

**2022-2023**

***SAMSEL***  
**UPPER ELEMENTARY SCHOOL**

**STUDENT HANDBOOK**

**STACEY COGLIANESE**  
**PRINCIPAL**

**RICHARD TOLA**  
**VICE PRINCIPAL**

**298 ERNSTON ROAD**  
**PARLIN, NEW JERSEY 08859**

**TELEPHONE (732) 316 – 4050**  
**NURSE (732) 316 - 4058**

*This agenda belongs to:*

**Name**\_\_\_\_\_

**Homeroom Teacher**\_\_\_\_\_

**Team**\_\_\_\_\_

**Parent Phone #:**\_\_\_\_\_ **Bus #:**\_\_\_\_\_

# **SAMSEL UPPER ELEMENTARY SCHOOL**

## **2022-2023**

### **WELCOME**

We are pleased to welcome you to the Samsel Upper Elementary School. The facility and its programs are designed to meet the needs of fourth and fifth grade students. Our staff has been selected to guide the academic, social, and emotional growth of your child. We are committed to helping students have a wonderful learning and social experience. We encourage parents to participate in all aspects of school life. Please feel free to contact our school counselors, teachers, and school administration to assist you in meeting the individual needs of your child.

Students, as you grow in your ability to make constructive decisions and solve problems, you will be encouraged by your teachers, support staff members, and the administration to attain the best education possible. The success you attain during this year will be directly related to the effort you put forth. A comprehensive explanation of the district's core ethical values can be found in the **Sayreville School District Code of Student Conduct** which is posted on the school and district website.

### **Mission Statement**

At Samsel Upper Elementary School, it is our mission to create a safe community of academic excellence by preparing and motivating students to learn through challenging and differentiated instruction, which utilizes critical thinking skills and real-world learning. Through parent involvement and a dedicated staff, our students will learn a set of social, emotional and academic competencies which will allow them to be successful in and out of school.

### **GENERAL SCHOOL INFORMATION**

UPPER ELEMENTARY SCHOOL TELEPHONE NUMBER.... 732 – 316 – 4050  
Guidance Extension .....732 – 316 – 4080  
Nurse .....732 – 316 – 4058  
School Website.....<https://samsel.sayrevillek12.net>  
District Website.....[www.Sayrevillek12.net](http://www.Sayrevillek12.net)

*Parents and students are required to read this handbook and refer to it prior to calling the school.*

*\*Please note that this handbook is subject to change and the most current copy can be found on the school's website: <https://samsel.sayrevillek12.net/>*

## **ABSENCE**

**Every pupil absence must be verified by a note from a parent or guardian.** This note should be presented to his/her homeroom teacher upon return.

After a child has been absent for three or more consecutive days, a doctor's note (certificate) may be required before the child is readmitted to school.

In the event of three or more absences, make-up work will be provided. If a child is absent for more than three consecutive days because of an illness, parents may contact the teacher or send a note with another child requesting make-up work. The work will be collected and ready for parents or another child to pick up in the main office. Absences from school amounting to greater than five non-sequential days require a meeting with administration and an action plan to be implemented.

Please note that a child absent for less than three consecutive days will be given make-up work upon returning to school. A student who is absent from school during the day cannot attend after school programs or activities on that day.

**PARENTS ARE ALSO REQUIRED TO CALL THE ATTENDANCE LINE AT 732 – 316 – 4058 TO INFORM THE SCHOOL OF THEIR CHILD'S ABSENCE.**

## **ACADEMIC INTEGRITY**

If a student is caught cheating, zero credit for the test/quiz/assignment will be given with no opportunity for make-up. The school will follow the disciplinary consequences for academic integrity found in the district code of conduct.

## **ACCIDENTS**

Students should report all accidents, minor and major, to the teacher in charge. If a teacher is not present, the student must report the accident immediately to the nurse or an administrator.

## **ARRIVAL**

Students are not permitted to be dropped off and/or arrive on school property earlier than 8:15 a.m. When dropping off children in the morning, parents must follow the directions of the teachers on duty in the driveway. Always give the school buses the right of way. Please find additional information under **STUDENT ARRIVAL AND DISMISSAL**

**Lateness:** Students arriving **after 8:30am** (or after 10:00 am on a delayed opening) **must be** signed in by a parent/guardian. For their safety, students are **not** allowed to sign themselves in. Late students must then proceed to the class period in progress with a late pass. *No students will be admitted to class without obtaining a late pass.*

## **ATTENDANCE INFORMATION**

Under the New Jersey Administrative Code (6:8-4, 2), Boards of Education shall establish pupil requirements for the minimum number of days in attendance in order to receive a passing grade in a subject. Sayreville Board of Education Policy #515, Promotion and Retention directs that parents of pupils who have been in attendance **fewer than 162 days** during the school year be notified of **possible retention**. These regulations recognize that the learning experience which takes place in the classroom environment is an essential part of the student's responsibility and to realize that time lost from class in terms of educational opportunity is irretrievable. Students with excessive absences over a period of time may be required to attend an administrative meeting with their parents to develop a corrective action plan.

It is recognized that there are unavoidable circumstances, which may prevent a student from attending school; however, all of the work missed must be made up at the initiative of the student within **two days** of each missed class period.

A student who is absent is **required** to present to the homeroom teacher a written excuse **upon returning** to school. The excuse must be dated, must give the reason for the absence, and must be signed by a parent or legal guardian. Extended and/or frequent absences require a note from a doctor. **PARENTS ARE ALSO REQUIRED TO CALL THE ATTENDANCE LINE AT 732-316-4058 TO INFORM THE SCHOOL OF THEIR CHILD'S ABSENCE.** Parents will also receive an automated confirmation call at home when their child is not present in school. Please ensure that all phone numbers on record are current.

## **BACK TO SCHOOL NIGHT**

This evening will give parents/guardians the opportunity to follow their child's daily schedule. The schedule is designed so that you have the opportunity to meet all of your child's teachers. This evening will not only provide parents with an opportunity to meet the teachers and see the school, but it will also be an evening to hear from the PTO which sponsors many exciting and interesting educational programs for the students at the SUES.

