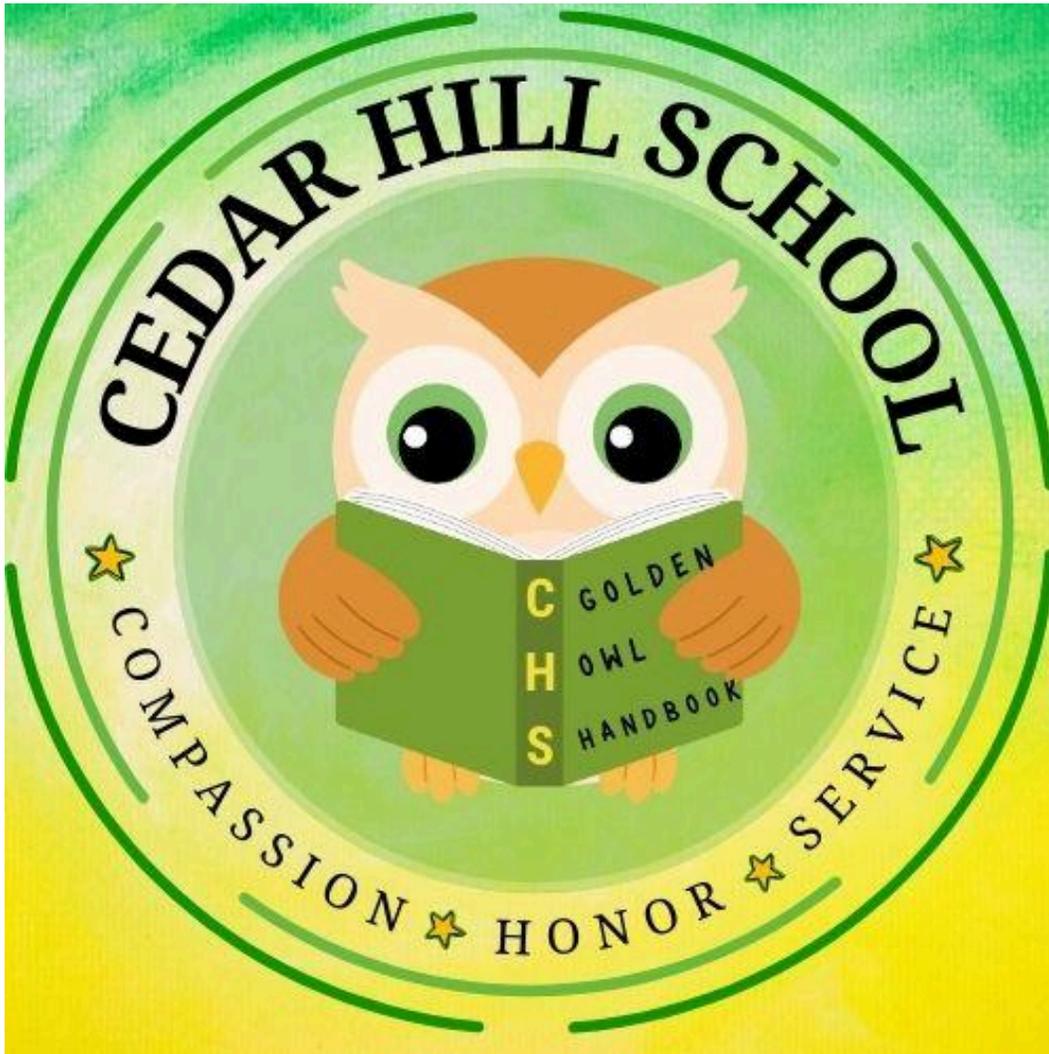


Student/Parent Handbook

2024-2025



Krissy A. Uhler, Principal

Sarah S. Tompson, Assistant Principal

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(Subject titles are hyperlinked for easy access.)

Highlighted items will be updated soon.

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CEDAR HILL SCHOOL
2024-2025
STUDENT/PARENT HANDBOOK & DIRECTORY

100 Peachtree Road Basking Ridge, NJ 07920

SCHOOL OFFICE (908)-204-2633

SCHOOL FAX (908)-204-1956

PRINCIPAL: Krissy Uhler x 101 kuhler@bernardsboe.com	ASSISTANT PRINCIPAL: Sarah Tompson x 120 stompson@bernardsboe.com
SECRETARY: Lynne Rope x 100 lrope@bernardsboe.com	SECRETARY: Krissy Voorhees x 102 kvoorhees@bernardsboe.com
SCHOOL COUNSELOR: Molly Mooney x 107 mmooney@bernardsboe.com	SCHOOL COUNSELOR: Jamie Sutton x 111 jsutton@bernardsboe.com
SPECIAL LAW ENFORCEMENT OFFICER 3: Dave Kolesar DKolesar@bernardsboe.com	NURSE: Amy Lynn x 103 alynn@bernardsboe.com

[2024-25 Cedar Hill Community Links to Frequently Used Documents](#)

**Please, remember to report student absence via the Genesis Parent Portal
 by 8:15 a.m. if your child will be absent.**

[2023-24 Parent Directions for Attendance Notes](#)
[Daily Pickup Release Directions](#)

BERNARDS TOWNSHIP PUBLIC SCHOOL

AFFIRMATIVE ACTION OFFICER:

Sean Siet - Assistant Superintendent - (908)-204-2600 x 104

This handbook is solely intended for the personal use of the students and their families. It is not authorized to be used for dissemination purposes. All information is accurate as of **August 9, 2024.**

HEALTH AND SAFETY INFORMATION

This information is subject to change with guidance from the state/local health departments.

STAY HOME WHEN SICK: The general guidance for all communicable diseases is to stay away from others when you are experiencing illness. Keeping our school community healthy is our objective. Any individual, student or staff member, who is experiencing illness, should stay home for the following:

- **CHILLS/FEVER:** Temperature of **100.0** Fahrenheit or more. Lethargy, malaise, fatigue, body aches.
Must be **FEVER-FREE** for 24 hours **WITHOUT** the **use of fever-reducing medicine**.
- **VOMITING:** Any nausea or vomiting. Must be free of nausea/vomiting for 24 hours before returning. **Please do not bring/send your child if s/he vomited during the night or in the morning.**
- **DIARRHEA:** abdominal cramps, behavioral changes, looks/acts ill.
- **RESPIRATORY:** difficulty breathing/wheezing, cough, shortness of breath.
- **THROAT:** sore throat, painful to swallow, swollen glands. If diagnosed with Strep throat, must complete 24 hours of antibiotics and be **fever free**. New loss of sense of smell or taste.
- **CONJUNCTIVITIS:** eye must be free of discharge and if bacterial, must complete 24 hours of antibiotic treatment
- **COLD SYMPTOMS:** congestion, headache, fever, behavior change, difficulty breathing, and inability to manage nasal and oral secretions.
- **RASH:** undiagnosed or unknown rash (a rash that has not been seen or treated by your MD).
 - **IMPETIGO/MRSA/STAPH** - May return 24 hours after treatment begins - wound must be fully covered on all 4 sides.
 - **RINGWORM:** may return after treatment begins. The wound must be covered for the first 48 hrs. of treatment.
- **COVID-19:** A positive COVID-19 test or COVID-like illness, which requires confirmatory testing.
- If antibiotic treatment is needed, your child is to remain home for the first full 24 hours of medication. (e.g. if your child has 3 doses ordered per day, then 3 doses must be administered prior to returning to school).

Please see the link below for more information:

[BTSD Child Sickness Guidelines](#)

VISION AND MISSION STATEMENTS

CEDAR HILL'S VISION:

Cedar Hill, in partnership with its community, is a child-centered school where everyone works interdependently to create an exciting learning environment where students are:

- actively engaged in "rigorous and relevant work;"
- challenged to achieve in line with their potential;
- nurtured and supported to develop intrinsic motivation and a positive self-concept;
- recognized for a variety of measurable achievements;
- guided in the development of good character and responsible citizenship.

CEDAR HILL'S MISSION:

At Cedar Hill, we help our students to show:

Compassion
Honor
Service

CEDAR HILL'S MASCOT:

We are the
GOLDEN Owls!



BERNARDS TOWNSHIP MISSION STATEMENT

The mission of the Bernards Township School District is to provide a superior education which results in academic excellence, responsible behavior, good citizenship and fosters social-emotional development so that ultimately each student will be able to:

- maximize his/her potential.
- become a contributing member of society.
- maintain a commitment to lifelong learning.
- achieve the New Jersey Core Curriculum Content Standards at all grade levels.

PHILOSOPHY

BERNARDS TOWNSHIP SCHOOL DISTRICT BELIEVES:

- Education is our first priority.
- Intellectual, social, physical and emotional development are essential to a student's education.
- Children learn in different ways; we have a responsibility to help all students maximize their potential.
- Students will benefit from a challenging curriculum with high standards.
- Individual student achievement is maximized by high expectations.
- Co-curricular and community service activities are important components of effective education.
- Education provides a foundation for lifelong learning, critical and analytical thinking, problem solving, decision-making and respect for the individual.

