

Eastampton Township School District



Parent/Student Handbook

**Eastampton Community School
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Eastampton, NJ 08060**

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www.etsdnj.us

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BUILDING SUCCESS TOGETHER

Together, students, staff, parents, and the Eastampton community will work to foster excellence and empathy by providing a quality education and encouraging respect, promoting diversity, and nurturing the skills students need to exceed the New Jersey learning standards and succeed in today's world.

Together, we will provide a safe learning environment for our kids to explore, innovate, and grow into the individuals they are.

SCHOOL HOURS/ARRIVAL RESPONSIBILITIES

The school day begins at 8:30 a.m. and ends at 3:00 p.m. for students in K-8. **Students should not arrive at school prior to 8:15 a.m. as there is no adult supervision available.** Only students who are involved in a supervised activity are permitted into the school building before that time.

Upon arrival, students in grades K-3 should report directly to their classrooms. Students in grades 4-8 should go to their lockers, get the books and materials they will need for the morning, and report directly to homeroom. Lockers are given to 4th-8th graders and new locker combinations are issued each year. Personal locks are not to be placed on lockers. Lockers are to be neat and organized. No items/decorations may be placed inside or on lockers. **The school reserves the right to inspect and conduct random searches of all lockers.** Students are permitted to use their lockers before homeroom, before and after lunch/recess, and after the last period of the day. All students must leave the school building and grounds immediately after dismissal unless they are involved in a supervised school activity.

SCHOOL ENTRY PROTOCOL

- No visitors are to enter the building with students during arrival. **All visitors to our school 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 an 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 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. Entry into the school is not permitted.
- If you will be picking your child up early, you must notify the main office at least one hour in advance.
- Front office secretaries will be required to call the school resource officer and notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening.

EMERGENCY CONTACT SYSTEM

If an emergency situation exists or adverse weather conditions cause a delayed opening, interruption or cancellation of school, you will be notified via our Blackboard Connect telephone system. This information system is also used for reminders throughout the school year. **Please be sure to update your child's contact information should any changes occur throughout the school year.**

Additionally, school closing information can be found on our website – www.etsdnj.us, Facebook, local TV channels, and NJ 101.5 Radio.

FIRE DRILLS/SECURITY DRILLS

Students are expected to remain quiet and conduct themselves in an orderly manner under the direction of the supervising teacher to the appropriate exit. Behavior during fire drills/security drills that endangers the safety of others will result in disciplinary action. There will be one fire drill and one security drill every month.

TRANSPORTATION

Students are responsible to school officials for their behavior from the time they leave their homes in the morning until the time they return at the conclusion of the school program. Students involved in after 3:00 p.m. or evening activities related to the school are also responsible to school officials in the same way. Respect for neighborhood property along the way is a must.

Bussed Students – Please see the Student Code of Conduct (page 11) for Bus Rules.

Non-Bussed Students – If parents decide that their non-bus riders are going to walk to school, they should review with their children the route they are expected to follow each day. Students walking to school may enter the building at 8:15 a.m. at their assigned locations. Students must use sidewalks at all times and use caution when crossing streets and the parking lot. If non-bus riders are going to be driven to school, they should be dropped off and picked up at the West entrance (**front**) of the building. Parking or stopping in the fire lane is prohibited. Please do not drop off or pick up students in the school bus area (**rear/flagpole side**). Students should not be dropped off before 8:15 a.m.

Bicycles – Students may ride bicycles to school with parental permission. Racks are to be used for storage and bicycles must be locked by their owners. Students riding bicycles to school are expected to observe the normal rules of safety both on and off school grounds. All students riding bicycles must wear approved safety helmets as required by law. Students who do not follow the rules pertaining to the riding and storing of bicycles at school will lose that privilege for a period of two weeks. Continued disregard for the rules will result in a loss of the privilege from in excess of two weeks to the balance of the school year.

Skateboards/Roller Skates/Motor Bikes and Carts – Students may not bring skateboards, roller skates, or roller shoes to school. Students are not permitted to ride motorized vehicles on school grounds at any time. The Board of Education will not assume liability for injuries.

