

2025-2026

Marion T. Bedwell
Elementary School



Parent/Student
Handbook

Revised 7/30/25



MARION T. BEDWELL ELEMENTARY SCHOOL
SOMERSET HILLS SCHOOL DISTRICT
141 Seney Drive, Bernardsville, NJ 07924
(908)204-1920 | <http://bes.shsd.org>

Dear Bedwell Families,

This Parent/Student Handbook has been prepared to help answer any questions that you may have in regards to Bedwell Elementary School, its policies, procedures, and programs. Please look it over with your child(ren) to ensure that everyone understands what is stated in this handbook. All of these items have been created in order to help ensure that all students are given the opportunity to excel in an environment that is conducive to learning.

There are many great things about Bedwell that are only possible through the constant communication and cooperation between school staff, parents, students, and the community as a whole. Your support is what truly makes Bedwell a great place for the staff to work, and the students to learn.

We are extremely proud of everyone here in our school community, and we look forward to our work together to ensure the success of our students as they move through our school, and on to bright futures.

Sincerely,

Mr. Scott Wolfe
Principal

Mrs. Jasmine Akauola
Assistant Principal



TABLE OF CONTENTS

Academic Success

| | |
|---|---|
| Homework Policy | 4 |
| Absence and Homework | 4 |
| Enrichment Programs..... | 4 |
| Library Media Center..... | 5 |
| Musical Instrument & Choral Programs..... | 5 |
| Multi-Tiered System of Supports (MTSS)/Intervention and Referral Services (I & RS)..... | 5 |

Student Life

| | |
|-----------------------------------|----|
| Community Service..... | 6 |
| Dress Code..... | 6 |
| Field Trips..... | 6 |
| Items from Home | 6 |
| Cell Phones & Electronics | 6 |
| Lost and Found..... | 7 |
| Recess | 7 |
| Breakfast & Lunch..... | 7 |
| Student Accounts..... | 7 |
| Sending Payments - Cafeteria..... | 8 |
| Free and Reduced Lunches..... | 8 |
| Lunch Snacks..... | 8 |
| Cafeteria Don'ts..... | 8 |
| SHSD Payment Form..... | 9 |
| Birthdays & Holidays..... | 10 |

Student Conduct, Citizenship, and Responsibilities

| | |
|--|-------|
| General..... | 10 |
| Behavioral Expectations and Discipline..... | 11 |
| School Rules..... | 11 |
| Discipline..... | 11-12 |
| Possession of Drugs/Weapons..... | 12 |
| Chain Reaction..... | 12-13 |
| Harassment, Intimidation, and Bullying | 14 |

Arrival and Dismissal

| | |
|--|-------|
| Arrival/Dismissal Time- Regular Days..... | 15 |
| Arrival/Dismissal Categories and Procedures..... | 15-16 |
| Car Rider A.M. Drop-Off & P.M. Pick-Up Procedures..... | 16-18 |
| Change in Dismissal Procedures..... | 18 |
| Car Rider Map(s)..... | 19-20 |
| Busing & Child Care Transportation Arrangements..... | 21 |
| Transportation Questions/Contact Information..... | 21 |
| School Bus Discipline Guide..... | 21 |
| Bus Safety Rules..... | 21-22 |
| Delayed Opening and Early Dismissal Procedures..... | 22 |
| Pet Policy (Arrival, Dismissal, School Events)..... | 22-23 |



Health/Medical

Allergies.....23
 Health and Safety Policies.....23-24
 Medical Services.....24
 Medication Policy.....24-25
 Head Injury.....25
 Lice.....25
 Absence From School.....26
 Student Accident Insurance.....26

Communication

Messaging.....26
 Snow Day Make-Ups.....26-27
 Email & Website27
 Computer Usage Policy.....27
 Friday Folder27
 Parent/Teacher Conferences.....27

Parent Involvement

Home and School Association.....28
 Classroom Visits.....28
 Volunteers.....28
 Parent Request for Paperwork.....28

Safety and Security

Drills.....28
 School Visitors.....28-29
 Electronic Surveillance.....29

MISSION STATEMENT

The mission of Bedwell Elementary School is to provide all students with an opportunity to achieve their highest intellectual, creative, and interpersonal potential in a safe, nurturing, collaborative environment that promotes self-worth and fosters a love of learning.

