

# **Cedar Hill Elementary School**

## **Student / Parent Handbook 2017-2018**



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# GENERAL SCHOOL INFORMATION

## ***School Day Schedule***

8:15 AM	Crossing Guards on duty. Students may arrive no earlier than <b>8:15 a.m.</b> Students report to gym. Teachers are on duty in hallways and the gym.
8:30 AM	Bell Rings. Students may report to their classroom. Teachers are on duty in their classrooms and in hallways.
8:45 AM	Morning Announcements Instructional day begins. Students who arrive after 8:45 a.m. will be marked tardy and must report to the attendance secretary (Mrs. Rope) in the main office.
3:15 p.m.	Grades K-5 instructional day ends.
3:15 p.m.	Grade K-5 walker, car rider and bus rider dismissal. Students dismissed by bus number as each bus arrives.

## ***Dismissal Procedures***

Students in grades K through 5 who are “walkers” or “car pick-ups” will be dismissed beginning at 3:10 p.m.

Kindergarten students who ride the school bus will be dismissed at 3:10 p.m. and are placed on the school bus by the Kindergarten teachers.

Students in grades 1 through 5 who ride the school bus will be dismissed by bus number as each bus arrives.

Note: Generally, dismissal lasts approximately 15 minutes.

We respectfully request that “early dismissals” for all students be completed no later than **2:45 p.m.** in order to avoid the line-up for kindergarten dismissal and the traffic buildup.

## ***Regular Pattern of Dismissal***

It is important for the school to be aware of the specific dismissal pattern of each student. To accomplish this, we require all parents/guardians to complete a form which indicates their child’s pattern of dismissal. The office secretary keeps the forms on file and should be notified as soon as possible when a pattern of dismissal has changed. Please return this form to the main office by Thursday, September 7, 2017.

Examples are:

## ***Early Dismissal***

On early dismissal days, the instructional day ends at 12:45 p.m. No lunch is served on early dismissal days. All students must remember to bring a lunch and/or snack.

### ***Delayed Openings***

On days when there is a delayed opening, school doors open at 10:15 a.m. Students are permitted to enter the building and report to waiting areas in the gym. At 10:30 a.m, students may report to their classrooms. At 10:45 a.m, the school day begins. Students who arrive to class after 10:45 a.m. are marked tardy. On delayed opening days, students who ride the bus to school must report to their bus stop **2 hours later** than they normally do.

### ***Individual 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.

Notes requesting an early dismissal must identify who will pick up the child and when they will be picked up. The note must be delivered to the classroom teacher who will then forward it to the office secretary. Because of the traffic/parking problems, requests for an early dismissal after 2:45 p.m. will not be granted. 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.

### ***School Dress Code***

The following attire is not permitted in school:

- T-shirts with offensive wording
- Spaghetti strapped tops
- Midriff tops (tops that expose the belly and back)
- Flip-flops/thongs
- Backless shoes and sandals
- Skirts/shorts above the mid-thigh
- Low cut pants that expose the belly/back and/or undergarments

Students are not permitted to wear hats and baseball caps inside the school. These items may be worn during outside recess periods.

Students who are not dressed according to the school dress code will be asked to call home for a change of clothing.

### ***Forgotten Items***

If you are dropping off a lunch or snack for your child, please place them in separate containers, clearly labeled with your child's name. Students will be called to the office to pick up their snack. Lunches are placed on the carts in the main lobby according to grade and will be brought to the cafeteria during your child's designated lunch period.

Unless it is a concert rehearsal day, instruments are not allowed to be dropped off during the school day.

Students who forget homework and instruments are not permitted in the building after 3:30 p.m. to pick up forgotten materials. Exceptions will be made for instruments for concerts days.

### ***Visitors/Volunteers to the School***

All visitors and volunteers to the school, including parents/guardians, must report directly to the main office to sign in and obtain a visitor's pass before proceeding to their destinations.

### ***Covering School Books***

Students must cover all of their textbooks.