## **BIRTHDAYS AND OTHER CELEBRATIONS**

Food treats of any kind cannot be sent in or served to students due to dietary, religious, and health concerns. If you feel like you would like the entire class to indulge in a special treat, an excellent alternative to food would be stickers, pencils, or erasers.

## **CAFETERIA**

Students are required to eat lunch in the school cafeteria. Hot and cold lunches, milk, and drinks are available for purchase. If your child is buying lunch, please send him/her to school with the smallest amount of money possible. This will help prevent a child from losing a large amount of money. It is strongly suggested that parents **pre-pay** their child's lunch. This may be done by sending in a check made payable to the Samsel Upper Elementary School. This eliminates having to send money in on a daily basis. Students may bring their own bagged lunches. We do not allow glass containers. Soft drinks or water bottles in the hallways are not allowed. No outside food should be delivered to the school for the students during the course of the school day.

### **Lunch Balances:**

In accordance with Sayreville Board of Education Policy #R3542.2, if a pupil has a zero or negative lunch balance, they will be allowed to charge a regular reimbursable meal and will continue to accrue a negative balance until the account is paid in full. Charged meals are expected to be paid off by the next school day. If a pupil has a negative balance they will not be able to charge snacks or a la carte items until the negative balance is paid in full. Similarly, cash purchases of snacks or a la carte items will not be allowed until the negative balance is paid in full. If the account balance reaches -\$72.00, an alternate meal will be the only option and the food services department will notify the school principal. The school principal or designee will notify the parent/guardian that the pupil may only have an alternate meal until the account is made current. If the account balance reaches -\$90.00, the school principal may refer the matter to the Sayreville Police Department for a pupil wellness check and the district may notify the Division of Child Protection and Permanency (DCPP). Any negative balance at the end of the school year will result in denying access to the parent/guardian and child for electronic grade reporting, scheduling, and other related pupil information systems. All negative balances not paid will carry over to the following school year.

### **Cafeteria/Recess Behavior:**

While in the cafeteria, students are expected to practice the Samsel Upper Elementary School **Code of Conduct**. When finished eating, students are required to return their trays and leave the tables and eating area clean in consideration of the students who will be eating during the next lunch period.

To provide for a safe cafeteria environment, students must obey the following rules:

#### **Be Respectful**

- Use an inside voice.
- Follow the directions of the teachers and cafeteria aides.
- Be respectful toward others and their food/belongings.

#### **Be Responsible**

- Clean up after yourself.
- Raise your hand if you need to get up or need assistance.
- Follow bathroom procedures.

#### **Be Safe**

- Walk at all times and stay in your assigned area.
- Stay in your seat until your class is dismissed by your teacher.

**Students will be allotted 20 minutes a day for outdoor recess.** On inclement weather days, indoor recess will be held in the cafeteria where students can play games, read, or draw at their table.

To provide for a safe environment during outdoor recess, students must meet the following expectations:

#### **Be Respectful**

- Take turns and include others.
- Use kind words and appropriate language.

#### **Be Responsible**

- Take care of the equipment.
- Resolve conflicts peacefully or seek an adult for help.

#### **Be Safe**

- Stay in the play area
- Keep hands and feet to yourself
- Walk and line up when the whistle blows.

### **CELL PHONES/SMART WATCHES/ELECTRONIC DEVICES/GPS TRACKERS**

Students at the Samsel Upper Elementary School are discouraged from bringing cell phones, tablets, smart watches and GPS trackers to school. If, for whatever reason, a parent would like their child to have a cell phone or electronic device in school, the following guidelines must be followed:

1. The cell phone/electronic device must be turned off during the school day. (8:15AM – 2:45PM). **At no time during the school day, including district transportation to and from school, will devices be used to take pictures or videos of any kind, or access inappropriate websites and/or social media.**
2. **Students should leave their electronic devices in their book bags at all times.** Should a student need to call home, the student will make a request of the teacher to use the classroom telephone.
3. **Phone calls and/or texting from an electronic device is prohibited in school.** If a parent needs to get a hold of a student during the school day, they should call the main office. Students that text or call their parent from any personal electronic device are in violation of the code of conduct and are subject to disciplinary consequences.
4. While the administration will make every attempt to locate a lost or missing electronic device, **the parent and student assume all responsibility for the device**, including, but not limited to, financial obligation that may be incurred from a lost/missing device.
5. **Any student using a cell phone, smart watch, or other electronic device during the school day for any reason without prior permission is subject to administrative discipline which includes, but not limited to, confiscation of the device.**

6. Under no circumstances shall a student be permitted to have a walkie-talkie. Any student found having a walkie-talkie in his/her possession will face disciplinary action. No walkie-talkie will be returned to a student. A parent may come in and request the walkie-talkie back from administration.

### **CHANGE OF STUDENT INFORMATION**

Accurate student information is essential; therefore, any change of address or home/work telephone number(s) must be given promptly to the main office. Changes can also be made in the OnCourse parent portal.

### **DAILY OPENING EXERCISES AND ANNOUNCEMENTS**

Opening exercises, including the Pledge of Allegiance to the flag, will be recited over the loudspeaker by administration and students.

Any person not in front of a flag when the opening exercises begin should stand in place, wherever they are, until the Pledge of Allegiance has concluded. Students should listen carefully during the morning announcements for information on upcoming events and activities.

### **TIME SCHEDULES**

Days scheduled for early dismissal are listed on the school calendar.