ACADEMIC SUCCESS

HOMEWORK POLICY

Homework is given as a review and practice or extension of what was taught during the school day. The guidelines below include daily reading time. The following time frames are approximations as children differ developmentally and work at various speeds. These times MAY NOT include encouraged reading (independent OR with a parent).

Kindergarten: Home experiences related to classroom lessons will be assigned when appropriate.

First Grade: 15 minutes per night

Second Grade: 20 minutes per night

Third Grade: 30-35 minutes per night

Fourth Grade: 40-45 minutes per night

ABSENCE & HOMEWORK

If requested by a parent, homework will be provided by the end of the school day when a student is absent due to illness. Generally, all missed tests, assessments, homework, and mandatory class work should be completed within two (2) days for each day of absence and within a maximum of ten (10) days for absences of a week or longer. If a student will be absent due to a family vacation or family travel, student work WILL NOT be provided. Students are also always encouraged to read, keep journals and review previously taught concepts. Teachers have the discretion to decide if a particular assignment does not lend itself to be completed at home and will work with the child to ensure it is completed in a timely manner within the classroom.

BEDWELL ENRICHMENT PROGRAMS

Bedwell School's Enrichment Program is based on Joseph Renzulli's Schoolwide Enrichment Model and is designed to provide a continuum of enrichment services to all students. This model's intent is to encourage creative productivity on the part of young people by exposing them to a wide array of topics, areas of possible interest, and fields of study and to further train them in the application of advanced content, process training skills, and methodology training to self-selected areas of interest.

All PK-4 Bedwell students receive a 45-minute enrichment session as part of the Related Arts cycle. The content of the enrichment curriculum supports, enhances, and extends each respective grade level's curriculum.

For more information on enrichment activities visit the Bedwell Enrichment page on the district's website.

LIBRARY MEDIA CENTER

The objective of the Bedwell School Library/Media Center is to instill a lifelong love of reading and provide the opportunity to acquire information literacy skills for all students. Our goal is to encourage students to become independent, lifelong readers and users of information.

Each homeroom will visit the Library Media Center once a week for a scheduled class. If students need to visit the library more often, extra visits can be arranged. Books should be treated carefully and returned by the next scheduled class. If students need more time with a book, they can renew it. Students can also place a hold to reserve books that are already checked out. Overdue notices are sent home periodically. If students have overdue books, they are not able to borrow new books until the overdue ones are returned. If a book is lost or damaged, the replacement/fine must be taken care of before the end of the school year.

For more information on library activities, contact Ms. Brooten, school Library/Media Specialist at dabrooten@shsd.org and/or visit the Bedwell School website.

MUSICAL INSTRUMENTS AND CHORAL PROGRAMS

Third and fourth grade students have the option of participating in the instrumental program. Strings begin in third grade, and brass and woodwind instruction begins in fourth grade. All lessons will take place before the school day. Choral instruction is also available to third and fourth graders and also takes place in the morning before school. Each year, a winter concert is scheduled in December and a spring concert is scheduled in May.

Contacts:

Mr. Jason Snyder - jasnyder@shsd.org – Band

Mr. Mark Noonan - mnoonan@shsd.org – Chorus & Orchestra

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)/INTERVENTION AND REFERRAL SERVICE (I&RS)

The Multi-Tiered System of Supports (MTSS) is a critical component of our Intervention and Referral Service (I&RS) Committee. This committee is a school based problem-solving group whose purpose is to assist teachers, students, and families by developing strategies to support students experiencing learning, behavior and/or health difficulties. The I&RS team is a group of multidisciplinary education specialists which may include an administrator, a general education teacher, an instructional support teacher, a school counselor, the school nurse, a Child Study Team (CST) member, the referring teacher and the child's parents. Teachers requesting I&RS assistance must inform the student's parents that they are requesting assistance. The goal of the committee is to develop a plan which can be implemented within the school to help the student meet greater success in their classroom.

