

# BRADLEY GARDENS SCHOOL

Bridgewater-Raritan School District



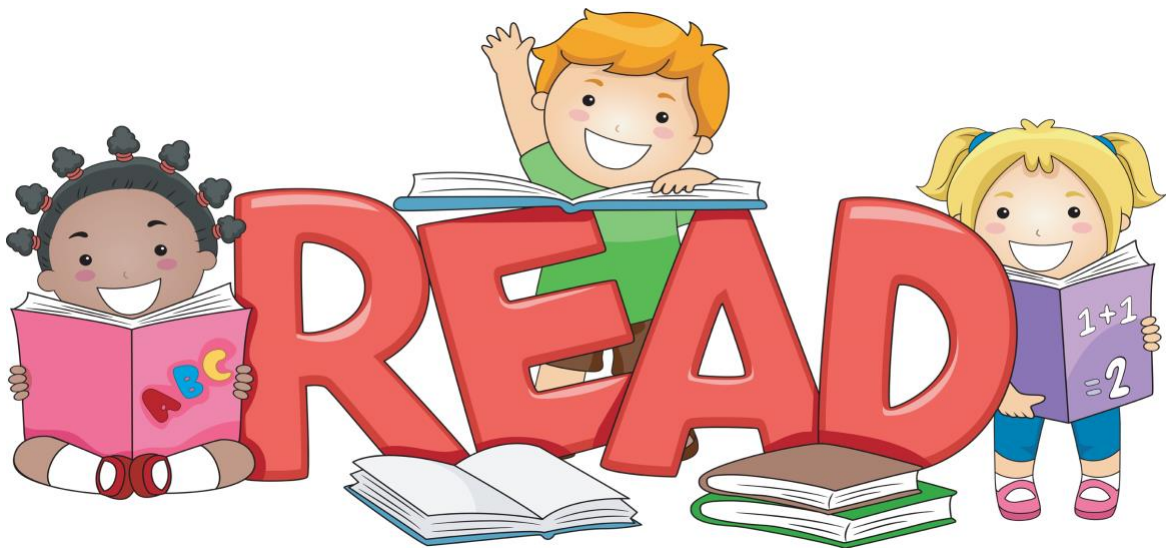
Parent-Student Handbook  
148 Pine Street  
Bridgewater, New Jersey 08807  
908-725-8444  
Fax 908-725-0614

## *Principal's Message*

Dear Parent/Student,

A strong home school connection is essential for student growth and development as well as academic success. Each of us play a significant role in establishing and sustaining an organized, safe and conducive place of learning. Knowing the procedures and expectations regarding school policy is important to understanding our responsibility for establishing a positive school climate. This handbook was designed to aid you and your child. It is not all-inclusive, but does cover most of the items that commonly concern parents and students. Please take the time to become familiar with the contents of the Bradley Gardens Student Handbook. The staff joins me in wishing each student a very successful school year with high academic achievement and many memorable experiences.

Thank you,  
*Barbara A. Binford*  
Principal  
[bbinford@brrsd.k12.nj.us](mailto:bbinford@brrsd.k12.nj.us)



## ***INTRODUCTION***

Bradley Gardens Primary School is a K – 4 school that was built in 1954. When the school opened it only had one wing with about seven classrooms, an office and a multipurpose room. Kindergarten through fourth grade attended the school when it opened. In 1957 the first addition was added to the school to handle the overcrowding. Many classes had 30 students. Four classrooms were added to the existing wing. In 1968 the second addition of twelve classrooms was added, creating two additional wings on the school. This helped the overcrowding in the district for a few years as other schools were also built throughout the district. In October of 1992 the third addition was started. It included a new gym/multipurpose room, an art room, a computer lab, two new bathrooms and a science lab. Since the addition opened, the school has made several internal improvements, but has not had to add any more classrooms.

## ***DISTRICT PERSONNEL DIRECTORY***

**Harmon V. Wade Building**  
**P.O. Box 6030, 836 Newmans Lane**  
**Bridgewater, NJ 08807**  
**908-685-2777**

Dr. Russell Lazovick, Superintendent of Schools	ext. 3201
Dr. Daniel Silvia, Assistant Superintendent	ext. 3277
Dr. Gina Villani, Assistant Superintendent	ext. 3207
Mrs. Alice Steinhamer, Director of Student Services	ext. 3262
Ms. Cathy Assante-Soble, Transportation Coordinator	722-1820 ext. 13
Mr. David Matonis, Supervisor of Special Programs	ext. 3252