### ***Change of Address/Phone***

In case of change of address or telephone number, please contact Mrs. Lynne Rope (school secretary) 204-2633 ext. 100.

### ***School Trips***

When a school trip is planned, a form will be sent home for the parent/guardian to sign. This permission slip must be returned before the child may go on a trip with his/her class.

### ***Lost and Found***

Children should inquire at the office about possessions lost at school. The lost-and-found area is maintained in the cafeteria. Parents should check the lost and found from time to time. Please print your child's name on lunch boxes, clothing, and other items so they may be easily identified.

### ***Child Study Team***

The Child Study Team consists of the learning disability specialist, the school psychologist, and the school social worker. The main function of the team is to identify and assess children who are demonstrating social, emotional, and/or learning problems, which may be hindering progress. Requests for evaluation by the team may be made by the school personnel (after consultation with the parents) or by the parents. For more information, call Mr. Ciempola, Principal, or the Department of Special Services at 908-204-2565.

### ***Pupil Records***

The district has developed Guidelines of Relevant Record Keeping. District Policy 8330 on Pupil Records may be accessed by clicking [HERE](#). Only objective materials are recorded in the permanent record. School records are confidential. Parents are entitled to review the content of their child's record with the permission of the principal.

### ***Parent-Teacher Conferences***

Conferences will be held in November and April so that you can discuss your child's progress with his/her teacher. Parents are welcome, however, to come in to talk about their child's school-related problems or successes with a teacher or administrator at anytime. Contact your child's teacher to arrange a time to talk with the teacher. Call the school secretary at 204-2633 ext. 100 to ask for an appointment if a conference is desired with an administrator.

### ***Report Cards***

Grades K-1 have moved to a trimester schedule and report cards will be issued three times a year. Grades 2-5 will remain on a quarterly schedule with report cards issued four times a year. Electronic report cards are available on the Home Access system for Grades K-1 on 12/11/17, 3/16/18, and 6/20/18. Electronic report cards are available on the Home Access system for Grades 2-5 on 11/20/17, 2/2/18, 4/11/18, and 6/20/18.

## **ADDITIONAL STUDENT PROGRAMS & SERVICES**

### ***Special Education***

Cedar Hill School offers the following special education programs for students:

Autism (ABA)  
Language & Learning Disability (LLD)  
Behavior Disorder (BD)  
Resource Room (RR)  
In-Class Support (ICS)

### ***Instructional Support***

Students of all abilities may receive academic support in the area of reading, writing, and mathematics in the regular education classroom setting.

### ***Speech Therapy & Occupational/Physical Therapy***

Students may be screened for speech therapy to determine needs by the school's speech therapist. When appropriate, speech therapy may be included in a student's academic day.

### ***School Counseling***

The school counselor is available to meet with students by appointment or in a group session. Teachers or parents who feel a student would benefit from these services may contact our guidance counselor, Ms. Molly Wilcox at (908) 204-2633 x107 or [mwilcox@bernardsboe.com](mailto:mwilcox@bernardsboe.com).

### ***Intervention & Referral Services (I&RS)***

The I&RS Committee consists of building administrators, school counselor, nurse, school psychologist, school social worker, teachers and other appropriate faculty

members. The I&RS Committee assists students and parents with issues regarding academic, behavior or health issues.

## **TRANSPORTATION**

### ***Bus Transportation Policy K-12***

Students may not ride on buses other than those to which they are assigned nor exit their assigned bus at different stops. The school district is legally responsible and accountable for the safe transportation of students. All pupils transported 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 to which they are 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 that they ride and discharged at the same stop each day.**

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. Regardless of age, all students are discharged at their assigned bus stop.

It is the parents' responsibility to make arrangements to receive their child as they depart the bus.

Because the security and safety of our children is of utmost importance, the above rules **MUST** be followed without exception.

### ***Bus Rider Guidelines***

- All bus students must only ride their assigned bus.
- Students may only get on and off the bus at their assigned bus 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 and who will be meeting the child at dismissal.
- All bus riders must follow the Student Bus Safety Rules.

