

2017-2018

PARENTS' HANDBOOK

GRADES PK- 5 AND SPECIAL EDUCATION



ANNA C. SCOTT SCHOOL

Highland Street

Leonia, New Jersey 07605

“All Can Succeed”

Telephone Number
(day and evening)
(201) 302-5200

Philosophy of Anna C. Scott School

The educational program at Anna C. Scott is designed to help each child develop intellectually, personally/affectively, socially, and physically. Each aspect is considered to be of equal importance in the development of the whole child and thus cannot be clearly or easily separated.

Children in the primary grades need to engage in concrete experiences which lead to the development of abstract thought. At each grade level there is a continued effort to provide activities which strengthen basic skills and provide enrichment experiences. Instruction at all levels is systematic and sequential within a positive, caring environment. The instruction is child centered and invites active participation.

Curriculum development is on-going. It is developed by the faculty with the guidance of the principal and consultants and is based on the State's Core Curriculum Content Standards. Final approval for implementation of the curriculum is made by the Board of Education upon the Superintendent's recommendation. The methodology used to direct the implementation of the curriculum depends upon the needs of the group and the style of the teacher. Group and individual instruction may be combined within the classroom. Achievement is monitored by appropriate methods of assessment. The purpose of student evaluation is to assess the intellectual, personal, social or physical growth of the child and to assist teachers in future planning.

The arts bring an important dimension to the educational program of the school: the personal dimension of feeling, sensitivity, empathy and expression. The visual and performing arts specifically seek to involve the students in perceiving the world in which they live, reacting to the things they see and feel, and interpreting their emotions, feelings and insights through a variety of visual and auditory materials. Social development is learning to respect others and appreciate their talents and abilities. Our school provides various opportunities for children to interact with others and to become responsible citizens. It should be recognized that children's behavior

is affected by their values. Our school cultivates high moral and aesthetic values in children. An emphasis on safety and respect exists in our school. The ultimate aim of the educational process is the development of responsible citizens who are motivated to assist one another and the society through their talents and abilities.

The understanding of and acceptance of one's body, and respect for its development, is the foundation for our physical/health school component. The physical education program is designed to give each student a chance to experience, enjoy, and be successful in a variety of movement situations.

The teacher helps and supports each student, directing and facilitating the student's learning experience. Cooperation between the home and the school is essential. Teachers, parents, administrators, and the entire school staff share a communal concern for the total development of the child.

School policy is determined by the Board of Education with input from the community and in consultation with the administration and the professional staff. The school, the family, and the community contribute to the accomplishment of a common goal of educating our students.

PARENTS' HANDBOOK

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The Anna C. Scott School 2017 - 18 Staff

Dr. Maria Barceló Martinez, Principal

Mrs. Arlene Jonson, Principal's Secretary

Mr. Erich Breyer Vice Principal

Mrs. Pauline Vicchio, Vice Principal's Secretary

Mrs. Charlene Palka, Secretary

<u>Grade</u>	<u>Teacher</u>	<u>Room</u>
Pre-K	Mrs. Carol Minimi	107H
Pre-K D	Ms. Kathleen Sylvester	205H
Pre-K D	Mrs. Melissa Allmash	202H
Kdgn.	Mrs. Grace Song	114H
Kdgn.	Mrs. Jaine DiVincenzo	111H
Kdgn.	Mrs. Karen Hahalis	112H
Kdgn.	Ms. Kathy Weinberg	209H
Kdgn.	Mrs. Melissa Rinaldi	115H
1	Mrs. Melissa Doherty	210H
1	Mrs. Kim Mariotti	206H
1	Mrs. Erin Marrone	211H
1	Ms. Maria Vardoulakis	207H
1	Ms. Patricia Usami	116H
2	Ms. Maria Lopez	104H
2	Ms. Jean Sumner	106H
2	Ms. Margaret King	103H
2	Mrs. Danielle DeOliveira	101H
2	Mrs. Vanessa Franceschini	206H
3	Ms. Jacqueline Albanese	111
3	Ms. Lori Loschiavo	107C
3	Ms. Cristen Mizenko	105C
3	Mrs. June Lam	108C
3	Mrs. Jan Chernick	111C
4	Mrs. Jordan Iannitelli	203C
4	Ms. Dominique Grippa	207C
4	Ms. Ellen Kim	202C
4	Mr. Tim McDermott	205C
4	Ms. Samantha Rosenbloom	112C
5	Mrs. Haeyung Thayer	202
5	Mrs. Jacqueline Gritz-McCann	203
5	Jennifer Lee	209

5	Mr. Adam Holzman	201
5	Ms. Brianne Bresnan	208

Special Education

Pd	Ms. Katie Sylvester	205H
LLD	Ms. Samantha Bolen	210C
ABA	Mrs. Kerry Riotto	204H
PD	Ms. Melissa Howlett	202H
MD - 11	Mrs. Susan Deitrich	209C
MD – 1	Ms. Shannon Johnson	110H
ABA -11	Mr. Levi Vaughn	117H

Basic Skills

Mrs. Debbie Saracino	101C
Mrs Maria Fiataruolo	214
Mrs. Carol Adelstein	206

Resource Center

Daniela Vitela - 214	Mrs. Kirsten Herlihy	110C
Mrs. Lillian Romano - 213	Ms. Nicole Williams	214

Specialists

Art -104C	Ms. Anne Drillick
Art - 104C	Ms. Elba Rovelli
Computers 110	Mrs. Jenny Ryu
English as a Second Language - 207	Ms. Young Kim/Mrs. Joon You
Library – 102H	Mrs. Jill Miller
Library – 102 H	Mrs. Lisa Compel
Music - 100H	Mr. Anthony Penn
Music - Instrumental - 100H	Mr. Michael Holak
Music – 109	Mr. Kevin Sylvester
Physical Education	Mrs. Minni Ackerman
Physical Education	Mrs. Cynthia Corn
Physical Education	To be announced
Science - 205	Mrs. Jennifer Kim
Spanish 207	Mrs. Lisette Williams

The School Board, consisting of nine members, is selected by qualified voters for a three-year term at a special election in April.

Members of the Board of Education

- Dr. S. Abraham Ravid, President
- Noreen Courtney Wilds, Vice President
- Mr. Neo Antoniadis
- Mrs. Mary Albanese
- Mr. Bryce Robbins
- Dr. Zinaida Schuller
- Mr. Anthony Cassano
- Mr. Steven Meester
- Mrs. Lisa Klein

Ms. Sandy Klein, Edgewater Representative

Central Office

- Mrs. Joanne T. Megargee, Superintendent
- Beverly Vliestra Business Administrator, Board Secretary
- Mrs. Karen Poretzky, Supervisor of Special Services
- Mr. Greg Van Nest, Director of Curriculum and Instruction

Public meetings will be held in the Anna C. Scott School Cafeteria at times posted. Committee of the Whole meetings will be dedicated to discussing educational and other matters. Action on all items will be taken at the Regular Meetings unless extraordinary circumstances make it necessary to take action at an Agenda meeting.

