

CRIM PRIMARY SCHOOL

BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT



FAMILY HANDBOOK 2022-2023

1300 Crim Road
Bridgewater, NJ 08807
908-231-1022
www.brrsd.k12.nj.us

Mission Statement

We will teach them One and All
Young to Old and Big to Small
Inspire, engage and educate
Improve our world and make it great
Challenge All to grow, exceed
So one day They will take the lead...

Dear Parents and Guardians,

Welcome to Crim Primary School! This handbook is for you and your child and gives you information about school policies and procedures. As you read this handbook, please share the contents with your child. He/she is expected to know and follow the rules and regulations and to be familiar with the procedures discussed so that the atmosphere in the school is safe and conducive to learning.

I believe that providing our students with a supportive academic environment will help to develop self-confidence and a desire to strive for excellence.

I also believe in fostering an atmosphere of cooperation and teamwork. We encourage students at Crim Primary School to become good decision makers and to follow the Pillars of Character, as well as Crim's overarching motto: Work Hard, Be Kind.

Finally, I expect students to observe the guidelines and responsibilities established in each classroom. I also expect students to follow district guidelines as established by the district's Code of Conduct.

I look forward to working with you throughout the year and continue to welcome and encourage home-school partnerships and open communications. Working together, we can create a strong and positive example for our children.

Respectfully Yours,

Mrs. Kelliann TenKate

Principal

"Every child deserves a champion; an adult who will never give up on them, who understands the power of connection and insists that they become the best they can possibly be."

~Rita Pierson

WORK HARD, BE KIND!



TABLE OF CONTENTS

CRIM PRIMARY SCHOOL INFORMATION SHEET	3
CRIM SCHOOL HISTORY	4
ARRIVAL PROCEDURES	5
ATTENDANCE	5
BIRTHDAY CELEBRATIONS	6
BR CARES	6
BOOKS AND MATERIALS	7
BULLYING PREVENTION	7
CHANGE OF ADDRESS/TELEPHONE	7
CHARACTER EDUCATION	7
CLASSROOM INTERRUPTIONS	8
CLOTHING/DRESS	8
CODE OF CONDUCT	8
COMMUNICATION WITH TEACHERS	8
DISCIPLINE	9
DISMISSAL	11
ENERGY SAVING	12
EXTRA HELP FOR STUDENTS	12
FIELD TRIPS	12
FERPA	12
HARASSMENT, INTIMIDATION AND BULLYING (HIB)	13
HOMEWORK	14
LIBRARY/MEDIA CENTER	14
LUNCH	15
MINI-COURSES	16
SCHOOL NURSE	16
PARENT PORTAL	16
PARENT TEACHER ORGANIZATION (PTO)	17
PERSONAL PROPERTY	17
PHOTOGRAPHY OF STUDENTS	17
PHYSICAL EDUCATION	18
PROJECT CHILD FIND	18
PUPIL PROGRESS AND GRADING	18
PUPIL RECORDS	19
SAFETY AND SECURITY	19
SCHOOL HOURS	19
SCHOOL MESSENGER NOTICES	20
SCHOOL OFFICE	20
SCHOOL RULES	21
TRANSPORTATION	22
VOLUNTEERS	23
WEBSITE	23

CRIM PRIMARY SCHOOL INFORMATION SHEET



Address: 1300 Crim Road
Bridgewater, NJ 08807

Administrator: Mrs. Kelliann TenKate

Secretaries: Mrs. Judith Gillespie, Principal's Secretary
Mrs. Jennifer Colucci, School Secretary

School Nurse: Mrs. Gretchen English

School Counselor: Miss Jacquelyn Spagnolo

Elementary Teaching Specialist: Ms. Monica Hammond

Phone Number: (908) 231-1022

Fax Number: (908) 725-0640

District Website: <https://www.brrsd.org/>

School Website: <https://cr.brrsd.org/>

CRIM SCHOOL HISTORY

Crim, the road and the school, were named after John Crim, a New York attorney. He was also Deputy Attorney General of the United States during the middle twenties. Mr. Crim was a native of Virginia, and it was there that he was buried in 1933.

In 1917, Mr. Crim purchased property, consisting of three tracts in Bridgewater, from the Plainfield Building Company for use as a gentleman's farm and country residence. The Crim property, called Oakland, ultimately was sold to the Bridgewater-Raritan Board of Education.

Crim School, located on about eleven acres of what was once farmland, made its debut in September 1968.

Crim Elementary School housed kindergarten through sixth grade students until the start of the 1976-1977 school year when sixth graders were transferred to the middle schools. In 1976, the Green Knoll School was closed with the majority of its students sent to Crim. During the 1982-83 school year, declining enrollments brought further redistricting. The Hamilton School was closed with all of its students sent to Crim. In addition, Crim students residing in the west attendance zones were transferred to Van Holten School.

In 1989, as a part of a redistricting plan adopted that year, students from Crim School were transferred to Hamilton. Other students were transferred from Van Holten and Adamsville Schools to Crim.