ATTENDANCE

Absences/Excuses – The school should be notified if a student will be absent. Students are expected to bring a note from their parents explaining an absence upon their return to school. A student who is absent for just one day is asked to obtain make-up work upon returning to school. A parent **may request homework assignments** by communicating with the teacher directly via email, ClassDojo, etc. Hard copies of homework may be picked up in the main office. The main office must be notified before homework can be picked up.

Late Arrivals/Tardiness – When parents realize that their child will be late, a call to the school or a brief note accompanying their child is required. **A student arriving late to school must report to the main office to sign in and receive a pass.** Students who come in late without being signed in will be assigned a detention.

Repeated tardies will be investigated by the administration and disciplinary action may be taken. **A student must be present at least four (4) hours of the school day to participate in any extra-curricular activities that afternoon or evening.**

Early Dismissals – Parents wishing to take a student out of school before the regular dismissal time **MUST** notify the main office **at least one hour in advance.**

DRESS AND GROOMING

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's individual style and preference. The Board will impose its judgment on pupils and parents or legal guardians only when a pupil's dress and grooming affect the education program of the schools.

All students, grades K-8, are required to dress in a manner that reflects good taste, modesty, and appropriateness. Choice of garments should be made according to the health, safety and welfare of all students. The School Dress Code is designed to establish guidelines that assist students in making responsible decisions as they select attire that is appropriate for school.

Students are expected to follow the dress code guidelines below. Any attire which results in undue attention to the student or disrupts the educational process is in violation of the dress code. Please see the Student Code of Conduct (page 10) for the consequences of dress code violation. The Principal can make adjustments on special occasions.

Clothing:

- Shoes, socks or stockings, and undergarments will be worn properly at all times.
- No undergarments should be visible.
- Attire that is excessively sheer, see-through, low-cut, or revealing is not permitted. Shirts, tops, or dresses should not be see-through, backless, or strapless.
- Attire that advertises or refers to alcohol, drugs, gangs, weapons, etc. is prohibited.
- Shorts, dresses, and/or skirts must be no shorter than fingertip length.
- Shorts should not have words written across the backside.
- Pajama pants or tops are not permitted.
- Shirts/tops must be long enough as to not expose a bare midriff when standing AND sitting.
- Spaghetti strap style clothing is NOT permitted.
- Students are permitted to wear tank tops ONLY if a t-shirt is worn underneath
- Gloves of any kind are not to be worn during the school day.
- Hats, head coverings, sweat bands, or bandanas are not to be worn in the building unless for religious reasons.

Shoes:

- For safety reasons, Crocs, sandals, flip-flops, or any other open-toed footwear must not be worn.

General:

- The classroom is not a place for grooming (e.g., brushing/braiding hair, applying makeup, etc.).
- Perfumes, colognes, and spray deodorants are prohibited for safety and allergy reasons.
- Backpacks or shoulder bags cannot be carried or worn during the school day. They must be placed in your locker upon entering school. (The Principal can make adjustments on special occasions.)

STUDENT BELONGINGS

Book Bags and Coats – For safety reasons, book bags, backpacks, large purses, or handbags may not be carried around the school building or be brought to classes. Book bags may be used to carry books to and from school, but must remain in lockers during the school day. Coats must be left in student lockers and are not to be worn in class or in the hallways. Students in grades Preschool-5 must have a coat to participate in recess during colder weather. Student belongings should be labeled with student's first and last name.

Middle School students will be permitted to visit their lockers at the beginning of the day, before and after lunch, and at the end of the day only in order to maximize the use of instructional time.

Textbooks – Students will be expected to pay the replacement cost for all lost or damaged books and district-issued electronic devices.

COMMUNICATION OF STUDENT PROGRESS

Guidance Services – Guidance services are available for students in grades Preschool-8. Services include group counseling, peer tutoring, and character education. For information on Preschool-4 grade services, contact extension 118 and for 5-8 grade services, contact extension 128.