PLEASE NOTE: All notices pertaining to these meetings will be posted, as legally required, in the following locations: Anna C. Scott School, Leonia Middle School, Leonia High School, Leonia Borough Hall, and the Leonia Market's Bulletin Board.

Home and School Association

The Home and School Association, Anna C. Scott School Branch, is an organization composed of parents, teachers and school administrators. A schedule of Home and School Association sponsored events will follow.

Business meetings of the Anna C. Scott School Branch of the Home and

School Association are open to all members. These meetings, scheduled throughout the year, offer an ideal opportunity for an exchange of ideas in an informal manner with our administrators.

Anna C. Scott Executive Board Committee members are:

Co- President	Bridgitte Sarama
Co- President	Jaime Sclafane
Vice President	Suzu Park
Education Chair	Lauren Hosford
Parent Network Coordinator	Donna Centrella
Hospitality Chair	Evannie Ramos
Education Chair	Lauren Hosford
Communications Officer	Luanda Colon-Smith
Co- Chair Purchasing	Wendy Carroll
Co-Chair Purchasing	Erin Scordo
Fundraising Chair	Manu Singh
Co-Chair Wellness	Rachelle Gandica
Co – Chair Wellness	Lauren Peccorolo

Regular School Hours

Grades PK-5 and Special Education

8:35	First Bell; Classrooms open - students may enter classrooms for extra help or quiet study
8:45	Late Bell
10:45 – 11:30	Pre-K Lunch Period
10:55 – 11:40	First Lunch Period
11:45 – 12:30	Second Lunch Period
12:35 – 1:20	Third Lunch Period
2:40	Pre-K ,Kindergarten classes dismissed
2:45	Grades 1, 2, 3, 4, 5, and special education dismissed
3:30	End of period for extra help and counseling

On days when school is in **single session**:

Grades K-5 and Special Education

8:35	Classrooms open - children welcome for extra help or quiet study
8:45	Late Bell; work begins in all classes
12:50	Pre – K, Kindergarten, grades 1-5 and special education dismissed

Lunch Hour

The three supervised lunch periods for students are:

10:55 11:05

Pre-K eats in their classroom

10:55 - 11:45 am.

Kindergarten eats in the classroom first,
Grade 1 has recess first/then lunch

11:45 - 12:30 p.m.

Grade 2 - eats first, Grade 3 - eats second

12:35 - 1:20 p.m.

Grade 4 - eats first, Grade 5 - eats second

Children may either bring their own lunch or receive lunch on a free, reduced or fully paid basis. Each student will receive an information sheet and application for the Federal reduced price or free lunch program. Please contact us if you need a form. Children may also purchase milk, juice, water and healthy snacks.

No child is permitted to leave school grounds for lunch unless signed out by a parent or guardian in the main office.

Sometimes a parent or guardian visits their child at lunchtime and sits with him or her in the cafeteria. All parents are reminded that no food is to be shared with other children as food allergies and restrictions may be a concern.

Please note, per N.J.A.C. 6:20-1.3 (b) (e) four hours of contact time is maintained in single session days. Lunch is not served on these days.

NOTE:

1. Parents/guardians are urged to direct their children to arrive at

school no earlier than the time scheduled for entrance into the building. Specifically, this means no earlier than 8:35 a.m. in the morning. (All doors will be locked until that time.) This stipulation would pertain to children who come into the school building or remain outside and play on the school premises. Adult supervision is not available prior to this time. At 8:35 a.m. the doors will be opened.

We ask that you make whatever arrangements are necessary in order that your child does not arrive before 8:35 a.m. Your cooperation in this matter is necessary and appreciated.

2. As noted above, at 8:35 a.m. doors will be unlocked and open. At approximately 9:05 a.m. doors will be locked (for security reasons) from the outside (though unlocked from the inside). If you need to enter the building during the day, you must ring the bell to the left of the Highland Avenue doors.

Parents/guardians need to remind their children to proceed home right after they have been dismissed from school.

3. Teachers very often remain in their classrooms until 3:30 p.m. Children may be kept after school for individual/group counseling, finishing daily assignments, receiving extra help, etc. No child will be kept after school without verbal or written permission from the parent/guardian.

Crossing Guard Schedule

On days when school is in session, police are on duty at the following intersections at the hours listed below:

Fort Lee Road and Grand Avenue

7:30 a.m. to 9:00 a.m.

2:30 p.m. to 4:15 p.m.

Fort Lee Road and Broad Avenue

7:45 a.m. to 9:15 a.m.

2:30 p.m. to 4:15 p.m.

Fort Lee Road and Glenwood Avenue

7:30 a.m. to 9:15 a.m.

2:30 p.m. to 4:15 p.m.

Broad and Crescent Avenues
Glenwood and Crescent Avenues

8:00 to 9:15 a.m.

2:30 to 4:15 p.m.

Harrison Street and Broad Avenue

7:15 a.m. to 9:00 a.m.

2:15 p.m. to 3:30 p.m.

Glenwood And Hillside Avenues

7:30 a.m. to 9:00 a.m.

2:30 p.m. to 4:00 p.m.

Hillside and Broad Avenues

7:45 a.m. to 9:00 a.m.

2:30 p.m. to 4:00 p.m.

Christie Heights Street and Broad Avenue

7:30 a.m. to 9:00 a.m.

2:30 p.m. to 4:00 p.m.

It is suggested that you review with your child the need to cross at these

protected intersections. Children are to wait on the sidewalk until the officer tells them to cross.

Please note: On early dismissal or single session days the crossing guards' schedule will be adjusted accordingly. Children are not to be crossed, picked up or discharged at the corner of Fort Lee Road and Highland Street. This is extremely dangerous. Furthermore, it is requested that vehicles only enter the Municipal Parking Lot via the Elm Street entrance.

Attendance

A child who arrives after the scheduled beginning of school will be marked tardy. The child is expected to bring a note of explanation from his/her parent or guardian to his/her classroom teacher. All students who arrive late **must** report to the main office to receive a pass. No student will be admitted to his/her classroom without this pass. A child absent from school must present, upon his/her return, a written explanation signed by a parent or guardian stating the reason for the absence. When a child is absent from school for an extended period of time, we ask that the parent or guardian call the school nurse (201- 302-5200 x 2207).

If a student's absence (due to illness) is expected to extend for at least a two week period, the parent/guardian should call the school office to apply for home instruction.

In the case of an outside appointment during school hours, a written request must be taken to the school office and the parent or guardian **must meet** the

child in the office.