In 1995, increasing enrollments made all of the elementary schools in Bridgewater-Raritan School district large. Crim Elementary School contained nearly 600 students in the 1994-95 school-year. A plan was developed to reconfigure the district and a four-step progression was adopted, which created six K-3 schools; two intermediate schools, grades 4-6; one middle school, grades 7-8; and a four-year Bridgewater-Raritan High School. This reconfiguration plan took place as the high school renovation project was completed and the Learning Centers were implemented at the primary schools. Thus, Crim Elementary School K-5 became Crim Primary School K-3 in the 1995-96 school year with a starting enrollment of approximately 425 students.

Due to building additions, the sixth grade in the district gradually joined the seventh and eighth grades. Additions were also added to three primary schools. In 1999 a new wing was added to Crim, providing six classrooms and three instructional/office rooms.

Once again, the need arose to reconfigure the school system after a referendum allowed for the construction of a seventh primary school, Milltown School, which opened in September 2005. Additional construction projects that added classrooms and other space to the elementary schools created the K-4 primary schools, 5-6 Intermediate Schools and 7-8 Middle School.

Crim School opened its first-ever gymnasium with a dedication ceremony in April 2006. All students, administrators and special guests tossed a basketball for good luck.

In September 2017, Crim enrollment was approximately 365 students and included the addition of three new sections for students with Autism and two additional Kindergarten sections. In September 2021, we will have more than 350 students and house three self-contained programs for students with Autism.



ARRIVAL PROCEDURES

K: Students in Kindergarten class are recommended to take their assigned school bus. Our teachers and assistants meet the buses to assist students. If parents must drive their Kindergarten child, follow the drop-off procedure listed in the following [document](#). Please remain in your vehicle.

Only buses will be allowed along the front curb of the school building between 8:15am and 8:30am.



K-4: K-4 parents dropping off students in the morning should enter the driveway and proceed directly to the designated drop off area at the rear of the playground blacktop. Students may exit from the passenger side (if the car is in the designated drop off zone) **starting at 8:15am**. As cars exit the school grounds, always yield to school buses and pedestrians. **Do NOT** pass cars that are unloading students. Kindly obey the direction of staff assigned to safety duty outdoors. Children entering the building after 8:25am are marked tardy. Review the following [document](#) for details.

ATTENDANCE

All absences from school interrupt learning. A reason for absences needs to be documented. Absences for vacations are discouraged. Absences are reported annually to the State of NJ. Accrual of excessive absences can impact your child's status for graduation or promotion.

Whenever your child is absent from school, please notify Crim School via the [online absence reporting form](#) that morning to report your child's absence. Identify your child by his/her full name, grade level, teacher, reason for absence, and expected length of absence. At that time you may request schoolwork for the period of time your child will be out of school (see Homework Policy section). Parents must provide a reason for absence or tardiness in writing. Medical or dental appointments require notes from the professional. If you email us, it suffices as written notice. If you call, you **must** follow this with a written explanation to be considered excused. See [Board Policy 5200](#) for more information about attendance.

Whenever a parent call is not received about a student absence on the day of that absence, a call will be made to your home or to your workplace to verify your child's absence. It is extremely important to contact the school about any absence. We are concerned about your child's safety and wellbeing.

A student is considered late if they arrive after 8:35am. If you drop-off your child in the morning, please allow your child ample time to walk to his/her classroom. Instruction begins at 8:35am. Habitual lateness is disruptive to the class and impacts your child's learning experiences. Students that arrive at school tardy due to a late running school bus will not be penalized with a tardy record.

If you need to inform the school of any last minute changes to your child's typical dismissal routine you **MUST** call the office or use the [online form](#). Changes in dismissal plans should not happen after 10:00am, unless there is a valid emergency. You have no way of knowing if a teacher is absent, so please use the [online form](#) or call the office for important matters.



BIRTHDAY CELEBRATIONS

Student Health and Allergies

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.

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.

Students are recognized on their birthday in the daily announcements and awarded a birthday ribbon. Pending permission by class and/or school, birthday recognition MAY BE ONE of the following:

- 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.



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

Distribution of party invitations to classmates cannot happen at school unless every student is included. Parents can use the PTO Student Directory for this purpose.

BR CARES

The mission of the Bridgewater-Raritan Community After/Before School Recreation & Enrichment is to provide a safe environment where children can develop both socially and emotionally during the before/after school hours on school grounds. Students will be given the opportunity to have recreational time outside, enjoy a snack, and complete homework with help from a caring district employee. Ms. Tara Hueston is the Crim BR CARES Program Manager.

Additional information can be found on the district website link: <https://www.brrsd.org/about/br-cares>



BOOKS AND MATERIALS

The School Board believes that students should be able to receive a 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. Parents should provide their child/ren with a backpack.

Teachers also sometimes post “wish lists” at Back-To-School Night for suggested donations to the classroom. It is the parent/guardian option whether or not to donate.

BULLYING PREVENTION

Crim School strives to teach students how to behave respectfully toward others and we encourage and teach students in every setting to respect, care for, assist, and cooperate with others. This strengthens the 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.

