

*Edward V. Walton  
Early Childhood  
Center  
Student Handbook*



2023-2024



## CENTRAL ADMINISTRATION

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Mrs. Erica Scudero	Assistant Superintendent of Curriculum & Instruction
Mrs. Michelle Calas.	Business Administrator/ Board Secretary
Mrs. Tiffany Boehm	Director of Student Support Services
Mrs. Chihui Seo-Alfaro	Director of Early Childhood and Elementary Education
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**Edward V. Walton Early Childhood Center**  
601 South Springfield Avenue  
Springfield, NJ 07081

**Mr. Pedro Garrido, Interim Principal**  
973-376-1025 Ext. 3465



Springfield Public Schools

Springfield, NJ



## VISION

Cultivating compassionate and extraordinary learners!

## MISSION STATEMENT

Springfield Public Schools will challenge every student through meaningful and engaging experiences-empowering all students to flourish and contribute in an evolving world.

## PARENTS & STUDENTS

The information in this booklet will help you to become better acquainted with your schools. It is our goal to strengthen the strong partnership between our families at home and the schools that are entrusted with your child's education.

We hope that you will read this material carefully and have it available so that you will be able to refer to it periodically. This is a living document that may be updated periodically. Students will be reviewing this document with their teachers to better understand the high expectations set at this age level so that they can develop the appropriate skills to become lifelong learners.

### EDWARD V. WALTON EARLY CHILDHOOD CENTER BELL SCHEDULE

<b>Pre-Kindergarten - Grade 2 Regular Day Schedule 8:50am - 3:10pm</b>	
<b>Student Arrival Time</b>	<b>8:35am</b>
<b>Instruction Begins</b>	<b>8:50am</b>
<b>K-2 Lunch/Recess PreK Lunch/Rest Time</b>	<b>11:30am - 12:30pm 11:30am - 1:00pm</b>
<b>K-2 Instruction Resumes PreK Instruction Resumes</b>	<b>12:30pm 1:00pm</b>
<b>Student Dismissal</b>	<b>3:10pm</b>



<b>Pre-Kindergarten - Grade 2</b> <b>Delayed Opening Schedule</b> <b>10:20am - 3:10pm</b>
<b>K-2 Lunch/Recess: 12:15pm - 1:15pm</b> <b>PreK Lunch/Rest Time: 12:15pm-1:15pm</b>

<b>Pre-Kindergarten - Grade 2</b> <b>Early Dismissal Schedule</b>
<b>8:50am - 1:00pm</b> <b>No Lunch Served</b>

Walton School's PreK-2 Bell Schedules may also be found on our webpage:  
[Time Schedules - Edward V. Walton Early Childhood Center](#)

## GENERAL INFORMATION

### ATTENDANCE

Elementary school is one of the most important levels in a child's life because the foundation for future learning is established. It is also a time for the formation of attitudes and habits. Regular and punctual attendance is an essential part of your child's schooling. Please know that letters are sent home at the end of each marking period to families whose children are frequently absent and/or tardy.

If your child is not feeling well (i.e. fever, sore throat, cough, upset stomach, etc.), we request that you keep your child home. Besides the fact that children have a difficult time focusing on school activities when they are ill, they may be contagious to others.

If your child will be absent and/or tardy to school, it is important that you call our Student Absence Line as soon as possible. The number is **973-376-1025**, press extension **2650**. This phone line must be used when your child will be absent from school. Please speak clearly and slowly when leaving a message and state your name, affiliation (mother or father), child's full name, his/her grade and teacher, along with the reason and the duration of the absence. **Please do not email your** child's teacher or the secretaries when reporting a student absence.



Please note that if your child is not “called out” through the student absence line well into the the start of the school day, our office staff will be notifying the Springfield Police Department to report to your home (as a precaution) in the event we are unable to confirm your child’s absence after notifications have been made to you and/or other members of your family; including emergency contacts.

Please be aware that students who are absent or sent home ill are not permitted to attend school events during the day of an absence and/or after school hours.

### SCHOOL DAY

The regular school day begins at 8:50am for PREK-2 Students. Supervision will be provided for children once he/she is released by the parent/guardian during morning drop off (15 minutes before the start time of any bell schedule). Students who arrive late (after the start time) are to report to the main office before reporting to class.

### GENERAL MORNING ARRIVAL INFORMATION

Please do not block the school driveway.

Please abide by all traffic laws when on school grounds.

Keeping the driveway area clear at all times will allow emergency vehicles and buses to enter school property without delay.

Parents no longer need to fill out a daily questionnaire. They need to fill out the final questionnaire for their child for the rest of the school year. If the final questionnaire is not completed, the child will not be allowed to enter the building.

Families driving to drop off or pick up must follow the traffic patterns of their child’s grade level. Please do not leave your vehicles unattended and do not block the entrance area.

For those waiting, please remember to use directional signals, do not use cell phones, do not park or exit your vehicles, and remain buckled at all times. Additionally, no drivers are to cross over other vehicles waiting in line to enter school grounds; as an example, passing the waiting line of vehicles on the right and then making a left in front of those vehicles, to pull into the lot. Anyone not abiding by the law may be issued a summons by the Springfield Police Department.

### SPECIFIC ARRIVAL INSTRUCTIONS

Student drop-off in the morning begins once staff members are present to supervise at 8:35am (15 minutes before the start of the instructional bell schedule for any schedule) for PreK to Grade 2 students. Please do not drop-off your children prior to the start of supervision, as we do not want children unattended.



The staff will open the designated doors for children to enter their assigned school building. The students will be supervised by staff up until the start of instruction, which promptly begins at 8:50am for PreK to Grade 2 students. Students are encouraged to bring a book to read quietly prior to the start of their day.

Parents/guardians driving will drop-off their children at the designated areas.

Students will be released from their vehicles once they have arrived at their drop-off designated PreK, K, 1, or 2 location.

Students are NOT PERMITTED to exit their vehicles in the middle of the parking lot for safety reasons.

DO NOT pull into a parking space and allow your child(ren) to leave the vehicle.

DO NOT use a parking space to drop-off your child(ren) at the entrance doors of our building during arrival if your child is identified as a walker. If your child(ren) is a walker, please park off school site and proceed by walking onto our school grounds. This procedure helps to eliminate safety and congestion concerns.

In addition, please do not utilize the church's parking lot (private property) across from our school, as this, too, presents safety concerns with families walking into incoming traffic. Please contact the school if you plan on changing your pick-up at dismissal from walker to car rider or vice versa.

DO NOT release your child unless there is a staff member present.

Staff members will direct students to enter the building.

Students who arrive late after the official start time of the day must report to the main entrance of the building with a parent/guardian, so that they may be signed-in and marked tardy. Members of our staff will be on hand to accompany your child to his/her classroom. Students who are not riding the bus should follow student arrival procedures found below.

## ARRIVAL AREAS



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GRADE LEVEL	CAR LINE DROP OFF	WALKER DROP OFF
Pre-Kindergarten	Door 12	Door 13
Kindergarten	Door 10	Door 13
1st Grade	Door 6	Door 7
2nd Grade	Door 6	Door 7
Bus Students	Door 13	Door 13

\*Siblings will arrive together and enter through the younger sibling's entrance point; if applicable.

### DISMISSAL

Parents/guardians using the carline must remain in their vehicles at all times. Please be sure to have your EVW CAR SIGN on display for our staff to view for security purposes, as well as providing a smoother flow to our traffic. Please be sure to follow the directional arrows that apply to your child's grade level. **Parking is strictly prohibited.** Parents need to stay in their vehicle and follow all traffic patterns accordingly to avoid congestion. Staff members will supervise children as they board their vehicles.

Parents/guardians picking up by foot as "walkers" need to wait until the teacher is ready to release the child(ren) to you. Please be patient and be sure to inform the teacher you are taking your child before leaving the area.