CEDAR HILL SCHOOL STAFF

*** Team Leader

Kindergarten	Rm.	First Grade	Rm.
Mrs. Maggie Davignon*** mdavignon@bernardsboe.com	509	Mrs. Elizabeth Freisen efreisen@bernardsboe.com	502
Mrs. Stephanie O'Brien sobrien@bernardsboe.com	506	Mrs. Michelle Licata mlicata@bernardsboe.com	501
Mrs. Marsha Scheffler mscheffler@bernardsboe.com	507	Mrs. Megan Moran*** mmoran@bernardsboe.com	500
Ms. Meaghan Slattery mslattery@bernardsboe.com	508	Mrs. Mary O'Leary moleary@bernardsboe.com	503
		Mrs. Donna Keefe dkeefe@bernardsboe.com	504

Second Grade	Rm.	Third Grade	Rm.
Ms. Morgan Zissman MZissman@bernardsboe.com	400	Ms. Jennifer Cherubini jcherubini@bernardsboe.com	405
Mrs. Kathleen Heitmann*** kheitmann@bernardsboe.com	403	Mrs. Megan Van Pelt*** mvanpelt@bernardsboe.com	406
Ms. Kaitlyn Maloney kmaloney@bernardsboe.com	402	Mr. Tyler McKinnon tmckinnon@bernardsboe.com	407
Mrs. Elizabeth Messier emessier@bernardsboe.com	401	Mrs. Linda Nollkamper lnollkamper@bernardsboe.com	404
		Ms. Danielle Inghilterra DInghilterra@bernardsboe.com	408

Fourth Grade	Rm.	Fifth Grade	Rm.
Ms. Amanda Avena*** aavena@bernardsboe.com	101	Mrs. Cindy Cicchino*** ccicchino@bernardsboe.com	307
Ms. Holly Beauchamp hbeauchamp@bernardsboe.com	112	Mrs. Amanda Hughes ahughes@bernardsboe.com	305
Mr. Benjamin Green bgreen@bernardsboe.com	106	Mrs. Michelle Kester MPine@bernardsboe.com	301

Mr. Brian Thomas bthomas@bernardsboe.com	114	Mrs. Kelly Dennis kdennis@bernardsboe.com	303
Ms. Katherine Witte kwitte@bernardsboe.com	103	Ms. Kathleen Pascale KPascale@bernardsboe.com	300

Special Education Teachers	Special Education Aides	Rm.
Mrs. Stacy McAteer smcateer@bernardsboe.com	Bethany Panza bpanza@bernardsboe.com Vandana Thaman vthaman@bernardsboe.com Linda Troisi ltroisi@bernardsboe.com	104
Jennifer Cahill JCahill@bernardsboe.com	Emily Kramer ekramer@bernardsboe.com Erin Giachhi egiacchi@bernardsboe.com Zaida Gonsalves zgonsalves@bernardsboe.com	302
Mrs. Tracy Curcio tcurcio@bernardsboe.com		100
Mrs. Lashanda Parrish lparrish@bernardsboe.com		302

AREA	TEACHER	Room #
Art	Ms. Caroline Coady ~ ccoady@bernardsboe.com	116
Quest	Mrs. Jennifer Flaherty ~ jflaherty@bernardsboe.com Mrs. Emily Jones ~ ejones@bernardsboe.com	102 296
ESL	Mr. Joseph Bae ~ jbae@bernardsboe.com Ms. Liah Yi ~ lyi@bernardsboe.com	110
Acc. and Adv. Math	Mrs. Jessica Kovacs ~ jkovacs@bernardsboe.com	108
School Counselor	Mrs. Molly Mooney ~ mmooney@bernardsboe.com Mrs. Jamie Sutton ~ jsutton@bernardsboe.com	105 606
Nurse	Mrs. Amy Lynn ~ alynn@bernardsboe.com	209
P. E.	Mr. Niall Caldwell ~ ncaldwell@bernardsboe.com Ms. Lidia D'Armiento ~ ldarmiento@bernardsboe.com	Gym
Instructional Support	Mrs. Gabriella Cavagnaro ~ gcavagnaro@bernardsboe.com Mrs. Amanda Teevan ~ ateevan@bernarddesboe.com Mrs. Kerry Sedorak ~ ksedorak@bernardsboe.com	505

	Mrs. Kristin Smerillo ~ ksmerillo@bernardsboe.com Mrs. Kelly Winkler ~ kwinkler@bernardsboe.com	
Speech	Mrs. Kelly Paprocki ~ kpaprocki@bernardsboe.com	602
Special Educ. Resource Room /In Class Support	Mrs. Kelly Ambrozy ~ kambrozy@bernardsboe.com Mrs. Jennifer O'Neill ~ joneill@bernardsboe.com Mrs. Penny Iannella ~ piannella@bernardsboe.com Mrs. Tara Gorski ~ tgorski@bernardsboe.com Mrs. Megan Bonk ~ mbonk@bernardsboe.com Mrs. Megan Heckman ~ mheckman@bernardsboe.com	409 306 304 409 304
Band	Mrs. Nicole Ferguson ~ nferguson@bernardsboe.com	205/stage
Orchestra	Mrs. Kendall Casey ~ kcasey@bernardsboe.com	205/stage
Music	Ms. Taylor Kurilew ~ tkurilew@bernardsboe.com	203
Spanish	Ms. Stephanie Camooso ~ scamooso@bernardsboe.com	N/A
Case Manager	Mrs. Jessica Dubois ~ jdubois@bernardsboe.com Mrs. Jenna Halpin ~ jhalpin@bernardsboe.com	601 603
Behaviorist	Dr. Theresa Brown ~ tbrown@bernardsboe.com (M/W/F)	603
School Psychologist	Mrs. Kris Mercurio ~ kmercurio@bernardsboe.com	N/A
OT/PT	Mrs. Beth Calabrese ~ bcalabrese@bernardsboe.com Mrs. Tracy DeFrancesco ~ tdefrancesco@bernardsboe.com	604

Cafeteria (Aramark)		Lunch Leaders	
Ms. Helene Evans ~ Cafeteria Director TBD ~ Cafeteria Assistant		<u>Gr. K, 2, 5</u> Kathy O'Rourke Kim Fusca Pooja Narang	<u>Gr. 1, 3, 4</u> Meire Morford Jamate Dawn Van Tassell Priscilla Lodato

Custodians/Maintenance (Aramark)	
Leroy Sutherland	Maintenance
Oscar Cevallos	Head Custodian
Mike Johnson	Custodian
Sonia Rivera	Custodian
Byron Portillo	Custodian

Jocelin Paz	Custodian
Miriam Zamor	Custodian

GENERAL SCHOOL INFORMATION

Click [HERE](#) to view the Gr. K New Family Orientation Presentation.

Click [HERE](#) to view the Gr. 1-5 New Family Orientation Presentation.

The following information more clearly explains individual points of school procedures. The academic school year welcomes many new children and parents. Because of all the new faces, we have instituted numerous procedures to provide safety for the student body and to eliminate any confusion.

School Day Schedule

8:30AM	Early drop off & enter the building
8:45 AM	Children enter the classroom
9:00 AM	Tardy bell rings/Instruction begins
3:30 PM	Dismissal begins

Delayed Opening Schedule

10:30AM	Early drop off & enter the building
10:45 AM	Children enter the classroom
11:00 AM	Tardy bell rings/Instruction begins
3:30 PM	Dismissal begins

Abbreviated Early Dismissal Schedule

8:30AM	Early drop off & enter the building
8:45 AM	Children enter the classroom
9:00 AM	Tardy bell rings/Instruction begins
1:10 PM	Dismissal begins

Absent Child

Please use the Genesis Parent Portal to report a student absence by 8:15 AM so that we have an accurate account of the whereabouts of all our students. Utilize the procedure outlined in the following link: [Parent Directions for Attendance Notes](#) For more information about our sick child procedures, refer to the Health Services Information.

Change in School Times Due to Weather

Please refer to the Inclement Weather Information chart explaining school closings, delayed openings, or early dismissals.

Door Access System

For security reasons, all doors are locked. If you need to enter the building between 9:00 AM and 3:30 PM, press the buzzer briefly and identify yourself when asked by the secretary. You must then report to the office. Visitors must have administrative approval to enter the building.

Child Pick-Up

The teachers on bus duty have been instructed to challenge any adult who tries to take a child off a bus. The adult will be directed to the main office, and after proper identification, a note will be issued for the teacher to permit the child to get off the bus to go with the adult. In this way, we can better account for all children.

Early Pick-Up

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

Utilize the Genesis Parent Portal for an ad hoc or single pick-up change. Use the ATTENDANCE tab at the top of the parent portal, then click the Daily Pickup Release tab in the middle of the screen.

Daily Pickup Release Directions

Notes requesting an early dismissal must identify who will pick up the child and when they will be picked up. Prior to 1:00 PM, parents must enter dismissal changes in Genesis. If a dismissal change is needed after 1:00 PM, parents must call the main office at (908)204-2633. We respectfully request that “early dismissals” for all students be completed no later than 2:45 PM. The parent/guardian must sign the child out in the main office. We encourage the scheduling of all appointments after the child returns home from school since interruptions before dismissal time removes the child from the instructional setting. Early pick-ups create a distraction in the classroom and may be difficult to manage.