STUDENT LIFE

COMMUNITY SERVICE

The Bedwell School Community is committed to providing service learning/community service experiences for its students. By serving the school community and the community at large, students have the opportunity to develop character, build self-esteem, and learn leadership qualities. The expectation is that Bedwell students complete at least two hours of community service per year. These hours will be completed at school each year. Community service hours may be earned through individual, classroom, grade level or school-wide projects. Each student may submit additional community service hours that are completed outside of school by submitting the Bedwell Community Service form to their teacher by May 22nd. This is optional and not required. Bedwell Community Service forms are available to download from Bedwell's website www.shsd.org.

DRESS CODE

Students should remember that their clothing choice should not distract attention from learning, and should promote safety. Hats, coats, jackets, sunglasses, and other paraphernalia designed primarily for outdoor wear must be stored while at school. Clothing worn to school should be clean, neat, and in good taste. Abbreviated clothing, or that which contains profane, or inappropriate language which refers to alcohol, drugs, sex, or violence, or which is demeaning to specific groups, is unacceptable. Appropriate footwear should be worn for P.E./Gym class as well as outdoor recess play. The administration reserves the right to ban inappropriate footwear for safety reasons, e.g. flip-flops, Crocs without back straps, roller shoes (aka Heelys), etc.

FIELD TRIPS

Field trips may be taken by each grade level to enhance the curriculum. We ask that you complete and return field trip permission slips at least two days before the scheduled trip. A number of homeroom parents are invited to chaperone children on field trips. Siblings are not permitted on school trips. The school finances trips from the "Activity Fee" collected from parents at the beginning of the school year. A school nurse will attend all school trips to administer medication and first aid care to students who may need it.

ITEMS FROM HOME

We understand a child's desire to bring toys (including, but not limited to, sports equipment, video games, stuffed animals, toy guns/weapons, fidgets, etc.) or items to school. However, these items may be easily lost, broken, or interfere with the learning process. Therefore, those items are not to be brought to school. Items that are brought to school may be confiscated and returned to the student or a parent at the principal's discretion. Bedwell School is not responsible for lost or damaged items.

CELL PHONES & ELECTRONIC COMMUNICATION

Cell phones, smart watches (i.e. Apple Watch, Gizmo, etc.) and other electronic communication devices must be turned off and kept in backpacks during the school day. If students have an emergency, the classroom teacher or appropriate school staff will contact the parent(s)/guardian(s). Families who have an emergency should contact the main office directly, at 908-204-1920 X4010, X4012, or X4017.

LOST AND FOUND

Lost items are placed on or near the “Lost and Found” table located in the cafeteria along the windowed wall near the main entrance. When possible, items that have not been picked up will be donated at the end of each month.

RECESS

Recess is a scheduled time in the school day where students engage in play with their peers. Every effort will be made to have students play outside, so seasonally appropriate clothing is necessary. In the case of extreme weather conditions, recess will be moved indoors. During the cold months, students will go outside as long as the temperature, with wind chill, is 25F or above. All students will participate in outdoor recess unless the child’s pediatrician, orthopedist, etc., provides written notification otherwise. Similarly, written documentation must be provided for your child to resume participation.

BREAKFAST & LUNCH

Bedwell’s cafeteria will now be serving Breakfast for the 2025-26 school year. Breakfast will be available daily in the cafeteria upon student arrival in the morning. Breakfast sales will begin at 8:35AM. Breakfast will be served on every school day including early dismissal and scheduled, delayed openings. The cost for breakfast will be \$2.50.

Students have the option of bringing lunch from home or purchasing meals in the cafeteria. Lunch will cost \$4.25.

STUDENT ACCOUNTS

All schools in the district have Maschio’s Food Service FSS® POSitiveID System in their cafeterias. This technology allows us to provide debit accounts for purchases, and increases the speed of food service to students so they have more time to eat. All students are issued a Personal Identification Number (PIN) for use in the cafeteria. Each student retains his/her PIN throughout their successive years in the district. We urge you to take full advantage of this system by placing money into your child’s account on a weekly, monthly, or annual basis.

Students at Bedwell Elementary School will be allowed to accumulate a total of three (3) charged (unpaid) meals. At that point, until additional monies are placed on account, the student will be served a *Bagel & Milk* for lunch. Students will receive periodic *Low Balance Letters* to take home as a reminder to replenish their account. Any money not spent by the end of the school year will be available for your child’s use the following school year.