In the case of an emergency, the parent or guardian must come to the office before the child can leave the school. A sign-out book is located in the main office.

Student Absences and Visitation procedures

Procedures for Parents/Guests Visiting ACS:

Report to the main office and check in with office staff. Fill out the visitation sign in book upon arrival and upon exiting the school.

All visits to the classrooms must be arranged with teachers ahead of time. All visits should occur when the assigned teacher is present in the classroom. Visits should be no more than 20-30 minutes.

When visiting the school please do not linger in the hallways; proceed to the classroom or office you are visiting and to the office for signing out.

Emergency School Closing Procedures

School closing notices will be broadcast on WOR (710 on the radio dial), WABC (77 on the radio dial), WINS 1010 on the radio dial), and News 12 New Jersey (Channel 12) and WABC (Channel 7).

In the event of a local, state or national emergency the parent or guardian of a child may sign their child out of school at any time. You must come to the main office and your child will be brought to the office to meet you. If someone other than a parent or guardian arrives to pick up a child, we will need verbal or written confirmation from the parent and identification from the person. All other children will remain in the school building under the supervision of school staff.

In the event the federal or state government issues an alert that requires a “locking in” of the school building, all children will remain in school, under the supervision of school staff. Parents will be permitted to enter the building and remain with their child(ren) until we receive clearance to lift the restriction.

As a precaution, parents of children who take medication outside of school hours should provide the following: A written request be completed and returned to the school nurse by the prescribing physician detailing the name of the medication and other pertinent information. A faxed request may be initially accepted with an original to replace the fax within one week. The medication must be brought to the school nurse in an original container from a pharmacy properly labeled. It is recommended that a minimum of a two day supply be provided. Do not send medication with students.

Delayed School Opening

When a “two-hour delay” for opening the school is announced the following will go into effect:

- Doors open at 10:30
- Teachers pick up students at 10:35
- Lunch is at scheduled time
- Dismissal as usual
- SACC will be cancelled for the morning and will open as usual in the afternoon

Safety

Your child’s safety is a major concern of the school, and the cooperation of the home and school is necessary to build proper habits of safety. Parents/Guardians can help their children by urging them to . . .

1. Start for school early enough to arrive before the tardy bell.
2. Walk on the sidewalk.

3. Cross streets only at specified crossings. Follow the directions of the crossing guards.
4. Refuse to enter or approach strange automobiles or to talk to strangers.
5. Proceed directly to school or home.
6. Be considerate of smaller children and schoolmates.
7. Return to the school office if their ride or the person who is responsible for taking them home does not arrive within a reasonable period of time.

When school is in session and under normal circumstances, please do not drive your car on the streets leading to the front of the school (Crescent Avenue and Highland Street). This creates a potentially dangerous situation.

Also, during bad weather the congestion of cars loading and unloading near the school may present a safety problem. It is suggested that parents/guardians pick a less crowded spot to meet their children. Please do not double park near the school and please remind your children not to walk between other cars to reach your car.

It is recognized that the presence of weapons and dangerous instruments in any school setting not only directly endangers the safety and well being of all members of the school community but also undermines the educational environment and mission of the District. Students are **not** to bring knives, cap guns, water guns, skate boards, hard balls, hard ball bats, wooden stick ball bats, sharp objects, etc., to school. Students are also **not** allowed to bring cell phones, pagers, Game Boys, iPods or other electronic devices to school. (See Paging Devices/Cellular Phones.) They are expensive and we can not be responsible for them. If a youngster does bring such an object to school, it will be confiscated and disciplinary action will be taken.

In terms of riding bicycles or scooters to school, fourth and fifth grade

students (in September) are permitted to bring their bikes or scooters to school. Beginning in March of the school year, third graders are permitted to ride their bikes or scooters to school.

Students are reminded:

1. Bicycles and scooters must be locked at all times when they are parked on the school grounds.
2. Bicycles must have a stand for support.
3. Bicycles and scooters must not be ridden on school grounds.
4. Bicycle and scooter riders should not ride "double."
5. Bicycle and scooter riders should keep to the right and observe all traffic regulations.

Drills

In accordance with State Law, fire drills are planned by the Principal's Office and participated in by all students and adults.

Care of School Property

School buildings, grounds, equipment and supplies are a public trust, supported and maintained by public funds.

All Leonia children and adults using school facilities are asked to exercise reasonable care in the use of books, supplies, outside areas and equipment. Parents/Guardians are responsible for the conduct of their children with respect to the care of school property.

Conduct/Discipline - Student Behavior

Student Guide for Safety, Citizenship and Conduct

This guide was compiled to assist in making Anna C. Scott School a safe and comfortable learning environment for all students. Anna C. Scott School administration is committed to providing a safe, secure environment for all

students and staff.

1. **In the Classroom and Library:**

The following guidelines are designed to promote learning in the classroom and library:

- Use courteous language at all times.
- Be in your seat, ready to work, when class begins.
- Respect substitutes and student practice teachers.
- Respect others at work and avoid distracting them.
- Ask to be dismissed from class only when an emergency occurs.
- Maintain good conduct at all times.
Do not chew gum or eat candy.
- Follow your teacher's procedure for signing in and out of the classroom, bathroom, nurse, office, etc.
- Obey individual classroom rules established by both the students and classroom teacher.

In the Halls:

So that all may be able to use the hallways in a safe and orderly manner, with minimum congestion, please remember to:

- Stay to the right when walking in the halls.
- Maintain good conduct and walk silently.
- Respect school and private property.
- Help keep the halls clean.

3. **Off School Grounds Conduct:**

No inappropriate activity which inhibits the Leonia School district from maintaining a safe, orderly and disciplined atmosphere away from our school (even when school is not in session), will be tolerated. Inappropriate activity includes, but is not limited to, possession of a weapon, verbal or physical assault (fighting), or defiance of a school staff member's authority. When the administration learns of such actions occurring off school grounds, they can initiate disciplinary action including suspensions(s)/ expulsions, as if the action had taken place on school grounds.

4. **In the Cafeteria:**

- Respect and follow directions given by your lunch aide.
- Maintain a quiet voice level.
- Keep table and floor clean.

- Maintain proper hallway behavior when moving to and from the classroom.
- Any child leaving for lunch must be signed out and picked up in the office by an adult.

5. Out of School Suspension:

The primary purpose of out of school suspension is to protect the safety and learning environment and to change behavior.

The Superintendent and/or the Board of Education may require as part of the disciplinary process a psychological examination. This process will be determined on a case by case situation.

6. After School Detention:

A student may be asked to stay after school, if this occurs, please note that no student may be kept after school by their classroom teacher, specialist or administrator for any reason, without 24 hour advance notification to the parent/guardian. This notification can be made by telephone call or in writing.