Parent/Guardian Walkers: DO NOT use any parking spaces and/or lot areas of the school grounds to pick-up your child(ren). Please walk onto school grounds to your designated walker waiting area location (Door 7 or 13) of our building during pick-up at dismissal. If your child(ren) is a walker, please park off school site and proceed by walking onto our school grounds. This procedure helps to eliminate safety and congestion concerns.

In addition, please do not utilize the church's parking lot (private property) across from our school, as this, too, presents safety concerns with families walking into incoming traffic.

Please contact the school if you plan on changing your pick-up at dismissal from walker to car rider or vice versa prior to dismissal.

### DISMISSAL AREAS



Springfield Public Schools

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GRADE LEVEL	DISMISSAL DOOR
Pre-Kindergarten	<p style="text-align: center;">Car Riders Classes will line-up on the PreK/KDG Blacktop (Between Doors 12 and 13)</p> <p style="text-align: center;">Walkers Students will be released to their parent/guardian from Door 13</p>
Kindergarten	<p style="text-align: center;">Car Riders Classes will line-up on the PreK/KDG Blacktop (Between Doors 12 and 13)</p> <p style="text-align: center;">Walkers Students will be released to their parent/guardian from Door 13</p>
1st Grade	<p style="text-align: center;">Car Riders: Classes will line-up on either the Gym Blacktop, Grass Area and/or Pavers (Near Door 6)</p> <p style="text-align: center;">Walkers: Walkers: Students will be released to their parent/guardian from Door 7</p>
2nd Grade	<p style="text-align: center;">Car Riders: Classes will line-up on either the Gym Blacktop, Grass Area and/or Pavers (Near Door 6)</p> <p style="text-align: center;">Walkers: Students will be released to their parent/guardian from Door 7</p>

\*Siblings will be dismissed together and exit through the younger sibling's exit point; if applicable.

Please note whether you are driving in the morning and/or afternoon, please be mindful when entering our school grounds for the safety of our school community. Please remember to use directional signals, do not use cell phones, do not park or exit your vehicles, do NOT SPEED, and remain buckled at all times. Additionally, no drivers are to cross over other vehicles waiting in the car line.

**INCLEMENT WEATHER DISMISSAL**





Since the majority of dismissal procedures will be held outdoors; weather permitting, please be sure your child is dressed appropriately for the weather (especially on cold, rainy and/or snowy days); jackets and coats with hoods are highly recommended. Umbrellas can be cumbersome and unsafe in crowded hallways at dismissal time. On a rainy day, parents/guardians of walkers must wait outside the designated areas, and their children will be called out in order as well. Parents are not to enter the building to retrieve their child(ren).

**DO NOT BLOCK THE SCHOOL DRIVEWAY.**

Do not block residential driveways.

Drive carefully and slowly at 5 mph.

Obey all STOP signs and pedestrian crosswalks.

There is no idling on school grounds. Please turn off your engines while waiting on the loop until the vehicles begin to move forward.

All passengers must use seat belts. If your child does not know how to buckle up on his/her own, please be sure to spend some time teaching him/her to do so. This will help expedite our dismissal procedures. Do not exit your vehicle to help your child with the seatbelt. This can be unsafe for you and others.

All students are to be dismissed to a parent or another authorized adult. We are not permitted to dismiss our students to older siblings that are minors. If you are sending another adult to pick up your child, please remind him/her to have photo identification readily accessible.

On inclement weather days, the children will come out of the following locations:

GRADE LEVEL	DISMISSAL DOOR
Pre-Kindergarten	<p>Car Riders: Students will exit from Door 10 or 12 and proceed to their parent/guardian vehicle</p> <p>Walkers: Students will be released to their parent/guardian from Door 13</p>
Kindergarten	<p>Car Riders: Students will exit from Door 10 or 12 and proceed to their parent/guardian vehicle</p> <p>Walkers: Students will be released to their parent/guardian from Door 13</p>
1st Grade	<p>Car Riders: Students will exit from Door 6 and proceed to their</p>



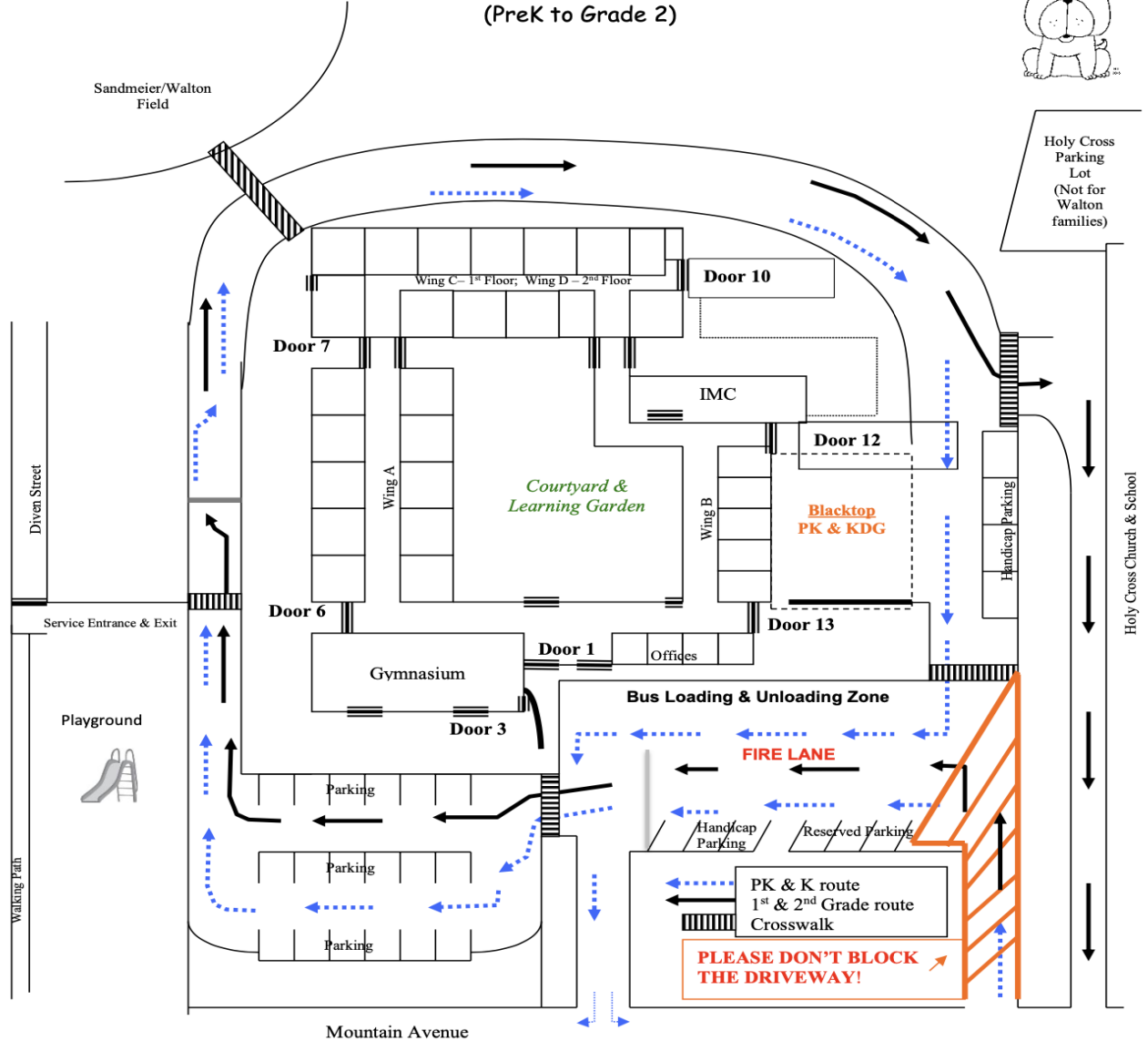
	<p>parent/guardian vehicle</p> <p>Walkers: Students will be released to their parent/guardian from Door 7</p>
2nd Grade	<p>Car Riders: Students will exit from Door 6 and proceed to their parent/guardian vehicle</p> <p>Walkers: Students will be released to their parent/guardian from Door 7</p>

\*Siblings will be dismissed together and exit through the younger sibling's exit point; if applicable.