ARRIVAL AND DISMISSAL

Important Information for Car Riders

Please adhere to the following procedures when picking up your child. We appreciate your cooperation, patience, and understanding in patiently following the guidelines to provide the safest situation possible for the children.

Please maintain a safe speed during arrival and departure. Students will be dropped off and picked up at our walker entrance to the right of the building (see below map). We understand that some cars arrive before dismissal. **Please do not leave your car when parked in the carline loop.**

The area directly in front of the school near the flagpole is only for the bus students and designated vehicles. No other automobiles are to use this area for drop-off/pick-up from 8:20 - 9 AM and 3:15 - 3:45 PM.

Please understand that it might take between fifteen and twenty minutes to pick up your child due to the number of students arriving and being dismissed. Remember to obey pedestrian crossing signs, especially at the entrance to the carline and directly in front of the school. Ignoring pedestrian crossing signs is a moving violation and you can be ticketed by the police.

A few other arrival/dismissal procedures are below:

Morning Arrival Procedures:

- **Parking:**
 - Avoid parking in the lower lot as it is reserved for staff.
 - Parents may use the side lot, but please park in spaces closest to the field. This allows parents to pull to the left to exit the carline freely.
- **Drop-Off:**
 - Students in grades 2-5 should open the car door themselves; staff will assist K-1 students as needed.
 - Students must exit and enter from the passenger side of the vehicle for safety.
 - Parents should remain in their cars; staff will help children out.
 - Please pull up as far past the basketball net as possible to maximize space and allow more cars to access the carline loop for drop-off.
- **Supervision:**
 - No staff supervision is available before 8:30 AM. Contact Cherie Ackerman (cackerman@bernardsboe.com) for [Before Care](#) information if needed.
- **Ridge High School Parents:**
 - Can use Cedar Hill for drop-off before 8:10 AM.
 - After 8:10 AM, Cedar Hill carline is exclusively for elementary parents.

Afternoon Dismissal Procedures:

- **Parking and Pickup:**
 - No parking in the large side lot during dismissal to avoid congestion and safety hazards.
 - After 3:20 PM, parents may park at Ridge High School and walk to Cedar Hill to pick up their child(ren). **Students listed as "car riders" are not permitted to walk to the RHS parking lot for pick-up.**
 - Students listed as "walkers" in Genesis may exit the building at 3:30 PM and walk home per the approved route of their parent/guardian.
- **Traffic Flow:**
 - Avoid lining up before 3:15 PM to alleviate traffic on Peachtree Road.
 - On Peachtree Road, do not cross the yellow line into oncoming traffic.
 - After 3:15 PM, form two lanes on the right when turning from Peachtree Road into the loop; the left lane is reserved for buses.
- **Carline Procedures:**
 - **Before 3:15 PM:** Ridge High School parents use the middle lane only to enter Cedar Hill carline. They may also park in the lot before 3:15 PM.
 - **After 3:15 PM:** Cedar Hill carline is reserved for elementary parents with a school-provided hang tag required for entry.
 - **Elementary Parents:** Use the right-hand lane; you may enter the lot at 3:15 PM. Both right and middle lanes can be used after 3:15 PM with a hang tag required. Please park if you need time to assist your child(ren) in fastening seatbelts.
- **Bus Students:**

- Assigned spots must be used, and seatbelts must be worn. Parents should reinforce this with their children.



PM Traffic Pattern

CHS Parents:

Use the RIGHT lane when entering the driveway to line up. There will be a traffic horse indicating where to stop. At 3:15, we will let parents with Cedar Hill hang tags through to begin the regular line.

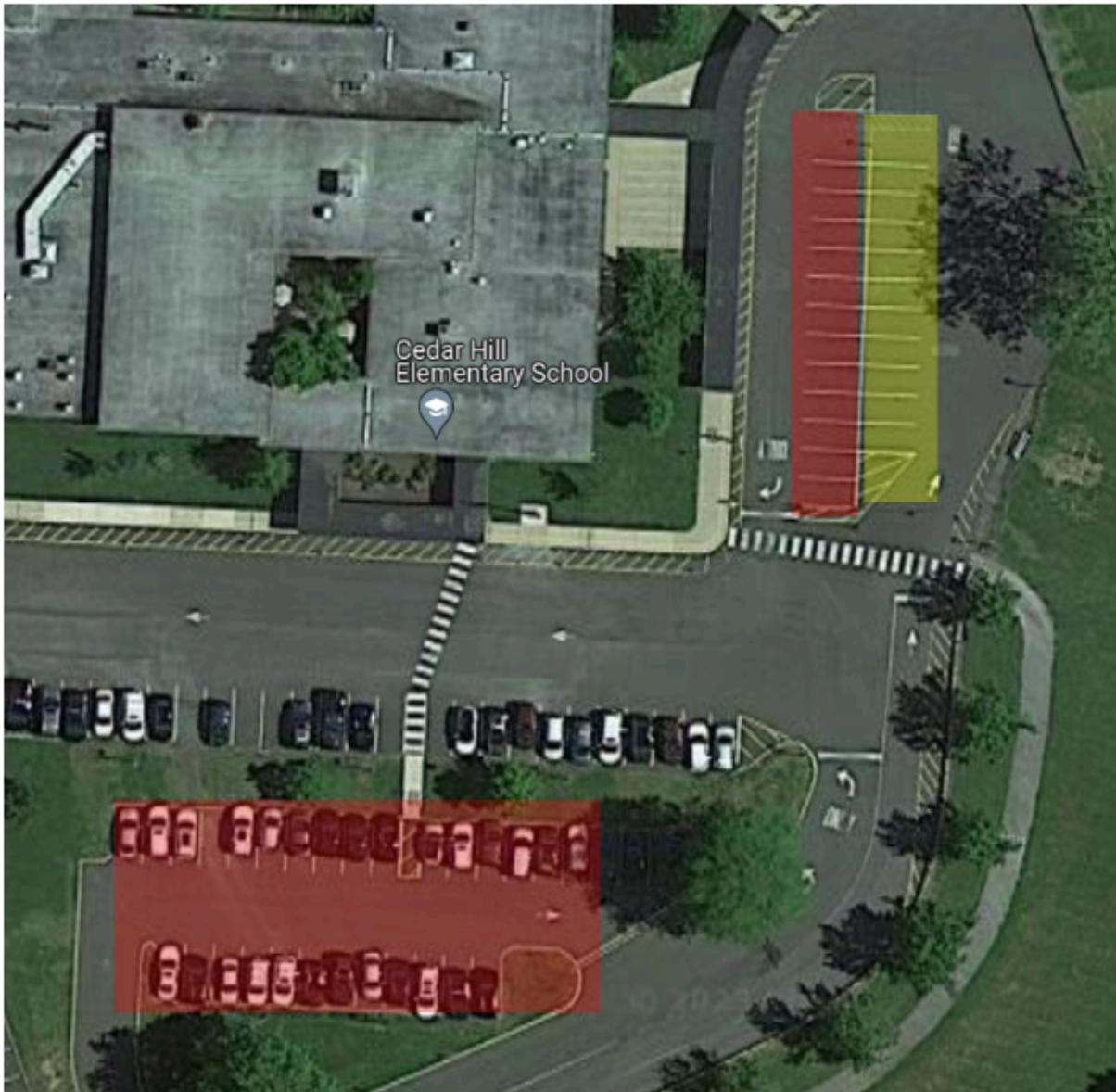
Ridge Parents:

Use the MIDDLE lane when entering the driveway and line up around the loop. After 3:15, no Ridge parents will be allowed to enter the car loop as a Cedar Hill hang tag is required for entry.

Buses:

CHS buses will enter via the LEFT lane and will line up in front of the school





No parking here OR drop-off during morning arrival

Parking permitted here during morning arrival

Please note that parking is not allowed in the side lot during dismissal in either area to relieve congestion.

Walkers/Bus Riders

Walkers may use the main office entrance or side entrance. All bus riders will enter and exit from the main entrance.

Visiting the School

Parents entering the school between 9:00 AM and 3:30PM must check in with the office. If your child has forgotten money, lunch, etc., the office will notify the teacher by intercom and your child will be sent to the office to pick up the item. Adults may only enter a classroom after being directed by the main office personnel. If you are volunteering in the building, sign in at the office and wear a visitor lanyard.

School Party

Per the Bernards Township School District Food Allergy Guidelines:

- No food or snacks are allowed at classroom parties
- Grade K-5: Halloween, December Holidays, Valentine's Day, End of Year
- Any other parties must be approved by the Principal in writing

Birthday Celebrations-Food Allergies

In recent years, there has been an increase in the number of food allergy cases nationwide. As a result, we are emphasizing that students do not share snacks and lunch items. Parents may not send in class snacks for birthday celebrations. In honor of your child's special day, his/her name will be read during morning announcements and s/he will be invited to select a birthday book in the main office. Summer birthdays will be celebrated on students' half-birthdays (i.e., 6 months from the birthday). Thank you for understanding and cooperating with these procedures, as we all want a safe and healthy environment for all children.