7. Paging Devices/Cell Phones:

Students may not bring paging devices or cell phones to school. All devices will be confiscated and held in the office until picked up by a parent or guardian.

The following New Jersey statute will be adhered to at A.C.S.:

2C-33-19: School Possession of Paging Devices on School Property Without Permission:

“Any person enrolled as a student in an elementary school, who knowingly and without the express written permission of the school board, its delegated authority, or any school principal, brings any remotely activated paging devices on any property used for school purposes, at any time and regardless of whether school is in session or other persons are present, is guilty of a disorderly person offense.

No permission to bring any remotely activated paging device on

school property shall be granted unless and until a parent shall have established, to the satisfaction of the school authorities, a reasonable basis for the possession of the device on school property.”

Bullying and Teasing:

All students are encouraged to respect the rights and privacy of fellow students. No student should be subjected to bullying, intimidation or harassment, as defined in the policy of the Leonia Board of Education. Any student who experiences difficulties in this area should contact any teacher, guidance counselor or school administrator he/she feels comfortable with. The school staff member will take appropriate action to remedy the situation.

9. Bus Transportation:

- Students are expected to conduct themselves on the bus in an orderly manner.
- Students will keep their arms, hands and other parts of the body inside the bus.
- Students will not throw objects of any kind from the bus windows, at any time.
- Students will wear seat belts on the bus.
- Students will keep the bus clean. All trash is to be thrown away properly.

School-wide Expectations at Anna C. Scott School

A.C.S. student strives to live by the spirit of our school:

“All Can Succeed, Stay on T.R.A.C.K.”

As an extension of, and consistent with, Leonia Board of Education Policy, a Schoolwide Expectations committee comprised of faculty, students, and parents created the following statement:

At ACS, we are a diverse community of students, teachers, and parents committed to cooperation and team work.

At ACS, we have a right to a safe and peaceful environment that encourages us in how we learn, socialize, and grow.

At ACS, we have the responsibility to be polite, truthful and trustworthy; We

stay on T.R.A.C.K. with Tolerance, Respect, positive Attitudes, Cooperation, and Kindness.

Each of our responsibilities is entwined and we all must rely upon one another to fulfill these responsibilities to make our school community successful:

ACS students: respect one another's right to learn in a safe environment; respect one another's right to learn in a safe environment; Are polite to others Show pride in their school and self-respect through honesty and work; Are tolerant, responsible and fair.

ACS parents: Support all children's academic, social, and emotional growth; Create a home environment that values and models lifelong learning and supports achievement; Communicate with the school to build a trusting partnership; Are accountable for children's well-being; Model tolerance, fairness, and self-respect.

ACS faculty: Support all children's academic, social, and emotional growth; Create a positive, safe, rigorous, and supportive learning environment; Communicate with families to build a trusting partnership; Are lifelong learners; Model tolerance, fairness, and self-respect.

Instruction at ACS focuses not just on content areas and academic skills, but also on the social and emotional development of every child. We value the development of the whole child in classroom management and discipline, and **always treat every child and every case individually, based upon each student's needs.**

Meeting or exceeding expectations have inherent rewards, such as feeling good, building friendships, and being admired by others. In order to build motivation in every child to make the right decisions, these rewards are highlighted. Additionally, students enjoy many privileges for being a positive part of their school community, including celebrations, recognition, membership in clubs and organizations, and special days and events.

There are also times when students do not make the right choice, and adult intervention becomes necessary to the social, emotional and academic development of the child.

Student behaviors that do not meet expectations may include:

- Using inappropriate language or showing inappropriate behavior;
- Being uncooperative or unprepared;
- Being dishonest in word or action;
- Damaging another's property;
- Not following rules or playing fair;
- Saying or doing hurtful things;
- Being rude to an adult or their peers;
- Disrupting other's opportunities for learning or playing;
- Using inappropriate physical contact or interactions.

Before any response to a child's misbehavior, we ensure that our consequences will teach what we intend to teach by investigating the incident, the severity and consistency of the behavior, and considering the age-appropriateness of both the behavior and the consistency of the behavior; and considering the appropriateness of both the behavior and consequence. This list is not sequential, and consequences may include one or more of the following interventions:

Reparation: "You broke it, you fix it."

Students may be guided in saying sorry, writing an apology Letter, explaining how they can do things differently, making Up work or time, and/or repairing or replacing damaged Property.

Breach of Contract: "If you are irresponsible, you lose a privilege."

Students may be directed to meet additional Requirements such as having homework agendas Checked by teachers and parents, make up work Or time, lose a level of independence or participation In certain activities or events, receive administrative Intervention, and/or have parents called.

Time-Outs: "You forfeit participation."

Students may be directed to sit out of certain Activities in which they are inappropriately Participating or not following the rules.

*****The mistakes that children make are wonderful opportunities for teaching. Teachers, parents, and administration will work together to ensure these opportunities are fruitful and support positive behavioral change.*****

A.C.S. students understand that the following serious behavior violations in school, on school property or on a field trip are totally unacceptable and may result in a disciplinary action:

- Harassment, bullying or intimidation of another student.
- Use of profanity towards a staff member.
- Fighting or causing bodily harm to others.
- Verbal or physical abuse directed at another person in school or at school functions.
- Possession or use of an illegal substance including drugs and alcohol.
- Possession of dangerous objects such as firecrackers or weapons.
- Theft, vandalism or other serious offenses that disrupt our positive school climate.

Anna C. Scott School Community Responsibilities

These are the expectations for behavior for all students at Anna C. Scott School, before, during and after school hours.

- Stay to the right when walking in the halls and on the stairs.
- Walk quietly through the halls.
- Follow directions given by any adult staff member.
- Use courteous language at all times.
- Play in a safe and friendly way with others.
- Help keep the school neat and clean.
- Respect displays on walls and bulletin boards.

Student Council Mission Statement

The purpose of the A.C.S. Student Council is to instill an awareness of the member's responsibility to the community. Student council members are expected to use their leadership qualities to better the Anna C. Scott community. By attending bi-monthly meetings, participating in donation drives, and acting as role models for peers, the students will become productive members of the school community.

TRACK

TRACK is part of the character education program. It strives to teach tolerance, respect, positive and caring attitude, cooperation, and kindness by providing multiple opportunities to acquire the skills for positive human relations. The goal of TRACK is to foster students' positive character development and awareness. This foundation for personal and social growth can assist the children to achieve academic success.

Snowball Throwing

For the safety of students, pedestrians, and drivers of cars, the throwing of snow or snowballs on or near school property is not allowed.

Health Services

A school nurse is on call if needed for first aid. She gives periodic head checks (hair) and checks on height, weight, vision and hearing.