### ***Student Bus Safety Rules***

- Securely fasten safety belt. Students must always have their seatbelts on when the bus is moving.
- Sit properly, facing forward, back against the seat back, holding belongings on lap or under the seat. Do not throw or mishandle belongings. **STUDENTS MAY NOT STAND, KNEEL, STAND ON, LIE DOWN, JUMP, AND LEAN OVER OR ACROSS THE SEATS.**

- Keep the aisle clear at all times.
- Sit in the area that is assigned to you.
- Remain seated until the bus comes to a complete stop. Always be ready to board or exit the bus promptly.
- Always depart the bus at your assigned stop unless otherwise directed by the principal/assistant principal.
- Please keep your hands to yourself (do not disturb others including the driver).
- Refrain from eating or drinking (includes gum chewing, lollipops, etc.)
- 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 engage in other disrespectful behavior.
- Windows may only be opened upon the direction of the bus driver. No objects, including body parts, should be placed outside the windows as this is EXTREMELY DANGEROUS!
- Any suspicious or dangerous objects brought on the bus may be confiscated.
- Follow all safety and emergency instruction given by the driver.
- Report any incidents of misconduct to the driver immediately and explain circumstances.
- Please keep valuable and personal belongings inside backpack or school bag.

STUDENTS ARE TO BEHAVE COURTEOUSLY AND RESPONSIBLY WHILE WAITING AT THEIR BUS STOPS AND RIDING THE SCHOOL BUS. STUDENTS WHO COMMIT ACTS OF MISCONDUCT WILL BE REFERRED TO THE PRINCIPAL/ASSISTANT PRINCIPAL FOR DISCIPLINARY ACTION. CONSEQUENCES FOR MISBEHAVIOR MAY TAKE THE FORM OF A VERBAL WARNING/PROBATION (for less serious offenses) OR SUSPENSION OF BUS RIDING PRIVILEGES, OR SCHOOL (for more serious offenses).

***Transporting Students To and From Cedar Hill School by Car (Car Line)***

Parents/guardians are to drive to the side doors on the right of the building (the right side when one faces the front of the building) when dropping off children for school in the morning. They are to drive to these right side doors again in the afternoon when all “walkers” and “car pick-ups” are dismissed.

For safety reasons, drivers are required to keep their vehicles in a single line and must remain to the right to allow school buses to maneuver past them. No student may be dropped off or picked up in the front of school or in the parking lots. No student may be picked up from his/her classroom.

Cars are not permitted to stand/park in the bus loop in front of school between 8:15 and 9:00 a.m, and 3:00 and 3:30 p.m. because of the number of school buses that occupy that area during arrival and dismissal time. Cars are not permitted to stop in the parking

lot driveways in order to drop off or pick up students. In this case either use the car line or park your car in a regular parking space.

### ***Walkers***

Walkers are to enter/exit from the side doors on the right of the building (the right side when one faces the front of the building).

### ***No Cell Phone Use While Driving***

For the safety of all, please obey the law and do not use your cell phone while driving on Cedar Hill roadways. It takes a split moment of distraction for an accident to occur.

### ***Crosswalks – Pedestrians Have the Right of Way***

Please obey NJ State law and yield to pedestrians in the crosswalks at and around Cedar Hill. Please let the pedestrians (children and adults) reach the other side safely before driving your vehicle through a crosswalk.

### ***Pets on School Grounds***

Dogs and other pets are not permitted on the school campus between the hours of 7:30 am and 6:00 p.m..

### ***After School Social Engagements***

Students may not ride on buses other than those assigned or exit their assigned bus at different stops. For this reason, the school does not accept notes requesting permission to exit at a different bus stop for play-dates and other social engagements.

Students participating in scout troops, which regularly meet in the school after dismissal, will walk to their assigned area at the end of the school day. The office requires the troop leader to submit a permission slip for each student participating.