Change of Address/Telephone

In case of a change of address or telephone number, the office, school nurse and teacher should be notified promptly. Please also reach out to Lisa Miano, the district registrar, at lmiano@bernardsboe.com.

Trips-Class or Field

When a school trip is planned, a form will be sent home for the parent to sign. This permission slip must be returned **BEFORE** a child may go on the trip with the class. A parent or guardian may not take another child home after a trip without a note from the other child's parent. A parent is not permitted to pick up a child from a school trip destination. All students must depart from and return to Cedar Hill .

Appropriate Dress

Normal elementary school activities involve walking, jumping, bending, sitting, playing, climbing, etc. Please keep these activities in mind when assisting your child to select appropriate school attire. We strongly recommend sending your child(ren) in sneakers every day. **Students who are not dressed according to the school dress code will be asked to call home for a change of clothing.** Your cooperation and understanding are appreciated in this matter. The following attire is **NOT** to be worn at school, field trips, or at any school sponsored event:

- T-shirts with offensive wording

- Spaghetti strapped tops and tube tops
- Midriff and low cut tops (tops that expose the abdomen and back)
- Skirts/shorts above mid-thigh
- Low cut jeans and pants that expose the abdomen, lower back and/or undergarments
- Flip-flop sandals, backless shoes and/or sandals without straps at the heels, and “Crocs”

Students are not permitted to wear hats or baseball caps **inside** the school. **They may be worn during outside recess.**

Field Trip Dress

To make it easier to identify our students when classes go on field trips, our PTO has kindly purchased green and yellow tie-dye shirts. Please know that these shirts are washed prior to use. School spirit wear will be sold throughout the school year.

Lost and Found

Children should inquire at the office about possessions lost at school. Our “Lost and Found” is located in our main office vestibule. Parents may find it advisable to check the “Lost and Found” themselves from time to time. Parents are urged to label clothing and inside shoes so that they may be easily identified.

Electronic Communication

Friday Folders & Cedar Hill PTO Newsletters

- *Friday Folder* - A district and school newsletter will be sent to your email through Genesis SIS every Friday containing pertinent district and school notices. **Please take the time to read through this newsletter carefully as it contains important information.**
- *CHS PTO Scoop Newsletter* - All school and community information will be relayed through this method. Please, reach out to chsscoop@cedarhillpto.org with any updates to your email address.

Cell Phone, Smartwatch & Items from Home Rule

Students are permitted to bring such devices/items to school; however, these devices/items **must remain off and in the student’s backpack during the school day.** In the event of an emergency, the parents should call the Main Office. If a student is found with an electronic device/item during the school day, he/she will surrender the device/item. The device/item will be returned at the end of the school day. Parental notification may be required. If a student is found with a device/item a second time, he/she will surrender the device, and a parent will be asked to come to the main office for it to be returned. If a student is found with a device/item a third time, he/she will surrender the device, and a parent will be asked to come to the main office for it to be returned. The student will receive a one-day recess detention with administrative discretion.

# OF OFFENSES	Consequences
---------------	--------------

1	If a student is found with an electronic device or item during the school day, he/she will surrender the device or item and return it at the end of the school day.
2	Parental notification may be required. If a student is found with a device/item a second time, he/she will surrender the device, and a parent will be asked to come to the main office for it to be returned.
3	Parental notification is required. If a student is found with a device/item a third time, he/she will surrender the device, and a parent will be asked to come to the main office for it to be returned. The student will receive a one-day recess detention with administrative discretion.

Disposal of Student Work

The district maintains non-mandated student records until they are no longer necessary to provide educational services to a student. Student work and other classroom artifacts may not be returned to students during the school year (such as tests, quizzes, essays and art projects). Student work may be disposed of by the district after September 15th of the following school year, subject to reasonable attempts to obtain parent or adult student consent.

THE LUNCH PROGRAM

Students may bring their lunch from home or purchase a lunch at school for \$2.60. You can access the system by clicking [here](#) or by visiting our [school website](#). Please use your child’s ID # to create an account and make deposits. A child will be able to purchase lunch by debiting his/her account. We highly encourage the use of pre-paid lunches as the reduction in cash handling helps keep the line moving quickly. When pre-payment is sent to the school with your child, it is critical that the child’s name accompany the payment to assure the account is properly credited. Kindergarten students may purchase lunch, however; it is requested that you pre-pay. If you have any questions, please contact our cafeteria director, Ms. Helene Evans, at Evans-Helene@aramark.com.

For more information regarding our lunch program click [here](#).
 For more information on pre-paying using My School Bucks, click [here](#).
 To access the lunch menu and price list, please click [here](#).

Please print your child’s name on lunch bags/boxes. If you wish to deliver a child’s forgotten lunch, please leave it on the cart in the main office lobby and the lunch will be delivered to your child in the cafeteria. On 12:45 PM dismissal days, no lunch is served and all regular lunch periods are canceled. On these days, students should bring a substantial snack.

Daily Lunch Purchase Order

To reduce congestion in the lunch lines and maximize eating time, parents will often have students bring a lunch from home on the day that a student’s class is the last one called. So to be

clear, if your child's class is near the bottom of the list on a given day, that may be a good day to bring lunch from home. [24-25 Cedar Hill Daily Lunch Purchase Order](#)

Lunch Periods

Lunch/Recess periods total 50 minutes: 25 minutes of recess followed by 25 minutes to eat lunch in the cafeteria. Students eat lunch with peers in their grade level.

	K	1	2	3	4	5
Recess	11:04 - 11:29	11:29 - 11:54	12:22 - 12:47	11:57 - 12:22	1:15 - 1:40	12:50 - 1:15
Lunch	11:29 - 11:54	11:04 - 11:29	11:57 - 12:22	12:22 - 12:47	12:50 - 1:15	1:15 - 1:40

Cafeteria Rules and Procedures

Students are seated by class. The Lunch Leaders will monitor the lunchroom and enforce all cafeteria rules and procedures. Students must demonstrate courteous and safe behavior when eating lunch in the cafeteria. Students who do not follow the rules may be asked to leave the cafeteria until such time permits them to return.

- Teachers escort their students to recess and pick them up in the cafeteria.
- Students must remain quiet and orderly in a single file line when walking in the hallways.
- Students need to raise their hands for assistance or permission to get up from the table to buy food, use the restroom, etc.
- The Lunch Leaders will direct students to the tables and lunch line.
- Students must follow all posted cafeteria rules when eating.
- Students who misbehave may be referred to the Principal/Assistant Principal for repeated or serious offenses. Misbehavior will result in consequences.

Playground/Recess

Students may use the playground during recess. If the playground is unavailable due to inclement weather, the side parking lot may be used for outdoor recess. The Lunch Leaders will monitor the students' activities and behavior during the recess period.

- Students are encouraged to engage in constructive and appropriate physical activity or indoor games in the case of inclement weather.
- Students are expected to follow all recess rules.
- Inappropriate physical activity such as kicking, punching or rough-housing is not permitted.
- Students are encouraged to bring and wear jackets during winter months.

TRANSPORTATION

Bus Transportation Procedures: K-12

Students may not ride on buses other than those assigned or exit their assigned bus at different stops. The school district is legally responsible and accountable for the safe transportation of students.

All public transportation and all bus routes are on file with the Department of Education and our bus contractors. If students were to ride on buses other than those assigned, the Transportation Supervisor would have no way of verifying which students are riding on the buses. Often, police involvement is required when students do not get off at their assigned stops. Therefore, all students **must** be picked up at the same stop each day, and discharged at the same location. If parents are going to be away (vacation or business trip), they must arrange for the caregiver to transport the student to and from his/her assigned bus stop.

Because the security and safety of our children is of the utmost importance, the previous rules and regulations MUST be followed without exception. We appreciate your support and cooperation in this vital matter.

Bus Safety Rules

- Securely fasten safety belts.
- Students may not exit their bus at a different stop.
- If there is a change in dismissal, a note must be presented from the child's parent/guardian informing the office of the change.
- All bus riders must follow the bus safety rules.
- Remain seated until the bus comes to a complete stop. Always be ready to board and exit the bus promptly.
- Always depart the bus at your assigned stop unless otherwise directed by school administration.
- Please keep your hands and feet to yourself (do not disturb others including the driver).
- Refrain from eating or drinking.
- Place any trash in the designated wastebasket when leaving the bus.
- Be respectful of the other riders on the bus and talk quietly. No excessive noise, yelling, etc.
- Be courteous and polite to your driver.
- Behave respectfully toward other riders. Do not name-call, tease, **use profanity** or other disrespectful behaviors.
- Windows may only be opened upon the direction of the bus driver. No objects, including body parts should be placed outside the windows.
- Any suspicious or dangerous objects brought on the bus may be confiscated.
- Follow all safety and emergency instructions given by the driver.
- Report any incidents of misconduct to the driver immediately and explain the circumstances.
- Please keep valuable and personal belongings inside backpacks or school bags.

Students are to behave courteously and responsibly while waiting at their bus stop and riding the school bus. Students who commit acts of misconduct will be referred to the school administration for disciplinary action. Consequences for misbehavior may take the form of a verbal warning/probation (for less serious offenses) or suspension of bus privileges. Parents will be contacted if the student is brought to the school administration.