## *2019-2020 Staff*

### **Administration**

Mrs. Barbara A. Binford  
Principal

### **Main Office**

Mrs. Amy Festa  
Principal's Secretary

Mrs. Andrea Pellegrino  
School Secretary

### **Teaching Staff**

#### **Elementary Teaching Specialist**

Mrs. Mary Beth Duffin Hickey

#### **Kindergarten**

Mrs. Kim Rose – AM/PM  
Mrs. Antonella Caruso-AM

#### **Second Grade**

Mrs. Stephanie Shomers/Mrs. Nicole Rasavage  
Mrs. Margaret Fornaro

#### **Fourth Grade**

Mrs. Barbara O'Donnell  
Ms. Quinn Whalen  
Mrs. Daniela Hudock/Mrs. Jen Geiger

#### **Pre K teachers**

Mrs. Carolina Corrales  
Ms. Melissa Oliver

#### **Primary Autism**

Mrs. Jackie Coleman

#### **First Grade**

Mrs. Lauren Tiberio  
Mrs. Susan Winters

#### **Third Grade**

Mrs. Nancy Bohlen  
Ms. Meghan McNulty  
Mrs. Alison Maciolek

#### **Resource Room**

Mrs. Katie Kaye  
Mrs. Rachel McLaughlin

#### **B.E.S.T.**

Mr. Jason Perler

## **Special Subject Teachers**

### **Art**

Mrs. Claudia Browne  
Mr. Brian Goteiner  
Mr. Jack Galida

### **Intervention Specialists**

Mr. Kevin Stianchi  
Mrs. Bonnie Allen  
Mrs. Erin Antonelle

### **Library/Technology**

Mrs. Katie Rayburn

## **Special Services**

### **Guidance Counselor**

Ms. Puja Arora

### **Social Worker**

Mrs. Beth DuVall

### **Speech/Language Specialist**

Mrs. Paula Aichele  
Mrs. Renee Lopardo Taveras

### **Cafeteria Aides**

Mrs. Laura Scolarice  
Mrs. Patricia Sharkey  
Mrs. Dena Hooge  
Mrs. Diane Wilczewski

### **Music**

Mr. Alexander Holland

### **Physical Education/Health**

Mr. Brian Chartowich  
Mr. Alex Urban

### **Nurse**

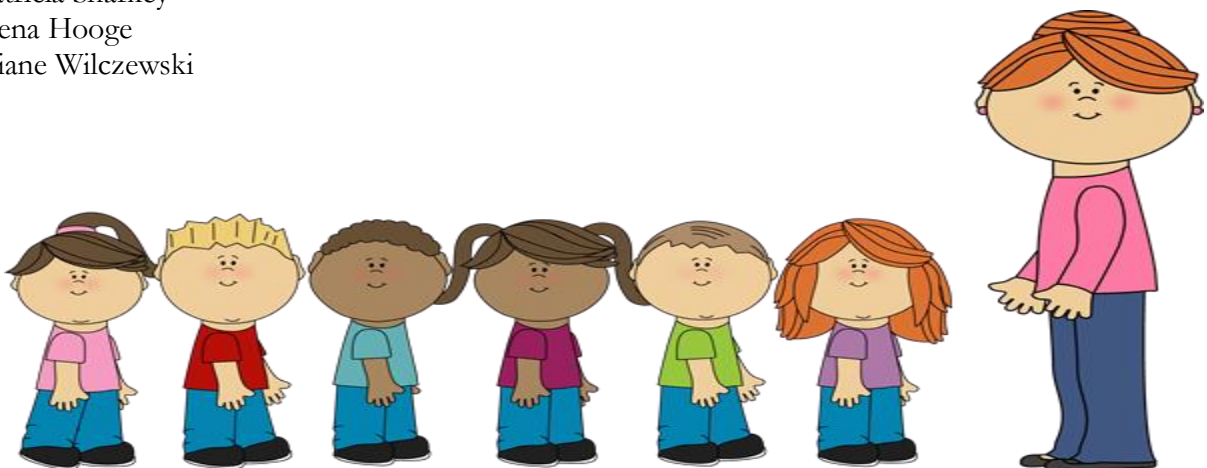
Mrs. Kimberly Colavito  
Mrs. Leona Lutz-assistant

### **Child Study Team Member**

Ms. Kristen Blanchard

### **Head Custodian**

Mr. Derek Hargrove



## ***PICK UP/DROP OFF RULES***

***Please be sure to read and follow the guidelines carefully as we want every child to enter/exit the building safely.***

- Buses arrive at 8:25 am and drop off begins at 8:25 as well
- Drive Slowly, both in the school and on the streets leading to the school
- Follow The One-Way Signs
- Park Only Near the Tennis Courts, Not Along the Curb.
- Cross Children Only at the Cross Walks - Do Not Cut Through the Front Parking Lot.
- Walk Only On the Sidewalks
- Parents Who Drop Off Their Youngsters Should Do So in The Right Hand Lane of the Parking Lot Near the Tennis Courts at The Crosswalk
- Cars Are **Not Allowed** in Front of the Building Between 8:05 A.M. And 8:40 A.M. And Between 2:30 P.M. And 3:15 P.M.