## **THE LUNCH PROGRAM**

### ***Grades K through 5***

Students may bring their lunch from home or purchase a hot lunch at school for \$2.60. Students will be issued a Personal Identification Numbers (PIN) to be used in conjunction with their “My School Bucks” online lunch account. Students may also bring cash to purchase lunch.

More information on our lunch program, including steps on how to sign up for “My School Bucks”, can be found on the “Parents” tab of the district homepage. You may also click the link below:

[http://www.bernardsboe.com/parents/lunch\\_menu/](http://www.bernardsboe.com/parents/lunch_menu/)

Cafeteria menus are posted on the Cedar Hill web site on a monthly basis.

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

### ***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	10:30 - 10:55	11:00 - 11:25	11:30 - 11:55	12:00 - 12:25	12:30 - 12:55	1:00 - 1:25
Lunch	10:55 - 11:20	11:25 - 11:50	11:55 - 12:20	12:25 - 12:50	12:55 - 1:20	1::25 - 1:50

### ***Cafeteria Rules and Procedures***

Students are seated by class. The cafeteria aides 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.
- Student need to raise their hands for assistance or permission to get up from the table to buy food, use the restroom, etc.
- The Cafeteria Aides 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 Cafeteria Aides 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.

### ***District Nutrition Guidelines***

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 students' health and their ability and motivation to learn. The Board is committed to:

- Provide students with healthy and nutritious foods.
- Encourage the consumption of fresh fruits and vegetables, low fat milk, and whole grains.
- Support healthy eating through nutrition education.
- Encourage students to select and consume all components of the school meal, and provide students with the opportunity to engage in daily physical activity.

State law mandates that all schools participating in the Federal School Lunch Program meet nutritional guidelines as defined by the New Jersey Bureau of Child Nutrition. The following items may not be served, sold, or given out as free promotion anywhere on elementary or middle school property at any time before the end of the school day:

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

Lunch items brought from home are exempt from these requirements.

## **HOMEWORK GUIDELINES**

The Board of Education believes that student homework has educational validity. The role of homework as a link between home and school is a vital one. Homework assignments can serve as a means of providing a bond of common effort between parent, child, and teacher. The conscientious completion of homework by students accompanied by appropriate parental supervision will have a positive effect on students' achievement.

What follows is a tentative outline based on the ability of the average student. These time allotments serve as a time frame that a student should typically be spending at each grade level. If your child is taking longer than the suggested time allotments, please contact your child's teacher. Please bear in mind that if a student is not conscientious with regard to advance assignments and projects, this schedule may not apply:

<b>Grade</b>	<b>Homework Guidelines</b>
<b>Kindergarten</b>	15 minutes per night

<b>Grade 1</b>	15 minutes per night
<b>Grade 2</b>	15 minutes per night
<b>Grade 3</b>	20 minutes of homework no more than four nights per week, Monday through Thursday
<b>Grade 4</b>	20-30 minutes of homework no more than four nights per week, Monday through Thursday
	Students may be required to spend time on the weekends for any long-term assignments and required reading
<b>Grade 5</b>	20-30 minutes of homework no more than four nights per week, Monday through Thursday
	Students may be required to spend time on the weekends for any long-term assignments and required reading.

Students should be encouraged to read for pleasure on weekends and recess periods. You may access District Regulation 2330: HOMEWORK by clicking [HERE](#).

***Makeup Homework***

Every effort is made by staff to deal with absences and make-up work due to illness. In certain instances, at the teacher’s discretion, homework assignments are adapted to individual needs. When a child has been out several days, homework may be requested by contacting the teacher. Please give the teacher at least one full day’s notice so that work may be available the following day.

***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 will 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 special note that when an accommodation is needed, it is the student and their parent's responsibility to inform the school that they will be observing a religious holiday. A written note requesting an accommodation, signed by a parent or guardian, 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 responsible for the activity in question.