## 2023-2024 MORNING ARRIVAL & DISMISSAL MAP

### EDWARD V. WALTON SCHOOL (PreK to Grade 2)



**Important Reminders:**

- **DON'T BLOCK THE DRIVEWAY:** The area must be cleared at all times.
- No parking in the Fire Lane, Bus Lane, or on the loop around the school. No idling.
- Please do not use reserved parking spaces.
- The speed limit on school property is 5mph.
- Please do not block any neighboring driveways.

*Revised July 2022*

**Designated Arrival Areas:**

- PK: Door 12 (carline)
- K: Door 10 (carline)
- Grades 1 & 2: Door 6 (carline)
- PK & K Walkers: Door 13
- Grade 1 & 2 Walkers: Door 7
- Bus Students: Door 13

**Designated Dismissal Areas:**

- PK & K: Outdoors on the PreK/KDG Blacktop
  - Grades 1 & 2: Outdoors Near Door 6
  - Grade 1 & 2 Walkers: Door 7
  - Bus Students: Door 13
- During inclement weather, walkers are dismissed in the following locations before classes begin to lineup in the hallways near their outdoor dismissal areas:
- PK & K Walkers: Door 13
  - Grade 1 & 2 Walkers: Door 7



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## PEDESTRIAN REMINDERS

Please practice safe walking habits. Use the sidewalk around the school. Use the various crosswalks on school property. Do not jay-walk or walk in any of our parking lots and/or school traffic routes. It is for vehicles only.

## PARKING

Please do not use the handicap or reserved parking spaces at the front of the school; it is for eligible individuals only.

Parking on school grounds is ONLY for families that are attending in-person meetings, school visits, and/or if their child is a late arrival (once school is in session) and/or early pick-up. Please utilize the visitor spots in the main parking lot (front of the school) and proceed to the Main Entrance of the building (Door 1).

Keep in mind that parking is prohibited on the driveway at the front entrance. This is a fire lane and school bus loading and unloading zone. Additionally, if you are parking on a side street, please do not block the driveways. Please note that parking on our school grounds for morning drop-off and dismissal pick-up is prohibited.

In addition, please do not utilize the church's parking lot (private property) across from our school, as this, too, presents safety concerns with families walking into incoming traffic. Please contact the school if you plan on changing your pick-up at dismissal from walker to car rider or vice versa.

## SIBLINGS & CARPOOLING

For families with multiple children (a combination of grades PreK-2) at the school, the arrival and dismissal should be with the younger child. At dismissal, the older child in first or second grade will meet his or her younger sibling at the designated dismissal area.

Aside from the fact that it is better for the environment, we highly suggest that you carpool. This will help lessen the traffic on and around the school property.

Parents/guardians need to communicate special dismissal arrangements, such as those mentioned above, in writing (physical note instead of email) to each child's classroom teacher so they can plan accordingly for the afternoon. See more details below.



## SIGNED NOTES FOR ANY CHANGE IN YOUR CHILD'S REGULAR DISMISSAL PROCEDURE

Within the first few days of school, it is important that parents communicate with the classroom teacher via a signed note regarding their child's regular dismissal procedure (by car, bus, walker.) for the school year.

Whenever possible, we urge that parents/guardians keep the same dismissal procedure for their children each day. We understand that there are times when it is necessary to make a change.

**Any change in a child's regular dismissal procedures (including bus) must be communicated to the teacher with a signed note in the morning. Including:**

- **If someone else is to pick-up your child.**
- **If you plan to pick-up your child earlier than regular dismissal.**
- **If you plan to pick-up your child at a different door.**
- **If you need to pick-up your child instead of having him/her take the bus.**

With our population, we cannot accommodate last minute phone calls to the office or classroom regarding changes in dismissal. Please make necessary arrangements and plan ahead. This is to help ensure your child's safety and create less confusion for all parties involved.

Please do not leave a message regarding dismissal on a teacher's voicemail or email as there are times when a teacher may be absent and the message is not retrieved until the teacher returns on the next day.

### PICKING UP YOUR CHILD(REN) FOR EARLY DISMISSAL / APPOINTMENTS

Please park in the main parking lot (front of school) and then proceed to the main entrance of the building (Door 1).

Our instructional day is scheduled to provide the maximum amount of contact time a student has with their teacher to address the developmentally appropriate rigor to address the NJ Student Learning Standards. Pulling students out of their classrooms for non-school related activities, impacts the pace in which students master those standards. We understand the difficulty in scheduling medical and/or dental appointments.

In an effort to minimize the impact to your child(ren)'s instruction, we kindly ask you to do your best to schedule appointments before or after school hours, holidays, and school breaks. With that said, we ask that when your child needs to leave school early for an appointment, send a note to school no later than that morning with the following information:



- Name of child.
- Grade level and homeroom teacher's name.
- Name of the adult who will be picking up the child from school.
- Time the child will be picked up.
- Reason for leaving early.
- If the child will be returning to school the same day (this is to let us know whether or not to send homework with the child).

When you pick your child up during school hours, please follow these guidelines:

- Park in a visitor's spot (front of building).
- Proceed to the Main Entrance of the building (Door 1).
- Ring the buzzer and announce your name and purpose for the visit.
- An office staff member will provide you information on how to proceed.
- Please be sure to have ID on hand.
- Please remain outdoors as a member of our staff will release your child to you.

We are limiting the amount of visitors entering/exiting the building for safety and security reasons.

When you pick your child up at the end of the school day, please follow these guidelines:

- Send a note to your child's teacher stating that your child will be picked up at dismissal time.
- Please include the name of the person picking up your child.
- If someone other than the legal guardian is signing your child out, you must notify the office in advance or we cannot release your child until we have contacted the guardian to confirm.
- Photo ID is required for all at time of pickup.

### **PROCEDURES FOR EMERGENCY SCHOOL CLOSINGS, DELAYED OPENINGS, AND UNPLANNED EARLY DISMISSAL**

Announcements will be made at:

- Springfield Public Schools website at [www.springfieldschools.com](http://www.springfieldschools.com)
- Find us on Facebook at [www.facebook.com/springfieldschools](http://www.facebook.com/springfieldschools)
- Follow us on Twitter at <https://twitter.com/springfieldschools>
- District voicemail at (973) 376-1025 (Press 8)

Verizon FIOS 1

News Fox 5 TV

NBC TV

CBS TV

ABC TV

News 12 New Jersey

The unplanned delayed opening schedule is as follows. Based upon this delayed opening information, all a.m. bus pickup times will be adjusted by 1-1/2 hours.



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Example: A stop for 8:00am will be adjusted to 9:30am.

EVW: Start Time for PreK - Grade 2 at 10:20am.

### EARLY DISMISSAL (UNPLANNED)

On days when it is advisable to dismiss children prior to regular dismissal times, the following procedures will be implemented:

- All students will be supervised by school staff until parents pick up the children or alternate arrangements are made and communicated to school personnel by the parents.
- All students under 18 years of age will only be released to parents/guardians or designated individuals as identified on the emergency information cards.
- Students who normally take the bus home on early dismissal days will do so unless the school is otherwise notified.
- Radio and television stations will be contacted, the district voicemail (973) 376-1025 (press 8) will be activated and a message will be on the district website announcing the emergency closing information.
- All school days less than 4 hours will be made up and added to the school calendar.

### SNACK TIME

Parents/guardians will provide all snacks for their children.

ALL containers will be sent home daily and must be regularly washed and the exterior sanitized. Water bottles must have closed tops that do not require touching of the mouthpiece by the child to open them.

Staff will assign children with their snack and follow all cleanliness procedures.

Children's belongings will be kept separately in their own individual area and sent home daily for washing.

Snack surfaces will continue to be cleaned and sanitized before and after use and children and staff's hands will continue to be washed before and after meals.