After School Play Dates/Social Engagements

As stated in the district's procedures for bus transportation, "Students may not ride on buses other than those assigned or exit their assigned bus at different stops". A parent must complete a note to be handed in to the main office for a child to be released to anyone other than the custodial parent/guardian. The school will assume that the student is following the dismissal procedures maintained in Genesis and the main office. When a discrepancy occurs and a parent has not submitted a change in dismissal, we will defer to the child's regular pattern of dismissal. Changes to this form should be emailed to the main office secretaries and updated in Genesis.

BEFORE AND AFTER SCHOOL CARE

The district offers Before and After School Care for students. In order to participate, **parents must register their child(ren) first**. Please allow at least one week for registration. Students may participate on a regular basis or as a drop-in when necessary. Before Care runs from 7:00 AM to 8:30 AM and breakfast is served. After Care runs from 3:15 PM to 6:00 PM and snack is served. Students are welcome to bring their own breakfast/snack if they prefer. You may visit https://www.bernardsboe.com/parents_students/before_and_after_care for more information, including registration packets that will be available starting June 30, 2023. If you have any questions, you may reach out to Cherie Ackerman at cackerman@bernardsboe.com.

HOMWORK GUIDELINES

Assignments will vary in accordance to the needs of the class and will relate to classroom instruction. Homework shall be assigned as reinforcement of class instruction. It shall be of quality and relevance to the subject matter, and further the student's comprehension. Please see [District Policy 2330](#) at bernardsboe.com.

Assignments must adhere to the following guidelines:

- Homework should be tied to the curriculum and to a student's instructional level with consideration of the student's ability.
- Homework should have explicit directions and timelines.
- Homework should be designed to reinforce skills taught in class.
- Homework may not be used as a disciplinary measure.
- Homework will not be assigned during school recess periods except for the completion of previously assigned long term projects which can be collected for at least a week after the end of the recess period.

Guidelines for Students

Kindergarten	15 minutes per night
Grade 1	15 minutes per night
Grade 2	15 minutes per night

Grade 3	20 minutes of homework no more than four nights per week, Monday-Thursday
Grade 4	20-30 minutes of homework no more than four nights per week, Monday-Thursday; Students may be required to spend time on the weekends for any long term assignments and required reading.
Grade 5	20-30 minutes of homework no more than four nights per week, Monday-Thursday; Students may be required to spend time on the weekends for any long term assignments and required reading

Guidelines for Students

- Work approximately 15 minutes per night completing homework.
- Record directions for homework in an assignment notebook (Gr 3-5).
- Understand assignments clearly before leaving class.
- Bring home the proper materials to complete the assignment.
- Hand in completed assignments on time.
- Complete any work missed due to absence from class.
- Talk to your parents and teacher if you are having difficulty with homework.

Guidelines for Parents

- Be familiar with the philosophy and guidelines of the homework procedures.
- Check your child’s assignment book (Gr 3-5 only) or Oncourse homework calendar if applicable.
- Provide a time and place to do homework assignments with limited interruptions.
- Actively supervise homework completion, assisting, but not doing the work.
- If your child regularly exceeds the allotted time frame, contact the teacher with questions or concerns.
- Homework should not be used to introduce new material not covered in class.

Homework During Religious Holidays

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

The Board is also aware that tests, academic competitions and deadlines may be scheduled on religious holidays. In these situations, the Board has a policy of providing the student a reasonable accommodation, so that the academic activity will not interfere with their religious

observance. This means that the teacher or the school will reschedule the test date for any student who is out on the actual exam day, due to a religious holiday. For academic competitions, where students are eligible for awards, alternative arrangements may be made to allow the student to take part in the competition. Similarly, when assignment due dates correspond with a religious holiday, teachers will provide an accommodation regarding such deadlines.

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

ELEMENTARY SCHOOL COUNSELING PROGRAM

The Elementary School Counselor Program is designed to assist each student in knowing himself/herself as an individual, in making the most of one's strengths and in compensating for one's limitations. Elementary school counselor activities are preventive, diagnostic and remedial in nature.

The program provides direct services to students and indirect services to faculty, parents, and the community. Our program is based on a team approach. To be successful in helping our students, communication and consultation with administration, faculty and parents is essential.

The school counselor, Mrs. Molly Mooney, can be reached at (908)204-2633, ext. 107. The school counselor, Mrs. Jamie Sutton, can be reached at (908)204-2633, ext. 111. However, in an emergency, you may give the office the information and your call will be returned as soon as possible.

HOW PARENTS CAN HELP

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

- Come to Back-to-School Night in September to meet your child's teacher.
- Let your child know that you respect and support the teacher, and that you intend to work together for your child's best interests.
- Find out how much homework is expected, and talk with your child about the importance of completing the homework assignments.
- Take an active interest in what is going on in school.
- Attend school activities, come to parent/teacher conferences.

- Make sure your child gets plenty of rest and has an adequate diet. Encourage good health habits and allow free time for leisure activities.
- Don't pressure your child about grades, or by comparing your child to other children. Remember to praise good work.
- Encourage interest in books, magazines, hobbies, trips and current affairs. Have reading materials in your home.
- Read and work with your child. Be a good role model by reading yourself! Your child will imitate your behaviors.
- Show confidence in your child's ability to make decisions. Give your child realistic responsibilities.
- Feel free to contact the school whenever there is a problem.
- Keep the house quiet and free of distractions at homework time.
- Do not overschedule your child. Ensure they have time to relax and have recreational time.
- Provide opportunities for your child to socialize with peers his/her own age through play dates, camps, or teams. The social skills learned through these interactions are invaluable and can lead to healthier relationships over time.

HEALTH SERVICES INFORMATION

IMPORTANT - Parents, please remember to use the Genesis Dismissal form for a single dismissal change RATHER THAN the daily attendance link.

- **Reporting daily attendance**, use the attendance tab at the top of the parent portal, then go to Notify Attendance Office. [Parent Directions for Attendance Notes](#)
- **Reporting a single dismissal change**, use the attendance tab at the top of the parent portal, then click the Daily Pickup Release tab in the middle of the screen. Report a single dismissal change by 1:00 p.m. [Daily Pickup Release Directions](#)
- **Reporting a permanent dismissal change**, contact the main office secretaries Mrs. Rope lrope@bernardsboe.com or Mrs. Voorhees kvoorhees@bernardsboe.com and request they reset your child's Elementary Dismissal Form. Once the secretaries notify you the form has been reset, go to the forms tab at the top of the parent portal, click Elementary Dismissal Form to redo and resubmit. Once resubmitted, send a final email to the secretaries so they can update staff about the permanent dismissal changes.

Absence from School

Please use the Genesis Parent Portal to report a student absence by 8:15 AM so that we have an accurate account of the whereabouts of all our students. Utilize the procedure outlined in the following link: [Parent Directions for Attendance Notes](#). For more information about our sick child procedures, refer to the Health Services Information.

If the school is not notified of the student's absence by 9:00 AM, the nurse will telephone your home or place of business. **If no one can be reached at home or work, the nurse may notify the police, who may be sent to your home to verify your child's absence.** This is done to ensure the safety of all our students.

Keep your child home if s/he has.....

- Unusual fatigue, paleness, lack of appetite, confusion, irritability
- Fever of 100.4 degrees or higher. Children should be fever free (<100 degrees) for 24 hours before returning to school.
- Inability to sleep most of the night because they don't feel well or wake up not feeling well.
- Sore throat, especially if combined with a fever or swollen neck glands, If your child has been diagnosed with strep throat, s/he needs to be on an antibiotic for 24 hours before returning to school.
- If there is a risk to other students from being exposed to your child's illness.
- Drainage from the eye.
- Rashes unrelated to heat or other unknown, non-contagious causes. If your child does have a rash, a note from the physician stating that the rash is not contagious is warranted.

Please note that this information is subject to change in accordance with CDC guidelines and guidance from our local health department.

Students who have been absent from school are expected to bring a note of explanation from a parent or guardian. Children returning from a period of illness are expected to resume the normal schedule which includes outdoor play, physical education, etc. Therefore, they should be well enough to participate and adequately dressed for the weather conditions. If the doctor does not believe that the student is ready to resume a full program, then special arrangements can be made with the principal or nurse.

Emergency Information

Emergency information is kept on all students and employees. It is most important that they be kept up to date to be of value. Please notify the school of any changes. If no one will be available at your home phone number for an entire day, please let your child whom you wish the school nurse to notify in case s/he is too ill to remain in school.

Medications in School

It is urgently requested that parents refrain from sending medication to school with their children for self-medication. **If medication (prescription or non-prescription) is necessary during the school day, please send the pharmacy labeled medication to the school nurse with the doctor's order and reason for the medication. It is also necessary to write a note giving the school nurse permission to administer the medication.** The school nurse should be advised of any medication that is being taken at home by your child that may in any way affect his/her performance at school.

Allergy Awareness

Here at school, we have developed an **Allergy Aware Environment** which recognizes that, with repeated exposure to an allergy-producing substance, come more severe allergic reactions. At

the present time, there is no cure for food allergies and the only way to manage the allergy is to avoid exposure to the allergy producing substance.