Money may be placed on your child’s account via credit card or ACH payments online by going to <https://payschoolscentral.com/>. The same link can be used should you ever want to access your child’s account to verify his/her purchases. Please address any food service questions to Maschio’s Food Service BES Manager, Manal Abdelbary at (908) 204-1920 ext. 4019 or mabdelbary@shsd.org.

When placing money online, be sure to put the money in the account according to how you want it to be used. For example, if you want your child to use the money for a student lunch only, please put it in the “Meal Plan” account. If your child is allowed to use the money for student lunches, as well as snacks, extras, etc. please put it in the “A La Carte” account. Unless you let us know otherwise, your child may use the money on his or her account to buy any item we sell.

SENDING PAYMENTS to the CAFETERIA

When sending in payments to school, use the form available in this Handbook on page 9, or on the school website <http://www.bes.shsd.org/>. If you want your child to use the money for a student lunch only, please indicate “Meals Only”. If your child is allowed to use the money for student lunches, as well as snacks, extras, etc., please indicate “Meals and A La Carte”. Unless you let us know otherwise, your child may use the money on his or her account to buy any item we sell. For security reasons, we recommend payments be in the form of a check, made payable to “Somerset Hills Board of Education”. Include your child’s full name in the notes section to properly move the funds into your child’s account. Payments can be given to the student’s teacher in the morning, or directly to the food service cashier. The form and payment should be placed in a sealed envelope marked “cafeteria” with your child’s name, grade & teacher.

FREE and REDUCED LUNCHESES

Children approved for free meals will have an account just like every other student. They will need to identify themselves by typing their PIN number so the meal can be accounted for. You may also place money in their account for a la carte items, if you choose.

Children approved for reduced meals will have an account just like every other student. We encourage you to place money in their account. He or she will need to identify themselves by typing their PIN number into a pin pad..

LUNCH SNACKS

Cafeteria snacks, which meet federal school nutrition guidelines (see Nutrition Policy in the addendum), are available only to second, third, and fourth graders on select days of the week. Cafeteria snacks are not available during classroom snack times, so students are encouraged to pack a healthy snack to enjoy in the classroom and on days snack is not served in the cafeteria.

CAFETERIA DON'TS

- No “fast food” or soft drinks will be brought into the cafeteria during lunchtime.
- No glass bottles will be brought into the cafeteria.
- No birthday parties will be celebrated during lunchtime.
- No “charging” of meals, snacks or extras is permitted (accounts are debit only).
- No sharing food due to possible food allergies.
- No parent visitation during lunch to sit with students
- No knives, other than plastic, should come in with a student’s lunch, and must remain in the lunch bag when not in use for lunch

Use of this form is not necessary if using <https://payschoolscentral.com/>

Circle your choice: Meals Only Meals and A La Carte

Student Name _____ Grade _____

Homeroom or Teacher _____ Date _____

Check Amount _____ Check # _____

Please make check payable to Somerset Hills Board of Education

Please put the student's name on the check—one student per envelope.

THANK YOU!

Somerset Hills School District-PAYMENT FORM

Use of this form is not necessary if using <https://payschoolscentral.com/>

Circle your choice: Meals Only Meals and A La Carte

Student Name _____ Grade _____

Homeroom or Teacher _____ Date _____

Check Amount _____ Check # _____

Please make check payable to Somerset Hills Board of Education

Please put the student's name on the check—one student per envelope.

THANK YOU!

Somerset Hills School District-PAYMENT FORM

Use of this form is not necessary if using <https://payschoolscentral.com/>

Circle your choice: Meals Only Meals and A La Carte

Student Name _____ Grade _____

Homeroom or Teacher _____ Date _____

Check Amount _____ Check # _____

Please make check payable to Somerset Hills Board of Education

Please put the student's name on the check—one student per envelope.

THANK YOU!

BIRTHDAYS AND HOLIDAYS

At Bedwell School we recognize many holidays in an effort to teach students about various cultures and nationalities. We welcome parents to share their holiday customs with us. Please make arrangements with your child's teacher. In order to be fair and consistent, we ask that the following guidelines be adhered to for specific holidays:

BIRTHDAYS

Children enjoy celebrating their birthdays at school. Food treats and goodie bags are not allowed. We encourage you to ask your child's teacher about alternative ways to make this day special. Party invitations may be distributed in school only if every child in the class is invited.

