

High Mountain Road Elementary School Handbook

Subject to Change



TABLE OF CONTENTS

(Use Document Outline to the left to navigate)

[Principal's Welcome](#)

[Mission Statement](#)

[Student Code of Conduct/Bus Behavior Expectations](#)

[Bell Schedule \(Emergency Closings\)](#)

[Discipline](#)

[Attendance Policy](#)

[After Care/Before Care](#)

[Dress Code](#)

[Electronics](#)

[Homework](#)

[Arrival and Dismissal Procedures](#)

[Lunch](#)

[School Supply Lists](#)

[Board Policies](#)

[Student Expectations](#)

[Top 10 Parent Tips](#)

[School and Class Parties/Birthday Celebrations](#)

[Volunteering Opportunities](#)

[Stay Connected](#)

Principal's Welcome

Dear HMR Families & Community Members,



It is my pleasure to welcome you to High Mountain Road School. Here at HMR you will quickly learn that our staff is deeply committed to making a positive difference in the lives of your children. We accomplish this by setting high academic expectations for all children and providing support to help them reach those goals. With a focus on social emotional learning, high standards for teaching and learning, small group instruction, and community engagement, it is our goal at HMR that all students will succeed.

We embrace the future while honoring the history and traditions of the past. Our phenomenal staff, active parents and hardworking students create a family that makes High Mountain Road School a special place to learn and grow.

I encourage you to utilize this handbook and become familiar with our expectations, routines, and the many reasons we have to be proud of our school. We welcome your involvement and participation at HMR!

Questions, comments, concerns? It is always recommended to speak directly to your child's teacher to discuss issues or ask questions. They typically have the most information, since they are with the children all day. However, I am also always here to support your children and family and ensure a successful school experience.

Sincerely,

Jaclyn Bajzath



Mission Statement

High Mountain Road School is an elementary school located in Franklin Lakes, NJ. The school was established in 1962. Often referred to as HMR, our school is a Preschool-Grade 5 learning environment with approximately 300 students. As a school community, we have committed ourselves to helping students develop the attitudes and skills necessary for success. Our vision is to build a learning environment where all children and adults take ownership to develop a life-long commitment to learning, a sense of personal and social responsibility, healthy self-esteem, and a respect and appreciation of diversity. The Franklin Lakes School District develops in students a life-long commitment to learning, a sense of personal and social responsibility, healthy self-esteem, and a respect and appreciation of diversity. Students make significant growth both socially and academically throughout their years at HMR.

Student Code of Conduct/Bus Behavior Expectations

Please click the link to access the [Student Code of Conduct](#) for the District which includes Bus Behavior Expectations.

Calendars

[District Calendar](#)

[HMR School PTA Calendar](#)

Bell Schedule (Emergency Closings)



Arrival:

K-5 Students, 8:45am (doors open at 8:40am & late bell rings at 8:55am)

Bright Horizons Preschool, 9:00am

Dismissal:

K-5 Students, 3:15pm

Bright Horizons Preschool, 2:30pm

Delayed Opening Arrival Times(90 minute delay):

K-5, 10:15am

Bright Horizons Preschool, 10:30am

Minimum Day Dismissal Times:

K-5, 1:00pm (Dismissal Process begins at 12:45pm)

Bright Horizons Preschool, 12:45pm (Dismissal Process begins at 12:30pm)

Discipline

District Administration follows the Student Code of Conduct when discipline is necessary. Consequences are determined by the level of the infraction. Please refer to the Student Code of Conduct for specific details: [Student Code of Conduct](#)

Attendance Policy

Attendance is a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities.

1. A student will be considered to have attended if he or she has been present at least four hours during the school day.
2. A kindergarten student will be considered to have attended school if he or she has been present at least two and one half

hours.

3. A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

An “excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14, or for other reasons as approved by the Commissioner of Education as follows:

1. Observance of a religious holiday as approved by the Commissioner of Education;
2. Take Our Children to Work Day
3. Any other absence approved by the Commissioner of Education

Notice to School of a Student’s Absence

A parent/guardian is requested to report a child absent utilizing Genesis. You may also call the school office before 9 a.m. of the morning of the student’s absence at the elementary school level. Make up work may be requested at that time.

Make up work / homework will not be provided in advance for absence that counts toward truancy(i.e family vacation during a school day). Arrangements for any such make up work / homework will not be made until such time as the child returns to school.

Readmission to School after an Absence

A. A student returning from an absence of any length must present a written statement(or noted this information in Genesis), dated and signed by the parent/guardian, including the dates and reasons for the absence.

B. A student who has been absent by reason of having or being suspected of having a communicable disease must be readmitted by the school nurse, who must be provided with written evidence of being free of communicable disease, in accordance with board policy.

[Attendance Policy](#)



After Care, Before Care

The YMCA provides many programs to extend the day for Franklin Lakes K-5 Elementary Students. For more information or to register please click [here](#).

Dress Code

Students are expected to prepare themselves mentally and physically for the process of learning by coming to school well-nourished, rested, clean, and properly dressed and groomed.

Students are not permitted to dress in a manner that jeopardizes their health and safety or the health and safety of others.