## **EMERGENCY WEATHER PROCEDURES**

When a severe storm develops during the night and continues into the morning, a decision may be made by 5:45 a.m. to close school. If at 5:45 a.m. it is believed that the weather will clear and the roads will be passable, then a decision may be made to have a delayed opening. If the forecasts were wrong and the weather does not clear, then school will be called off for the day instead of being delayed. If extreme weather conditions occur **after school has started**, students will be dismissed early. The Superintendent makes these decisions with the advice of the police and road departments.

### ***Notification***

HONEYWELL INSTANT ALERT FOR SCHOOLS: This is the primary way of notification of school closings, delayed openings, and early dismissals due to weather and emergencies. If you have not done so already, please visit "Parents" tab of the school district website to register your information:

<http://www.bernardsboe.com/parents>

Once registered, you will be notified of emergency weather closings, delayed openings, and early dismissals via phone and email.

RADIO/TV: Announcement of school closings and delayed openings will be made on New Jersey 101.5 FM (Radio), WABC Channel 7 (TV), WNBC Channel 4 (TV), or News 12 New Jersey (TV).

WEBSITES: Notice will be posted on Bernards School website [www.bernardsboe.com](http://www.bernardsboe.com).

### ***Emergency Weather Schedule***

SCHOOL STATUS	DECISION MADE BY:	ACTION
Closed	5:45 AM	All students remain home.
Delayed Opening	6:00 AM	School opens at <b>10:15 a.m.</b> and instruction begins at <b>10:45a.m.</b> Bus pick-up about 2 hours later than usual.
Early Dismissal	10:30 AM	Car Riders/Walkers and bus students dismissed at 12:45 p.m. After Care and p.m. programs are cancelled.
Closing Following a Delayed Opening	7:30 AM	All students remain home.

For a copy of the district's emergency weather guide, please click [HERE](#).

# **HEALTH SERVICE INFORMATION**

## ***Absence and Tardiness***

If your child will be absent or will arrive after 8:45 a.m., **please call the School Nurse (908-204-2633, ext. 103) before 8:30 a.m.** You may notify your child's teacher, but please do not use that as the only notification of absence. If the school is not notified of your child's absence, the nurse will call your home or place of work to determine the reason for the absence. 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 be well enough to resume the normal schedule, which includes outdoor play, gym, etc.

## ***Administration of Medication***

Bernards Township Public Schools Regulation 5330 requires that parent requests for the administration of any medication, (prescription or over the counter, including cough drops) must be made in writing and signed by the parent. The parent must submit a certified statement written, signed, and stamped by the student's physician or advanced practice nurse. The statement must include:

- The student's name
- The name of the medication
- The purpose of its administration to the student for whom the medication is intended
- The proper timing and dosage of medication
- Any possible side effects of the medication
- The time when the medication will be discontinued

## ***Home Instruction***

The Board of Education will provide instruction in lieu of classroom instruction, in cases when confinement at home for a period of at least 2 weeks has been determined by the school physician. Contact the school nurse to initiate arrangements for home instruction.

## ***Physical Education Excuses***

Students requesting permission to be excused from physical education class for up to two classes must bring a note from their parent/guardian stating the reason they are unable to participate. All notes are to be sent to the school nurse. For an extended physical education excuse (longer than two classes), a student must submit a note from a physician stating the reason for the excuse and the date on which the student may resume participation. When a student is excused from physical education class, they are also unable to participate in recess activities and other similar physical activities such as field day..

## ***Health Related Entrance Requirements***

A physical examination must be completed between **September 1** of the year your child is entering school and **September 1** of the previous year for:

- Students entering Kindergarten.
- Students transferring into the district.

### ***Screenings***

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

### ***Academic Attendance***

The parent or adult student is required to call the school nurse before the start of the student's school day in the event of an absence or tardiness. If the school is not notified, the school will call home/place of work to determine the reason for the absence. If the pupil's whereabouts are still undetermined after nurse's attempts to reach home and the workplace, the police may be notified.