Crim School’s Anti-Bullying Specialist is Miss Jacquelyn Spagnolo. As the school counselor, Miss Spagnolo is a key resource to students, parents and teachers in guiding them to solutions to problems. Miss Spagnolo works closely with the school principal toward student safety and compliance with policies and law.

CHANGE OF ADDRESS/TELEPHONE

It is extremely important that the school office has a current address and telephone number for every student. Please notify the school immediately of any changes made during the school year.

CHARACTER EDUCATION

Character traits are infused into the curriculum and celebrated throughout the year. Please see some traits listed below that provide ways for students to display good character in school and in the community.

- Responsibility
- Respect
- Self-Esteem/Pride
- Caring/Compassion
- Diligence/Perseverance
- Tolerance/Patience
- Honesty/Fairness
- Cooperation/Good Sportsmanship
- Loyalty/Citizenship
- Courage



CLASSROOM INTERRUPTIONS

Careful planning and communication with your children before they leave home in the morning would greatly reduce the classroom interruptions and your "emergency" trips to school. Matters such as making sure your child has his/her homework, lunch or lunch money, library books, eyeglasses, sneakers, and so on should be discussed and understood before your child leaves home in the morning. Reviewing the student's schedule and homework agenda each evening can help your child develop organizational skills. No child likes to feel unprepared.

CLOTHING / DRESS

Proper dress and attire is an important part of the school program. Students should display pride in their school and in themselves by coming to school in appropriate clothing. An individual's dress, personal appearance, and cleanliness, like his/her conduct, should reflect a sensitivity to and respect for others. The fact that the school will permit a wide variety in clothes does not mean that all styles are equally appropriate. The basis of judgment for appropriateness of dress shall be neatness, health, cleanliness, modesty, and good taste.



We want all of our Crim students to be comfortable in school and understand the importance of *Dressing For Success*.

Please see [Board Policy 5511 - Dress and Grooming](#), for full text.

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 [Board Policy 5700](#), available on the district website under Board of Education Policies.

COMMUNICATION WITH TEACHERS

Every teacher has a webpage for their homework assignments and with detailed information about classroom happenings. It is preferred that parents and teachers address each other formally, such as: Ms., Mr., Mrs., Dr., rather than by first names. Thank you for understanding.

It is reasonable that a parent should hear back from a phone or email message to a teacher within a 24-hour period, assuming the teacher is not absent from school. Since a parent may not be aware of a teacher's absence while awaiting a response, be sure to call the office if the message is important.



DISCIPLINE

Please see [Board Policy 5600- Student Discipline/Code of Conduct \(M\)](#)for full text.

We encourage positive interaction and caring behavior among all individuals within our school community. Practices that promote a responsive classroom community, valuing respect for everyone and their learning environment are promoted at Crim School.

Teachers have a variety of strategies for managing their classes. An essential ingredient is the inclusion of students in the rule-setting process. All classes devise and post classroom rules. Teachers will give positive reinforcement, such as, “I noticed that you have all cleared your desks and are ready to work. You are really listening.” This encourages all students to behave in a similarly appropriate manner.

When a disagreement within the class arises, the teacher may take time to work through the problem with the class using conflict resolution techniques. When a conflict arises between students, they are asked to accept responsibility for their behavior, and to make appropriate changes in their behavior to solve the problem. Students grow through such guided practice in solving social problems. An essential piece is actively listening to each other to understand one another’s perspective and feelings.

The family is viewed as an essential partner in dealing with student discipline. Communication with parents before a problem becomes serious is an expected standard procedure. The school counselor is a resource to both teachers and parents in helping students to learn appropriate behavior.

The principal is kept informed of discipline problems in the classroom and is readily available to consult with teachers on preparing alternative strategies for managing students. When there are serious or repeated infractions of the rules, the student may be sent to the principal or school counselor for a conference.

Parents will be made aware of school concerns so we can work together toward improved behavior. The principal may administer age-appropriate, incremental discipline for a situation. The “Opportunity Room” is a supervised location where students may get assigned to serve lunch/recess detention as one type of consequence (See Opportunity Room). Patterns of misbehavior or repeated offenses will be handled accordingly. The principal is guided by the Board of Education Policies (See Code of Conduct).



Infractions	1st Offense	2nd Offense	3rd Offense	Repeat Behaviors
MILD				
Failure to follow directions				
Arguing				
Cutting in line				
Littering				
Misuse of materials				
Picking up objects (sticks, rocks, plants, etc.)	Grades K-2 1st Warning	Grades K-2 2nd Warning	Grades K-2 Take a 5 minute time out	Grades K-2 For repeat behaviors, the teacher communicates with the parent/guardian. The teacher makes the Principal aware of the repeated behaviors and contact with the parent/guardian.
Teasing/name calling				
Yelling				
Running				
Physical annoyance (chasing, following)	Grades 3-4 1st Warning	Gr. 3-4 2nd Warning	Grades 3-4 <ul style="list-style-type: none">Take a 5 minute time out.Teacher communicates concern to parent/guardian	Grades 3-4 Child will meet with the Principal and a call home is made with the Principal.
Play fighting (both are playing)				
Giving away technology password				
Using electronic device for non-education purpose				
Refusal to comply with health and safety requirements				

If these behaviors are chronic, teachers should be making parents aware through phone calls or emails and documenting the conversations.