Hearing/Visual Screenings – The school nurse routinely screens all students to determine whether an undetected impairment exists that would negatively affect their school program.

Parent Conferences – Specific information regarding parent conferences will be sent home with students prior to conferences. Good communication should be a continuous process between home and school, and conferences should be conducted whenever the parent or teacher deem necessary.

Pupil Records – According to N.J.A.C. 6:3-2.5 and as outlined in Board Policy, the school district is responsible for maintaining and securing student records. Parents who wish to review their child's records may do so by submitting a written request to the principal or assistant principal.

OnCourse/Report Cards – OnCourse is the student information system used by the district which gives you the ability to view your child's progress. You can access grades, report cards, and even sign up to get email alerts. Report cards for all grades can be accessed through OnCourse. If you do not have a user name and password for OnCourse, please contact the main office (609-267-9172 ext 110). It is quick and easy and all you have to do is bring your identification.

Standardized Tests – Students in grades 3-8 are administered the New Jersey Student Learning Assessment for Language Arts and Mathematics. Fifth and eighth grade students will also be administered the New Jersey Student Learning Assessment for Science.

PHYSICAL EDUCATION POLICY

Students are expected to have sneakers available for physical education and recess because it is part of the PE program. Appropriate clothing is required for physical education classes. Lockers in the gymnasium area are assigned to students (in grades 6-8) for storing clothes and books while they are participating in gym. Permanent lockers are assigned to boys and girls involved in after-school intramurals for the duration of the time they are participating in the sport. These students, therefore, should not return to their regular lockers or classrooms for books when their activity is terminated for the day. Students are responsible for placing all their personal items in their assigned lockers and locking them. All locks must be school-issued locks.

CAFETERIA - LUNCH/BREAKFAST PROGRAM

The school district participates in the National School Lunch Program. Lunch/breakfast prices, free/reduced lunch applications, monthly menus, instructions on how to set up an account, and policies/procedures for purchasing or charging a student meal are all available on the district's website. A cafeteria charge must be paid back before a student is permitted to charge again. Students with outstanding charges will be denied participation on Field Day.

NO LUNCH is served on early dismissal days.

EXTRA-CURRICULAR ACTIVITIES

The intention of the Eastampton Township Board of Education is to provide students with varied activities that will enhance their development as they progress toward adolescence and subsequently to adulthood. Students are encouraged by the staff to take advantage of these opportunities. The administration and staff counsel students to organize their time so that participation in extra-curricular activities does not have a negative effect on their academic performance. Students with a failing average may be excluded from extra-curricular activities. Students must be present in school at least four (4) hours in a day in order to participate in any after-school or evening activity.

ECS CHROMEBOOK USE & CARE GUIDELINES

Chromebooks are important learning tools and are the property of Eastampton Community School. Each student is assigned a Chromebook to support their learning, just like textbooks or other school materials. These devices must be returned:

- At the end of each school day
- If a student withdraws or transfers
- Anytime the school requests it

****Use of Chromebooks must follow the ECS Acceptable Use Guidelines and the Student Code of Conduct.****

Student Responsibilities

- Take care of your Chromebook! You are responsible for keeping it in good condition.
- If your Chromebook breaks or isn't working right, bring it to the front office as soon as possible. The ECS tech team will take a look.
- Never take your school Chromebook to an outside repair shop.

Handling & Care Tips

- Don't change the Chromebook's management settings or software.
- Don't remove or cover the district's label or asset tag.
- Don't insert objects like pens or paperclips into the Chromebook's ports.
- Don't close the Chromebook with anything left on the keyboard (it could break the screen).
- Be careful with liquids. Spills may not be covered by insurance. You could be charged for repairs.
- Don't use sprays or cleaning liquids on the screen. Use a soft cloth instead.

Treat your Chromebook with care—it's your tool for exploring, creating, and achieving great things!

Please check the district website – www.etsdnj.us – and our social media periodically for updated information and important school district policies.