## ***DISMISSAL PROCEDURES***

- For a change in dismissal, go to the website, parent resources, absence reporting, change in dismissal <https://bg.brrsd.org/parent-resources/absence-reporting> Please do this by 1:00 PM
- OR Parents can also send in a note including the child's full name, teacher's name, etc.
- Do not email the teacher or the main office secretaries.
- Parents must sign their children out in the office if before 2:50 and in the gym after 2:50.
- An adult other than the child's parent or guardian coming to pick up a student must have written permission from the parent.
- Parents picking up their children by car must park over by the tennis courts.

## ***WALKER DISMISSAL***

All parents of students declared as walkers, regardless if you pick them up daily, will be required to sign out your child in the gymnasium. All parents will need to park the cars and meet the children in the gym to sign them out. This will allow for your child to be under supervision by us, as they wait for you, and then by you, as you escort them to parked cars. You can use this opportunity to teach your child how to appropriately use a crosswalk, by stopping and looking before proceeding. The exit out of one door allows a gathering spot for the children and a common place to supervise.

Children in grades K-2 must be escorted by a parent/guardian. Students in grade 3-4 may sign themselves out if the parent decides that they are capable of walking home alone or can they can also leave with the designated escorts. That decision is yours to make. However, if you do not allow your child to walk home unescorted, we will not allow them to leave the building without an escort. You may also decide to release your K-2 student with an older sibling in grades 3-4 at Bradley Gardens, as long as you have written their name on the designated walker form and have chosen to allow that third/fourth grader to walk home unescorted.

## ***SCHOOL HOURS***

### **Regular Hours**

K-AM 8:35-11:15  
K-PM 12:15-2:55  
Gr. 1-4 8:35-2:55

### **Delayed Opening Hours**

K-AM 10:35-12:15  
K-PM 1:15-2:55  
Gr. 1-4 10:35-2:55

### **4-Hour Session**

K-AM 8:35-10:40  
K-PM 10:45-12:50  
Gr. 1-4 8:35-12:50

### **Emergency Early Closing**

K-AM 8:35-11:15  
K-PM Cancelled  
Gr. 1-4 8:35-12:55

## ***ATTENDANCE REQUIREMENTS***

Please see Policy 5200 for the most updated attendance requirements and information regarding absences. <https://straussesmay.com/seportal/secure/DistrictPolicy.aspx?policyid=5200&search=5200>

Student illnesses must be verified by a parent note for a day missed. Otherwise it is unexcused. After 3 days missed, they must be accompanied with a doctor's note in order to be excused. For descriptions of excused and unexcused absences, please refer to the full policy online. Children must be in school to learn. The most successful students have low absentee rates. Absences from school should be due to illness or emergencies. Family vacations during school should be avoided as valuable instruction and learning is missed by the child. A student may make up schoolwork due to excused absences; however, it is the responsibility of the parents to initiate a make-up procedure with the teacher. Homework requests for extended unexcused absences (e.g. family vacations) will not be honored prior to absences. The student is responsible for making up all work missed.

**Please report your child's absence by:**

- Visiting the website, parent resources, absence reporting <https://bg.brrsd.org/parent-resources/absence-reporting>
- Or by calling 908-725-8444 then dialing 2 before 8:00 a.m. Give child's name, date, class and reason for absence.
- Please remember to write a note documenting the absence and send in with your child for the next day.
- Do not email the main office secretaries or the teacher regarding an absence.

Unaccounted for or chronic absenteeism will be investigated by the Attendance Office. For absences in excess of ten days, and in accordance of N.J.A.C. 6A:16-7.8, the school will make a mandatory referral to the court program required by the NJ Administrative Office of the Courts. Whenever parents take students out of school for extended periods (more than ten consecutive school days), parents must formally remove their student from school rolls. Upon return to the district parents/guardians must re-enroll their children.

Students are expected to be in the classroom by 8:35 a.m. After the late bell, parents should come in to the main office to drop students off and sign them in. After five tardy arrivals, the parents will be notified.

## ***VISITS TO SCHOOL***

Parents are encouraged to confer with the teacher regularly regarding their children. At times, an appointment may be needed. This MUST be arranged mutually and needs to be pre-arranged by the teacher and parent. It

can never impact the class time. Every effort will be made to provide parents with information concerning their children's progress. During school hours, **all parents, guardians and visitors to school must buzz in, they will be asked to state their name and purpose for visit prior to being allowed to enter the building. They must then proceed to sign-in at the main office.** Parents and visitors must pick up a visitor's badge in exchange for their keys before going into the classroom when it is pre-arranged. We appreciate your attention to this particular policy. All school doors are locked for safety purposes.

Our custodians will not open classrooms after school hours. Thank you for your cooperation.

### ***EMERGENCY SCHOOL CLOSING***

In the event of delayed openings and early closings due to a severe storm or other emergency, a special announcement will be made over the radio, school message system and district website, [www.brrsd.org](http://www.brrsd.org). Please listen to one of the listed stations.