MODERATE				
Defiant to an adult				
Throwing objects				
Discriminatory language				
Inappropriate gestures				
Invasion of privacy in bathroom	Grades K-2 <ul style="list-style-type: none">Automatic time outParent notification by teacherNotify counselor or designee for record keepingInform the Counselor	Grades K-2 <ul style="list-style-type: none">Automatic time outParent notification by teacherSeen by counselor or designeeLoss of class privilege	Grades K-2 <ul style="list-style-type: none">Automatic time outParent notification by teacherSeen by counselor or designeeLoss of class privilege	Grades K-2 <ul style="list-style-type: none">Phone call/meeting with parents and principalAction plan developed by counselor/principalBehavior plan for classroom by teacherLoss of privilege (class or school) determined by the principal or designee
Misbehavior in the bathroom (minimal)				
Profanity/obscene language				
Low level physical interaction (bumping, touching, shoving, blowing)				
Taking something from someone else	Grades 3-4 <ul style="list-style-type: none">Automatic time outParent notification by teacherNotify counselor or designee for record keeping	Grades 3-4 <ul style="list-style-type: none">Automatic time outParent notification by teacherSeen by counselor or designeeLoss of class privilege	Grades 3-4 <ul style="list-style-type: none">Automatic time outParent notification by teacherSeen by counselor or designeeLoss of class privilege	Grades 3-4 <ul style="list-style-type: none">Phone call/meeting with parents and principalAction plan developed by counselor/principalBehavior plan for classroom by teacherLoss of privilege (class or school) determined by the principal or designee
Taking and/or using someone else's password				

SEVERE

Fighting/Initiating a fight	
Bullying (repeated acts of harassment)	
Sexual harassment	
Verbal threats of intimidation	
Vandalism/defacing property	
Weapons	
Stealing property from the school and or other students	
Posing as another student through electronic means	
Sending inappropriate material electronically	
Accessing and/or browsing inappropriate websites	
Grades K-4	
	<ul style="list-style-type: none"> ● Building Administrator notification (If principal is out counselor or designee) ● Seen by counselor and/or principal and discipline is decided upon (may follow consequences above) ● Parent notification by building principal (if principal is out, counselor contacts parent) ● Completed paperwork for weapons/vandalism/harassment (EVVRS) ● Possible suspension ● Possible community service ● Report to ABS (Anti-Bullying Specialist)
OTHER	
Violations of any other BOE policies not listed can also include consequences which are determined by the administrator.	These and all incidents will be determined on a case by case basis, with principal discretion as to the final consequence. Every behavior needs to be weighted independently, and measured against past behavior. Multiple infractions may lead to extended suspensions and removal from school functions.

DISMISSAL

The school should be notified in writing or use the [online form](#) prior to **10:00am** of the parent's intention to pick up their child before dismissal. Parents are NOT to pick up a child at their classroom; the child must be formally signed out in the main office. Early release from school is not permitted unless for reasons stated in [Policy 5200](#). Appointments for a doctor or dentist will require verification and should not become routine. The time of the early release is documented on your child's official attendance record.

If you are making a change to your child's typical dismissal routine, you must notify the school in writing or use the [online form](#) prior to **10:00am** of the morning that the change is to occur. Failure to properly notify us may result in the child being dismissed according to your usual, authorized dismissal plan. **Do not rely on email messages to the teacher alone for important dismissal instructions.**

Walkers are not permitted to ride school buses from school to a friend's house or to some other destination. Parents of assigned walkers must complete walker permission forms each year. Unescorted walkers will check-in with a staff member in the lobby prior to exiting the building. Walkers escorted by a parent must be signed out and will be dismissed from the main doors opposite the front awning.

Parents picking up students in the afternoon should drive straight back on the right hand side of the building and turn around at the rear of the playground blacktop. Our office will not start calling students for parent pick-up until 2:35pm. Please have your car hang tag displayed on your rearview mirror at pick-up. All students must be signed out; please be prepared to show identification if requested. Individuals not on the Dismissal List will be directed to the Main Office for assistance. As cars exit the school grounds, always yield to school buses and pedestrians. Do NOT pass cars that are loading students. Kindly obey the direction of staff assigned to safety duty outdoors. Review the following [document](#) for details.

ENERGY SAVING

Students, staff and parents are requested to be aware of saving energy wherever possible. Most rooms at Crim have motion detectors that turn the lights out when leaving rooms. In addition we save energy by turning computers and monitors off daily, unplugging appliances not in use, and closing doors in heated and cooled areas.