HALLOWEEN PARADE

There is an annual Halloween Parade at the Bedwell School, and families are welcome to attend. Please keep dogs away from the school on this day as the costumes and noise may make them feel threatened and/or anxious. Communication about the date and time will be shared closer to the event along with a parade map. Children's costumes should be appropriate and pose no threat to themselves or other students. No weapons, real or otherwise, or masks that disrupt a child's sight are allowed. Halloween parties are organized by the HSA and the Homeroom Parents in conjunction with the classroom teacher.

VALENTINE'S DAY

Valentine's Day parties are held in the homerooms. If students are giving out valentines, students are to provide a valentine for each child in their classroom. Valentine's Day parties are organized by the HSA and the Homeroom Parents in conjunction with the classroom teacher.

SEASONAL CELEBRATIONS

Bedwell students learn about holiday traditions in the United States and in other countries and cultures. The HSA provides a craft project for the students to work on during the winter holiday season. Holiday parties are organized by the HSA and the Homeroom Parents in conjunction with the classroom teacher.

STUDENT CONDUCT, CITIZENSHIP, AND RESPONSIBILITIES

In an effort to make Bedwell Elementary School the best possible learning environment for children, we have established the following expectations of conduct. These are a guide for students, and serve as the backbone to help children develop their own personal behavior standards that reflect the philosophy of Bedwell Elementary School. We truly value mutual respect and understanding within our school community, and the development of self-discipline on the part of all of our students, K-4. These guidelines are designed so that children can make appropriate choices regarding their behavior. Discipline procedures are intended to be a positive way to promote respect, responsibility, and cooperation between students, teachers, parents, and staff.

BEHAVIORAL EXPECTATIONS

The following expectations were developed in order to help students create a positive and safe environment for their learning:

1. Students may not leave the school building, or school grounds, without the supervision of a staff member, or being signed out by a parent or guardian.
2. Good conduct is expected at all times. This includes complying with all school/classroom/bus rules, and walking quietly in the halls as not to disturb other students' learning.
3. Students are not allowed to bring to school any items that will be a distraction to learning, such as cards, handheld computer games, iPods, toys, etc.
4. Students must refrain from using inappropriate language at all times.
5. Students are expected to leave the school building by 3:31 unless they have a school related purpose with adult supervision such as Aftercare or another After School Activity.
6. Students are not to re-enter the school after 3:45 to retrieve forgotten homework.
7. Students are to arrive at school no earlier than 8:35.

BEDWELL'S SCHOOL RULES

1. Respect and value the rights, feelings, and property of others
2. Keep hands, feet, and objects to yourself
3. Use language and gestures appropriately
4. Be courteous, understanding, and kind
5. Listen to the adult in charge
6. Dress respectfully and appropriately

DISCIPLINE

The word "discipline" is from the Latin word "disciplina" meaning "instruction given, teaching, learning, knowledge." Discipline is intended to help students develop self-control and responsibility, as well as provide an opportunity to learn from mistakes and improve, true to the Latin root, in a way that is meaningful and serves as a learning experience.

Remedial actions and disciplinary consequences are based on the age of the student, his/her developmental level, severity of actions, and overall patterns of behavior. As is done with modifications done to meet the individual academic needs of students, we will do the same for students in the realm of behavior as well. Communication with home will ensure parents/guardians are aware of the consequence and reason(s). Parent/guardian meetings will be scheduled as necessary.

BES has established a code of conduct to ensure an orderly and safe academic environment. The code of conduct consists of guidelines designed to assist students in meeting their responsibilities and obligations. Students are expected to adhere to all school regulations and to treat all school personnel and property with respect. Administrators and teachers have established a firm, but fair, code of conduct for our school community. In conjunction with the classroom disciplinary procedures, the following state laws provide general guidelines for disciplinary action concerning serious offenses: NJSA 18A: 37-2. Any child that does not follow the school's code of conduct will be given notice of this, and a warning that discipline will occur if the behavior does not change. Discipline is determined on a case-by-case basis.