Medical examinations are required for all children in kindergarten and fourth grade. It is recommended that these examinations be performed by the family physician as his/her knowledge of the child makes him/her best qualified to interpret the information necessary to improve the children's health. Physical examinations taken six months before school enrollment are acceptable. Parents/Guardians are encouraged to send in a notice from the physician when a child has a check-up, including dates of any boosters given so that the medical record is kept up-to-date. If the routine medical examination is not completed by November 15th, final responsibility for all health examinations will rest with the school physician. Tuberculosis

(Mantoux) screening is required for any new entrant from out of district schools. Parents/guardians will be notified of the examination/screening and invited to be present, if they wish. The school nurse will notify the parent/guardian of any unusual findings.

Parents/Guardians are requested to call the school office or send a note when a child has a contagious disease. In order to prevent the spread of disease, parents/guardians should keep the child home when he/she shows any of the following symptoms:

Headache	Earache
Sore throat	Enlarged glands
Pain	Coughing
Running Eyes	Chills and fever
Sore eyes	Rash
Vomiting	Diarrhea

As a further preventive measure of communicable disease control, the school nurse will periodically screen students' hair for pediculosis (lice). Students are strongly encouraged **not** to share personal combs, hairbrushes, hats, scarves or coats with their classmates. Parents/guardians are responsible for reporting to the school nurse any unusual scratching of the head or redness about the nape of the neck, or if your child has been treated for lice infestation.

Written authorization from the child's physician and parent/guardian is needed before any over the counter medication or prescription medication is administered. The medication must be in its original container. ***If your child needs to have medication administered during school hours, please contact the school nurse.***

Immunization

In accordance with New Jersey State Law, a child may be excluded from school if he/she does not have all the required immunizations.

DTP, DTaP Vaccine - minimum of 4 doses, one being given on or after the 4th birthday. A child with 5 doses is also in compliance.

Polio Vaccine - minimum of 3 doses, with one being given on or after the 4th birthday. A child with 4 doses is also in compliance.

Measles Vaccine - 2 doses of a measles containing vaccine given on or after the 1st birthday. Intervals between first and second doses cannot be less than one month. Laboratory evidence of immunity is also acceptable.

Mumps Vaccine - 1 dose given on or after the 1st birthday.

Rubella Vaccine - 1 dose given on or after the 1st birthday.

Hepatitis B Vaccine - 3 doses of vaccine or laboratory evidence of immunity is acceptable.

Varicella Vaccine (chicken pox) - 1 dose given on or after the 1st birthday to children entering kindergarten, first, second or third grade.

Mantoux Tuberculin Test - required for students entering from out of the country. A Mantoux Test is valid only if administered within 6 months of entry to school.

Should you have any questions about your child's immunization status, please call the school nurse at (201) 302-5200 x 2207.

Health Notes

Students are **not** allowed to chew gum in school. In accordance with the new nutrition/wellness policy, no soda or candy will be permitted during the school day.

Breakfast - Starting your child's day off properly with a substantial breakfast is contributing to his/her health consciousness and probably allows him/her to do a better job of functioning well in school. Is your child eating a proper breakfast?

Cleanliness - For health reasons, social reasons, etc., it is important that our pupils maintain themselves in a clean manner.

Sleep-Rest - Setting a pattern for rest early in a student's life contributes to good health habits. With enough sleep the cells of your child's body are able to regain the strength they need to function daily, in a safe and alert manner.

How much sleep does your child need in order to contribute to his/her good state of health?

Drug and Alcohol Policy

The Leonia Board of Education policy for Drug and Alcohol is noted below:

ADMINISTRATIVE REGULATIONS AND PROCEDURES FOR DRUG AND ALCOHOL POLICY

NOTE: The regulations are intended to cover: A - All dangerous controlled substances as so designated and prohibited in New Jersey statutes, as well as all chemicals which release toxic vapors as defined and prohibited in New Jersey statutes; B - All alcoholic beverages; and C - Any prescription drug except those for which permission for use in school has been granted pursuant to Board policy.

In seeking to meet its responsibility to the school district and in compliance with applicable New Jersey statutes and school law covering the various aspects of the problem of student use of alcohol and drugs, the school administration has consulted with members of district staff and parents and has sought input from such local agencies as police and health departments, Youth Guidance Council, and administrators from local private schools. To accompany and be part of Policy No. 522, the following regulations are promulgated for immediate implementation:

I. When there is a concern about a pupil whose behavior may indicate alcohol or drug abuse though there is no evidence of violation of law or school regulations:

_____A. Referral may be made to school administration by a member of the staff, another student, parent or guardian, or by the student himself/herself. Any expressed concerns regarding possible substance use/abuse should be referred immediately to the building principal or his/her designee.

B. On receipt of a referral, the principal or his/her designee will arrange to meet with the student and will also consult with appropriate personnel (such as teachers, Child Study Team, guidance and health office staff) for an informal evaluation of the pupil's overall academic and social performance. Upon review of this information, a determination will be made

as to whether or not further investigation is deemed necessary.

C. When appropriate, the principal or his/her designee will arrange to meet with the parent or guardian to discuss the results of the evaluation. The parent or guardian should be contacted in cases where further investigation supports the suspicion of drug or alcohol abuse. This discussion will center on the student's actual behavior as reported by appropriate district staff.

II. When a pupil is suspected of being under the influence of drugs or alcohol on school property or at any school-sponsored function held off school property:

A. Procedures for immediate action

1. The first responsibility of all school personnel is to secure appropriate medical attention (N.J.S.A. 18A: 40-4.1). The student shall not be left unattended. The school nurse shall be summoned immediately, and all standard health and first aid procedures will be followed.

2. The school administrator (or if not available, the staff member in charge of the function) shall be notified as soon as possible. It shall be the responsibility (N.J.S.A. 18A:40-4.1) of the principal or his/her designee to notify the parent or guardian of the student and the superintendent of schools. The principal or designee shall also arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian. If unable to contact the parent/guardian or if a physician is not available immediately, the school medical inspector shall be called to perform the examination.

3. If a physician or the school medical inspector is not available immediately or if the situation becomes life threatening, the pupil shall be immediately taken to the nearest hospital emergency room for examination and/or treatment. The student shall be accompanied by a member of the school staff designated by the principal and, if possible, the parent or guardian of the pupil. The police may be asked to assist if the student has become combative or is resistant to emergency treatment.

4. Procedures 1-3 are intended to insure that the pupil be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence.

5. Expenses resulting from such a medical examination by a doctor selected by the parent or guardian and/or resulting hospital costs will be the obligation of the parent or guardian and not the school district.

6. A chemical screening report form shall be issued and a written report of said examination shall be issued by the examining physician within 24 hours and provided to the pupil's parent or guardian and to the superintendent of schools. The student shall not resume school attendance until he/she submits to the principal a written report that he/she is physically and mentally able to return to school.