*The Springfield Board of Education Policy requires that students consume healthy snacks in school. No candy or soda is allowed in school for any reason. Please pack a healthy snack and drink for your child each day. Due to growing problems with food allergies and obesity, we do not allow the children to share food in school.*



## SCHOOL VISITATION POLICY

The district continues to collaborate with local and state law enforcement officials and will continuously monitor to upgrade and implement improved security measures throughout all of our schools as needed. The Entry Door Access Protocol was established in collaboration with the New Jersey Department of Homeland Security.

Please note the following:

- No visitors are to enter the building with students during arrival. All visitors to our schools will need to have an appointment to enter the building. (If you require assistance, an appointment must be made after the start of the school day.)
- At the buzzer, it is expected that all visitors will state the purpose of their visit and/or specify with whom they have the appointment.
- All visitors are required to show photo identification prior to being buzzed into the building.
- If the appointment is verified, the visitor will be buzzed in and must present themselves to the main office immediately upon entry.
- Visitors will be required to show photo identification again, and sign in to obtain a visitor's lanyard and badge that must be worn for the duration of the visit. Visitors will be required to submit their keys and /or photo ID in exchange for the visitor's lanyard pass.
- It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.
- If you must drop off an item for a student (lunch, homework, etc.) you will be directed to deposit that item in a bin outside the main entry.
- Front office secretaries will be required to call 911 and notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening.

Ultimately, failure to follow these procedures may result in a lockdown for the safety of our students and staff, and the Springfield Police Department may be notified that an intruder is in the building.

## ADDITIONAL STUDENT INFORMATION

### STUDENT INSURANCE

The district makes available to every student in grades kindergarten through twelve a variety of different insurance plans. Prices vary according to the type of plan selected. An additional policy is offered covering dental benefits only. Parents are not obligated to insure their children unless they so desire.

### SCHOOL LUNCH PROGRAM

Meals prepared are part of the National School Lunch Program (NSLP). The meal patterns required by the NSLP regulations are designed so that over a period of time, school lunches will provide children with approximately one-third of the nutrients they need.





## FREE/REDUCED LUNCH

The application for free or reduced-price meals is available to all students at the beginning of the school year. A new application must be completed and returned to the office each school year. Following review of each application, parents/guardians are notified of the child's eligibility for either free or reduced-price meals. Any student who was eligible for free or reduced-price lunch benefits at the end of a school year will begin the next school year at the same level. Parents/guardians must complete a new application for the current school year as soon as possible. Carry-over benefits will expire 30 calendar days from the first day of school. In the operation of the child nutrition programs, no child will be discriminated against because of race, sex, color, national origin, or handicap.

Please visit our Food Services' main link on our district's website:

[Food Services - Springfield Public Schools](#)

Please visit our Food Services link associated to EVW, which also includes forms, as well as our monthly lunch menu):

[Food Services - Edward V. Walton Early Childhood Center](#)

The Food Services page of our District web site contains additional information concerning the operations of the food service department. Such items include monthly menus, ala carte items, lunch prices, nutritional information, and much more.

## SCHOOL LUNCH/RECESS SCHEDULE

### 11:30am-12:30pm

#### LUNCH

Pre-Kindergarten: 11:30am-12:00pm (in classrooms)  
Kindergarten: 11:30am-11:50am (gymnasium/cafeteria)  
Grade 1: 11:50am-12:10pm (gymnasium/cafeteria)  
Grade 2: 12:10pm-12:30pm (gymnasium/cafeteria)

#### RECESS

Kindergarten: 11:50am-12:30pm  
Grade 1: 11:30am-11:50am & 12:10pm-12:30pm  
Grade 2: 11:30am-12:10pm

#### REST TIME

Pre-Kindergarten: 12:00pm-1:00pm



## BEFORE/AFTER CARE PROGRAM

The Before /After Care will be held at Walton School. The gymnasium doors will be utilized for drop-off and pick-up, which is located on the left hand side of the main entrance of the building. Staff members will be on hand to meet/greet your child for drop-off and will be on hand to release your child for pick-up. Students will be accompanied and supervised by staff at all times during the before/after care program.

Start/End Times:

Before Care: 7:00am-8:35am & After Care: 3:10pm-6:00pm.

## SCHOOL PICTURES

Each year school pictures are taken of all students. Parents are given the option of purchasing different picture packets prepared by the photographer. Information about the picture options will be sent home with students prior to picture day. There will be one scheduled picture retake opportunity for students in the event children were unavailable during their scheduled session and/or if families were not pleased with the pictures taken from the original picture day session.

## TRANSFERS TO ANOTHER SCHOOL DISTRICT

Parents are requested to contact the school office prior to moving out of the school district. A withdrawal form needs to be signed by a parent/guardian. All textbooks must be returned, and all financial obligations must be paid before transfer cards will be issued.

## FIELD TRIPS & STUDENT PROGRAMS /ASSEMBLIES

In conjunction with the regular instructional program, your child's teacher may find it beneficial to plan a trip for the entire class during the regular school day. In such cases, information will be sent home explaining details of the activity. Several student programs/assemblies will be scheduled during the school year.

## HOME INSTRUCTION

When a child is expected to be out of school for a prolonged period of time due to certain illnesses or immobility, parents may apply for home instruction. This application must take the form of a letter from the child's doctor, stating the nature of the illness and its probable duration, and verifying the fact that the child will not be endangered by receiving such instruction. This request will be processed through the school Principal, the Office of the Superintendent, and approved by the Board of Education. There is no charge.



## CUSTODY OF CHILDREN

The school district presumes that custody of children is with both parents unless there is evidence to the contrary. This evidence must be a written order from a court, which has jurisdiction in the Springfield Public School District. A copy of this court order must be given to the building Principal in order for it to be enforced. Parents are required to update this information as it changes and provide copies of legal documentation to the building Principal. In accordance with the law, non-custodial parents may have the same access to educational records as the parents with custody.

## TESTING/EVALUATION

In compliance with State and Federal Law, notice is hereby given by the Springfield Public School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures.

Individualized services and programs are available for children due to the following conditions:

- Autism
- Deaf-blindness
- Deafness
- Emotional disturbance
- Hearing impairment
- Mental Retardation
- Multiple disabilities

If you believe that your school-age child may be or your preschool child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility, these services are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for evaluation are to be made in writing to the Director of Student Support Services.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), you may contact, in writing, the Director of Student Support Services.

**Confidentiality:** All information gathered about your child is subject to the confidentiality provisions contained in Federal and State Law. The district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties and procedures, as well as rights of confidentiality and access to educational records. You may contact, in writing, the Director of Student Support Services.



## CONTACTING YOUR CHILD'S TEACHER

A convenient way to reach your child's teacher is by email. Teachers check their emails in the morning and at the end of the day. Staff email addresses can be found on our website at [www.springfieldschools.com](http://www.springfieldschools.com) and most times are the teacher's first initial, last name followed by @springfieldschools.com. You can also call the main office and leave a message for the teacher. In order to maintain our focus on instruction and learning, no outside calls are to go into the classrooms during instructional school hours. For instant access to EVW's Staff Directory, please utilize the following link: <https://www.springfieldschools.com/3/Content2/366>

## HEALTH SERVICES

The school nurse is the health counselor in each building. The nurse helps with medical examinations and counsels with parents in the prevention and correction of physical defects. The nurse watches for signs of communicable diseases and illnesses that may occur during the school day. The school nurse never makes a diagnosis and never prescribes treatment, but guides the parents toward community resources available for proper medical attention. No care beyond first aid, defined as immediate, temporary care given in case of an accident or sudden illness, will be given by the school nurse.

**Parent's Role in Health Partnership:** We encourage parents to assist us in the health of their child(ren) and the other students. In the case of illness, if a student has the following symptoms, he/she should NOT report to school:

1. Elevated temperature (remain at home twenty-four (24) hours after temperature is below 100 degrees).
2. Vomiting, diarrhea.
3. Sore throat
4. Sore eyes (redness in color, watery, yellow drainage, itchy with sensitivity to light).
5. Toothache, earache, headache.
6. Skin rash or skin lesion, which has the appearance of impetigo or ringworm.