<b><u>Daily Time Schedule</u></b>				<b><u>Early Dismissal Schedule</u></b>				<b><u>Delayed Opening</u></b>			
8:30	8:50	Homeroom/ Morning Meeting	20	8:30	8:50	Homeroom/ Morning Meeting	20	10:00	10:20	Homeroom/ Morning Meeting	20
8:53	9:33	1st period	40	8:51	9:19	1st period	28	10:22	10:52	1st period	30
9:36	10:16	2nd period	40	9:21	9:49	2nd period	28	10:54	11:24	2nd period	30
10:19	10:59	3rd period	40	9:51	10:19	3rd period	28	11:26	11:56	3rd period	30
11:02	11:42	4th period	40	10:21	10:49	4th period	28	11:58	12:28	4th period	30
11:45	12:25	5th period	40	10:51	11:19	5th period	28	12:30	1:00	5th period	30
12:28	1:08	6th period	40	11:21	11:49	6th period	28	1:02	1:32	6th period	30
1:11	1:51	7th period	40	11:51	12:19	7th period	28	1:34	2:04	7th period	30
1:54	2:34	8th period	40	12:21	12:49	8th period	28	2:06	2:36	8th period	30
2:35	2:45	Homeroom	10	12:50	1:00	Homeroom	10	2:37	2:45	Homeroom	8

### **DRESS CODE**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect their safety or the educational program within the schools. Therefore, the manner of dress must not create classroom disorder or distract others. The administration reserves the right to restrict or prohibit any manner of dress or apparel judged to be inappropriate, a distraction to the learning environment, or apparel that presents a safety hazard. The following guidelines have been established to assist parents and students in selecting the proper dress for school:

1. Students may not wear apparel that promotes or endorses illegal substances (e.g., drug, alcohol or tobacco products). In addition, students may not wear clothing with messages deemed offensive, profane, or inappropriate as judged by the administration.
2. Students may not wear strapless, see-through, one shouldered, off-the-shoulder, or halter tops. Additionally, bustiers, tops with cut-outs or shirts that allow the midriff to be exposed are not permitted. With arms raised, all shirts must cover the midriff. Proper attire should include undergarments. However, undergarments may not be visible or worn as outerwear.
3. Tank tops or sleeveless tops with straps may be worn but the top must fall reasonably close to the neckline, as judged by the administration and fall directly below the underarm to insure the torso and undergarments are not exposed inappropriately.
4. No sunglasses may be worn during the school day unless medically prescribed and approved by an administrator.
5. Students may not wear short skorts or short shorts. Shorts and skirts must have a reasonable distance from the knee but should be no shorter than mid-thigh. Ripped jeans are also considered inappropriate.
6. Students are not permitted to carry or wear hats or outerwear, such as winter coats, rain coats, heavy jackets, or varsity jackets, during the school day. Windbreakers or lightweight jackets that are part of a uniform or a warm-up suit are permitted.
7. Ski masks are not permitted to be worn in school. Any similar type of hats or hoods that hide the face are not permitted and will be confiscated.
8. No sweatbands, headbands, scarves, bandannas, do-rag kerchiefs, or large jewelry chains may be worn on any part of the body, on backpacks, or visibly displayed in any other fashion while in school unless approved by the administration for religious or medical reasons.
9. Students are not permitted to wear clothing that are clearly pajamas, slippers or sleepwear.
10. Students may not wear gloves of any kind.
11. Students may not wear articles of clothing that are inappropriately altered, soiled, ill-fitting, or considered by the administration to be inappropriate and/or unsafe for school activities.
12. Any jewelry that is sharp or studded is not permitted in school.

Two jewelry items including religious items may be affixed to the body or clothing or worn on a chain. The chain shall be considered part of the piece that it supports. A chain worn alone shall constitute one item worn. A pin or pendant shall not exceed one inch on any

one side, measured, if irregularly shaped from tip to tip. The following items will be considered inappropriate for school: non-jewelry chains, wallet chains, studded bracelets and the like

13. Footwear may include shoes, sneakers, or sandals that are secure to the foot. Flip-flops, slides, and slippers are not permitted.

14. The administration may permit changes in the policy to address special occasions or emergent conditions.

### **EMERGENCY CLOSINGS**

***Children should be instructed prior to an emergency or school closing where to go and what to do in the event that someone is not home.*** This is particularly true for working parents. Please make necessary arrangements for your children in the event of an emergency early dismissal. Students will be dismissed to go home on the bus at 1:00 p.m.

### **EMERGENCY STUDENT INFORMATION**

Accurate student emergency information is essential to help us provide your child with a safe and responsive school environment. Often parents or guardians need to be contacted with regard to schoolwork, student behavior, illness, or emergency situations. **Contact the main office immediately if there are any changes to the emergency contact information.**

### **FIRE DRILLS / EMERGENCY MANAGEMENT DRILLS**

Fire and emergency management drills are required by law and are an important safety precaution. During a fire drill, it is essential that when the alarm sounds, everyone obeys it promptly, clears the building in **silence** by the assigned route & proceeds to an area of safety. Lines should not cross or stop. If an exit is blocked, students should go to the alternate exit available. Students not in a class should join an exiting class and report to that teacher. When reentering the building, talking is not permitted and good order is mandatory. The Samsel Upper Elementary School Code of Conduct should be followed at all times. Students should also follow the directions of the teacher during an emergency management drill. Parents will be notified that an emergency management drill took place following the conclusion of a drill.

### **HARRASSMENT, INTIMIDATION, BULLYING**

Samsel Upper Elementary School will conform to the NJ Anti-Bullying Law/Bill of Rights Act, which can be found at: <https://www.state.nj.us/education/students/safety/behavior/hib/>

### **HEALTH OFFICE – SCHOOL NURSE**

The following rules and regulations are to be observed by teachers and students with regard to the health office.

1. Students are not permitted into the health office without a pass from the sending teacher.
2. Students must sign the health office log sheet.
3. Students must take **medicine** in the health office only under the supervision of the school nurse. A doctor's written order is necessary for medication to be administered by the Health Office. Medicines must be sent to the school in the container bearing the pharmacist's label and identifying the substance being administered.

### **HOMEWORK**

Education is a cooperative effort between the home and the school. Teaching strategies designed to meet the goals and objectives of the curriculum become more effective when strong home support is evident. Homework is an important daily part of your child's grade and should be checked by parents. Parents/guardians are asked to help develop student study skills and work habits. It is the student's responsibility to make up assignments and tests when they are absent. Daily homework assignments can be found on teachers' webpages. Links to those webpages are on our school website.

### **LIBRARY/MEDIA CENTER**

Students are encouraged to use this facility and to observe the library rules. Fines for overdue books must be paid before taking out additional books. Please refer to the library regulations that may be found in the library.

**Library Book Returns:** All borrowed material must be returned to the library two days prior to the classes scheduled visit. Notices for materials within a month will be sent to students' homes.

### **LOST AND FOUND**

Report the loss of any valuable article to the main office. All other articles are to be placed in the "Lost and Found" area located inside the cafeteria. Any clothing remaining in "Lost and Found" for a period of a month or longer will be donated to charity.