B. Procedures for investigation and disposition of substances

1. If there is indication of drug or alcohol use, the principal or his/her designee shall be responsible for all necessary investigation in accordance with the Board of Education policy concerning locker searches.

2. If the investigation is thwarted or involves off-school property, the principal or his/her designee may summon the police to assist in obtaining and identifying substances to facilitate proper medical attention.

3. For identification and to assist in the treatment of the student, the school principal or his/her designee shall turn over to medical personnel all substances discovered at the scene of the emergency or subsequently discovered.

4. If there is indication drugs are being sold on school property, immediate action shall be taken to inform and work with police officials in apprehending the individual(s) responsible. The drugs shall be confiscated immediately. Any actions taken by either the school staff or police personnel must protect the legal rights of the suspected person(s). Due process rights shall be protected in every case, and a student's right to be considered innocent shall not be hindered by school personnel.

5. It is the duty of police, school authorities, teachers, and students to cooperate to insure that the rights of each individual are respected. If a student is to be questioned by the police, it is the responsibility of the school administrator to provide private space for the interrogation. The principal or his/her designee shall be present, and the parent or guardian should be invited to be present. Until the parent or guardian and/or a lawyer is present, the student is not required to divulge information beyond name, age, address, and the reason for his/her presence at the school. Whether in or out of school, students must be informed of their legal rights, including the right to remain silent, and must be protected by school officials from coercion and illegal constraint.

C. Procedure for administrative discipline

1. If a student has been positively diagnosed as being under the influence of alcohol or drugs, the pupil shall be returned to his/her home as soon as possible. The appropriate data shall be furnished to the Department of Health in compliance with the "Controlled Dangerous Substance Registry Act of 1970." The school authorities are also required to complete the Violence, Vandalism, and Substance Abuse Incident Report.

2. After an informal hearing, the student determined to be under the influence of drugs or alcohol will be suspended for a period of not less than three days in school to a maximum of two weeks out of school. Suspension will comply with district policy, and the period will be determined on an individual basis, taking into account the severity of the incident, degree of danger to self or others, whether or not it was a first or subsequent offense,

and degree of cooperation shown. Notification of such suspension shall be in accordance with district policy. Before a student returns to school, he/she must submit to the principal a written report certifying that he/she is physically and mentally able to resume classes. During the suspension the parent or guardian will be required to confer with school authorities, and before returning, the student must also meet with the principal or his/her designee.

3. On a student's return from suspension for drug or alcohol use/abuse, the principal shall arrange with the Child Study Team for an evaluation of the pupil's overall academic or social performance. This evaluation should include a determination of the kinds of assistance the Child Study Team will provide as well as need or eligibility for additional services such as referral for medical evaluation, special correctional programs or agencies, and continued monitoring by the school staff for substance use/abuse.

4. In the event of subsequent incidences where the same pupil has been identified as under the influence of alcohol or drugs, the administrative procedures described above will be initiated again. In meeting the obligation to protect the health and welfare of the student body from potentially dangerous influences, the principal may invoke extended suspension from regular classes, or expulsion may be recommended to the Board of Education consistent with board policy.

D. Procedures for treatment services

1. Treatment services shall be directed to students who are recognized drug and/or alcohol abusers. The treatment setting and methods used shall be directed to students based on comprehensive assessment and diagnosis of the individual pupil's problems and needs.

2. Instruction and counseling services shall be provided.

3. Referral and support services for students returning from care for drug and alcohol dependency may include self-help groups and after-care groups. Depending on individual need, referral may also be made for individual or family counseling therapy or referral to outpatient programs and self-help groups.

E. Procedures for evaluation

1. Beyond developing and implementing a drug and alcohol policy and regulations, an annual evaluation shall be carried out to determine if the selected curriculum, program, policy and regulations have had the desired effect of reducing substance use/abuse by students.

2. Such an evaluation shall examine the total effect of curriculum, program, policy, and regulations on the community as a whole. The school administration shall consult with members of district staff and parents and shall seek input from such local agencies as police and health departments to obtain data on incidence and prevalence of substance abuse, related criminal activity, and other community-wide indicators of program

effectiveness.

3. The evaluation shall include an examination of cost/benefit data related to implementing and maintaining the policy and regulations.

F. Procedures for disseminating district policies and procedures on substance abuse

1. The essence of district policies and procedures concerning alcohol or drug use by students shall be included in the individual school handbooks sent home to parents at the opening of each school year or given to parents of students who enroll during the year.

2. This policy and regulations shall be distributed annually, or the first day of school, to every student in the district. Parents of students in the Leonia school district shall be required to acknowledge receipt of the district's substance abuse policy and regulations by signing the form attached to the copy given to each student.

Smoking Regulations

Due to the fact that the state legislature enacted a "no smoking" law, the Leonia Board of Education has had to adopt certain regulations for the School District. Signs have been posted in each building. Any violations will have to be reported to the proper authority and violators may be subject to fines of up to \$100.00.

Student Insurance

The Board of Education provides insurance on a "full excess" basis. This covers all the students while they are participating in any school activity. "Full excess" means that the school insurance pays up to a "usual and customary" fee for the type of injury incurred. This insurance would include both a child's traveling to and from school. (There is no fee for this coverage.)

In addition to the above insurance a parent/guardian may annually purchase "around the clock" insurance. The school will provide you with information and forms. If you do not receive this, contact the office.

Accidents should be reported immediately to the school office. When applicable an insurance form is then completed and given to the Parent/Guardian who handles all further details. The school assumes no responsibility for the settlement of claims. This insurance is optional, not

required.

Homework

Homework is usually an extension of classroom work. It may be assigned any night of the week beginning in kindergarten. Generally speaking, the following time lines are offered:

Kindergarten - discretion of the teacher

Grades 1 and 2 - 10-20 minutes

Grade 3 - 20-30 minutes

Grade 4 - 40-60 minutes

Grade 5 - 40-60 minutes

If your child is not bringing homework assignments home on a regular basis, please contact your child's teacher.

Conferences and Progress Reports

Our concern with the growth and development of each child as an individual is partially met through Parent/Guardian-Teacher Conferences. These are held at least once a year for all students in grades K-5 and special education. Our school will close early for children during conference week in order to allow teachers to schedule these conferences with you. Parents/Guardians and teachers are encouraged to arrange other conferences at any time when a child's progress will be helped by such discussion.

Progress reports for kindergarten children and pupils in grades 1, 2, and 3 are issued three times per year and are carried home by the students. Pupils in grades 4 and 5 will receive progress reports four times during the year. We ask that progress reports be signed and returned to school as quickly as possible.