In order to avoid potential exposure we have put the following safeguards into effect:

Staff Responsibilities:

- Inform you of all food related activities to occur in the classroom and receive your approval for your child to participate in this activity.
- Provide your child with no food during lunch or any school activity without it being checked and **approved by you in writing**.
- Educate staff members regarding signs and symptoms of an allergic reaction.
- Ensure that medication supplied by the parent/guardian (in accordance with Board Policy) is available should an allergic reaction occur.

Parent/Guardian & Student Responsibilities:

- Assist the student in the self management of the food allergy by identifying:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods
 - Procedures for how and when to inform an adult that s/he may be having an allergy-related problem
 - Review and approve the cafeteria menu on a monthly basis and refer all ingredient-related questions to ARAMARK Food Services for clarification
- Provide the school nurse with medications necessary for allergy management should an allergic reaction occur (this includes replacement of medications as needed)

Nutrition Statement

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health and their ability and motivation to learn. The Board is committed to:

- Providing students with healthy and nutritious foods
- Encouraging the consumption of fresh fruit and vegetables, low-fat milk, and whole grains
- Supporting healthy eating through nutrition education
- Encouraging students to select and consume all components of the school meal, and
- Providing students with the opportunity to to engage in daily physical activities

State law mandates that all schools participating in the Federal School Lunch Program must meet nutritional guidelines as defined by the New Jersey Bureau of Child Nutrition. Our participation in this program means that the following items may not be served, sold, or given out as a free promotion anywhere on school property during school hours:

- Foods of minimal nutritional value
- All food and beverage items listing sugar, in any form, as the first ingredient
- All forms of candy

Exceptions may be made for special celebrations at the principal's discretion, as well as students' lunch items brought from home.

Physical Education Excuses

A recommendation from the doctor, stating the reason for the excuse and duration of the condition will be necessary for an extended excuse from participating in physical education class. A recommendation from the doctor, stating that the child has fully recovered and may participate in all activities must be received in order for the child to resume participation in physical education class. When a child is excused for any reason from physical education class, s/he is also unable to participate in recess activities. The school nurse may only excuse a child from physical education class for a period of three (3) consecutive days and may only do so with a note from the parent or guardian requesting nonparticipation stating the reason for the request.

Screenings

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

Bernards Township Public School Child Find (Ages 3-21)

The Bernards Township Public School annually seeks to identify children residing in Bernards Township, from the ages of 3 through 21 who may be at risk for learning disabilities. Children in this age group who exhibit developmental delays in language, cognition, physical and/or emotional development, may be eligible for services from the public school as a preschool disable youngster. If your child is determined to be potentially eligible for services, the local public school district will evaluate your child. Should the evaluation show that s/he has potentially disabling conditions; service will be provided to your child by the public school of Bernards Township. For those children who are determined to be eligible, services begin on their third birthday. Parents should contact the district, if they have concerns, when the child is 2 years, 6 months of age. If you suspect that your child has a disabling condition or you would like further information, please call the office of Special Services at (908) 204-2565. All public school districts in the state of New Jersey are required to provide these services.

Registration Requirements

- **Physical Examination** performed sometime between September 1 of the year your child is entering school and September 1 of the previous year
- **Immunization** (Month/Day/Year) - [[Policy #5320](#)]
 - **DTP (Diphtheria, Tetanus Toxoid & Pertussis):**
 - **7 years and under** - a minimum of four doses. One dose must be given on or after the 4th birthday (any total of 5 doses of DTP will be in compliance with this regulation)
 - **7 year and under** - any three appropriately spaced combination of *DTP*, *DTaP*, *DT*, or *TD* will be in compliance with the regulations
 - **Poliovirus Vaccine:**

- **7 years and under** - a minimum of three doses. One dose must have been given on or after the 4th birthday regardless of how many doses have been received
 - **7 years and older** - any three appropriately spaced combination of OPV or IPV will be in compliance with this regulation
- **Measles:**
 - Two doses are required. The first dose must have been given on or after the first birthday. Second dose must have been given at least one month after the first dose
- **Rubella Vaccine:**
 - One dose must have been given on or after the first birthday
- **Mumps Vaccine:**
 - One dose must have been given on or after the first birthday.
- **Hepatitis B Virus Vaccine:**
 - Three doses of hepatitis B vaccine
- **Mantoux T.B:**
 - Children from out of state/country must provide proof of receiving a Mantoux (PPD) within the previous six months of admission date

NEWS from the Nurses office: What are Head Lice?

At this time of year as we return from our summer vacations, camp adventures, and get ready to begin a new school year, the elementary school nurses are asking parents to take some time to screen their children for head lice. We often receive reports of head lice a few weeks after the school year has begun and assume that the child has gotten lice from school. We are hoping that with this notice, parents will take some time to screen their children before they return back to school with the goal of early detection and treatment. As a reminder, many times the nurse is not notified of head lice, therefore, it is important to be vigilant at all times and not rely on a “high alert” letter from the classroom. Head checks should be part of your child’s routine hygiene regimen.

The following is important information regarding head lice.

- Head lice are wingless bugs that can live on the scalp and hair of humans.
- Lice do not live for more than 1-2 days off of the human head and they do not live on animals.
- Head lice do not jump, hop or fly, and are most commonly passed by direct head-to-head contact
- Activities such as hugging, play-wrestling or sharing a bed are all ways to contact head lice.
- All offer opportunities for lice to spread between friends and family members. (Pollack, 2007)
- It is possible, though not common, to pass head lice by sharing personal items such as combs, pillows, hats or brushes.
- Head lice eggs or “nits” look like sesame seeds hanging from the hair like tiny droplets.
- Nits closer than ¼ inch or width of litter fingers from the scalp could hatch into lice.
- Nits farther away have already hatched or will not and are therefore of little consequence. (CDC, 2013)

Head lice, while causing a very itchy head, do not cause illness or disease. They are purely a nuisance. Children can reduce their risk of getting head lice by avoiding head-to-head contact with friends (hugging or snuggling to read a book), by tying long hair back, and by not sharing personal items. We

often are told, "I don't know how or what to look for." Here is a link to a YouTube video that may be helpful <https://www.youtube.com/watch?v=mAsfE8AWxzU>.

If detected, head lice can be treated by closely following the instructions on special lice shampoo (found at the local pharmacy or supermarket). Although time-consuming, the very best way to ensure your child has gotten rid of head lice is to carefully remove all lice and eggs you find in the hair. Almost ALL of your time and effort in removing head lice should be spent on the head and hair. Washing pillowcases and sheets in hot water is helpful. Spending time vacuuming carpet/carseats/couches may keep your house clean but it is not necessary for lice removal, as lice only live a short time off the head and rarely leave the head anyhow unless to crawl into someone else's hair. (CDC, 2013) If you have any question or concerns about head lice, or would like guidance on treatment, please contact me here at school.

Sincerely,
School Nurse

Health Examinations (Pupils) - [Policy 5310]

Please consult the school nurse for any questions on immunization or physical requirements. Failure to comply with these New Jersey requirements will prevent your child from entering school in Bernards Township.

The Board of Education requires that all pupils enrolled in the District submit to physical examinations in accordance with laws and rules of the State Board of Education and State Department of Health to ensure that the learning potential of each child is not diminished by a remediable physical disability and the the school community is protected from the spread of communicable disease.

Any student whose parent/guardian claims in writing that a medical examination interferes with their free exercise of religious beliefs shall be examined only to the extent necessary to determine whether the pupil is ill or infected with a communicable disease or under the influence of a drug or is handicapped or is fit to participate in any health, safety, or physical education course required by law. These parents shall obtain for the District, appropriate documentation from a religious leader.

The result of physical examination and screenings shall be reported to the pupil's parents if requested by the family or when any condition is identified that requires follow-up by a physician or family health provider.

The Superintendent shall instruct all teaching staff members to observe pupils continually for conditions that indicate a physical defect or disability and to report any such conditions promptly to the school nurse.

Health Examinations

Health examinations shall be conducted as required by the State Department of Health and the State Department of Educations.

Tuberculin Screening

Tuberculin screening shall be conducted as required by the State Department of Health.

Scoliosis Screening

Each pupil between the age of ten and eighteen years shall be examined biennially for scoliosis by a school employee trained in scoliosis screening. A pupil shall be exempt from the examination on the written request of the parent.

Audiometric Screening

Audiometric screening may be conducted for pupils enrolled in preschool programs; pupils enrolled in grades kindergarten, 1,2,3,4,6,8, and 10; pupils entering the District with no recent record of hearing screening; pupils at risk for hearing impairments; and pupils referred for screening by a teacher or parent or at the pupil's request.

Vision Screening

Vision screening may be administered to all entering pupils and annually to all pupils, in accordance with State requirements and the vision screening program developed in consultation with the school physician. The Board of Education directs the Superintendent to develop and implement procedures for this policy that would comply with State laws and codes.

ACADEMIC ATTENDANCE

“The Board shall require from the parents/guardians of each child who has been absent from school or class for any reason a written statement of cause for such absence or tardiness. The Board, through the school administration, reserves the right to verify such statements and to investigate the cause of each absence of more than three days duration or repeated unexplained or tardiness.”