WCTC (1450AM) - WMGQ (98.3FM) - WERA (1590AM)  
NJ (101.5FM) - WLEV (96FM) School Message System 908-725-8444

### ***EARLY CLOSING PROCEDURES***

- The morning kindergarten will be dismissed at its regular time (11:15 a.m.)
- The afternoon kindergarten will be cancelled and made up at a later date.
- Grades 1-4 will be dismissed at 12:55 p.m.
- Please be sure that both home and emergency telephone numbers are up to date.
- Develop a plan with your student so that they are aware as well.

The school makes every effort to ensure that someone in your family or a designated emergency contact person is notified of an emergency closing. At times, we have been in a situation where no one had been able to be contacted so we have kept the child at school. In this instance, it is the parent's responsibility to pick his or her child up from school as quickly as possible. The Police Department may be notified if we cannot reach someone. It is imperative that the emergency contact information be up to date.

### ***DELAYED OPENING PROCEDURES***

School will begin 2 hours later than the regular starting time: 10:35 am



## ***BOOKS AND MATERIALS***

The School Board believes that students should be able to receive the basic formal education without spending any of their own funds. The board also supports the concept that students should be responsible for the cost of replacing any materials or property, which are lost or damaged through negligence.

The district provides students with basic classroom supplies. Teachers may request organizational supplies for students at the start of each school year. Be assured that each child will be provided with any supplies needed for his or her instruction per Board of Education Policy 5492 which states, “all school related expenses that are part of the instructional program are to be financed from budgeted funds.”

Teachers sometimes elect to participate in commercial book clubs, such as the Scholastic Book Club. This is offered as a convenience for families to supplement home libraries at discount prices. Parents/guardians are never obligated to participate.

## ***TOYS***

Students are discouraged from bringing toys, gadgets, game boys and other expensive items to school. The school is not RESPONSIBLE for such items if lost or broken. The school reserves the right to confiscate any toys from a student and the parent will need to pick up from the office. No toy weapons are allowed in school or any item that represents a potential danger to another child. This includes such items as toy guns, toy knives, army tanks, dart guns, water pistols, nail clippers and pen knives. Although toy weapons may appear harmless, we disagree. For young children, separating fiction from reality is extremely difficult. In Bradley Gardens and the district, the faculty works hard to promote an atmosphere of peace and respect. Violent acts, even pretend ones, violate this basic principle. Bringing a weapon to school will result in a phone call home from the office, suspension from the school, and possibly notification to the Police Department.

## ***STUDENT LUNCHROOM AND RECESS BEHAVIOR***

All students are expected to follow the rules of behavior established for the lunchroom. Child safety and consideration of others requires that basic rules be followed in the lunchroom, for all children. At Bradley Gardens this year, the students will participate in the Golden Tray award.

- T**-talking quietly with inside voices
- R**-raising your hand to leave the room or for help
- A**-appropriate line behavior
- Y**-you're making good choices

The children will earn points each day for following the rules. The class with the highest number of points at the end of the week will receive the Golden Tray Award. They will host the golden tray on their table during lunch and one in their classroom as well. Misbehavior results in not earning points.

## ***CODE OF CONDUCT***

The Bridgewater Raritan Regional School District believes that students, parents, teachers, and administrators have rights and responsibilities. These responsibilities fall under the umbrella of policies and procedures known

as Code of Conduct. Responsibilities are detailed in BOE Policy #5300/6010, available on the district website under Board of Education Policies.

Our classroom teachers, employing the techniques of the 1,2,3, Magic Program, may also follow a variety of classroom management techniques with one common thread. Misbehavior is an opportunity to teach. Children, through proper modeling can follow the goal of positivity, choice and reflection. We strive to teach in every scenario that we have the power to make positive choices. When a negative choice is made, we learn from it and create an action plan for the future. We believe that the Bradley Gardens' students will strive to make the best choices on their own. However, we recognize that everyone makes poor choices from time to time. The key is to learn from them. If your child makes a poor choice, he/she may also be assigned to the "Opportunity Room." This is time in the library, typically during recess, where the child has an opportunity to reflect on the choices made and think about how to best learn and grow from it. Here are some other outcomes that could occur for behaviors during the school day:



## *SCHOOL BUS DISCIPLINE*

Students are to ride to and from school on the busses assigned and to get on and off the bus at the designated bus stops. Any change in bus assignments must be first approved by the building principal.

Any parent wishing to allow his or her child to walk to and from school (if the child is a bus rider) must complete the appropriate form at school. Once this is done, the child will no longer ride the school bus that school year.

All students being transported on school district-provided vehicles must be considerate of the safety and wellbeing of their fellow passengers. Misconduct on a school bus can distract the driver's attention from his primary responsibility, that of safely transporting all students on that vehicle. Student behavior is the responsibility of both the parent and the school from the time a child leaves home to the time he or she returns home in the afternoon. The bus represents an integral part of the school system, and as such, the same standards of conduct that apply in a classroom apply to a school bus. Pupils will behave accordingly.