EXTRA HELP FOR STUDENTS

Extra help can be given to students who need instructional support. The teacher may contact the parent to arrange before or after school "extra help" time on a given day. This type of assistance is generally on a flexible schedule. Notification of the day of the week and the time that help is available will come from the teacher to the parent. No child will remain at school or come to school early for extra help without prior arrangement between the teacher and the parent. No transportation is provided for extra help before or after school. Students should always be walked to the main entrance doors of the building by an adult if they are coming in for extra help before school. Students coming prior to 8:00am must be met by the teacher in the lobby, as there is no staff member on duty in the office to answer and unlock the door.



FIELD TRIPS

Classes may take field trips to reinforce learning. The costs of these trips are usually subsidized by the PTO. However, costs may exceed the subsidy and students may be asked to bear some expense. The school will make an effort to assist in defraying costs when a genuine financial hardship exists. Prior to a trip, you will need to complete a form to grant your consent/permission for your child to attend the trip. Field trips are an extension to classroom learning and tied to units of study, however, children who do not receive parental consent will remain in school and be placed with another teacher in the building until the class returns.

Chaperones for field trips are selected by the classroom teachers and approved by the principal.

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 the district's failure to comply with FERPA.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

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;
- 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

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 - Harassment, Intimidation and Bullying](#), for full text.



HOMEWORK

Homework is an assignment to be prepared or completed outside of regular class time. It is developmental in nature and increases in scope with the maturity and capabilities of the student. Per [Board Policy 2330](#), the purpose of homework is: To reinforce instruction that has taken place; Prepare for an upcoming class topic.

Recommended guidelines for homework time per day are as follows:

Grade K	Varied formal and informal assignments
Grade 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes



NOTE: Nightly independent reading at all levels is strongly encouraged and is not subject to the homework maximums listed above; however, all other work including long-term projects should be included in these limits. There shall be no homework assigned in a class due the day of an assessment in that class. Homework will not be assigned over scheduled school breaks 4 days or longer. Students will not be expected to complete homework and long-term assignments during these periods. Further, no major assignments/assessments are to be due the day following any scheduled school closing.

Parents who wish homework for absent children should call the office by 9:00am. This will give the classroom teacher adequate time to prepare assignments and will avoid interruption of class instruction. Homework assignments will be available for pick-up in the office after 2:45pm; homework may also be sent home with another child or sibling upon request, if manageable. The teacher may also be able to send homework assignments electronically or have them posted on the class website.

Listed below are suggestions students will find helpful when doing their homework.

- Organizational procedure in the class: (1) Write down complete, detailed instructions given by the teacher; (2) Clarify any questions pertaining to the instructions before leaving class; (3) Take home a daily planner, books, and any materials needed to complete the assignment.
- Organizational procedure at home: (1) Set aside a special time and place in which to complete assignments free from excessive noise and other distractions; (2) Establish a plan of organization for completing assignments, including long-term assignments; (3) Check completed assignments carefully.

LIBRARY/MEDIA CENTER

Students in Grades 1-4 are scheduled to visit the Media Center every week. Students may visit the library at other times during the week as arranged by their teacher for book selections, research, etc. Parents are encouraged to become volunteers and assist in maintaining the library program.

No fines are charged on late books during the regular school year. However, students may be restricted from borrowing books until outstanding books are returned. During the year, notices are sent to the students' homeroom to alert them about overdue books. If you misplace a book, it is better to pay for it and let your child continue borrowing. The school will always refund your money if you find and return the book later. At the end of the school year, in keeping with Bridgewater-Raritan [Board Policy 5513](#), we do levy fines for lost or damaged books.

Our Library Media Center also has a Smartboard, individual student laptops, and electronic access to e-books subscribed to by the District. Please visit the Crim Library Media Center's Website for more details.

LUNCH

Payment for Lunches: Students must pay for their lunches each day unless they are utilizing the Meal Pay Plus Program <https://www.mypaymentsplus.com/default.aspx>. Information about this program is available on the district website. Teachers of Grades 1-4 will take a lunch count each morning at 8:45am and students should know what they are buying if they are purchasing lunch. We encourage you to consider prepaying online for lunch. It eliminates many of the problems often associated with daily collections of money and misplaced/lost money. The cafeteria manager maintains records and the system will deduct the lunches as they are used.

Free and Reduced-Price Lunches: Free and reduced-price lunches will be available to children who qualify. Families wishing to apply must complete the on-line application and return it to the school office. Paper copies are available upon request. All information provided on the form is kept confidential. Applications are processed during the first week of school. They can also be filed at any time during the school year. The school board office determines eligibility according to federal income guidelines. Eligible students are not identified in any way during the purchasing procedures.

Borrowing Lunch Money: ***Borrowing lunch money from the school's food service office is restricted to emergency situations.*** This money must be repaid the ***next school day***. The limit for lunch money borrowing is two days (without repayment). To reimburse, you simply add money to your MealPayPlus account on-line or send in a check. If your child needs lunch money beyond the limit, you will be called and arrangements will be made to address the lunch money situation. Please monitor your account to avoid borrowing. Leftover funds at the end of one school year will roll over into the next school year for your child.

Lunch with Your Child: Due to continued health and safety concerns, Crim School will not be making arrangements for parents to join their children for lunch.