### **MEDICATION**

**For the full policy regarding the Administration of Medication see Board of Education Policy #R5141 posted on the district website.**

The Board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of medication to students during the school day or at a school function or activity shall be governed by board policy and regulations and only when the student's attendance is contingent on such arrangement. The regulations apply to both prescription and nonprescription medicines, including aspirin, hay fever tablets, and cough preparations. All medicines shall be kept by the school nurse, except in specific, required and approved instances of self-medication.

Before any medication may be administered to or by any pupil during school hours, the Board shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, the Board requires the written order of the prescribing physician. All documents shall be kept on file in the office of the school nurse.

### **Pupil Self-Administration of Medication**

Self-administration of medication by a student may only be permitted for asthma, a life-threatening allergic reaction, or potentially life-threatening illnesses. A parent request to allow a student to self-administer medication, during the school day or during a school function or activity, must be made in writing in accordance with the rules for administration as listed in board policy #R5141.21.

### **Emergency Administration of Epinephrine**

The school nurse shall have the primary responsibility for the emergency administration of epinephrine via a pre-filled auto-injector mechanism to students suffering from anaphylaxis. The school nurse may designate, in consultation with the board, employee(s) to administer the epinephrine via a pre-filled auto-injector mechanism when the nurse is not physically present at the scene. Such individuals shall be properly trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health

### **Asthma Policy**

According to N.J.A.C. 6A:16-2.3 each school in the district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every pupil that is authorized to use asthma medication or a nebulizer must have an asthma treatment plan prepared by the pupil's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the Department of Education.

### **PANDEMIC PLAN**

In the event of a pandemic, Samsel Upper Elementary School will follow the Sayreville Public School District's Pandemic Plan, which can be found on the district website. The school will follow all state guidelines/executive orders related to public schools during a pandemic.

### **PARENT/TEACHER CONFERENCES**

Formal conferences are scheduled once each school year. We encourage our parents/guardians to request a conference at any time during the school year when they consider it to be necessary.

### **PARENT/TEACHER ORGANIZATION**

The P.T.O. exists to promote the welfare and education of the children. They sponsor many educational opportunities for the students; they also provide special activities, assembly programs, and gifts for our school. They work with the administration and faculty to enhance the positive atmosphere of the Samsel Upper Elementary School. The P.T.O. sponsors after school clubs and activities. Sign-up and club information can be found on the SUES PTO website and Facebook page.

### **PASSING IN THE CORRIDORS**

Courteous behavior should be practiced in the hallways and on the stairwells. To ensure safety, students are requested to walk to the right, to refrain from shouting and pushing, and to keep in mind that other classes are in session. The Samsel Upper Elementary School **Code of Conduct** should be followed at all times.

### **PERSONAL PROPERTY**

All personal items of financial or sentimental value should remain at home. Items such as, but not limited to, smart watches, iPods/iPads, tablets, cameras, electronic games and devices, toys, cards (i.e. Pokémon) and large sums of money should all remain at home. None of these items are permissible for use during the school day, and parents/students assume all responsibility (financial and otherwise) for any items brought to school. Additionally, students shall not lend money to other students. Students at the Samsel Upper Elementary School are discouraged from bringing cell phones, smart watches, and other electronic devices to school (see the "**CELL PHONES/ELECTRONIC DEVICES**") section for more details).

**Toy guns**, including, but not limited to Nerf guns and Orbie Blasters, should not be brought to or used at the bus stop, school bus, or in school at any time. Students found to be in possession of, or using toy guns at the bus stop, on the bus, or in school, may receive a consequence in accordance with the district's weapons policy.

### **PHYSICAL EDUCATION**

Physical education is an important part of a child's school career. Because of the physical nature of the activities done in class it is extremely important that students listen to the teachers and follow directions at all times to prevent injuries from occurring. The following rules must be followed in order to maintain a safe classroom environment for physical education.

#### **1. Follow the SUES Code of Conduct.**

2. Dress appropriately for activity.
3. Safe, secure sneakers, tied properly, must be worn to participate. Sneakers must fit completely around the heel and the top of the foot must be covered.
4. Quietly enter the gymnasium and sit in your assigned squad. Line up orderly and exit quietly.
5. Follow all safety rules. **These include general gymnasium rules AND activity-specific rules.**
6. **Food, drinks and candy/gum are NOT** allowed in the gymnasium at any time.
7. Any student not allowed to participate for medical reasons, must bring their doctor's note to the nurse during homeroom. Any long term medical will be given written assignments to earn credit for physical education.

8. Any student not allowed to participate in physical education classes for medical reasons will not be allowed to participate in outdoor recess or Field Day activities. A student **MUST BE** cleared medically for physical education classes in order to participate in outdoor recess or Field Day activities.

### **PROMOTION/RETENTION**

Students must meet the criteria set forth by the district and defined within Board of Education policy.

### **REWARD ACTIVITIES**

Throughout the year, numerous and varied events, such as, but not limited to, assemblies, parties, and field trips, are scheduled. All students are afforded the opportunity to participate so long as they are behaving appropriately in school. Administration has the right to exclude students from reward activities and parents will be notified of their child's exclusion.

### **SAFETY**

Anyone visiting the school must enter through the front doors, by receiving permission from the main office. Please be prepared to show a valid picture ID and be scanned by a metal detector. Any visitor bags will be searched by school security personnel.

Security cameras are in use in public areas and outside grounds of the building.

According to the Gault decision, the safety of the student outweighs the rights of the student. Children in school may be searched based on individualized reasonable suspicion. Reasonable suspicion is generally defined as when a combination of articulate facts and the person's own experience feels that the degree of intrusion is warranted in terms of all the surrounding circumstances.

### **SCHOOL CLOSINGS**

When it is necessary to close our school due to inclement weather or other emergencies, announcements will be made on Central New Jersey's leading radio stations or the school district website at [www.sayrevillek12.net](http://www.sayrevillek12.net). An automated phone call will also be sent through the district. Please ensure that the school has your most current phone number on file.