For the safety of all riders, students will be required to:

- Be early and wait for the bus in a safe place.
- Cross only in front of the bus so that the bus driver's face can be seen and the driver can see the child.
- On the bus: Sit down, buckle up properly, and be polite.
- Always listen to the bus driver.
- Get on and off the bus in a single file.

The driver is in full charge of the school bus at all times and is responsible for order; he may not exclude a pupil from the bus, but, if unable to manage any pupil he/she will report the unmanageable pupil to the school principal.

A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents must provide transportation to and from school during the period of suspension. The Board of Education for the Bridgewater-Raritan District adopted the procedures for students deemed unmanageable. Bus rules are strictly enforced. Students reported by the bus driver for misbehavior will be disciplined by the Principal, and Board bus policies will be carried out in a strict manner.

Parents who observe misbehavior or infraction of the bus rules should speak to their bus driver about those students. Often times, the bus driver does not observe student misbehavior, due to the need to attend to the demands of safely driving the vehicle.

Bus problems which have not been or cannot be dealt with by the driver should be referred to the district transportation office at (908) 722-1820 and Bradley Gardens School. In cases of bus schedule problems, bus maintenance issues, and driver behavior, the Department of Transportation should be contacted.

In keeping with that statute, the Board of Education adopts the following procedure for student's deemed unmanageable:

1. **First offense in a school year** - The student will be reported to the school principal. A certified letter will be sent to the student's parent/guardians informing them of the problem as well as what procedures will be followed if additional offenses occurs during the school year.
2. **Second Offense in a school year** – The student will be reported to the school principal. The student will be excluded from the bus for a period of five (5) school days and his/her parents/guardians shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy. A certified letter will be sent to the student's parents/guardians informing them of the problem and the action taken, as well as what procedures will be followed if additional offenses occur during the school year.
3. **Third Offense in a school year** - The student will be reported to the school principal. The student will be excluded from the bus for a period of up to thirty (30) school days at the discretion of the school principal. His/Her parents/guardians shall provide transportation to and from school during this period.
4. **Any Offense beyond the Third Offense in a school year** – The student will be reported to the school principal. The student will be excluded from the bus for an additional thirty (30) school days or for a longer period of up to the end of the school year, at the discretion of the school principal. The student's parents/guardians shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy. A certified letter will be sent to the student's parents/guardians informing them of the problem and the action taken, as well as what procedures will be followed if additional offenses occur during the school year.
5. **End of the School Year Offenses** – Misbehavior by bus riders at the end of the school year will be reported to the school principal, and will result in the suspension of bus privileges being carried over into the next school year, at the discretion of the school principal. The student's parents/guardians shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy. A certified letter will be sent to the student's parents/guardians informing them of the problem and the action taken, as well as what procedures will be followed if additional offenses occur during the school year.

## ***HARASSMENT, INTIMIDATION, AND BULLYING (HIB)***

Bradley Gardens School strives to create a climate of respect, trust, and responsibility within our school community. We want students to understand their responsibility to report and stand up to inappropriate behavior of peers. Our school counselor is a key resource to students, parents, and teachers in guiding them to solutions to problems. Our school counselor is the designated Anti-Bullying Specialist and works closely with the school principal toward student safety and compliance with policies and law. Below is a summary about Harassment, Intimidation, and Bullying.

### **Introduction** (see N.J.A.C. 6A:16-7.6. and Board Policy #5512):

The Board prohibits acts of harassment, intimidation, or bullying of a student on school property, at any school-sponsored function, on school buses and, as appropriate, in other instances away from school grounds Active or passive support for acts of harassment, intimidation, and bullying is also prohibited.

### **Definition** (see N.J. Public Law 2010, Chapter 122):

Harassment, Intimidation or Bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristics that takes place on school property, at any school-sponsored function, on a school bus or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a reasonable person should know, under the circumstances will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- has the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in or interference with, the orderly operation of the school; or
- creates a hostile educational environment for the students; or
- infringes on the rights of the student at school by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

### **Expected Behavior** (see Board Policy #5512):

The district prohibits active or passive support for acts of harassment, intimidation or bullying. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them, and report acts to the building principal or designee. Each building principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. The Board believes that standards for student behavior must be based on parent/guardian, student, and community involvement producing an environment that encourages students to grow in self-discipline.

*Please see Board Policy 5512: Prohibiting Harassment, Intimidation and Bullying, for full text.*

## ***BUS TRANSPORTATION***

In response to growing concerns about the safe transportation of our students, the Board of Education created the following policy regarding transporting children to and from childcare providers and one-day changes.

For Childcare Providers:

1. The request may be any of the below options, but must be for five days a week.
  - a. Home to school - School to childcare.
  - b. Childcare to school - School to home.
  - c. Childcare to school - School to childcare.
2. Forms are available under Parent Resources on the website. They are also in the school office. They must be filled out annually. Information on the policy and instructions are on the forms. The deadline for submission is August 15 for the opening of schools. Any change during the school year must be submitted 14 calendar days prior to the change.
3. There must be a seat available on the school vehicle that is not needed for a qualified rider of that route. If a seat is not available, the request must be denied.
4. No additional stops will be made.