For mutual guidance of parents, pupils, and school officials, the following reasons are acceptable for excused absences or tardiness:

1. Illness of student
2. Illness, death or other serious problems in the family
3. School-related trip or activity (approved in advance by school officials)
4. Religious Holiday (approved religious holidays shall be those listed annually by the Commissioner of Education)
5. A reasonable number of routine medical or dental appointments

Instructions

1. Teachers are expected to cooperate in the preparation of homework assignments for pupils who anticipate an excuse for absence of three days duration. The parent must request such home assignments.
2. A pupil who anticipates an excused absence of more than ten consecutive days may be eligible for home instruction in accordance with [Policy #2412](#). The parent must request home instruction.
3. In general, pupils will be allowed one day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend for pupils.
4. Pupils absent for any reason are expected to make up missed work.
5. A pupil who missed a test because of an absence shall be offered the opportunity to take the test at an alternate time, based on the teacher's discretion.

Advance written notice is to be provided to the principal. No other reasons for student absences are deemed to be appropriate by the Board of Education. Where extreme extenuating

circumstances create the necessity for a student's absence due to any other reason, a written request must be submitted at least one week in advance to the school principal.

“Unexpected absences are not condoned by the Board of Education. All work or tests missed because of such absences become the student's responsibility.” In elementary school, the responsibility will generally fall upon the parent. The parent will be expected to contact the teacher, after the absence, for any missed assignments. No work will be given in advance for unexcused absences.

- A student must be in attendance for at least four (4) hours to be counted as present for the day.
- A student will be considered absent from school if she or he has been present for less than two (2) hours.

Notice to Parents Regarding Absence

- When a student has been absent 11 days in any one school year, the principal/assistant principal may notify the student's parent(s) in writing of the number and dates of the absences and possible adverse academic consequences. A copy of the notice may be sent to the district attendance officer.
- When a student has been absent 20 days in any one school year, the principal/assistant principal may notify the student's parent(s) in writing of possible adverse academic consequences and require a conference with the parent(s), student, principal and school counselor. A copy of the notice may be sent to the district attendance officer.
- In case of excessive absences, the principal/assistant principal may notify the student's parent(s) in writing that the student will be retained at his/her grade level [[Policy #5410](#)].

TECHNOLOGY RESPONSIBLE USE POLICY

In accordance with [the mission of the Bernards Township School District](#), the vision of the [BTSD Elementary School Responsible Use Policy \(RUP\)](#) is to promote a positive culture and climate where students learn to use electronic devices in a responsible, safe, productive and respectful manner.

The use of all electronic devices shall always be consistent with the policies of the Bernards Township School District (BTSD) and the individual elementary schools in order to promote a positive school culture and climate. This Responsible Use Policy (RUP) describes the expectations of all K-5 students whenever electronic devices- both those owned by the BTSD and those that are privately owned- are utilized on school grounds, on school buses traveling to and from school, off site during school sponsored events, or on private property when completing school work. In addition to this RUP, students and their parent(s)/guardian(s) are expected to be aware of the BTSD policies pertaining to the student use of technology: Policies [2360](#), [2361](#),

and [7523](#). All BTSD policies can be accessed from the [Board Policies & Bylaws](#) section of the [BTSD website](#).

DISCIPLINE GUIDELINES

[\[Pupil Discipline Policy #5600\]](#)

Teachers set some general rules of behavior, such as:

- Follow directions
- Raise your hand before speaking
- Stay in your seat
- Keep your hands, feet, and objects to yourself
- No bad language or teasing

Rules are enforced quickly and consistently as disruptions to the learning environment are not tolerated. When a student breaks a rule, a warning may be given and parent/teacher conferences may be requested. After several warnings, the student may be sent to the principal and/or assistant principal to review the misbehavior.

In case of severe disruption, the student is sent immediately to the principal and/or assistant principal. The principal and/or assistant principal and teacher will decide upon the consequences. The parent will be notified of the action plan.

Discipline Plan/Options

At times, the student may remain in the office for a short period of time. The student may also be sent to the office for in-school suspension. Academic work will be provided for the student. The student may be kept after school for detention when necessary or desirable. Parent contact must be made prior to 2:00 PM. If a parent cannot be reached, the student will not be kept after school. If a serious situation occurs, a parent may be requested to come to school for an immediate conference. If necessary, the child will be sent home with the parent.

HARASSMENT, INTIMIDATION, AND BULLYING

[\[Policy #5512\]](#)

The Board of Education believes that harassing, bullying and hazing activities of any type are inconsistent with the educational process and the Board prohibits ALL such harassing, bullying and/or hazing behavior at any time on school premises, at any school-sponsored function, or on any school bus.

Any person who believes that he or she has been the victim of harassment, bullying or hazing or any person with knowledge or belief of conduct which may constitute harassment, bullying or hazing, shall report the alleged acts immediately to an appropriate school district official. The building principal is the person responsible for receiving reports of harassment, bullying or hazing at the building level. Any person may report harassment, bullying or hazing directly to the Affirmative Action officer of the Superintendent.

The Board of Education believes that standards for student behavior must be set cooperatively through interaction among students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property, on the students, staff and community members.

General Statement of Policy:

- No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall, plan, direct, encourage, aid or engage in harassment, bullying or hazing.
- No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate harassment, bullying or hazing.
- Apparent permission or consent by a person being harassed, bullied or hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours, while engaged in any activity that relates to the school district and its functions.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that action.
- The school district will act to investigate all complaints of harassment, bullying or hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

SEXUAL HARASSMENT

Sexual harassment is prohibited. It is defined as “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature.” Any student or staff member who believes that s/he is being sexually harassed should inform the principal, assistant principal, or any other employees of the district. If applicable, parents will be contacted and appropriate actions will be taken. Interventions include but are not limited to: warnings, counseling, detention or suspension (for students) and/or contacting district and local authorities. The Bernards Township Public Schools Affirmative Action officer is Sean Siet at 908-204-2400, ext 104.

Bias Incidents

Students and staff members in Bernards Township Public Schools are expected to treat one another with respect regardless of gender, color, race, religion, national origin or sexual orientation. Inappropriate behaviors such as: touching of a sexual nature, gender based or sexual comments, jokes or name calling of any kind by students or staff are not permitted. For students, this also includes traveling on the way to and from school or on school property.

Student Code of Conduct

Students are expected to adhere to the District Student Code of Conduct, school and classroom rules as outlined in the Bernards Township Policy and Procedures 5600-Pupil Discipline/Code of Conduct. Policies and procedures can be found at bernardsboe.com website.

CLASSROOM PLACEMENT

Several criteria will be utilized in the classroom placement of a child. Some of these include: achievement data, teacher recommendation, reading and math levels, interpersonal needs of the child, balance of the sexes, and principal observation. Every attempt will be made to ensure the success of the student in the learning environment. Teachers will take the necessary steps to assist the child in making progress academically and socially.

The responsibility for student placement is that of the principal. During the summer, the principal will determine student placement for the following year. Parents will be notified of the date in which teacher assignments will be available in Genesis.

Testing

The Cognitive Abilities Test (CogAT) will be administered to grades 3 and 4. The Start Strong test will be administered to grades 4 and 5. The MAP test will be administered to grades 2-5 (grade 2 tested in the spring only). The CTP-5 test will be administered to grade 5. The NJSLA test in English language arts and math will be administered to grades 3, 4, and 5 in the spring. The NJSLA-science testing will occur in grade 5. The purpose of the testing is to evaluate our education program and achievement levels of our students. It is important that students come to school prepared and well rested in order that they will be able to perform at an optimal level. Testing dates will be shared throughout the school year via the Friday Folder.

The MAP test is an adaptive test that is aligned with the NJ Core Curriculum Content Standards and modifies itself as students either answer questions correctly or incorrectly, providing a testing experience tailored to an individual's learning level. The MAP test easily measures growth in learning and enables teachers to recognize where to focus attention for your child's learning. For more information, click [here](#).

In the event that your child becomes ill whenever s/he is being tested, please inform the nurse or your child's teacher. This will enable the rescheduling of testing for your child according to New Jersey Department of Education and Bernards Township guidelines.

Conferring with School Personnel

Parents may contact teachers by telephone from 8:30 AM to 3:30 PM while instruction is not occurring. The office is open from 8:00 AM to 4:00 PM and can relay messages to teachers throughout the day. Parents are encouraged to reach out to the teacher via email to schedule a time to talk. Teacher email addresses can be acquired by accessing the school's web page or by referring to the staff section within our handbook. Please allow 24 hours for a response on days when school is in session.

Communication between home and school is encouraged and should be ongoing. However, as in any organization, questions, concerns or problems do develop. These matters should be addressed by speaking to individuals who are directly involved. In most cases, teachers can handle these matters appropriately and expeditiously. If the matter cannot be resolved, then it should be brought to the attention of the principal.

Promotion/Retention/Acceleration [Policy #5410]

The administration and teaching staff shall strive to create plans of instruction and instruction organization to provide maximum opportunity for each student to progress through school at a rate best suited for his/her academic, social and emotional ability in the light of district goals, objective and expected proficiency.