#### **Listen To**

<b>WCTC</b>	<b>or</b>	<b>WMGQ</b>	<b>or</b>	<b>NJ</b>
<b>1450 AM</b>		<b>98.3 FM</b>		<b>101.5 FM</b>

Please do not call WCTC, WMGQ, or NJ 101.5 for information. Please do not call the school or district switchboard operator so that phone lines may be kept open for emergency calls.

### **SCHOOL COUNSELOR INFORMATION**

At the Samsel Upper Elementary School, the school counseling program is designed to facilitate and foster a rapport among students, teachers, administration, and parents with the goal of student success academically, socially, and emotionally. This is accomplished through regular conferences with parents, teachers, administrators, and students, as well as with individual and small group counseling sessions. Proactive classroom lessons also take place with regard to academic, social, and career awareness. The program employs requirements based on the National Standards for School Counseling. If a student is recommended for outside counseling, community resources will be available upon request from the school counselor in order to help facilitate the student's academic, social and emotional growth.

Our counselors have an open-door policy for students with permission from their teacher. Students may also participate in counseling groups during their lunch period or throughout the school day. The focus of these groups includes, but is not limited to, conflict resolution, friendship, and study skills. Upon request of the student, the counselor will send home a permission slip to the parents/guardians explaining the school counseling program and will set up times to conduct the sessions with the input of the teachers involved to maximize the learning process.

Parents, teachers, and students alike can request counseling services from Ms. Martin and Mr. Velardi. Students are encouraged to ask their teacher to come to the Guidance Office when he or she feels they need assistance socially, academically, or personally. In addition, parents are encouraged to contact the School Counselors directly via email or telephone. Typically, the school counselors meet with students to provide encouragement and support for academic and social-personal topics.

**The Response to Intervention (RTI) Committee** is formed by the administration to help the regular classroom teacher brainstorm additional differentiated techniques and instructional practices that will help their students who are struggling to master the grade level curriculum. Within a multi-tiered system of support, teachers will monitor student progress in Math and/or Language Arts and provide intervention when necessary. Please see a School Counselor with any academic concerns that you may have to start this process.

### **STUDENT ACADEMIC REPORTS**

#### **Interim Progress Reports**

The school recognizes the need for communication with the student and parent. An **INTERIM PROGRESS REPORT** is issued to students at the midpoint of each trimester and can be accessed on the Parent Portal.

#### **Report Cards**

Three (3) times during the school year, students will receive a report card that will indicate their levels of proficiency in each of the academic standards set forth by the school district for their particular grade level. Report cards can viewed on the Parent Portal.



## STUDENT ARRIVAL AND DISMISSAL

### Arrival:

A visitor's top parking lot has been established for parents visiting the building on scheduled school business. Parents dropping off students should remain in the left hand lane and only release children once a teacher is on duty at 8:15 am. Students are expected to walk down the sidewalk and wait for the teacher on duty to cross them. **Under no circumstances are vehicles to park/stand on the right hand side of the driveway closest to the school.** Unless a student is attending the Leading Edge before/after care, no student should be dropped off at the building before 8:15 am. This is to ensure student safety, as teachers are not on duty prior to this time.

### Dismissal:

Students will begin dismissal to their buses at 2:45 pm. If you intend for your child to be picked up every day at dismissal please send a note to your child's teacher. By doing this, the teacher will dismiss the student from the main entrance as a walker. Parents can pick up their children at the main entrance prior to buses being called.

Students begin to prepare for dismissal at 2:32 pm. Should a situation arise where a change in your child's dismissal routine is necessary, please fill out the **"CHANGE IN DISMISSAL" notice** that can be found on the school's website and have your child bring it in to school with them. An email can also be sent to [SUES.dismissal.change@sayrevillek12.net](mailto:SUES.dismissal.change@sayrevillek12.net). In the case of a last second emergency, please notify the main office via a phone call.

If your child normally attends Springboard or an after school program, but will be going home on the bus instead, you must send in the **"CHANGE IN DISMISSAL" notice** to his/her teacher informing him/her of this change. An email can also be sent to [SUES.dismissal.change@sayrevillek12.net](mailto:SUES.dismissal.change@sayrevillek12.net). **In the interest of safety, a teacher will not send a child home on the bus without a written note from the parent/guardian.**

For the safety of the students and the bus drivers, as well as the community, no bus leaving the S.U.E.S. will be allowed to make a left turn onto Ernston Road. Instead, the buses will turn right and follow their specific routes. ***Parents are urged to follow the same safety measures. Please do not make a left turn when exiting the school.***

**\*\*In the case that a child is returned to school on the bus OR is not picked up from school or an after-school program within 15 minutes after being returned or after the school day/program ends, the child will be placed in Leading Edge aftercare at the expense of the parent. The parent will be notified via phone call and email if this occurs. Once the child is placed in Leading Edge, the child must then be picked up at Leading Edge by 6 pm. If the child is not picked up by 6 pm, the child will be picked up by the Sayreville Police Department and taken to the police station where the parent will then need to pick the child up from. Parents will be notified by school administration that their child is being picked up by Sayreville Police.**

## STUDENT EARLY RELEASE FROM SCHOOL

All requests for a student's early release are handled through the Main Office. Please send the official **"CHANGE IN DISMISSAL" notice**, available on the school website, to your child's homeroom teacher indicating what time the child will be picked up if you plan on picking up your child from school before 2:45 pm. This will help the teacher have your child ready to be dismissed from the main office at the time specified on the notice. It is the policy of the Board of Education that a permanent record book is kept of all Samsel Upper Elementary School students leaving school before the scheduled dismissal time. The authorized adult must present ID and write-in the time of pick-up, reason, and sign the record book. **A child will be released only to someone as an emergency contact.** Please make certain that all information is correct. All students must be met in the Office by the adult assuming responsibility.

***A student must be present for four (4) hours exclusive of his/her lunch period in order to be recorded present for the day in the school register.*** Please note that if a student arrives at school after 10:00 am or leaves school prior to 1:00 pm on a full school day, he/she will be marked absent. Additionally, if a student arrives late or leaves early during an early dismissal or delayed opening day, the student will be marked absent.

**Parents/guardians must go to the office to sign out their child even if their child is en route to their bus. No child will be permitted to leave the bus line unless they were properly signed out.**

## TEXTBOOKS/NOVELS

Textbooks and novels may be issued to every student. There is no initial fee, but students are responsible for any damage or loss of the book assigned to them. Each book will have an assigned number and the student is responsible for that book at the end of the year. No other book will be accepted from the student.