### ***For One-Day Bus Passes***

- The request must be for a compelling reason, such as a death in the family, sudden family illness or accident, etc.
- A written request from the parent/guardian must be submitted and approved by the school office.
- The request should be submitted at least one day in advance.
- The school office will verify the availability of seats with the district Transportation Department.
- There must be a seat available on the school vehicle that is not needed for a qualified rider of that route. If a seat is not available, the request must be denied.

## ***CHILD CARE***

### **Childcare Programs**

The district has a cooperative relationship with child-care facilities within the Bradley Gardens neighborhood. We transport many of our half-day kindergarten students to a few nearby programs for the other half of their day. Names of specific places can be obtained from our transportation department or the Main Office. This is a courtesy service to parents and requires completion of a Transportation to Babysitter request form which must be approved by district administration. A Bus to Babysitter form is available under Parent Resources on the website.

### ***BEFORE AND AFTER SCHOOL PROGRAMS***

A before and after school program is available at our School when school is not yet in session. The hours are from 7-8:25 AM and from 2:55-6:00 PM. The program is adult supervised and provides some homework help, snacks and outdoor play.

Visit <https://www.brrsd.org/about/br-cares> for more information and to register.

### ***STUDENT DRESS CODE***

School dress reflects the importance of the daily education environment and is a statement of mutual respect for one another. Please note that the Dress Code applies to all students in all grades. The following are **NOT** permitted:

- Bare backs, shoulders or midriffs, exposed undergarments, spaghetti straps, mini-skirts and clothing with offensive wording or drawings are not acceptable
- Flip flops are also inappropriate to wear to the school as it is a safety hazard

The school reserves the right to require changes in dress that is deemed inappropriate for school wear. Parents may be contacted and students may be sent home to change their clothing.

### ***COMMUNICATION TO TEACHERS***

While email is more convenient to some, a parent has no way of knowing if a teacher is absent/ill and unable to respond. Always send in a written note (or if an emergency arises, phone the school office) for important messages, such as information we need on that day for a safe dismissal of your child.

It is reasonable that a parent should hear back from a phone or email message to a teacher within a day or two, assuming the teacher is not absent from school.

### ***STUDENT PROGRESS***

Information regarding student progress is vitally important to students, parents, and teachers. Every effort is made to communicate with parents their child's progress in school via parent/teacher conferences, report cards, homework assignments, and newsletters. Another way to keep in touch is to log onto the website, go to parent resources and click on Teacher Websites. Find the assigned teacher and you will have access to their homework calendar and important information.

### ***POWERSCHOOL PARENT PORTAL***

The district utilizes Power School for the student records database. Parents can view their child's report card and attendance via the portal using their login and password information. Parents may contact the main office to obtain access username and password. Paper copies of report cards will only be distributed to those families without access to technology. Parents without internet access must notify the office so that we can accommodate you.



## ***GRADING POLICY***

Teachers use a wide variety of methods to assess, monitor, and evaluate student performance. Assessment requires continuous, ongoing processes. Students and parents should be aware of the various processes used to assess, monitor, and evaluate performance.

Effective assessment is:

- Continuous and ongoing
- Integral to instruction
- Reflects real tasks related to subject or discipline
- Encourages self-reflection
- Multidimensional
- Developmentally appropriate
- Identify student's strengths as well as weaknesses

In grades K-2, the report cards do not use number or letter grades to assess student progress. Instead, the report card provides a list of attributes and indicators demonstrating the student's performance and progress for Literacy Development, Mathematics, Social Studies, Science, and Personal and Social Expectations.

In third and fourth grades, letter grades which are aligned to numerical averages are used to report student progress.

Listed below is the Grading Assessment Key currently used in Bridgewater-Raritan's Primary Schools.

Grading Scale:

A	92-100	D	65-69
A-	90-91	U	Below 65
B	82-89		
B-	80-81		
C	72-79		
C-	70-71		

## ***FERPA***

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. Records are defined by FERPA. It also provides parents/legal guardians with the following rights:

- To request and inspect their child's records.
- To request to amend the record if they believe it to be inaccurate.
- To disallow any disclosure of directory information.
- To file a complaint with the U.S. Department of Education regarding district's failure to comply with FERPA.

## ***PUPIL RECORDS***

Parents, legal guardians, and adult students have a right to access pupil records. To learn about the procedure to inspect pupil records, please refer to BRRSD Board of Education Pupil Records Policy #8330 or contact the

school principal. Health and Special Education records are maintained separately from the student academic record file.

## ***HOMWORK***

As per policy 2330, Homework should be assigned as reinforcement of the class instruction or to prepare for an upcoming class topic. It shall be of quality and relevance to the subject matter. Assignments will adhere to the following guidelines.