Students are not permitted to dress in a manner that interferes with the educational process or causes disorder.

As weather permits, students go outside during recess and Physical Education, even on colder days. Appropriate outerwear is necessary. Students also need proper footwear regardless of the temperature. Students must have a rubber soled shoe with a backing to participate in recess and sneakers for PE.

Electronics

Students are not permitted to use unauthorized electronic devices (including but not limited to **cell phones and smartwatches**) in school or on school grounds between arrival and dismissal, including on school buses. **Unauthorized electronic devices must be concealed and turned off during the school day. The school is not responsible for missing electronic devices.**

Students and Parents review and sign a 1:1 Parent/Guardian & Student Technology Handbook in Genesis prior to starting school. It is linked here for reference also: [1:1 Parent/Guardian & Student Technology Handbook](#)

The Board of Education has an [Internet Safety and Technology Policy](#).



Homework

The Board of Education maintains a [Homework Policy](#).

The Board of Education maintains a [Homework Regulation](#).

Arrival and Dismissal Procedures

[Arrival and Dismissal Letter from the HMR School Safety Committee](#)

[Daily Dismissal Form \(regular weekly schedule\)](#)





Lunch

Students enjoy a daily lunch and recess period. Students may bring their own lunch from home or they may choose to purchase lunch by pre-ordering and signing up for these services through our PTA. Lunch is not available for daily purchase at the school so families should plan ahead to determine which options work best for their child. Children should come to school with a refillable water bottle each day as our school is equipped with water filling stations. We encourage healthy choices and ask that students do not bring candy, soda, or energy drinks to school.

The Franklin Lakes Board of Education believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education. The Board of Education has a [Local Wellness/Nutrition Policy](#).

Children go outside to play and remain inside for recess only in the case of extreme weather situations. Please plan to dress your child for the weather and send your children to school wearing safe footwear and appropriate rain and/or snow gear, including a hooded jacket and gloves, when necessary.

School Supply Lists

Click Here to access [25-26 Supply Lists for K-5](#)

Preschool Teachers will send a supply list directly to families in August.

Board Policies

All Board of Education Policies can be accessed from our District Website by selecting BOE from the menu at the top of the page and then selecting Board Policies. Please see *Appendix A* for a list of suggested Policies for Parent/Student Handbook. To access these and any board policies, click this [Policy Link](#).

Student Expectations

The Safety & Climate Committee has outlined expectations for students so that everyone can enjoy a safe and respectful learning experience. Our 3 expectations throughout the school day are as follows:

- 1-Be Safe*
- 2-Be Respectful*
- 3-Be Responsible*

The Board of Education expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students are required to conform to the code of student conduct; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.

The Board of Education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self discipline. Such an atmosphere must include respect for self and others, as well as for district and community property. The Board of Education has a [Conduct/Discipline Regulation](#) with regards to student expectations.

Students are expected to bring all necessary items with them to school each day. Accountability and responsibility go hand in hand. Practicing these skills in elementary school is developmentally appropriate and prepares our students to be lifelong learners. Students are not encouraged to call home for forgotten items. They will only be able to call home if they have forgotten their lunch, instrument, or need to clarify their dismissal procedure for the day. Students will not call home for other forgotten items, including homework, projects, folders, books, snacks, etc. This also means that we will not accept these items if they are dropped off in the vestibule by a parent or guardian. Elementary school is a great time to make mistakes and learn, they can bring it the next day and it will all be okay!

Top 10 Parent Tips

1. Attend Back-to-School Night and Parent-Teacher Conferences
2. Visit the school website
3. Support homework expectations with a routine at home
4. Support organizational skills at home
5. Send your child to school ready to learn after a good night's sleep and nutritious breakfast
6. Communicate directly with your child's teacher if you have a question or concern
7. Be familiar with disciplinary policies
8. Get involved through the PTA
9. Take attendance seriously
10. Make time to talk to your child about school

School and Class Parties/Birthday Celebrations

Our schools work with the PTA to host classroom parties for our students throughout the school year. Our class parents support the organization of these classroom celebrations by providing an activity and a snack for the occasion. Information about school wide celebrations will be communicated to all families through our eblast system. If you are not receiving email messages and text messages from our automated system, please contact the school's main office.

Birthdays are such a special part of a child's life and celebrating with their classmates is no exception. At school, the focus of your child's birthday is on the fun, not the food. On your child's special day they will be able to choose from a variety of FUN options for the whole class to enjoy such as: leading our daily movement, free time, play a class game, dance party, etc. Please note, there will not be any food consumed during this special time.

Goody bags are not permitted at school for any reason.

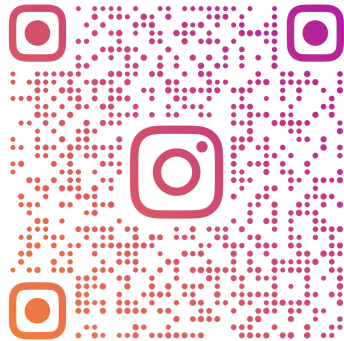
Volunteering Opportunities

Our schools maintain active PTAs that depend on volunteers. After joining the PTA, you can access all pertinent information on opportunities to volunteer through [Memberhub](#), their information portal. Please ensure you follow the [HMR Volunteer Guidelines](#) at all times.

