will contact you to arrange for their prompt pickup to take them home or to a medical facility of your choice. Please ensure your emergency contacts are updated in the Genesis Parent Portal so we can reach someone quickly if you're unavailable. Timely pickup is essential for your child's well-being.

If your child is absent due to infectious illness, please notify the school office as to the reason for the absence so the classroom teacher may plan accordingly. **When the child does return to school, send a note, even if a call has been made. A physician's note is required for return to school when a student has been absent for 3 or more consecutive days.**

School Nurse

There is a school nurse on duty during school hours in each of the schools. If you wish to contact the nurse in your child's school, please call the following number using the extension # indicated:
201-599-7580

MEMORIAL SCHOOL	ext. 3600	VILLANO SCHOOL	ext. 2600

Sleep

Please make sure your child gets enough sleep each night so they wake up refreshed and ready to learn for school. It is advisable to develop a consistent bedtime schedule prior to the beginning of school.

Student Discipline

The Building Principal or designee shall have the authority to assign discipline to students for behavior, communications, etc. that disrupt the educational experience of any Emerson student, in or out of school. Investigations into a student disciplinary matter will be handled by the school administration and communicated to parents. These investigations can occur without parental attendance.

School authorities also have the right to impose a consequence on a student for any conduct away from school grounds, including digital communications, misbehavior on a school bus, or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Parents/guardians may appeal the discipline ruling by contacting the Superintendent of Schools.

Student Code of Conduct

We expect all students of Memorial Elementary School and Patrick M. Villano Elementary School to be able to learn and grow in an atmosphere of safety and comfort. Every student has the right to accomplish academic and social growth to the best of his/her ability within a caring and safe environment. In order to provide a safe and learning-conducive atmosphere for all students, Memorial and Villano students will have the following rights and responsibilities. District Policy 5600

STUDENTS' RIGHTS AND RESPONSIBILITIES

- We meet attendance requirements including being on time to school.
- We come to school prepared to learn.
- We treat each other with respect.
- We appreciate diversity.
- We have the right to be ourselves.
- We refrain from bullying/harassment in all forms and do not contribute to any such interaction if it is being observed.
- We speak up if we see others being treated unfairly.
- We try to solve problems peacefully.
- We have the right to be safe and should speak up if we think something is not safe.
- We exhibit ethical behavior as it applies to tests, assignments, and other work for which we are responsible.
- We uphold the school expectations for appropriate dress and proper use of electronic devices and other materials.
- We understand we are responsible for our actions.

Students who do not follow these rights and responsibilities will be subject to one or more consequences.

STAFF'S RIGHTS AND RESPONSIBILITIES

- Teachers will develop a set of classroom rules.
- Teachers will implement a classroom management plan.
- Teachers will explain the Code of Conduct to students.
- Teachers will enforce the Code of Conduct in a consistent fashion.
- Teachers will function as a positive role model for the students.
- Teachers will arrive at school on time and be prepared to conduct lessons for the day.
- Teachers will dress appropriately for the day's activities.
- Teachers will maintain parent/guardian involvement.
- Teachers will treat other staff members and students with respect.

PARENTS'/GUARDIANS' RIGHTS AND RESPONSIBILITIES

- We will read the Code of Conduct with our child, explain where necessary, and reinforce the code on a regular basis.

- We will support the school in its expectation that each student will adhere to the Code of Conduct on a regular basis.
- We will function as good listeners to both our child and the school staff when conflict arises.
- We will function as positive role models for our child.
- We will contact the school when necessary.
    - Questions, concerns, complaints, and problems should be referred first to the student's teacher.
    - If the area of concern remains a problem at the elementary level, the matter shall then be referred to the building principal.
    - If the matter has not been resolved, the parent(s) may request to meet with the Superintendent of Schools. This request must be made by the student's parent(s) or guardian.
- We will recognize that the school acts "in loco parentis," that is, in the place of the parent with respect to the supervision of a student's education and conduct while he/she is in school. This authority and the code of conduct, extends to school sponsored functions.

HARASSMENT, INTIMIDATIO, AND BULLYING

- **LINK TO DISTRICT POLICY**
- **LINK TO DISTRICT SITE WITH HIB INFORMATION AND REPORTING FORM**

The Board of Education prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment; Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal, or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A.18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property: or
5. Has the effect of insulting or demeaning any pupil or group of pupils: or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Consequences and Appropriate Remedial Actions
The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying;

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The appropriate consequence will be consistent with case law, Federal and State statutes, and district/school policies and regulations.

Cyber-Bullying: A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated and supervised technologies. The Building Principal or designee may report allegations of cyber-bullying to law enforcement authorities.

Definitions:

1. Cyber-bullying is the use of electronic information and communication devices, to include but not limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings and defamatory websites, that:
    a. deliberately threatens, harasses, or intimidates an individual or group of individuals; or
    b. places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
    c. has the effect of substantially disrupting the orderly operation of the school.
2. School district owned, operated, or supervised technologies: is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

Discipline and consequences
Some acts or cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that they require a response, either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils

Memorial and Patrick M. Villano Elementary Schools
Code of Conduct
Discipline and Consequences Guidelines