- Homework should be tied to the curriculum and to a student’s instructional level
- Homework should have explicit directions and timelines
- Homework should be designed to review materials and to reinforce skills, to prepare for an upcoming topic, to extend skills from familiar to new situations, to offer opportunities to integrate, extend or creatively apply skills
- Homework may not be used as a punishment
- Homework should be reviewed in school.

If your child consistently experiences difficulty with completing assignments, please contact the teacher. Homework should help students to learn to work independently, become self-reliant and organize assignments effectively. Another expectation for parental involvement is reading to your child on a regular basis. Every night would be perfect. Please refer to policy 2330 for more information.

Recommended guidelines for homework time per day are as follows, not including reading time:

Grade K	Informal Activities
Grade 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes

## ***REPORT CARDS/CONFERENCES***

Report Cards are published three times on Power School during the year. Parents/Guardians are encouraged to check their child’s grades by utilizing the PowerSchool account. If you need assistance, contact the Main Office.

Parent/Guardian Conferences will be scheduled by appointment in lieu of the first report card.

Parents may arrange conferences with teachers, counselors, or the principal at any time by calling the school. A conference with your child’s teacher will be scheduled at Back-to-School Night to take place November 14, 15, 18, and 19. The evening conference will be on November 14, 2019.

Back- to-School Night  
October 3, 2019 (see the website for more information)

## ***EXTRA HELP***

If a student is having difficulty in any subject, help outside the content of the regular school day is available. All of the teachers will provide help on specified days as posted in each classroom. If help is desired, the parent

should make an appointment with the teacher in order to confirm the time and place. The guidance counselor is available to assist in resolving difficulties with school work as well as to coordinate extra help sessions.

### ***INTERVENTION REFERRAL SERVICE (I&RS)***

A committee composed of teachers, school nurse and the principal is available to help teachers and parents with concerns regarding their children's school performance, emotional well-being or school adjustment. Meetings are designed to provide suggestions, options, and support for teachers and parents with concerns.

### ***STUDENT FILES***

Parents are entitled to review the contents of their child records kept in the Elementary Pupil Cumulative Folder. Please contact the main office if you need copies of the pupil's information, per policy 8330

### ***PHOTOGRAPHS OF STUDENTS***

Photographs for such purposes as news media coverage of school activities, except for events open to the public, must be authorized in advance by the Superintendent or Principal. Parents/guardians shall be notified annually in the student handbook that photographs of pupils may be taken for news and media purposes. Parents/guardians may request in writing that their child(ren) not be included in any photograph taken for school district and/or outside publication.

### ***GROUPING AND CLASS ASSIGNMENT***

In accordance with Board of Education policy, it is the principal's responsibility for grouping and class assignments. Integral to the process of proper student placement are the Elementary Teaching Specialist and the child's teacher. The following factors are taken into consideration in structuring classes:

1. Student's instructional reading level/math level
2. Student's intellectual potential
3. Student's overall achievements as measured by standardized test results and in-class performance
4. Teacher recommendations
5. Student personality and maturity
6. Equity of classroom composition

Parental input for student placement is welcomed as it relates to specific needs of a child. Any communication from parents concerning their child's class placement must be submitted before May 15. Please submit placement concerns in writing. The only exclusionary requests that will be honored are those of previous sibling experiences. Final student placement is the prerogative and responsibility of the school principal.

### ***PARENT VOLUNTEERS***

Bradley Gardens School's staff welcomes volunteer parents who are willing to assist teachers in working with the children. We encourage your participation in our school program on a regular basis. Please contact your child's teacher if you are available to help in the building.

## *MEDICATION*

Whenever possible, medications should be taken at home rather than in school. However, we realize that from time to time your child's doctor may prescribe medication which must be taken during school hours, or you may have over-the-counter medication that you want your child to take for a cold. Your school nurse will insure that such medications are taken at the proper time and in the proper amount. These medications must not be self-administered and cannot be administered by the classroom teacher.

Before your child may be given medication in school by the nurse:

- She must receive a note from your child's doctor with his written order for the medication to be given.
- Medication, fully labeled, in its original container, will be kept by the nurse in her office to be dispensed by the authorized personnel.
- Medicine prescribed by your family doctor should also be accompanied by dosage information and the time of the day that the medication should be administered.
- You may come to the school and administer the medication yourself in the health office.
- Parents must bring and pick up medication. It cannot travel with the student.

## *STUDENT ALLERGIES*

In an effort to provide an environment in which students are safe, we have asked parents to not send any peanuts, peanut butter or foods containing peanuts or peanut butter to be eaten as **snacks** in the classroom when students have been identified as having life-threatening allergies. All students with allergies will not receive food in the classroom from parties/teacher. Rather, the parents are responsible for sending in safe treats, to be stored by either the teacher or the nurse. We have no exceptions to this rule and are acting with the most care for your child. A note was sent home to any classroom that has a student with an allergy in it.