If illness or injury warrants, the nurse or office personnel will contact parents to arrange transportation home. If a parent/guardian cannot be contacted, the student may be sent to the home in care of an Emergency Contact person authorized by the parent/guardian to function in such an emergency. Parents/Guardians must supply Emergency Contact information to the main office. No student will be released to anyone not on the official Emergency Contact list, no exceptions. Also, no student will be sent home by himself/herself.

It is the responsibility of the parent/guardian to contact the school nurse concerning any special problem of which the school staff should be aware. For example, diagnosis by a physician of severe allergies, chicken pox, diabetes, or seizure disorder; or sustained injury or hospitalization.



The Springfield Public School District realizes the danger nut products pose to students with severe allergies. The following guidelines will be followed to lessen student exposure to these substances and to improve staff responses if a student demonstrates the symptoms of a severe allergic reaction.

- No items, which contain obvious peanut or nut products, will be served in the Elementary School cafeterias.
- Each building will be responsible for the identification of staff that work with a student who has a severe food (nut, dairy, or egg) allergy, including teacher aides, cafeteria personnel, and bus drivers. The school nurse(s) assigned to that building will be responsible for providing in-service programs to the identified staff on how to react in case a student demonstrates the symptoms of a severe allergic reaction. This could include the use of an EPI-pen or other medications for use in an emergency.
- Parents of children with severe allergies should contact the building Principal immediately.

Students who are so ill they require medication throughout the day should remain at home under parental care. Only in exceptional cases, should the nurse or other authorized personnel be asked to administer prescribed medication. No medications are to be administered in school by the nurse or others except by direct order of a physician (according to the New Jersey Department of Health). We realize, however, that students sometimes require regular on-going medication as part of their daily routine. When medication must be taken during school hours (hyper-kinetic, diabetic, epileptic) the school will follow this procedure:

1. Arrangements will be made through the school nurse.
2. A special consent form will be completed by parents, with instructions or directions stating the type of medication, dosage, and time schedule.
3. Written authorization by a family physician is REQUIRED.
4. All medication MUST be received in a prescription original container and be marked with the student's name, dosage, time, and type of medication and MUST be kept in the health office. Ask the pharmacist/doctor for a duplicate prescription or container. The school nurse and/or designee will not administer, or dispense aspirin or aspirin products to students.
5. All medications must be brought to the nurse's office by parent(s)/guardian(s).

### REQUIRED HEALTH SERVICES

Immunization Requirements. See BOE policy 5320- IMMUNIZATION

The immunization requirements for school age children shall be in accordance with the requirements of N.J.A.C. 8:57-4 – Immunization of Pupils in School as outlined below:



MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
DtaP	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4 <sup>th</sup> birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DtaP, and DT to equal 3 doses.	Any child entering preschool, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Pupils after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DtaP also valid DTP doses. Laboratory evidence of immunity is also acceptable.
Tdap	GRADE 6 (or comparable age level special education program with an unassigned grade): 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DtaP or Td dose.
POLIO	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4 <sup>th</sup> birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES	If born before 1-1-90, 1 dose of a live Measles-containing vaccine. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated pupils entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.
RUBELLA and MUMPS	1 dose of live Mumps-containing vaccine. 1 dose of live Rubella-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Each pupil entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.



VARICELLA	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child care/preschool center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten, Grade 1, or comparable age entry level special education program with an unassigned grade, need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib)	(AGE 2-11 MONTHS) <sup>(1)</sup> : 2 doses (AGE 12-59 MONTHS) <sup>(2)</sup> : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ) Minimum of 2 doses of Hib vaccine are needed if between the ages of 2-11 months. <sup>(2)</sup> Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
HEPATITIS B	(K-GRADE 12): 3 doses or 2 doses <sup>(1)</sup>	<sup>(2)</sup> If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.
PNEUMO-COCCAL	(AGE 2-11 MONTHS) <sup>(1)</sup> : 2 doses (AGE 12-59 MONTHS) <sup>(2)</sup> : 1 dose	Children enrolled in child care or pre-school on or after 9-1-08. <sup>(3)</sup> Minimum of 2 doses of Pneumococcal vaccine are needed if between the ages of 2-11 months. <sup>(2)</sup> Minimum of 1 dose of Pneumococcal vaccine is needed on or after the first birthday.
MENINGO-COCCAL	(Entering GRADE 6 <i>(or comparable age level Special Ed program with an unassigned grade)</i> ): 1 dose <sup>(1)</sup> (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose <sup>(2)</sup>	<sup>(1)</sup> For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. <sup>(2)</sup> Previously unvaccinated pupils entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.



AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)	
CHILD'S AGE	NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):
2-3 Months	1 dose DtaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
4-5 Months	2 doses DtaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
6-7 Months	3 doses DtaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
8-11 Months	3 doses DtaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
12-14 Months	3 doses DtaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
15-17 Months	3 doses DtaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
18 Months – 4 Years	4 doses DtaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza

**PROVISIONAL ADMISSION:**

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Pupils must be actively in the process of completing the series. If a pupil is less than 5 years of age, they have 17 months to complete the immunization requirements. If a pupil is 5 years of age and older, they have 12 months to complete the immunization requirements.

**GRACE PERIODS:**

- 4-day grace period: All vaccine doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.
- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of State/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

**REGULATIONS CONCERNING COMMUNICABLE DISEASES**

The period of time a child should remain out of school is at the discretion of the physician. It is suggested the child remain out until the danger of a secondary infection (ear infection, respiratory complications) has passed. The following communicable diseases are those, which may warrant remaining out of school for an indicated period of time: measles, German measles (rubella), chicken pox, mumps, whooping cough, scarlet fever, shingles. Note: The school reserves the right to exclude children from school until the family physician has furnished the school with written acknowledgment of the child's ability to return to school. Examples of such exclusions would be children showing symptoms such as the following:

- o unusual skin eruption (impetigo and ringworm)
- o scabies
- o contagious conjunctivitis (pink eye)





In cases of head lice, students are to be excluded from school if there is an active infestation (live lice). Parents will need to drive students who have been excluded from school to be checked by the school nurse to certify that the child is permitted to return to school. If you have any questions, please do not hesitate to contact the school nurse.

### Communicable Illness Information

It will be the responsibility of the parent/guardian to complete a Screening Acknowledgement in the Annual Registration form. By acknowledging this notification, the parent/guardian is certifying that they will complete a daily screening for their student prior to their arrival at school. This acknowledgment applies to any in-person activities inclusive of extracurricular and athletic programs through June 30, 2023.

The school district may utilize a daily, weekly, and/or monthly screening protocol for students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure. If needed, the District may also reinstate the Online Daily Health Screening.

Parents/guardians will be asked to acknowledge responsibility to monitor their student's health for symptoms of communicable illness (i.e. COVID-19, Influenza, Streptococcus, Etc.) on a daily basis before reporting to school, and report any symptoms to the school nurse, and follow any protocols based on guidance from state and local health officials.

Signs and symptoms of communicable illness include: fever (<100.4 F) or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea.

Facemasks will be optional for students and staff unless directed otherwise by local, state or federal agencies.

Students testing positive for COVID-19 will be required to quarantine for five days, and wear a facemask for the next five days.

Based on the best practices for ensuring the health and safety for our students, prior to arriving to school, parents/guardians must ensure that all students are in good health.

The district will continue to abide by all applicable guidance from the Centers for Disease Control (CDC), the New Jersey Department of Health (NJDOH), and the New Jersey Department of Education (NJDOE), as well as any relevant legislation or executive orders signed by the Governor of New Jersey.