In general, students shall be promoted annually. However, exceptions to this general policy may be made when, in the judgement of the certified staff, such exceptions are in the best educational interest of the pupils involved.

Retention shall not be used until all other possibilities, including special help and remedial work, have been exhausted. In all cases of retention and acceleration, parents must be informed of the possibility well in advance; a conference with them shall be sought. In all instances, the advice and help of the guidance and other school and special staff shall be utilized.

Although teachers may recommend retention and acceleration, all retention (as well as accelerations and promotions) shall be approved by the school principal. Teachers, in recommending retention, and principals in approving them, shall set forth the reasons why they feel the student should continue the specific grade. The principal shall submit to the superintendent, at least one week before the last day of school, the name of any child being recommended for a second retention. The Superintendent must approve a second retention assigned any pupil.

CHEATING

Policy # 5701

Pupils are expected to be honest in all academic work. This means that they will not engage in any of the following acts:

- a. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, copying from other students' papers, exchanging information with other students orally, in writing, or by signals, obtaining copies of examinations illegally and other similar activities.
- b. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person or in any way presenting the work of another person as one's own.
- c. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's marking, and other acts that allow for falsely taking credit.

A pupil found guilty of academic dishonesty may be subject to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

- d. Reprimand the student privately and/or in writing. The teacher is also authorized to withhold credit in the work tainted by academic dishonesty.
- e. The teacher shall file a statement with the principal. The statement will describe in detail the academic dishonesty that is alleged to have taken place and will request that the manner be reviewed by the principal.
- f. The parents shall be provided a copy of the statement

Asbestos Information

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

The Asbestos Management Plans for each school building are available for inspection by employees, parents, and the public at no charge during the regular school hours. A copy of the Plan is maintained at each school site as well as the Board office. If you wish to review the plan or have any questions, please call the Board office at 908-204-2600 ext. 106.

Liaisons

The Bernards Township Board of Education does hereby appoint, **Jean O'Connell** as Liaison for the Education of Homeless Children, Public Law 504 Coordinator and Americans with Disabilities Act Coordinator; **Sean Siet** as Affirmative Action officer; **Nick Markarian** as New Jersey State Integrated Pest Management Coordinator, Attendance officer, Qualified Purchasing Agent, Public Agency Compliance officer, Open Public Records Act officer, and Public Employees Occupational Safety and Health Act Coordinator for the 2020-2021 school year.

SCHOOL SAFETY AND SECURITY

In Bernards Township, school safety and security is our top priority. We are continually meeting as a district and as a school to assess our emergency management procedures and create building-specific plans. Please make sure to update your contact information in Genesis as emergency communication may occur through email and/or cell phones. In the event of an emergency during which we must reunite parents and students, please ensure that you have brought proper identification such as a driver's license. Specific directions will be sent to you via School Messenger and/or email.

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders, and other threats to student safety are scenarios that

are planned and trained for by students, teachers, staff, and administration. In partnership with the Bernards Township Police Department, our school has expanded the safety program to include the Standard Response Protocol (SRP). The SRP is based on these five actions:

Lockout, Lockdown, Evacuate, Shelter, and Hold

Students and staff receive continual training and each school drills these actions over the course of the school year. Please see the attached document for more information.

[Standard Response Protocol](#)

INCLEMENT WEATHER INFORMATION

Click [HERE](#) for the Emergency Weather Guide.

School Cancellation

Every effort is made to finalize a decision no later than 5:45 AM by the Superintendent, with the advice of the police and road departments. We urge you to check the announcements broadcast on radio and TV, as well as the website, bernardsboe.com. School Messenger will be used to send emergency information to parents; therefore, we ask that you continually update your contact information in Genesis.

Delayed Opening

Every effort is made to finalize a decision by 5:45 AM when the weather is forecast to clear and the police and road department personnel believe that the roads will be passable. We urge you to check radio/television announcements. On days when there is a delayed opening, all buses will pick up students approximately 2 hours later than usual. **NO LUNCH WILL BE SERVED ON ANY EARLY DISMISSAL OR DELAYED OPENING DAY.** Please provide a substantial snack.

[District School Closing Information](#)

[School Closing and Delayed Opening: Honeywell Instant Alert for Schools \(login link\)](#)

Early Dismissal

We will dismiss students early only in extreme situations. In the rare instance of an early dismissal, every effort is made to finalize the decision by 10:30 AM. **Creating a family emergency plan is critical!** Please be sure that your children fully understand what to do and where to go for refuge if they should arrive home and find you not there. This is important-not only for their well being, but also for your own peace of mind.

EARLY DISMISSAL TIME: Cedar Hill will be dismissed at 12:45 PM.

CENTRAL OFFICE ADMINISTRATORS' PHONE DIRECTORY

(908)-204-2600:

Superintendent of Schools	Nick Markarian	ext. 101
Assistant Superintendent of Schools	Sean Siet	ext. 104
Assistant Supt. of Curriculum/Instruction	Kristin Fox	ext. 118

Business Admin/Board Secretary	Jim Rollo	ext. 106
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(908)-204-2585:

RHS Director of Athletics	Mike Mancino	ext. 140
Supervisor of Science & Technology	Tom Misiak	ext. 164
Supervisor of Fine Arts & Practical Arts	Michael Fackelman	ext. 163
Supervisor of World Languages	Katherine Stotler	ext. 162
Supervisor of Social Studies	John Terry	ext. 161
Supervisor of School Counseling K-12	Stephanie Smith	ext. 119
Supervisor of Language Arts	David Hunscher	ext. 120
Supervisor of Mathematics	Grant Kolmer	ext. 121

(908)-204-2565:

Director of Special Services	Jean O'Connell	ext. 126
Supervisor of Special Education, K-5	Lisa Vitale-Stanzione	ext. 125
Supervisor of Sp. Ed/S.C./Autistic Pr	Allyson Read	ext. 124
Supervisor of Special Education 6-8	Stephanie Orr	ext. 129

Bernards Township Board of Education

<u>Board Member</u>	<u>Committee Chairperson</u>	<u>Term</u>
Keith Molinari	Operations & Facilities	2023-2025
Nimish Amin	-----	2023-2025
Kirsten Light	Finance	2022-2024
Robin McKeon	Personnel	2022-2024
Janice Corrado	Wellness	2024-2026
Jennifer White, Vice President	Curriculum	2024-2026
Timothy Salmon, President	---	2022-2024
Csilla Csipak	-----	2023-2025
David Shaw	Policy	2024-2026
Nick Markarian	Superintendent	

District School Telephone Numbers

Mount Prospect School	K-5	(908)470-1600	(908)470-1610 (fax)
Oak Street School	K-5	(908)204-2565	(908)204-9289 (fax)
Liberty Corner School	K-5	(908)204-2550	(908)647-2425 (fax)
Cedar Hill School	K-5	(908)204-2633	(908)204-1956 (fax)
William Annin School	6-8	(908)204-2610	(908)204-0244 (fax)
Ridge High School	9-12	(908)240-2585	(908)204-2582 (fax)

School Board/School Council

School Board Meetings:

Date: Second and Fourth Monday of each month
Time: 6:00 PM-Executive Session
7:00 PM-Public Session
Place: Ridge HS, William Annin Middle School and Board of Education Building
Check website (bernardsboe.com) to confirm

Committee Meetings: Please call the Superintendent's office for the exact dates and times

Voting: To vote in the school district election, you must be:

- A citizen of the United States
- Eighteen (18) years of age or older
- A resident of the district for a period of 20 days prior to the school election
- Registered to vote in the school district election or registered to vote in the general election
- All residents are urged to register to vote in both the general and school elections. School elections normally take place in the spring. Residents seeking registration information and forms should contact:

Town Hall, Collyer Lane, 908-766-2510 or
County of Somerset Admin Building, corner of North Bridge & High St, Somerville, NJ 08876
Phone: 908-231-7804

Absentee Ballots for School Board Elections

Qualified voters who are unable to vote in person at a school election may utilize an absentee ballot to designate their choice for Board members. Blank absentee ballots may be obtained by application to the Board of Education office or the County Building (address listed above). This application must be received 7 days prior to the election. Completed ballots must be received by the County Clerk no later than the closing of the polls.

CEDAR HILL SCHOOL PTO

We are proud to work with our Parent Teacher Organization that is able to provide academic, cultural, recreational and technological enrichment to the students, teachers and staff here at Cedar Hill -- all because of your help! All that we accomplish throughout the year is only made possible by parental support. Your willingness to volunteer valuable time to our many programs is what makes them happen.

The Cedar Hill PTO is thankful for your assistance and confidence. We value your comments and suggestions and will continue to work hard to earn your support. For more information, please visit our website by clicking [here](#).

CEDAR HILL PARENT ADVISORY COUNCIL

PAC Representatives meet once per month with the principal to discuss any areas of concerns or improvements that have come up with regard to a grade level, special area, or Cedar Hill School as a whole. These issues are not individual but are usually broad enough to affect multiple students and/or families. If you have any comments or concerns, please contact your PAC representative. For more information on our Parent Advisory Council, click [here](#).

Please contact Mrs. Krissy Uhler, Principal, at kuhler@bernardsboe.com for additional questions.