Stay Connected

Visit our [Website](#)

Follow us on Instagram @High_Mountain_Road_School



HIGH_MOUNTAIN_ROAD_SCHOOL

Appendix A

STRAUSS ESMAY ASSOCIATES, LLP
School Policy and Regulation Consultants
Suggested Policies for Parent/Student Handbook

“M” – Mandated

1886 Hinds Road Suite 1 Toms River, NJ 08753 732-255-1500 FAX
732-255-1502

www.straussesmay.com

Number Title

2000 PROGRAM

2110 M Philosophy of Education/District Mission Statement
2260 M Affirmative Action for School and Classroom Practices
2330 Homework
2340 Field Trips
2361 M Acceptable Use of Computer Networks/Computers and

Resources

2363 Student Use of Privately-Owned Technology
2412 M Home Instruction Due to Health Condition
2415.20 M Every Student Succeeds Act Complaints
2417 M Student Intervention and Referral Services
2431 M Athletic Competition
2431.3 Heat Participation Policy for Student-Athlete Safety
2431.4 M Prevention and Treatment of Sports-Related Concussions and

Head Injuries

2431.8M Varsity Letters for Interscholastic Extracurricular Activities
2435 NJSIAA Random Testing for Interscholastic Athletes
2436 Activity Participation Fee Program
2464 M Gifted & Talented Program
2622 M Student Assessment
2624 Grading System

5000 STUDENTS

5111 M Eligibility of Resident/Nonresident Students
5112 Entrance Age
5117 Interdistrict Public School Choice
5200 M Attendance
5230 Late Arrival and Early Dismissal
5240 Tardiness
5250 Excusal from Class or Program
5300 M Automatic External Defibrillator(s) (AEDS)
5310 M Health Services
5320 Immunization
5330 M Administration of Medication

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5331 M Management of Life - Threatening Allergies In Schools
5332 M Do Not Resuscitate Orders
5335 M Treatment of Asthma
5337 Service Animals
5338 M Diabetes Management
5339 M Screening for Dyslexia
5350 M Student Suicide Prevention
5410 M Promotion and Retention
5420 M Reporting Student Progress
5430 Class Rank
5440 Honoring Student Achievement
5450 Athletic Awards
5460 M High School Graduation
5500 M Expectations for Student Conduct
5511 Dress and Grooming
5512 M ** Harassment, Intimidation, and Bullying **
5513 M Care of School Property
5514 Student Use of Vehicles on School Grounds
5516 M Use of Electronic Communication and Recording Devices
5517 School District Issued Student Identification Cards
5519 M Dating Violence at School
5520 Disorder and Demonstration
5530 M Substance Abuse
5533 M Student Smoking
5541 M Anti-Hazing
5561M Use of Physical Restraint and Seclusion Techniques for Students

with Disabilities

5570 Sportsmanship
5600 M Student Discipline/Code of Conduct
5610 M Suspension
5611 M Removal of Students for Firearms Offenses
5612 M Assaults on District Board of Education Members or Employees
5613 M Removal of Students for Assaults with Weapons Offenses
5615 Suspected Gang Activity
5620 M Expulsion
5700 Student Rights
5701 Plagiarism
5710 Student Grievance
5721 Independent Publications

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5750 M Equal Educational Opportunity
5751 M Sexual Harassment of Students
5752 M Marital Status and Pregnancy
5755 M Equity in Educational Programs and Services
5770 Student Right of Privacy
5810 Student Participation in School Governance
5820 Student Government
5830 Student Fund Raising
5841 Secret Societies
5842 Equal Access of Student Organizations
5843 Latchkey Program

7000 PROPERTY

7424 Bed Bugs
7441 Electronic Surveillance in School Buildings and on School

Grounds

7446 School Security Program
7461 District Sustainability Policy
7481 Unmanned Aircraft Systems (UAS also known as Drones)
7523 School District Provided Technology Devices to Students
7610 Vandalism

8000 OPERATIONS

8330 M Student Records
8441 M Care of Injured and Ill Persons
8454 Management of Pediculosis
8505 M Local Wellness Policy/Nutrient Standards for Meals and Other

Foods

8506 M School Lunch Program Biosecurity Plan
8540 School Nutrition Programs
8550 M Unpaid Meal Charges/Outstanding Foods Service Charges
8601 M Student Supervision After School Dismissal
8613 Waiver of Student Transportation

8820 Opening Exercises/Ceremonies

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9000 COMMUNITY

9120 M Public Relations Program

9130 Public Complaints & Grievances

9150 School Visitors

9180 School Volunteers

9181 Volunteer Athletic Coaches & Co-Curricular Activity

Advisors/Assistants

9200 Cooperation Between Parents and School

9210 Parent Organizations

9230 Parental Responsibilities

9240 Rights of Parents

9242 Use of Electronic Signatures

9260 Parental Liability for Vandalism

9280 Parent Conferences

** Must be published on school district website.