## TRANSPORTATION/BUS SAFETY

Bus safety is vital to your child's well-being and requires the cooperation of the student and parents, as well as school personnel. The school bus driver shall be in authority with regard to pupil behavior and conduct in or about the vehicle. Students who are disruptive and who violate bus safety rules will be subject to the school's regular disciplinary policy. Students are expected to follow the Samsel Upper Elementary School **Code of Conduct**. Students are permitted to ride only their assigned bus to and from school. Please review "School Bus Safety" found in the District's "Our Schools Information Guide." The following safety rules are in effect on every bus:

1. Follow the directions of the driver/aide.
2. Use inside voices and kind words/appropriate language.
3. Keep the bus clean and keep food or drinks away.
4. Stay seated at all times with your seatbelt on.
5. Keep all objects and body parts inside the bus at all times.
6. Keep hands and feet to yourself.

**In cases of repeated and/or continuous misconduct, the offending student may be excluded from the school bus. Appropriate disciplinary action in accordance with board policy will be taken. The child’s parent/guardian shall provide transportation to and from the school during any period of exclusion. Parents must follow drop-off procedures outlined in the STUDENT ARRIVAL AND DISMISSAL section of this handbook.**

Information regarding the transportation of students may be obtained by calling the Transportation Department at 732-525-5200 X1307.

**In the event that a school bus will be arriving late to the bus stop in the morning, or will be delaying in bringing the students home in the afternoon, we will post a notification on the Samsel Upper Elementary School Facebook and Twitter (@SamselUES) pages.**

### **VISITORS**

In order to ensure the safety of our students and staff, if you are planning to visit and enter the school, please make an appointment with the main office. Also, please make sure that you have photo identification, preferably your driver’s license. Visitors who do not have an appointment or do not provide advance notice of their visit, as well as those who do not show photo identification to our campus security monitor, will not be allowed to enter the school. In addition, all visitor bags and purses will be checked by the campus security monitor prior to being allowed in the building. It is recommended that such bags not be brought in to school at all.

### **WITHDRAWAL OF STUDENTS**

When planning to withdraw a student from school, a parent/guardian must schedule an appointment with the main office. The parent must provide all related information necessary. A transfer card will be forwarded to the receiving district.

### **WEAPONS POLICY**

Weapons of any type are strictly prohibited on school premises or at any Board of Education approved activity.

#### **Definition:**

For the purposes of this policy, “weapon” is defined as any item:

1. So defined by state statute 2C:39-1
2. Capable of causing harm or bodily injury for which there is no educational or instructional purpose.
3. Observed to have been displayed or used as a weapon.

This definition includes, but is not limited to:

Guns	Mace	Sharp rings and jewelry	Martial arts weapons	Stun guns
Knives	Tear gas	Blackjacks	Brass knuckles	Airsoft guns

#### **Penalties:**

The school will follow the consequences outlined in the district code of conduct for all weapons violations.

In all cases of weapons possession, written notification shall be filed with the Sayreville Police Department. As appropriate, formal police complaints shall be filed.

### **ADMINISTRATIVE GUIDELINES / INFRACTIONS OF THE CODE OF CONDUCT**

Following the district **Code of Conduct** is an important part of a student’s education at the Samsel Upper Elementary School. Students who infringe upon a school rule or become a disruption are subject to disciplinary consequences to help prevent further occurrences. Any class work missed while a student is in the office will be completed at home. Parents will be notified of any disciplinary consequences via a telephone contact made by an administrator.

### **DISCIPLINARY CONSEQUENCES**

A list of disciplinary consequences for inappropriate behaviors can be found on the following page, as well as on school’s website.

Discipline consequences are subject to change as the policy is revised. The most updated list of disciplinary consequences can be found on the school and district website.

Please note that the consequences listed on the following page, as well as on the school’s website, serve only as a guideline and that the Administration reserves the right to interpret and consequence students beyond the score of the Disciplinary Consequences in order to maintain safety, order and discipline of the school.

## Disciplinary Consequences

### A. Attendance

#### Truancy/Leaving School without Authorization

- 1<sup>st</sup> incident: 2 days administrative detention
- 2<sup>nd</sup> incident: 5 days administrative detention
- 3<sup>rd</sup> incident: 1 day ISS (In School Suspension) & Police Report.

#### Late to School

- 1<sup>st</sup> incident (5 days): Letter to parent
- 2<sup>nd</sup> incident (10 days): Mandatory Meeting with parent
- 3<sup>rd</sup> incident (15 days): Meeting with parent, I&RS referral,
- 4<sup>th</sup> incident (20 days): Meeting with parent, I&RS referral, authorities

### B. Insubordination

#### Failure to Report to Teacher Detention

- 1<sup>st</sup> incident: 2 days administrative detention
- 2<sup>nd</sup> incident: 3 days administrative detention
- 3<sup>rd</sup> incident: 1 day ISS
- 4<sup>th</sup> incident: 1 day OSS

#### Failure to Report to Administrative Detention

- 1<sup>st</sup> incident: 2 days administrative detention
- 2<sup>nd</sup> incident: 3 days administrative detention
- 3<sup>rd</sup> incident: 5 days administrative detention
- 4<sup>th</sup> and 5<sup>th</sup> incident: 1 day ISS

#### Defiance to Authority/Willful Disobedience to a Staff Member

- 1<sup>st</sup> incident: 1-2 days administrative detention
- 2<sup>nd</sup> incident: 3-4 days administrative detention, parent contact
- 3<sup>rd</sup> incident: 1 day ISS, referral to I&RS team, parent meeting

#### Failure to Follow Administrative Direction/Continued and Willful Disobedience

- 1<sup>st</sup> incident: 1 day ISS or 1 day OSS, Parent meeting
- 2<sup>nd</sup> incident: 1-2 days OSS
- 3<sup>rd</sup> incident: 2-3 days OSS

#### Disruptive/Inappropriate Behavior

- 1<sup>st</sup> incident: 1-2 days administrative detention
- 2<sup>nd</sup> incident: 2-3 days administrative detention
- 3<sup>rd</sup> incident: 3-5 days administrative detention
- 4<sup>th</sup> incident: 1 day ISS