	Level One	Level Two	Level Three
Violations	● Talking or running in the hallway ● Talking or running during a fire drill ● Shouting in classroom or lunchroom ● Being unprepared for class (having homework and all school materials) ● Purposeful writing on desks and books ● Poor sportsmanship (recess, gym or classroom activities)	● Inappropriate written or oral language, gestures, or drawings (profanity, weapons or symbols) ● Disrespecting and/or not following directions given by an adult ● Disruptive behavior that interferes with student learning and/or compromises safety of any person ● Purposeful writing on walls or bathroom stalls ● Copying other's work/homework	● Name-calling or put-downs "based on characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability" N.J.S.A 18A:37-14 (verbal and/or electronic) ● Teasing (verbal, written, and/or electronic communication) ● Threatening, intimidating or harassing others (verbal and/or electronic communication) ● Sexual Harassment ● Physical, unwanted contact ● Indecent Exposure (in person and/or electronically) ● Cheating/Plagiarism
1st or Infrequent Offense	● Verbal Warning to student ● Reflection Form	● Complete Student Self Assessment Form to be sent home to guardian ● Reflection Form ● Afterschool teacher detention	● Sent to principal to complete Principal Reflection Form ● Parent or guardian contacted ● Additional consequences or remedial actions may be imposed at the principal's discretion
2nd or Repeated Offense	● Partial loss of recess and/or classroom privilege ● Complete Student Self Assessment Form to be sent home to parent/guardian	● Principal Reflection Form completed ● Afterschool Principal Detention (parents will be given prior notice) ● Phone call to parent/guardian from teacher or principal	● Sent to principal to complete Principal Reflection Form ● Parent or Guardian contacted ● After School Detention (parents will be given prior notice) ● Additional consequences or remedial actions may be imposed at the principal's discretion.
3rd or Frequent Offense	● Loss of recess and/or classroom privilege ● Principal Reflection Form completed ● Conference with principal, teacher, student, and parent/guardian to discuss frequency of misbehavior ● Additional consequences or remedial actions may be imposed at the principal's discretion	● Afterschool Principal Detention -- up to four days (parents will be given prior notice) ● Principal Reflection Form completed ● Conference with principal, teacher, student, and parent/guardian to discuss frequency of misbehavior ● Loss of extracurricular privilege	● One week After School Principal Detention (parents will be given prior notice) ● Parent/Guardian, teacher, student, and principal conference to discuss behavior ● Loss of extracurricular privilege ● Suspension ● Town Authorities may be contacted at principal's discretion ● Additional consequences or remedial actions may be imposed at the principal's discretion.

		• Additional consequences or remedial actions may be imposed at the principal's discretion.	

*The staff and administration recognize the individual needs of our students; therefore, we view these consequences as a guideline. Modification to the above consequences shall be made at the discretion of the principal and/or teacher.

IT IS UNDERSTOOD THAT NOT ALL DISCIPLINARY INFRACTIONS CAN BE LISTED IN THE HANDBOOK. ANY INCIDENTS NOT COVERED WILL BE HANDLED ON AN INDIVIDUAL BASIS.

ANY ACTIONS BY STUDENTS THAT AFTER INVESTIGATION CAN BE DEFINED AS HARASSMENT, INTIMIDATION OR BULLYING WILL RESULT IN CONSEQUENCES RANGING FROM POSITIVE BEHAVIORAL INTERVENTIONS UP TO AND INCLUDING SUSPENSION OR EXPULSION, AS PERMITTED UNDER N.J.S.A. 18A:37-1, DISCIPLINE OF PUPILS.

Glossary Terms for the Code of Conduct

bullying: willful, persistent, abusive or insulting, coercive, manipulative or hostile behavior, abuse of a position of power (being bigger in size, stronger, or older) which makes the recipient feel upset, threatened, humiliated or vulnerable, and which undermines his or her self-confidence, productive attitude and/or his or her ability to develop socially, emotionally, or intellectually, and which may cause him or her any degree of stress or other psychological suffering. Bullying may be in the form of remarks, put-downs, teasing, taunting, or badgering and may be verbal or in writing.

cheating: copying from another's test* paper, using hidden notes or other materials during a test which are not authorized by the person giving the test; helping or collaborating with another student during the test without authorization; securing a copy of the test in advance of the test; changing the results on a test; submitting another student's work** as one's own; copying or stealing from another student's work; permitting another student to copy one's work; using help-notes, books, experts or purchased services in violation of guidelines established by the teacher

detention: a period of time outside of a student's class time during which a student will be detained from his/her regular activity due to inappropriate behavior or failure to follow rules. This detention is assigned and arranged by the teacher and may be conducted during a student's lunch/recess period and/or after school in the Main Office or the classroom. The student's parent/guardian will be notified in advance to make arrangements accordingly.

discrimination: the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner

disruptive student: any student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom

electronic communication: a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager

fighting: engaging in an altercation and/ or physically aggressive behavior that creates a substantial risk of or results in minor injury

harassment: a sufficiently severe action or a persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning

indecent exposure: exposure to sight of the private parts of the body in a lewd or indecent manner

intimidation: engaging in actions or statements that put an individual in fear physically, mentally, or socially

parent contact: contact made to a parent/guardian in the form of a phone call, email, or note

parent conference: a face to face meeting with a teacher(s) held in school to discuss the issue at hand

reflection form: a form students who have behaved inappropriately will use to guide them in completing a reflective letter, providing students the opportunity to think about their actions, how their actions have impacted others, and how similar situations can be handled differently in the future.

school function: any school-sponsored co-curricular event or activity

school property: in or with any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus

sexual harassment: unwelcome sexual advances, such a request for sexual favors and other verbal or physical conduct of a sexual nature that creates a hostile or offensive environment

suspension: disciplinary action for serious infractions could be in the form of in-school or out-of-school suspension. A suspension is the temporary denial of the student's right to attend school. The principal may suspend any student from school for a short duration for good cause. In the case of suspension, parents will be notified by telephone.

teasing: to annoy, pester, or make fun of a person persistently

*A test is any examination ranging from a quiz to a test in any subject area including special subjects.
**Work is a homework assignment, a paper, project, report, take-home test, or any other work that the teacher intended the student to complete independently