## STUDENT PROGRESS

### BELIEF STATEMENT FOR GRADING

- o The purpose of grading is to define and communicate student achievement effectively to various audiences.
- o Grading of student achievement should be based on the demonstration of what students know and can do with respect to established criteria.
- o Grading should be based upon varying methods of assessment.
- o Weighting of various components, which make up a grade needs to have relative consistency Pre-K-12.
- o Grading in the same grade level, department, or course should be based upon assessments, which are similarly designed and weighted.

### GRADING SYSTEM

Report cards serve the purpose of informing parents and students of each child's progress in school. Springfield School District utilizes standards-based report cards. See District Policy 2624 - GRADING SYSTEM

A standards-based report card lists the most important skills students should learn in each subject at a particular grade level.

The marks on a standards-based report card are different from traditional letter grades. Letter grades are often calculated by combining how well a student met his/her particular teacher's expectations, how he/she performed on assignments, tests, and how much effort the teacher believes they put in. Letter grades do not inform parents which skills their child has mastered or whether they are working at grade level.

Standards-based report cards provide more consistency between teachers than traditional report cards, because all students are evaluated on the same grade-appropriate skills. It is clearly defined for parents which skills and knowledge their children have acquired.

With NJSLA assessments, a standards-based report card provides students with specific information about how they are progressing and pinpoint where they need to improve. This report card influences the way teachers assess student learning throughout the year. A standards-based report card provides teachers and students the opportunity to discuss and clearly describe what student work that meets the standards looks like. It allows districts to confirm and assess all students are being exposed to the same curriculum and learning the skills they should learn in each grade.

The report card clearly defines the standards to parents. Parents know exactly what their child should be able to do. The report card is based directly on the standards, although not every standard is listed on the report card. Parents are directed to view standards in each strand on the New Jersey Department of Education website along with the report card.



## INDICATORS

Indicates a student has advanced understanding and exceeds grade level expectations. It demonstrates academically superior skills in that specific area.

Indicates a student has proficient understanding of grade level expectations and is on track with high academic expectations.

Indicates a student has basic understanding of concepts and skills. This student is progressing towards meeting grade level expectations.

Indicates a student has minimal understanding and does not meet grade level expectations. Their performance is inconsistent and requires additional guidance and support.

## REPORT CARDS/ PARENT/TEACHER CONFERENCES

Student report cards are sent home four times a school year. Formal parent/teacher conferences are scheduled at the end of the first marking period. Additional parent conferences can be scheduled throughout the school year at either a parent/guardian or the teacher's request. Please feel free to contact the school if you have any questions about your child's progress.

## EXPECTATIONS FOR STUDENT CONDUCT

The following specific behaviors exemplify the conduct expected of students, in accordance with District Policy 5500-EXPECTATIONS FOR STUDENT CONDUCT.

A. Students will prepare themselves mentally and physically for the process of learning by:

Being well-nourished, rested, clean, and properly dressed and groomed;  
Being free of drugs and alcohol and refraining from smoking; and  
Developing attitudes that will prepare them for listening, participating, and learning.

B. Students will respect the person, property, and intellectual and creative products of others by:

Being always honest, forthcoming, and courteous;  
Displaying care for the property of others;  
Acknowledging the intellectual work of others when it is incorporated into their work;  
Accepting the rights of others to their own opinions and beliefs;  
Resolving disputes and differences peacefully;  
Displaying loyalty and good sportsmanship; and  
Helping to maintain school facilities that are neat and clean.



C. Students will take responsibility for their own behavior and learning by:

Recognizing that academic endeavor is the primary purpose of school attendance;  
Completing all homework classwork, and assigned projects on time;  
Preparing for each class by bringing necessary supplies and equipment;  
Making personal choices that are based on sound reasoning and decision-making;  
Accepting constructive criticism; and  
Acknowledging and accepting the consequences of their own actions

D. Students will use time and other resources responsibly by:

Attending school regularly and promptly and striving for a perfect attendance record;  
Using study periods and library time for school work; and  
Using books and other equipment appropriately.

E. Students will share responsibilities when working with others by:

Cooperating with others in the work of the group;  
Contributing talents and services as appropriate;  
Accepting leadership when appropriate; and  
Respecting the rights and opinions of others in a group setting.

F. Students will meet the requirements of each course of study by:

Participating actively and appropriately in the scheduled class;  
Following the rules and procedures established for the class by the teacher;  
Bringing to class the textbook, clothing, and other materials necessary for participation;  
and observing school rules for the safe handling of class equipment and materials.

G. Students will monitor their own progress toward school objectives by:

Carefully planning courses of study and schedules;  
Promptly seeking staff assistance as required; and  
Maintaining records of progress.

H. Students will communicate with parent(s) or legal guardian(s) and appropriate school staff members about school matters by:

Discussing progress in school with parent(s) or legal guardian(s) and relaying necessary information to parent(s) or legal guardian(s);  
Transmitting school letters, forms, and notices to parent(s) or legal guardian(s)



and returning required responses to school staff members;  
Conferring with appropriate staff members when a problem occurs; and  
Developing with parent(s) or legal guardian(s) a clear idea of their  
Educational goals.

## STUDENT DISCIPLINE & CODE OF CONDUCT

The Student Code of Conduct, District policy **5600 - STUDENT DISCIPLINE / CODE OF CONDUCT**. These regulations are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

### A. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

### B. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

Open defiance of the authority of any teacher or person, having authority over the student.

Conduct of such character as to constitute a continuing danger to the physical well-being of other students.

Physical assault upon another student.

Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear.

Willfully causing, or attempting to cause, substantial damage to school property.

Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility.



Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district.  
Incitement which is intended to and does result in truancy by other students;  
Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

### C. Students' Rights

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include: advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;  
Education that supports students' development into productive citizens, attendance in safe and secure school environments.

### A. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

#### Positive Reinforcement for Good Conduct and Academic Success:

Student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to:  
Student of the Month.  
Honor Roll Recognition.  
Character Education Program/Assembly.  
Posted on the School Bulletin Board.

#### Supportive Interventions and Referral Services:

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

#### Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

#### Restitution and Restoration

A student may be required to make restitution for any loss resulting from the student's conduct; or a student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.



### Counseling

A student may be required to consult with school guidance counselors or Child Study Team members.

The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors. The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

### Parent/Teacher Conferences

Students may be required to attend a meeting with their parents and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

### Alternate Educational Program

Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff members.

### Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

### B. School Responses to Violations of Behavioral Expectation

School responses to violations of behavioral expectations are listed below:

#### Admonishment/Reprimand

A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

#### Temporary Removal from Classroom

The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.

The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.

The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

#### Meeting with School Administration and Parent

The student's parents may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.



### Deprivation of Privileges

Students may be deprived of privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.

These privileges may include, but are not limited to:

Moving freely about the school building;  
Participation in co-curricular or inter/intra-scholastic activities;  
Attendance at a school-related social or sports activity;  
Transportation to and from school on a school bus; or  
Any other privilege the Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

### Detention

A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.

Transportation to detention before school or from detention after school will be the responsibility of the parent.

A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

### Grade Adjustment

A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

### School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.

The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.

The parent will be notified of the student's reported conduct.

The Principal or designee will make a determination if the student violated behavioral expectations

and the discipline to be administered in accordance with the Code of Student Conduct.

If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

### Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20),





student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

## CLASSROOM EXPECTATIONS

Follow Directions When Given.

Look and listen when others are talking. Ask questions if you don't understand.

Stay on task.

Keep Hands, Feet, Body, Objects to Yourself.

Use classroom tools appropriately.

Be respectful of classmates' desks and items.

Ask for permission to borrow supplies from friends. Be mindful of personal space.

Be Polite and Use Respectful Language.

Raise your hand and wait for recognition to share ideas. Use appropriate tone and language.

Enter and exit the room quietly.

Be supportive and understanding of one another. Be honest.

Be Safe and Responsible.

Be organized and prepared.

Take care of school property assigned to you. Walk in the classroom.

Keep the desk and classroom neat.

Do Your Best.

Try your best.

Complete work and homework to the best of your ability. Keep a positive attitude.

Have materials ready.



## HALLWAY EXPECTATIONS

Follow Directions When Given.