## *CELEBRATIONS/BIRTHDAY*

In order to adhere to the district Wellness Policy, requirements of the State of New Jersey and the District Life Threatening Food Allergy Protocol, the BRRSD school district will not permit sugar-based food items (i.e. cupcakes, donuts, cakes, etc.) at any celebratory functions. As a district, our goal is to create a culture that promotes a balanced diet and healthy lifestyle. In doing so, our schools encourage celebrations where the distribution and sharing of food is not required. We, as a district, do not want to ostracize nor put any student with allergies at risk. For that reason, brief celebrations for students generally occur one time per month and adhere to the BRRSD Wellness Guidelines. These guidelines and policies can be found on the district website below.

<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=8505&search=wellness&id=8acebdd88a964db59812ac654998172d>

Holiday celebrations may occur up to four-five times per school year. Food may be served at these celebrations, but cannot be sugar-based.

The students in our school are recognized on their birthday during the morning announcements. They are called to the office to receive a birthday treat. Class celebrations are held with the planning and approval of the classroom teacher in at least 3 days' advance of the student's birthday.

Celebrations may vary by grade level and building, however food is **not** permitted as part of the birthday celebrations. Parents should not distribute edible items to students. **Furthermore, party goody bags are not permitted for class distribution.**

Pending permission by class and/or school, birthday recognition **MAY BE ONE** of the following:

- Students may be recognized on their birthday in the daily announcements and awarded a birthday ribbon.
- The class may celebrate by arranging with the teacher a **10-15** minute read-aloud by a family member or special guest.
- The birthday celebration may include the designated student choosing a game to play on the playground.

Children are NOT allowed to distribute invitations in school unless they are inviting the entire class to the party. If a parent only wants to send a few invites out, please do this from home. If you need a child's address, you should look in the directory.

### ***LUNCH PROGRAM***

A (Type A), hot lunch is served to students in grades one through four. A monthly menu is provided in advance and can be found on the school website, <https://www.brrsd.org/parents/food-service>. Pricing is available on the website. Report food allergies to the school nurse. Free and reduced lunch forms are available online under Forms and Documents.

### ***PHYSICAL EDUCATION DRESS AND GYM CLASS EXCUSES***

Children participate in physical education three days per week. The teacher will let you know on which days the class has gym. Every child should be dressed appropriately for gym class. Clothing which allows freedom of movement is suggested and sneakers or other rubber-soled athletic shoes (aerobic style) are required to be worn by each student while in gym class. As per dress code, flip flops are NOT allowed to be worn to school.

Excuses from physical education can only be allowed by doctor's note or special circumstances explained by the child's parent or guardian. All gym excuses must be channeled through the school nurse.

In Bradley Gardens School, all students have a daily outdoor recess period of approximately 20 minutes following or prior to lunch unless bad weather does not permit playing outside. From a research standpoint, recess is a multi-dimensional activity and essential to students' well-being.

### ***FIELD TRIP***

During the school year, parents are often asked to chaperone class trips. Please know that younger siblings are **not** allowed to join the class trip. Parents may drive themselves to the location of the trip, and on rare occasions, they may ask for permission to drive their child. However, they may not transport other children. Parents that have more than one child in the school may NOT bring that other child on the trip. This would be an unexcused absence and the responsibility of the chaperone should be with the group assigned and the child for which the trip is planned.

### ***EBLAST and WEBSITE***

Please visit the Bradley Gardens Website and the PTO site often as it is constantly updating. We strive to post information in a timely manner and to communicate the special happenings at our school. Every Friday, an EBLAST is sent out to the community and teachers about all of the upcoming events. The information is from both the principal and the PTO. Please be sure to make every attempt to read this and the attachments. Although this comes from the principal's office, the sender is "noreply." It may go to your SPAM folder. The subject will read Friday Feature from Bradley Gardens. We are a paperless school and all information is communicated via EBLAST. On rare and approved occasions, there will be backpack materials.

### ***PARENT TEACHER ORGANIZATION (PTO)***

We encourage you to become involved and support our PTO. The PTO contributes in various ways to our school program. Please be sure to read the Friday S'More that comes out to all parents to stay in the know.

### ***CUSTODY AND GUARDIANSHIP***

If your family situation is a delicate or difficult one, we understand. However, the school must obey the law regardless of how strongly a parent or guardian insists we do otherwise. It is incumbent upon the custodial parent or guardian to provide the school with copies of any legal documentation with which the school is expected to adhere to, including court orders, power of attorney, or other documents. Legal situations require legal documentation and keeping legal documentation current is a parent or guardian responsibility. Send any paperwork to the Main Office, attention to Mrs. Binford or Mrs. Festa to ensure that we are aware of your concerns.

Non-custodial parents should contact the teacher with their requests for report cards, communications, etc. It is not the place or the intention of the school to be involved in family disputes. Please do not expect us to do so. If it happens that our school is placed in a difficult position, without benefit of written guidelines, prudent judgement and best intentions will be utilized to handle the situation.