When a pupil has been absent 11 days in any one school year, the pupil's parent(s) will be notified in writing of the number of dates of the absences and possible adverse academic consequences. A copy of the notice will be sent to the District attendance officer.

Unexcused absences are not condoned by the Board of Education. All work or tests missed because of such absences become the student's responsibility.

In the 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.

District Regulation 5200 - ATTENDANCE, may be accessed by clicking [HERE](#).

### ***Safe Food Practices***

Because many students suffer from food allergies, Cedar Hill is a nut-aware environment. Students are encouraged to limit snacks containing any nut products. In addition:

- Birthday parties will be FOOD FREE.
- Celebrations and other special events in the regular classrooms will be FOOD FREE.
- End-of-year celebrations and curriculum-related activities involving food will be at the discretion of the principal.
- Any food that is part of designated snack time must be consumed in the classroom.
- Sharing of food in the classroom is not permitted. This is the case in all classes—not just classes with food allergic children.

- All students will receive information on the necessity of proper hand washing.
- Teachers and other school staff will not give food as a reward for good behavior and/or good work – with the exception of CBAP programs.

## **EFFECTIVE PROBLEM SOLVING**

Parent inquiries for information related to a child’s progress in school or to the school’s operations and programs are always welcome. The procedure to follow in pursuing these matters is to first contact and discuss with the child’s teacher. If more information is required, or if the matter does not appear to be resolved, the principal, Mr. Paul Ciempola or the assistant principal, Mrs. Krissy Uhler, should then be called. In instances where the parents wish to discuss the problem beyond the level of Cedar Hill administrators, they may contact the Superintendent of Schools. If necessary, the Superintendent may then refer the issue to the Board of Education for possible resolution.

### **DISCIPLINE GUIDELINES**

#### ***Procedures***

- All teachers will develop basic guidelines for appropriate school behavior at the beginning of the school year. Students may help develop some of these guidelines with the teacher.
- Classroom rules and consequences will be age appropriate, fair, and consistent. No child will be humiliated because of inappropriate behavior.
- Students will be warned if a rule is broken so that the student is alerted to the problem.
- If the behavior persists, teachers may request a parent conference.
- Teachers are encouraged to implement their own classroom rules and seek out advice from colleagues and administrators if needed.
- If a student displays severe disruptive behavior the teacher may contact the main office and send the students to meet with the Principal/Assistant Principal. The parents will be notified.
- In the event a student misbehaves outside the classroom, lunchroom, playground, special classes, the supervising adult will report the behavior to the main office.

#### ***Actions***

The following list includes possible actions taken in the case of inappropriate student behavior:

- Teachers and building administrators may conference with the student.
- Students may be retained in the main office for a short time-out.
- Students may serve an in-school or out of school suspension. Academic work will be provided for the student.

- Students may be kept after school hours when prior arrangements have been made with the parents/guardians.

In the event that a student needs to be removed from the school environment, the parents/guardians will be asked to come to school for a conference and the child will be sent home.

***District Regulation 5600 Pupil Discipline / Code of Conduct***

Discipline Levels:

**LEVEL ONE**

Includes all components listed in Level 1 (Board Policy 8468) in addition to:

- Verbal and/or written harassment (teasing, annoying behavior towards another child)
- Throwing food
- Bullying – teasing, name calling, put-downs, or any annoying behavior toward a child
- Spreading gossip/rumors, spreading lies.
- Excluding someone from playing
- Theft

**LEVEL TWO**

Includes all components listed in Level 2 (Board Policy 8468) in addition to:

- Disrespectful behavior (verbal and/or physical) toward a child/adult, punching, kicking
- Verbal and/or written threats of harm
- Physical assault of a student or adult
- Defacing school property (desk, wall, classroom, bathroom, student’s belongings)

**LEVEL THREE**

Includes all components listed in Level 3 (Board Policy 8468) in addition to:

- Bringing a weapon to school (i.e., gun, knife)