Lunch Rules: The cafeteria assistants, under the supervision of the principal and guidance of the school counselor, are responsible for maintaining order during the lunch/recess period. At times, children may need a cooling-off period away from peers, or may not be permitted to participate in recess, if determined by teacher or counselor in consultation with the principal. When these measures are taken, students are made aware of their rule infractions and are asked to formulate a plan in order to return to full participation. Parents are usually made aware that these actions were taken and the reason for them. See Opportunity Room.

Medical Excuses from Recess: Whenever a child submits a note from a parent or physician requesting restrictions or limitations during a physical education class, similar procedures will be followed to restrict the child's recess/play time to ensure consistency and well-being. Typically a student will be told to sit-out outside under supervision unless the medical excuse or school nurse determines the need to stay indoors. In that case, the student sits in the main office area.



MINI-COURSES

The Crim PTO sponsors mini-courses from October-May. They welcome Crim teachers and parents to propose fun and enriching hour-long courses for students to enroll in after-school. The announcements and flyers are distributed regularly throughout October-May. There is a fee for the 4-week sessions.



SCHOOL NURSE

The Crim School nurse helps to ensure the health of your child while he or she is at school. The nurse's responsibilities are varied and wide-ranging. She helps verify student absences, dispense medicines according to physicians' instructions, contacts family members when a child becomes ill or is injured at school, and provides dry clothes after accidents. The nurse makes every effort to notify parents when students visit her office for true illness or a concerning pattern of visits to the nurse is identified. Whenever your child has a health concern that will impact his or her experiences at school, please inform the nurse. You should always keep your child home if they are ill in the morning or have had a fever or vomited within the past 24 hours.



PARENT PORTAL

Student Emergency Contact Information. This information needs to be updated/verified every September. Please follow the following [link](#) for instructions.

The district utilizes Power School for the student records database. Parents view and print their K-4 students' report card and attendance records via the Parent Portal. Paper copies of report cards are no longer distributed. Parents manage passwords and password recovery on the [Parent Sign-In](#) page.

The school cannot recover a lost password. Directions for accessing the Parent Portal are emailed to new parents. Instructions for setting up and using the Parent Portal can be found in the following [link](#). Parents without Internet access should notify the office for assistance.



PARENT TEACHER ORGANIZATION (PTO)

The Crim PTO has been a strong support group for special projects and additional resources for the benefit of everyone at Crim. Many fundraisers are developed and held annually to raise funds for the PTO to fund, grade level field trips, gifts to the school, and so on. It is important that teachers establish a supportive and positive relationship with the PTO. Sending notes of thanks for their efforts and generosity is strongly suggested. Teachers are encouraged to attend at least one PTO evening event over the school year to show support. Important reminder – this directory should never be used for solicitation purposes or shared with non-PTO members.

PERSONAL PROPERTY

The school cannot assume responsibility for lost or damaged items. Students should not bring valuable personal possessions, toys/trinkets, stuffed animals/dolls, games, electronic devices, etc. to school, as they may be lost or damaged and cause unnecessary distraction during the school day.



Students that have such items for an after school activity must keep them in their backpack during school hours. On occasion, children may be asked to bring an item for a special classroom activity. Your child's teacher will inform you of those special events.

Telephone Use by Students

Classroom phones are for professional use. Students may use classroom telephones under the supervision of their teacher ***only in emergencies***. Use of the school telephone for calls to arrange for after-school social activities is not permitted; such plans should be made *prior to coming to school*.

Student cell phones are not necessary nor allowed during school. Parents may be asked to pick up the device from the office if students are using them at school. If parents elect to allow students to carry a cell phone in school, the device must be turned off on the bus and in school and remain in the child's backpack during the school day.

PHOTOGRAPHY OF STUDENTS

Parents/guardians shall be notified annually in the student handbook that photographs of pupils may be taken for news and public-relations 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. The principal reviews and approves press releases prior to submission and is motivated to promote the many wonderful events and activities at Crim School.

A specific release form related to videotaping and Internet use of student photos is included in the annual demographic update within the PowerSchool Parent Portal.

Each year student and staff photos are taken by a commercial vendor. These photos are offered for sale directly to parents as packages. Purchase is optional. The photographer takes photos of all students and staff, even if no purchase is made. These photos are also used for the purpose of the school memory book and on the student's permanent record file.

The PTO receives permission from the principal to take snapshots of school events throughout the year for use in the Memory Book. Parents/guardians may request in writing that their child's photo not be used in the Student Memory Book, which is compiled and sold to Crim families by the Crim PTO.

Parents are NOT permitted to post photographs or videos taken at Crim School onto the Internet or YouTube. All student photo images and names need to be protected.

PHYSICAL EDUCATION

Children in grades K-4 have physical education three times a week. To receive the maximum benefit from the program and ensure safety, it is a requirement that children wear sneakers to P.E. class. If desired, children can carry their sneakers and change before class. Appropriate footwear is very important. It is also recommended that girls avoid wearing dresses or skirts on P.E. days. Girls may change into shorts or pants before P.E. if necessary. A child will be excused from P.E. for medical reasons for up to three school days as long as a parent note is submitted, explaining the basis for the request. Beyond three days, a doctor's note is necessary for a medical excuse. Students who are excused from P.E. will also need to sit-out at recess time. The school nurse will review all excuse notes.