#### Removal from ISS

- 1<sup>st</sup> incident: 1 day OSS – Parent Meeting
- 2<sup>nd</sup> incident: 1-2 days OSS – Parent Meeting
- 3<sup>rd</sup> incident: 1-2 days OSS – Parent Meeting
- 4<sup>th</sup> incident: 1-2 days OSS – Parent Meeting

### C. Vandalism and Theft

#### Malicious Mischief/Vandalism/Graffiti

- 1<sup>st</sup> incident: 1-2 days administrative detention and restitution
- 2<sup>nd</sup> incident: 2-4 days administrative detention, restitution, parent meeting
- 3<sup>rd</sup> incident: 1 day ISS OR OSS – restitution

#### Theft

- 1<sup>st</sup> incident: 1-2 days Admin. Detention - Restitution
- 2<sup>nd</sup> incident: 12-4 days Admin. Detention - Restitution & Parent Meeting
- 3<sup>rd</sup> incident: 1 day ISS OR OSS – Restitution & Police Report

### D. Inappropriate Behavior

#### Profanity/Obscene Gestures/Vulgarity/Inappropriate Comment

- 1<sup>st</sup> incident: 1 day administrative detention and parent meeting
- 2<sup>nd</sup> incident: 2-3 days administrative detention
- 3<sup>rd</sup> incident: 3-4 days administrative detention

#### Profanity/Obscene gestures/vulgarity Directed at a Staff Member

- 1<sup>st</sup> incident: 1 day ISS, parent meeting
- 2<sup>nd</sup> incident: 1 day OSS
- 3<sup>rd</sup> incident: 2 days OSS

#### Disorderly Conduct/Creating a Safety Hazard/Inciting

- 1<sup>st</sup> incident: 1-2 days administrative detention
- 2<sup>nd</sup> incident: 2-4 days administrative detention
- 3<sup>rd</sup> incident: 1 day ISS OR OSS

#### Bus Conduct Violation

- 1<sup>st</sup> incident: Parent notification, possible seat change, and/or 1 day bus suspension
- 2<sup>nd</sup> incident: 1-2 days bus suspension
- 3<sup>rd</sup> incident: 3 days bus suspension

#### False Public Alarm

- 1<sup>st</sup> incident: 1 day ISS, parent meeting, police report
- 2<sup>nd</sup> incident: 1 day OSS, parent meeting, referral to guid/I&RS, police report
- 3<sup>rd</sup> incident: 2 days OSS, admin CST referral, parent meeting, police report

#### Scuffle/Physical Misconduct

- 1<sup>st</sup> incident: 2-4 days administrative detention
- 2<sup>nd</sup> incident: 1 day ISS
- 3<sup>rd</sup> incident: 1 day OSS, I&RS referral

#### Fight

- 1<sup>st</sup> incident: 1 day ISS or 1 day OSS
- 2<sup>nd</sup> incident: 1-2 days OSS, I&RS referral
- 3<sup>rd</sup> incident: 3- 5 days OSS

#### Assault

- 1<sup>st</sup> incident: 1-2 days OSS, Police Report
- 2<sup>nd</sup> incident: 3-5 days OSS, I&RS referral, Police Report
- 3<sup>rd</sup> incident: 5-8 days OSS, CST referral, Police Report, hearing

#### Harassment/Intimidation/Bullying/Bias

Note: If the offense is determined to be a bias incident, a police report and/or complaint will also be filed. If the offense is determined to be sexual harassment, a police report and/or complaint will also be filed.

#### Harassment/Intimidation

- 1<sup>st</sup> incident: 1-2 days administrative detention and parent meeting
- 2<sup>nd</sup> incident: 3-4 days administrative detention
- 3<sup>rd</sup> incident: 1 day ISS

#### Bias Intimidation

- 1<sup>st</sup> incident: 1 day ISS, police & prosecutor report
- 2<sup>nd</sup> incident: 1 day OSS, I&RS referral, police & prosecutor report
- 3<sup>rd</sup> incident: 2-3 days OSS, I&RS referral, police & prosecutor report

#### Threat (Verbal, Gestural, Written or Electronic)

- 1<sup>st</sup> incident: 2-4 days administrative detention or 1 day ISS
- 2<sup>nd</sup> incident: 1 day ISS or 1 day OSS, Referral to I&RS team
- 3<sup>rd</sup> incident: 2-3 days OSS, Referral to CST, Police Report

#### Terroristic Threat

- 1<sup>st</sup> incident: 1 day OSS – Police report
- 2<sup>nd</sup> incident: 2-3 days OSS, Referral to I&RS team, police report
- 3<sup>rd</sup> incident: 3-5 days OSS, Referral to I&RS team, Police report, hearing

#### Bias Incident

- 1<sup>st</sup> incident: 1-4 days detention, parent meeting, police & prosecutor report
- 2<sup>nd</sup> incident: 1 day ISS, police & prosecutor report
- 3<sup>rd</sup> incident: 1 day OSS, police & prosecutor report

#### Sexual Harassment

- 1<sup>st</sup> incident: 1 day ISS
- 2<sup>nd</sup> incident: 1-2 days OSS, I&RS referral
- 3<sup>rd</sup> incident: 2-3 days OSS, I&RS referral

#### Sexual Contact

- 1<sup>st</sup> incident: 1 day OSS, parent meeting, Police Report
- 2<sup>nd</sup> incident: 2-3 days OSS, I&RS/guidance referral, Police Report
- 3<sup>rd</sup> incident: 4-5 days OSS, CST referral, Police Report

#### Sexual Assault

- 1<sup>st</sup> – 3<sup>rd</sup> incident: OSS pending board hearing and police report

### E. Substance Abuse

#### Use of Substance/Under the Influence of Drugs/Alcohol

Note: Failure to test within 24 hours is an automatic “positive.” An altered or dilute sample will also be considered a drug and/or alcohol “positive.”