**CONSEQUENCES**

# OF OFFENSES	LEVEL 1	LEVEL 2	LEVEL 3
1	-Teacher, Administrator or Playground Aide conferences with student	-Recess Detention – 1 day	-Out of School Suspension (to be determined by Crisis Mgt Team) -Parent contacted by <b>Principal</b> or Asst. Principal Crisis Mgt Team contacted Superintendent contacted
2	-Recess Detention 1 day	-Recess Detention – 3 days -Parent contacted by	

		-Principal or Asst. Principal Guidance Counselor meets briefly with student	
3	-Recess Detention – 3 days -Parent contacted by Principal or Asst. Principal -Guidance Counselor meets briefly with student	-Recess detention for 5 days -Parent contacted by Principal or Asst. Principal -Guidance Counselor meets briefly with student	
4	-Recess Detention – 5 days -Parent contacted by Principal or Asst. Principal -Guidance Counselor briefly meets with students	-In-School Suspension for 1 day -Parent Contacted by Principal or Asst. Principal -Guidance counselor meets briefly with students	
5	-In-School Suspension for 1 day -Parent Contacted by Principal or Asst. Principal -Guidance Counselor meets briefly with student	-Out of school Suspension – 1 day -Parent contacted by principal or Asst. Principal -Guidance Counselor meets briefly with student	

\*\* The staff and administration recognize the individual needs of our students; therefore we view these consequences as a guideline. Modification to the above consequences shall be made at the discretion of the building principal or assistant principal. Teacher input is also valued and encouraged.

## **HARASSMENT, INTIMIDATION, AND BULLYING**

The Board of Education believes that harassing, intimidating, and bullying activities of any type are inconsistent with the educational process and the Board prohibits all such harassing, intimidating, bullying and/or hazing behavior at any time on school premises, at any school-sponsored function, or on any school bus. This behavior off school grounds will also be investigated if it substantially disrupts or interferes with the orderly operation of the school or the rights of other students.

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

Any person may report harassment, intimidation, bullying, or hazing directly to the Affirmative Action Officer or the Superintendent.

The Cedar Hill Anti-Bullying Specialist is Molly Wilcox. She may be reached at (908) 204-2633 X107 and [mwilcox@bernardsboe.com](mailto:mwilcox@bernardsboe.com).

The District Anti-Bullying Coordinator is the Assistant Superintendent, Sean Siet. He may be reached at:

Bernards Township Board of Education  
101 Peachtree Road  
Basking Ridge, NJ 07920  
(908) 204-2600 x104  
[ssiet@bernardsboe.com](mailto:ssiet@bernardsboe.com)

District Policy 5512: HARASSMENT, INTIMIDATION AND BULLYING can be accessed [HERE](#).

### ***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:

- Attend Back-to-School Night in the fall so you can meet your child's teacher early in the year.
- 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 in a timely fashion.
- 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 compare your child to other children. Look for the positive in your child.
- Encourage interests in books, magazines, hobbies, trips, and current affairs. Have reading materials in your home. Read and work with your child.

Feel free to contact the school whenever there is a problem so that the school can work with you to find a solution.

## **MISCELLANEOUS**

### ***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 at the Board Office. If you wish to review the plan or have any other questions, please call the Board Office at (908) 204-2600 x106.

### ***Experiments Involving Animals***

Legislation now permits public school students to choose not to participate in certain experiments involving animals. Public school pupils from kindergarten through grade 12 may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. The law requires schools to provide alternative education projects for those students who choose to “opt out” of these activities. Schools are required to notify pupils and their parents or guardians of a pupil’s right to decline to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction.

### ***Technology Usage***

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. Pupils are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers. Violating the district’s Acceptable Use Policy will result in behavioral consequences. Permission from the parent(s) or legal guardian(s) is required for a pupil to access the school district’s computer networks/computers. Online submission of the district’s Acceptable Use Policy (AUP) may be accessed by clicking [HERE](#).

District Regulation 2361: ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES may be accessed by clicking [HERE](#).