PROJECT CHILD FIND

The Bridgewater-Raritan School District is sponsoring a "Project Child Find" program which seeks to locate resident children ages 3 to 21 years old who might have significant physical, cognitive, neurological, speech and language, medical needs or developmental delays of varying degrees or severity, who are not currently receiving services. Proof of residency is required.



Bridgewater-Raritan offers free evaluations and programs that provide eligible children the services they need. Programs are also available to qualified children 3-5 years old. These programs are available to migrant and homeless children. Please call Special Services for more information.

PUPIL PROGRESS AND GRADING

Report cards are released three times per year, in January, April, and June. In the fall a parent conference is scheduled to review pupil progress. Report card distribution dates will be published on the district website.

It is essential for you to contact your child's teacher if you have any concerns about your child's progress in school. Likewise, a teacher should contact you when there is a concern about your child's performance that will impact grading. It is far easier to clarify issues before situations become serious. A conference can be arranged with your child's teacher by simply contacting the teacher indicating your desire to arrange a meeting. The teacher will contact you to set a mutually convenient time.

Sending Student Work Home: Students' class work and test papers will be sent home on a regular basis. Some teachers like to have papers signed and returned to ensure that parents have seen them. Teachers' practices in this area are discussed at Back to School Night at the start of the school year. If you have any questions about your child's progress or lack of progress please notify the teacher.

We assume that when papers are sent home, parents are made aware of progress or lack of progress. Teachers will notify parents of academic problems when they occur.



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 [Board Policy #9240](#) or contact the school principal. Health and Special Education records are maintained separately from the student's academic record file.

SAFETY AND SECURITY

The safety and security of all children at school is our highest priority. The following rules have been instituted to ensure safety.

- All doors should be locked.
- Any visitor to the school during school hours requests entrance to the building by using the doorbell. The office staff is required to ask you to identify yourself and purpose for visiting. Upon entering via the main lobby, all visitors must sign in at the main office and wear a badge.
- Fire drills and School Security drills are conducted each month. Detailed routes are posted inside the door of each classroom. All procedures for each type of school security drill are explained and practiced with students. Students are reminded to follow safety rules established in the building. There is no talking during any school security drill. Drills may be planned in consultation with the local police.
- School buses practice evacuation drills twice a year, spring and fall.
- All employees of the school district will wear identification badges and display vehicle ID tags.
- Per district rules, parents and students are not permitted back into school for forgotten items.
- The main office doors will be locked at 4:00pm each afternoon. Summer office hours may differ. Please call the school.



SCHOOL HOURS

Regular Session	Scheduled Early Dismissal (4-Hour Session)	Unscheduled Early Dismissal (Emergency Early Closing)	Delayed Openings
KAM 8:25-11:05am	KAM 8:25-10:30am	KAM 8:25-11:05am	KAM 10:25am-12:05pm
KPM 12:05-2:45pm	KPM 10:35am-12:45pm	KPM Canceled	KPM 1:05-2:45pm
Grades 1-4 8:25am-2:45pm	Grades 1-4 8:25am-12:45pm	Grades 1-4 8:25am-12:45pm	Grades 1-4 10:25am-2:45pm

Early Dismissal

Sometimes inclement weather or other emergencies necessitate the early closing of school. The Superintendent will make that decision in conjunction with local police and township officials, and our Transportation Coordinator.

If an emergency early closing is necessary, an alert will be added to the district website. ***Please keep yourself advised of the weather situation because all students must leave the building at dismissal.***



It is important that your child knows exactly what he or she is to do if school is dismissed early. ***If there is an early closing, there is no after-school program.*** Make sure that your child knows if he or she is to take the bus or if you will pick him or her up. If snow is in the forecast, remind your child again in the morning of your arrangements. Perhaps write the arrangements in a note for your child to keep in his or her backpack.

Delayed Opening

On some mornings, the weather or other conditions necessitate a delayed opening of schools. You will be notified once further information about School Messenger is available. In addition, local radio and television stations announce this information. A message will be added to the telephone greeting for the school and to the district homepage (www.brrsd.org).

SCHOOL MESSENGER NOTICES

Since the district attempts to be paperless, communication to parents is no longer via papers in the student's backpack. School Messenger notices will be sent to parents from the following sources:

- Crim Principal's Message
- Crim Community News/Flyers/Notices
- District Message – Notifications as determined by the Superintendent.

Messages from the School Messenger system will appear from the "Noreply" sender. Please allow this sender on your email system. The source of the email (as noted in the three categories above) will be indicated in the Subject.



SCHOOL OFFICE

The Crim School office is the communication center of the school. It is the clearinghouse where concerns of pupils, teachers and parents are handled, and is the general reception area for the public. Beyond these functions, it is here that all of the clerical and secretarial tasks necessary to a smooth-running operation are accomplished.