When walking without your teacher, go directly to your location.

Keep Hands, Feet, Body, Objects to yourself.

Leave a safe space between you and the person in front of you.

Enjoy projects and artwork with your eyes only.

Be Polite and Use Respectful Language. Walk quietly.

Remember the needs of others in classrooms.

Be Safe and Responsible.

Walk facing forward.

Walk on the right-hand side of the hallway.

Do Your Best.

Listen for directions. Follow hallway rules on a daily basis.

Practice Social/Physical Distancing.

## RESTROOM EXPECTATIONS

Follow Directions When Given.

Go to the bathroom closest to your classroom. Return to your classroom promptly.

Keep Hands, Feet, Body, Objects to yourself.

Respect the privacy of others.

Be Polite and Use Respectful Language.

Please flush.

Stay in your personal space.

Be Safe and Responsible.

Keep soap and water in the sink.

Put paper towels in trash cans.



Leave classroom tools and objects at your desk. Wash hands.

Do Your Best.

Keep the bathroom clean.

Use bathroom facilities appropriately.

### **CAFETERIA EXPECTATIONS**

Follow cafeteria rules each day.

Follow directions when given.

Follow directions the first time given.

Keep Hands, Feet, Body, Objects to yourself.

Touch only your own food.

Keep food, drinks, and items to yourself. Be mindful of personal space.

Be Polite and Use Respectful Language.

Talk quietly with friends across from or on either side of you.

Stand quietly in line.

Raise your hand to request something. Speak kindly to others.

Be Safe and Responsible.

Dispose of trash properly. Sit facing the table.

Walk at all times.

Stay in order while in line.

Do Your Best.

### **PLAYGROUND EXPECTATIONS**

Follow directions when given.

Listen to ALL Staff. Line up when direction is given.

Keep Hands, Feet, Body, Objects to Yourself.

Be aware of your personal space and the space of others.



Be Polite and Use Respectful Language. Follow game rules.

Be tolerant of others.

Include others in activities.

Be Safe and Responsible.

Use equipment properly.

Stay in assigned areas.

Play by the rules which have been agreed upon.

Do Your Best

### RECESS

Due to safety concerns and the need for accountability of children, only students enrolled in the Springfield Public School District are to be on the playground during the school day.

Outdoor recess will be held unless weather conditions are too severe, (extreme cold, heat, rain, ice). If the temperature or wind chill is below 32° Fahrenheit the children will stay in for recess. Otherwise, all students will go outside unless the student brings in a doctor's excuse. Please be sure your child dresses appropriately for the colder weather. We ask that you label coats, hats, and gloves. The P.E. Teacher, School Nurse, Teacher Assistants on recess duty and Principal will consult and determine if conditions warrant cancellation of outdoor recess.

### INDOOR RECESS RULES

Listed below are general indoor classroom recess rules. Each classroom may have additional and more specific rules to apply to the room activities:

1. During recess indoors, you must stay in your homeroom or designated room. You are not allowed to visit another room.
2. If you must go to the lavatory (and your room does not have one), get permission from the adult in charge. Take a lavatory pass with you. Only one person will be excused at a time.
3. No running in your classroom.
4. No "eraser tag" or other tag games.
5. Use inside voices.
6. No ball throwing.



## GENERAL RECESS RULES

No gum chewing.

Keep toys, playing cards of any type and valuable articles at home. Electronic devices and handheld video games may not be brought to school.

The school is not responsible for damaged, lost, or stolen items. Cell phones are not permitted in school.

## STUDENT DRESS CODE

### STUDENT ATTIRE

The following requirements concerning children's dress will apply to all elementary students in the Springfield Public School District.

Students will dress appropriately in a manner that is not distracting to other students or staff, and in a manner that does not endanger the health, safety, and/or welfare of students. The use of make-up and perfume is discouraged at the elementary level.

Examples of unacceptable clothing may include, but are not limited to the following:

1. Halter-type blouses that leave a bare midriff; shirts that bare the midriff
2. See-through blouses, fishnet shirts, spaghetti strap shirts, Tank tops.
3. Excessively short skirts or shorts
4. Excessively loose and/or baggy pants or shorts that reveal undergarments
5. Ripped or torn clothing
6. Hats are not to be worn inside the building.
7. Beach flip-flops and "heellies" are not permitted.
8. Clothes with or that convey inappropriate written messages
  - Promote or advertise the use of alcohol, drugs, or tobacco
  - Have abusive sayings, profanity or foul language
  - Convey inappropriate messages, sexual innuendo

Clothes should be appropriate for the occasion, and should be clean, neat and safe. In cold inclement weather, provisions should be made so that children are not only outfitted in the proper type of outer clothing, but also the proper articles for in school wear. Boots, heavy slacks, and other types of outer clothing should not be worn indoors during the school day. Classroom temperatures are regulated for indoor types of dress.

Parents are encouraged to supply children with sneakers for physical education class. Children are encouraged to wear some form of clothing on physical education days, which is appropriate for these activity periods. Students may not participate in physical education classes if they are inappropriately dressed.



## PERSONAL ITEMS

Students are not to bring any toys from home. This includes electronic handheld video games , stuffed animals, dolls, playing cards, etc., etc. The school is not responsible for lost, damaged or stolen items.

## EVW WEBSITE

The Walton School website at <https://www.springfieldschools.com/3/home> is a great resource. Please be sure to visit the website regularly, especially for the monthly newsletters and lunch menu. If you do not have access to the Internet, please visit the Springfield Public Library.

If you are having a technology problem, please contact the technology department at

<https://webhelpdesk.springfieldschools.com>

Username: Your Child's OnCourse Username

Password: Your child's Student ID Number

## HARASSMENT, INTIMIDATION & BULLYING

Harassment, Intimidation, Bullying Definition from NJSA: 18A:37-14:

"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 any 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 characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

1. 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;
2. has the effect of insulting or demeaning any student or group of students; or
3. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.
4. Harassment, Intimidation and Bullying will not be tolerated within our school community. The Springfield Board of Education is committed to providing a safe, positive learning environment for District students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by District students.



Bullying/Cyber Bullying will be handled in accordance with Board Policy 512-HARASSMENT, INTIMIDATION, AND BULLYING.

## TRANSPORTATION

The Springfield Board of Education shall provide transportation for students within the parameters prescribed by the School Laws of New Jersey. The scope of this service includes the provision of a safe, consistent, and predictable operation of bus transportation. It is the Board's intent to primarily authorize the transportation of students from their home (at stops reasonably and practically positioned in relation to other homes, physical landforms, and efficient routes) to school and return. The Board of Education directs the Business Administrator to develop bus routes to provide safe, economical and reasonably expeditious transportation for:

- Pupils who live remote from the school as defined by New Jersey Law
- Pupils whose route to the school is deemed hazardous by the Board
- Educationally handicapped pupils
- Pupils participating in Board approved extracurricular activities or field trips
- Pupils who may qualify for Subscription Courtesy Busing (fee basis) if seats are available

The criteria to be used in designating routes and assigning pupils to them shall include:

- The distance to be traveled to and from school
- The hazards involved on the route to be traveled
- The age and state of health of the child
- The requirements of the instruction program.

Transportation to and from school shall be provided as required by law to eligible nonpublic school pupils. All pupils riding on district buses shall be required to observe the district's bus conduct regulation or risk loss of the privilege of such transportation.

In the interests of student safety and parent convenience, the Board of Education has established the following criteria for Subscription Courtesy Busing eligibility:

- Age of children to be transported
- Distance from school and traffic patterns
- Hardship.
- Subscription Courtesy Busing will be available according to the established criteria and/or a lottery system for available seats.

The Board will set an annual fee for this service and a special adjustment in those fees will be granted for individuals whose children qualify for free and reduced meal prices. Buses, whether contracted or district-owned, shall be kept in optimum condition and shall conform to all state safety regulations.