- 1<sup>st</sup> incident: 1-3 days OSS, SAC evaluation, rehabilitation protocol (Board Policy), police report
- 2<sup>nd</sup> incident: 5 days OSS
- 3<sup>rd</sup> incident: OSS pending Central Office hearing to determine placement

#### Possession of Controlled or Dangerous Substance or Alcohol

- 1<sup>st</sup> incident: 5-10 days OSS pending Board of Education hearing to determine placement and a police report
- 2<sup>nd</sup> incident: OSS pending Central Admin. hearing to determine placement and a police complaint

#### Possession with Intent to Distribute

- 1<sup>st</sup> incident: OSS pending Board of Education hearing to determine placement and a police report

#### Smoking/Possession of an Igniter or Electronic Cigarettes, Smokeless Tobacco or Cigarettes

- 1<sup>st</sup> incident: 1 day ISS and parent meeting
- 2<sup>nd</sup> incident: 1 day OSS and referral to guidance/I&RS
- 3<sup>rd</sup> incident: 2-3 days OSS, admin. CST referral

### F. Violation of Technology Acceptable Use Agreement

- 1<sup>st</sup> incident: 1 week suspension of technology privileges, parent meeting
- 2<sup>nd</sup> incident: 2 weeks suspension of technology privileges and 1-3 days administrative detention
- 3<sup>rd</sup> incident: 3 weeks suspension of technology privileges and 1 day ISS

#### Severe Violation of Technology Acceptable Use Agreement

- 1<sup>st</sup> incident: 2-4 days admin detention, 2 week suspension of technology privileges, parent meeting
- 2<sup>nd</sup> incident: 1 day ISS and a 3 week suspension of technology privileges
- 3<sup>rd</sup> incident: 1 day OSS and a 4 week suspension of technology privileges. Central admin. Hearing

### G. Academic Integrity

See Code of Conduct

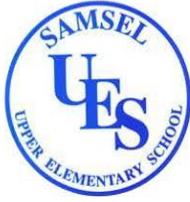
### H. Possession and/or Unauthorized Use of Cell Phone / Electronic Device

- 1st incident: Parent meeting, phone confiscated and only returned to parent
- 2nd incident: 1 day administrative detention, phone confiscated and only returned to parent
- 3rd incident: 2-4 days administrative detention, phone confiscated and only returned to parent

### I. Weapon Use and/or Possession – See code of conduct in policies

#### Use of Incendiary Devices Creating Safety Hazard

- 1<sup>st</sup> incident: 1-5 days OSS, referral to I&RS referral and Police Report
- 2<sup>nd</sup> incident: OSS pending hearing to determine placement & police report



# SAMSEL UPPER ELEMENTARY

## Thunder Expectations



	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
On the <b>BUS</b>	- FOLLOW THE DIRECTIONS OF THE DRIVER/AIDE - USE INSIDE VOICES - USE KIND WORDS AND APPROPRIATE LANGUAGE	- KEEP THE BUS CLEAN - KEEP FOOD AND DRINKS AWAY	- STAY SEATED AT ALL TIMES WITH YOUR SEATBELT ON - KEEP HANDS AND FEET TO YOURSELF
During <b>ARRIVAL</b>	- FOLLOW TEACHER DIRECTIONS - GREET YOUR TEACHERS AND CLASSMATES	- BE ON TIME AND READY TO LEARN	- GO DIRECTLY TO BREAKFAST OR CLASS - WALK ON THE RIGHT SIDE OF THE HALLWAY
In the <b>HALL</b>	- VOICES OFF - RESPECT STUDENT WORK - GIVE PERSONAL SPACE	- GO DIRECTLY WHERE YOU HAVE PERMISSION TO GO - KEEP THE HALLWAYS CLEAN	- WALK AT ALL TIMES - STAY ON THE RIGHT SIDE - KEEP HANDS AND FEET TO YOURSELF
During <b>CLASS</b>	- USE MATERIALS, BOOKS, AND TECHNOLOGY FOR SCHOOLWORK ONLY - RESPECT YOURSELF AND OTHERS	- BE ON TIME AND READY TO LEARN - DO YOUR BEST WORK	- STAY IN THE CLASSROOM UNLESS THE TEACHER GIVES YOU PERMISSION TO LEAVE
At <b>LUNCH</b>	- USE AN INSIDE VOICE - FOLLOW THE DIRECTIONS OF THE TEACHERS/AIDES - BE RESPECTFUL TO OTHERS AND THEIR FOOD/BELONGINGS	- CLEAN UP AFTER YOURSELF - RAISE YOUR HAND IF YOU NEED SOMETHING - FOLLOW BATHROOM PROCEDURES	- WALK AT ALL TIMES AND SIT IN ASSIGNED AREA - STAY IN YOUR SEAT UNTIL DISMISSED
At <b>RECESS</b>	- TAKE TURNS AND INCLUDE OTHERS - USE KIND WORDS AND APPROPRIATE LANGUAGE	- TAKE CARE OF THE EQUIPMENT - RESOLVE CONFLICTS PEACEFULLY OR SEEK AN ADULT FOR HELP	- STAY IN THE PLAY AREA - KEEP HANDS AND FEET TO YOURSELF - WALK AND LINE UP WHEN WHISTLE BLOWS
In the <b>BATHROOM</b>	- ALLOW FOR PRIVACY - KEEP THE BATHROOM CLEAN	- WASH YOUR HANDS - USE THE BATHROOM QUICKLY AND QUIETLY	- KEEP YOUR HANDS AND FEET TO YOURSELF - RETURN DIRECTLY TO CLASS WHEN YOU ARE FINISHED
At an <b>ASSEMBLY</b>	- ENTER AND EXIT QUIET AND ORDERLY - SIT QUIETLY WITH YOUR CLASS	- PAY ATTENTION AND SHOW RESPECT TO THE SPEAKER OR PERFORMANCE	- SHOW A CALM BODY - WAIT FOR DIRECTIONS FROM AN ADULT
At <b>DISMISSAL</b>	- FOLLOW THE DIRECTIONS OF THE TEACHERS - USE INSIDE VOICES	- GET YOUR BELONGINGS QUICKLY AND QUIETLY - STAY IN THE CORRECT BUS LINE/TABLE	- WALK IN THE HALLWAYS WITH YOUR CLASS - GO DIRECTLY TO YOUR BUS LINE AND SIT DOWN

**BE RESPECTFUL**



**BE RESPONSIBLE**



**BE SAFE**