The primary concern of the office staff is, of course, to help serve the students and parents, and to that end we stand ready and willing to assist you.

Dismissal time is very busy and the office can get congested. Please do not be offended if we request a quiet room when delivering live announcements from the main office PA.



SCHOOL RULES

Crim School is a peaceful place to work and play. Our motto is Work Hard, Be Kind! All of the students have a duty to follow these two important rules for the school:

**Crim students respect themselves and others.
Crim students keep themselves and others safe.**

In conjunction with students, we have developed these rules that they thought would help to guide behavior.

Hallway Rules

- Walk to the right.
- Walk quietly.
- Use whisper voices.
- Keep a comfortable distance (bubble space).
- Yield to students and teachers walking in the hallway.
- Greet adults when they greet you.



Assemblies

- Sit quietly, with legs folded.
- Be respectful.
- Ask appropriate questions.
- Listen attentively when somebody else is talking.
- Leave only if it is an emergency, with teacher permission.

Lunchroom Rules

- Remain seated and sit safely at your assigned table.
- Ask permission to leave your seat or the cafeteria.
- Raise your hand when you need help.
- Do not share food.
- Use quiet voices.
- Keep your table and floor area clean.
- Use walking feet.
- Clean up and lineup when your class is dismissed.
- Speak and act respectfully to adults and other students.
- During dismissal, remain seated and quiet until your teacher's name is called.



Recess Rules

- Use the equipment and structures safely and responsibly.
- Show cooperation and sportsmanship.
- Follow the rules of the games.
- Solve conflicts peacefully.
- Everyone can play.
- Clean up and return play equipment.
- Keep your hands, feet and objects to yourself.
- Speak and act respectfully to adults and other students.
- Do not chase others.
- Follow directions.



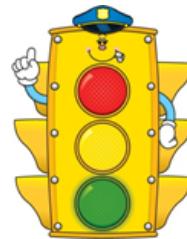
Bathroom Rules

- Use the bathroom quickly and return directly and quietly to class.
- Flush the toilet.
- Leave doors unlocked when exiting the stall.
- Wash your hands thoroughly.
- Throw your trash in the garbage can.
- Report any need for clean-up.
- Respect privacy and wait your turn.



Bus Rules

- Sit in your seat - fasten and tighten your seatbelt.
- Keep the aisle clear.
- Keep the bus clean.
- Talk quietly.
- Help younger students.
- Respect the driver and follow his/her direction.



TRANSPORTATION

Tags for Backpacks: Primary school students are issued tags to indicate that they are either a “walker” or have an assigned dismissal “Bus Number.” Students must leave these tags on their backpack all year. They will be collected in June.

All children who are authorized to ride the bus will be sent home on the school buses unless the school is notified **IN WRITING** by the parent that the parent or some other specified person will pick up the child at school or that the child will stay for a program. **Under no circumstances will a verbal message from a child be acceptable to release a child from riding the school bus.**

Children who miss a bus at dismissal will be brought to the office and parents will be contacted for arrangements to get the child home. Under no circumstances will a bus student walk home.

Temporary Bus Changes: Transportation policy does not permit children to ride on a school bus other than the one assigned to them, and children are not permitted to get off the bus at a stop other than the one designated for them. Requests for a different bus stop on the same bus are considered in **EMERGENCY** situations, not for matters of convenience. Such a request must be made in writing, stating the emergency reason, and have advance approval of the principal. If permission is denied, a call will be made to the student's home. Bus drivers are not permitted to accept "unapproved" notes. All approval grants must come from the Crim Office, signed by the principal. Parents should not approach drivers with change requests.

Bus Stops: Students are expected to behave responsibly and respectfully at bus stops. Bus conduct reports can be written for inappropriate behavior at a bus stop. It is important to students, parents, and school staff that children come to school and travel home in a safe, secure environment. See “School Rules” for the behavior guidelines that are to be followed by all students



Permanent Bus Changes: Permanent changes in bus routes for childcare purposes must be made using [bus change forms](#) from the school office. Parents cannot make changes in bus routes with bus drivers. Only the Transportation Department can effect a change.

Bus Discipline Procedures: As per [Board Policy #8630](#) and N.J. State Law, the bus driver is responsible for order on the bus at all times. Therefore, the bus drivers will report discipline infractions and unmanageable students to the principal or designee, who will assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parents shall provide transportation to and from school during the time of the exclusion.

VOLUNTEERS



Crim School welcomes volunteers. If you would like to assist in your child's classroom, please contact your child's teacher. Teachers will have further information about volunteering at Back to School Night. The PTO welcomes new volunteers in their fundraising and service activities. All parents are welcome and encouraged to attend PTO meetings.

WEBSITE

In addition to the district website, which provides a wealth of information, the Crim School page offers specific information about happenings at Crim. The Crim PTO has a direct link to their website on our school website. The district's website is www.brrsd.org.

The district and school websites provide links to download all necessary forms required for school use. Any families without Internet access may request paper copies.