## SCHOOL BUS BEHAVIOR GUIDELINES

- Pupils who live remote from the school as defined by New Jersey Law.
- All students are to sit in assigned seats that are designated by the driver.
- All riders should use seat belts. If a seat belt is broken, the student should notify the driver and request a change in seating. Belts are inspected and repaired twice per week.
- All students are to remain seated at all times when the bus is in motion.
- Students in the front seats should not speak to the driver while the bus is in motion and should not distract the driver.
- Students should not open or close windows and should keep hands and limbs inside the school bus. The driver will assist students for safety reasons in lowering or raising the windows.
- Students should not board the bus unless a driver is seated in the driver's seat.
- Students should not block the aisle with packages and large band instruments. These items should be placed under the seats. If assistance is needed, the driver will give appropriate direction.
- Students will be "dropped off" only at the students' designated bus stops or at school.
- Students will only be permitted on buses to which they are regularly assigned. If emergencies or special situations exist and if seating is available, exceptions to this rule may be approved by the building principal.

## DISCIPLINE

All discipline problems will be handled by the school principal or his/her designee. Upon receipt of a complaint, the principal will take the following action:

1. First Offense: The student will receive a verbal warning and the parents will be sent a copy of the "Bus Discipline" form.
2. Second Offense: The student will be removed from the bus for three days.
3. Third Offense: The student will be removed from the bus for one week.

Further offenses will be handled according to the progressive discipline procedures of the district. Bus stop behavior problems should also be reported to the school principal for appropriate action.

## GENERAL PROCEDURES

Since safety is such a major concern of the school, all must cooperate to build proper bus riding habits. Some ground rules for developing and promoting safety habits are listed below.

- It is suggested that you be at the bus stop five (5) minutes before the scheduled departure as the driver must maintain a schedule and cannot wait for you. If there is inclement weather, you may return home if the bus has not arrived within fifteen (15) minutes after its scheduled departure. If the temperature is above freezing and there is no precipitation, you should wait forty-five (45) minutes.





- Get on and off your assigned bus at your designated bus stop. Due to space limitations and assigned bus routes, written requests for students to go home with a friend on another bus are not granted.
- A driver will not knowingly permit any child to get off the bus at a different stop.
- When your bus approaches, wait until it comes to a complete stop. Then, form a single line and board courteously, one pupil at a time.
- Once inside the bus, take your seat as soon as possible, stay seated and make yourself comfortable. The driver will give you permission to open and close your window as deemed necessary. When windows are open for ventilation do not hang your hands or head out of the windows. Trash must not be thrown out of the windows.
- Seating arrangements are the responsibility of the bus driver. For the safe operation of the bus, it is essential that there be no boisterous talking, or other distracting behavior.
- In case of a road emergency, stay seated. Protect yourself and others by obeying the bus driver at all times. When approaching a railroad crossing lower your conversation.
- When leaving the bus, cross at least ten (10) feet in front of it. Before walking out from in the front of the bus, look both ways to be certain no traffic is approaching.
- Treat the bus as your own. Respect your fellow students and drivers. Abuse of the necessary guidelines and rules may cause the loss of riding privileges.

### **BUS EXPECTATIONS**

**Follow Directions When Given.**

**Listen to ALL Staff.**

**Follow Bus Driver's directions.**

**Keep Hands, Feet, Body, Objects to Yourself.**

**Be aware of your personal space and the space of others. Keep all body parts inside the bus.**

**Be Polite and Use Respectful Language.**

**Use indoor voices in conversation.**

**Talk kindly to others on the bus.**

**Take turns when entering and exiting the bus.**

**Be Safe and Responsible.**

**Stay SEATED at ALL times.**



**Keep feet and/or items out of the aisle.**

**Know the emergency procedures.**

**Enter and Exit cautiously.**

**Hold onto the rail on and off the bus.**

**Items remain in hands or on lap if not in a backpack.**

**Do Your Best.**

**Be prompt and on time to board the bus. Be a good passenger.**

**ALWAYS listen to the bus driver.**

### EMERGENCY PROCEDURES

Each day the Springfield Public School District transports many pupils to multiple bus stops within the Springfield community. Such things as inclement weather, delays, breakdowns do occur, and the fact that children sometimes tend to do the unexpected, it is quite possible that there will come a day when your child will not arrive home on time.

Should this happen, we are eager to help you find your child as soon as possible. Listed below are some suggestions, which should help both of us. It is also important to work out an emergency plan in case your child is dismissed early without your knowledge, or if you are unexpectedly delayed. The plan should include what the child should do or where he/she could go until you arrive home. Discuss the plan periodically so your child is always prepared for emergencies.

### BE PREPARED

Know your child's bus number and usual arrival time after school.

Know the names and phone numbers of a few children who get off at the same stop or nearby stops.

See that your child knows his telephone number and possibly that of the person designated to be contacted in case you cannot be reached.

**IF:**

If your child has not arrived home on time, first check with your neighbors to determine whether the bus is running late.

If the entire bus is late, particularly in bad weather, wait about twenty minutes. If it has still not arrived, call your child's school office: 973-376-1025 X. 2556. Transportation Office



973-376-1025 X 5254. When we are aware of delays, someone is available to help and to furnish information until the delayed bus has finished its run.

If your child has missed the bus, the school will contact you immediately.

### PARENTAL INVOLVEMENT IN OUR SCHOOLS

Throughout the school year, numerous opportunities are provided for parents to become actively involved in many of our school programs. We encourage you to take an interest in your child's education and attend many of our school functions. Some of the parent activities may be scheduled during the school year may include, but are not limited to the following:

**CLASS PRESENTATIONS:** There are many parents within our district who have occupations, hobbies, or talents in subject areas that are of great interest to our students. Please contact the school office if you would be willing to share your expertise.

**COMMITTEE MEMBERSHIPS:** Each year, requests may be made for parents to serve on a variety of committees. You will receive notice of these meetings as they arise. We welcome your participation.

Parents are reminded that they are not to report to classrooms without permission from the office. This applies to all times, not just when students are in class. This request includes, but is not limited to, parents who are visiting, meeting with teachers, or carrying an item for their child. These measures will help us provide a safer environment for the children and also maintain the integrity of teacher planning time. To help ensure safety and security, all visitors must wear an identification badge (even if standing in the hallway waiting for a child). We are limiting the number of adults in the classroom at a time (ex. family members, PTA) to no more than 2-3.

### HOW PARENTS CAN HELP

The home and the school must work together to ensure the best educational program for each child. There are many ways in which parents can help. Here are a few suggestions:

1. Take an active interest in school affairs; volunteer in the school, serve on district committees, and/or join the Parent Teacher Association
2. Establish and maintain a healthy schedule at home: plenty of rest, adequate diet, and free time for leisure activities. In addition, encourage good health habits.
3. Talk positively about the educational program, the teachers, and other school personnel.
4. Show confidence in your child and his / her ability to make small decisions for him or herself. Build a sense of responsibility through ever-widening experiences such as regular household chores, running errands, etc.
5. Provide stimulating reading materials at home such as children's non-fiction and fiction books written on your child's reading level.



6. Acquaint your child with the wonders of nature and the world. Plan and participate in trips to nearby places of interest: a zoo, animal farms, museums, historic spots; encourage hobbies and collections.
7. Help your child feel a sense of security. Avoid friction and other emotional tensions in the home.
8. Refrain from pressuring your child about grades, not having enough homework, or other children doing better in school. Remember that your child is a unique person-- with his/her own innate qualities and abilities.
9. Contact the main school office, nurse, school principal and your child's teacher if it is learned that, because of a lengthy illness, your child will be absent from school for a long period of time.

We hope this handbook has provided you with a better understanding of the policies, procedures, and guidelines that help us maintain a healthy and safe learning environment. We understand that there is a lot of material covered, and encourage you to refer to this as many times as needed. Please remember to call your building Principal should you need any clarification on any of the material covered in this handbook.

We look forward to guiding your child(ren) to developing the necessary academic and social-emotional learning skills that will help them become life-long learners.