Papers Brought Home

According to a child's stage of development, it is often wise not to bring every error in each paper to the attention of the child. By concentrating on certain errors in each paper, the child's sense of confidence will grow and his/her writing ability will be enhanced. Therefore, some papers may contain errors (e.g., punctuation marks, spelling mistakes, etc.) that the teacher is aware of which will be addressed on a future composition.

Kindergarten

Any time after January first a child may be registered for kindergarten for entrance the following September. Children admitted to kindergarten must be at least five years old on or before October first of the year they enter kindergarten.

Requirements for admission are proof of residence, a birth certificate or baptismal paper, and a recent physical examination report (within 6 months) which includes required immunizations.

Art

Each class is scheduled to have a weekly period of instruction with the art teacher. It is requested that every student have an art smock to cover his/her clothes (an old oversized shirt or blouse is fine). Useful supplies can be saved at home -- full sized newspapers (such as the Times and the Record) to cover the tables, magazines with pictures, baby food jars for paint, cardboard tubes (from rolls of paper towels), buttons, fabric remnants, ribbon, wood scraps, thread spools, empty detergent bottles, and anything you think could be utilized for art projects.

Every student will have at least one piece of work displayed in the Spring Art Fair. Should any parent or adult wish to volunteer to help in the Art Room, please do not hesitate to contact the school office.

Library

All classes have lessons in the Anna C. Scott Media Center. In addition, the library is open to children, teachers and parents/guardians 8:30 - 8:45 all school days and 2:50 - 3:30 except when there is a staff meeting. Materials are loaned for one week. They may be renewed as needed and exchanged as often as desired. Kindergarten and Grade 1 borrow one item (book, record, cassette tape, puppet/book set, tape/book set, etc.), Grade 2, two items, Grade 3, three items, Grade 4, four items and Grade 5, five items.

Parents/guardians may borrow materials for their children as well. You are encouraged to come in and select books and materials with your child before or after school. No overdue fines are charged but replacement costs are charged for lost or damaged materials. An ongoing paperback exchange in which children may trade their used paperbacks is available to all children.

Music

Each class is scheduled to have a weekly period of instruction with the music teacher. Third grade students will be involved in a recorder enrichment program. Third grade students are requested to bring their recorders to school and leave them in their classroom for use during the music lesson.

All children in the third, fourth, and fifth grades will perform in the school's chorus concerts.

Instrumental Music

The instrumental music program offers all fifth grade students a wonderful opportunity to study the band or orchestra instrument of their choice free of charge. Each student is given a group lesson once a week for one period in which he/she not only learns to play the instrument, but to read music as well. The instrumental program presents a concert in the spring.

The strings program is open to students in grades 3 through 5, with beginning and intermediate group lessons in violin, viola and cello. Classical guitar is at the Intermediate level only.

Physical Education

Each child will have physical education at least two times a week with a

physical education instructor. When your child has gym it is requested that he/she have sneakers and wear appropriate clothing. If there is a particular reason why your child cannot participate in physical education for one day, please send a note. In case there is a medical reason for not participating for a longer period of time, please send a doctor's note. Please also send a doctor's note when your child is able to resume physical education.

Science Lab

A.C.S. students have access to a fully equipped science lab. Our science specialist sees classes on the following schedule:

Grade three and four: two times per week

Grade five: three times per week.

The students perform hands-on experiments based on their studies in the classroom. In addition to the hands-on lessons they receive, students also take part in science projects and other science related activities.

Technology and Internet Policy

Leonia is proud of its technology program and here at Anna C. Scott School, the students are thriving in the area of technology. There is a computer in every classroom as well as a fully equipped computer lab which is staffed by a computer teacher. The students are learning many programs as well as various applications for the computer. All classrooms at A.C.S. are wired for connection to the Internet. Students will be able to use the Internet in a variety of ways under the supervision of school personnel. In order that students and parents are fully aware of the rights and responsibilities of Internet access, we offer the following:

Internet Policy #61453

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Access entails responsibility. To gain access to the Internet, all students must obtain parental permission and must sign a Computer Network and Internet Acceptable Use Agreement. The Leonia Board of Education, along with the other organizations sponsoring this Internet service, will not be liable for the actions of anyone connected to the Internet through this hook-up. Any attempt to violate the provisions of the policy will result in disciplinary action, including, but not limited to, temporary revocation of all computer use regardless of the success or failure of the violation. Permanent revocations can result from disciplinary actions taken by the administrator called upon to investigate network abuses. Copies of "Computer Network and Internet Acceptable Use Agreement" may be obtained from the main office.

Child Study Team

The Child Study Team is responsible for determining a child's eligibility for special education. The Child Study Team is an advisory group to the principal and school staff regarding curriculum development, parent/teacher workshops, and monitoring of special education programs. The Team consists of the building administrator, Special Services Coordinator, the learning disabilities teacher consultant, social worker, and psychologist. Other professional personnel (such as classroom teachers, resource room teachers, the school nurse, and speech and language therapists, etc.) may attend the Team's regular meetings.

Individual cases may be referred by a parent/guardian directly to the teacher or to the administration. Staff members may also initiate referrals.

ACS Enrichment Program

The goal of the ACS Enrichment Program is to guide students to reach their fullest potential. For kindergarten through second grade, an enrichment program has been designed for all students. The enrichment program is conducted by a Teacher Specialist in the regular classroom. The curriculum for the enrichment program builds upon existing grade level curriculum by requiring students to use high level critical thinking and problem solving skills.

Students who are selected through our identification process in grades 2-4 will take part in a program for additional instruction outside the regular classroom. The curriculum for grades 3-5 will extend the classroom curriculum for higher level students, be interdisciplinary, include technology and include process/product, thinking skills, problem solving, and exploration of contemporary issues. This pull-out program, with in-class support, will be taught by content specialists.

Basic Skills Instruction

The District provides instructional interventions in the area of math and reading and writing for children who fall below expectancy levels on standardized tests. These children will be given small group instruction in basic skills by a certified teacher.

English As A Second Language (E.S.L.)

English as a Second Language (E.S.L.) is provided for students who are not primarily English speaking. There are several skills' level groups. The students come from their regular classrooms to work with the E.S.L. teachers in group settings. There is also an E.S.L. reading class five periods per week which many E.S.L. students attend in addition to their regular E.S.L. class. In the E.S.L. classes speaking, reading, and writing skills are developed and enhanced. Books, games and audiovisual materials are used and there is frequent contact with the classroom teacher. In addition to developing skills in English, the E.S.L., program encourages the students to share aspects of their own cultures as they learn about American culture. The program also promotes interaction between the new students and their American peers.

Family Life/Health

As a result of a State mandate the Leonia School District has developed and adopted a K-12 Family Life/Health Curriculum. A copy of the Family Life /Health Curriculum is available in the Anna C. Scott School Library and the principal's office should anyone wish to review it. If a Parent/Guardian has any objection to portions of the program due to personal or religious beliefs, they should let the school administration know so that their child may be excused from those lessons that pertain to that portion of the program.

In Class Support /Consultative Model

This program is available for Special Education Resource Room students. A special education teacher works in collaboration with a regular education teacher in the mainstream classroom to meet each students' individual needs.

Resource Center

Each school in Leonia houses a Resource Center. The children who are scheduled to work in this center have been classified by the Child Study Team as having some specific learning difficulty. The instruction is done by a certified special education teacher. Emphasis is placed on providing each student with a coordinated regular classroom -- Resource Center program designed to meet individual needs.

Speech, Language and Hearing

Parents/Guardians of those youngsters thought to have a problem warranting attention are notified by the staff involved.

As is mandated by law, Parents/Guardians must sign a form prior to evaluation and possible classification. Parents/guardians are informed of the testing results soon after the evaluation is concluded.

Speech personnel service children with speech and/or language problems in individual and small group sessions. In addition to working directly with children the speech/language pathologists confer with parents/guardians and teachers of children in the program.

Search and Seizure

Parents/Guardians and students should be aware that the Attorney General of New Jersey has prepared guidelines for legal search and seizure in New Jersey schools. A copy of the guidelines is on file in the office of the Superintendent of Schools. In addition, the Leonia Board of Education policy on Search and Seizure is noted below. We trust that Parents/Guardians will appropriately share this information with their children.

The Board recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without his or her consent unless there is a cause to do so in accordance with the terms of Board policy.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers for that purpose. When locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. School lockers will be the subject of periodic inspections by school officials to maintain the health, safety and welfare of the school community.

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, the Board directs administrators to investigate the presence of a substance or object, the possession of which is illegal or poses a hazard to the safety and good order of the schools, whenever there is a cause to suspect the presence of such substance or object.

Transfers

For those students who will be transferring to another school (even if it is for the following year), please notify the main office as soon as possible. This will allow the school adequate time to process the necessary forms and to make its necessary adjustments.

Furthermore, prior to the issuance of a transfer card, we strongly request that the student return all books and school materials to his/her proper teachers.

Pupil Records

In accordance with N.J.A.C. 6:3 - 2.1 through 6.3 - 2.8 school districts "shall

have the responsibility to compile and maintain pupil records and to regulate access to and security of such records in accordance with these rules and regulations.” Any Parent/Guardian wishing more information regarding this matter or their child’s records should contact the school’s office.

Assembly Programs

Assembly programs are planned during the school year. Parents and visitors are welcome at these programs. (Please excuse us if we have to occasionally ask you to stand but sometimes there may be a shortage of seats.)

Class Trips

Field trips are sometimes planned for classes and provide an opportunity to reinforce or supplement learning in the classroom. Parents or guardians are notified in advance as to what the trip will include, and are urged to give their permission for their child to accompany the class. A permission slip must be signed by each child’s parent or guardian, and returned to school prior to the trip.

Classroom Parties

The general school policy is that class parties may be held for Halloween and Valentine’s Day. Parties celebrating the birthday of a student are not approved. However, simple refreshments such as cookies or cupcakes may be sent in on a child’s birthday. Please do not bring balloons or “goody” bags for the students. It is requested that all private party invitations be distributed outside of school.

Lost and Found

The personal possessions of the child should be labeled very plainly with his/her name. This is especially important for such items as eyeglasses,

wristwatches, lunch boxes, coats, sweaters, shoes, etc. Unclaimed wearing apparel is periodically sent to charitable organizations. Articles such as money, pens, etc., if not claimed within two weeks, are turned over to the finder.

The Lost and Found is located in the A.C.S. Cafeteria. Please check this area regularly for any missing items.

Change of Address or Telephone Number

Should a family change its address (either moving within Leonia or out of Leonia) or change its telephone number anytime during the year, please immediately notify the school of these changes.

Emergency Telephone Numbers

In the event a parent or guardian is not home and it is necessary to reach him/her, it is imperative that an emergency name and telephone number be submitted to the office. The emergency person should be available during the day and if possible live in Leonia or the surrounding area. Should the name or telephone number be changed, please notify the office as soon as possible.

Notices Sent Home

During the course of the school year there are many important notices that are sent home. We try to send most school notices home on Mondays, but at times we may need to send items home on other days. Please ask your child (on a daily basis) if he/she has a notice to give you. If your child is not bringing home communications, please speak to your child's teacher or call the school office.

Visiting the School

In order for us to ensure the safety of our children and teachers, we ask that all visitors and volunteers report to the main office upon their arrival and sign in. We ask that everyone who visits our school wear a visitor's badge. If an adult is in the building without the badge, they will be asked to report to the office to obtain one.

Personal Items

Students are not to bring valuable personal items to school. These include jewelry, electronic devices such as GameBoys, iPods, and CD/DVD players. The school is not responsible for lost, stolen or broken items.

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires the Leonia Board of Education to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

(Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

Student Dress Code

It is our belief that the dress of boys and girls is one of the factors which determines their general behavior and attitude. The school has an obligation to encourage the proper standards of dress among students.

General Guidelines - Students' dress and grooming shall reflect appropriateness, cleanliness, and safety within the classroom and school activities. Students' dress should not be extreme and it must not be in any significant way distracting to the educational activities of the school.

Specific Requirements -

- a. No beach style footwear or roller shoes (sneakers with wheels) can be worn. Sandals must have front and rear straps.
- b. Hats and coats may not be worn in school during school hours.
- c. Undershirts as outer garments may not be worn.
- d. No shirt shall have a message, picture, or symbol which is obscene or contains a statement or symbol which is derogatory to any racial, ethnic or religious group. No tee shirt or tops which promote alcohol or controlled dangerous substances may be worn.
- e. See-through blouses and shirts may not be worn as a single layer of apparel.
- f. Blouses or shirts with bare midriff may not be worn.
- g. Shorts/skirts must reach middle fingertip length when arms are placed alongside the body.
- h. Torn clothing is unacceptable.
- i. Shoulder straps must be at least one inch wide. Halter or strapless tops may not be worn.

The administration reserves the right to make the decision as to whether or not a student's attire fits the above categories. Students are encouraged to obtain an interpretation of the dress code from the administration, in advance, if they are in doubt of the applicability of the code to certain articles of

clothing. Violation of the dress code may result in the imposition of disciplinary action. Hats worn during school hours will be confiscated and kept in the school safe until the final day of school.

Physical Education

Each child will have physical education at least two times a week with a physical education instructor. When your child has gym it is requested that he/she have sneakers and wear appropriate clothing. If there is a particular reason why your child cannot participate in physical education for one day, please send a note. In case there is a medical reason for not participating for a longer period of time, please send a doctor's note. Please also send a doctor's note when your child is able to resume physical education.