Any child that is sent to the main office due to discipline issues will meet with either the principal or assistant principal, an investigation of the incident will occur, parents will be contacted, and the

appropriate discipline will be decided upon. This will be handled on a case-by-case basis. In following district policy for discipline issues that involve extreme instances such as harassment, intimidation, bullying, fighting, weapons, etc., further disciplinary action(s) may be taken.

ILLEGAL POSSESSION OF DRUGS/WEAPONS

(State statutes N.J.S.A. 18A:37-2.2 C.J.C. 2C:33-19)

Safety and welfare concerns and common sense require the prohibition of the following items on school property or at school sponsored activities: narcotics, alcohol, tobacco, any drug or drug related paraphernalia, any type of weapon, imitation or replica of a weapon, pocket knives, paintball guns, pellet guns and cestus (leather band with metal of any kind or shape). Any item listed above may not be brought to school for any reason including props for classroom presentations. If an investigation confirms suspicion of, or a student is found to be in possession of, or engaged in the distribution or use of an illegal substance, possession of a weapon, drug or related paraphernalia, the Superintendent and parent/guardian will be notified. The Bernardsville Police may also be notified. If a student has a weapon or illegal substance of any kind on school property that is confirmed by an eye-witness and/or personal admission, all school policies and procedures will apply

CHAIN REACTION

Students are encouraged to start a chain reaction by being considerate and respectful, helpful and responsible, safe, including of others, and showing kindness and never giving up in the face of a challenge. Bedwell students are encouraged to demonstrate these behaviors in their interactions with one another and staff, in both structured and unstructured settings.

- C** - Be **C**onsiderate and Respectful
- H** - Be **H**elpful and Responsible
- A** - **A**lways be Safe
- I** - **I**nclude Others and Show Kindness
- N** - **N**ever Give Up!

On the next page is our student & family guide to “Be a part of the “CHAIN” reaction!” We believe if students meet the shared expectations below and become part of our “CHAIN” reaction, we will be able to do just that!

| | | | | | | | |
|--|------------------|------------|-------------------|------------------|-----------------|----------------|------------------|
| | <i>Cafeteria</i> | <i>Bus</i> | <i>Playground</i> | <i>Dismissal</i> | <i>Bathroom</i> | <i>Hallway</i> | <i>Classroom</i> |
|--|------------------|------------|-------------------|------------------|-----------------|----------------|------------------|

| | | | | | | | |
|----------------------------------|---|--|---|--|---|---|---|
| Be Considerate and Respectful | -Use an indoor voice -Use good manners: please, thank-you and excuse me -Eat your food neatly -Raise your hand when you need help -Address adults by name | -Use an indoor voice -Use good manners: please, thank-you and excuse me -Say hello and goodbye | -Take turns and share equipment -Be a good sport -Line up when you are asked -Address adults by name | -Use an indoor voice -Respect school and other people's property -Raise your hand if you need help | -Use an indoor voice -Keep conversation to a minimum -Respect the privacy of others | -Use a quiet voice when walking in the hall -Keep your hands at your sides -Walk at all times | -Use an indoor voice -Listen respectfully to others -Raise your hand when you want to speak |
| Be Helpful and Responsible | -Follow adult directions -Wait patiently and quietly when in line -Clean your spot (table and floor) -Throw trash and recycling away properly | -Sit in your assigned seat -Watch for your stop -Remember your belongings | -Accept consequences for your actions -Get an adult if someone needs help -Return equipment | -Take care of your belongings -Know your dismissal plans -Go directly to your dismissal destination -Follow adult directions -Be ready | -Only go when necessary -Be quick and quiet -Always flush the toilet -Use two pumps of soap -Put used paper towels in the trash | -Go directly to your destination -Keep halls clean | -Be prepared -Do your best -Take care of classroom and personal materials |
| Always be Safe | -Be in control of your body -Stay in your seat -Eat your own food -Walk at all times -Ask permission to leave | -Be in control of your body -Wear your seatbelt -Listen to bus driver or adult in charge -Report problems | -Be in control of your body -Avoid rough or dangerous play -Use equipment safely -Walk safely and quietly to and from the playground -Listen for adults' directions | -Be in control of your body -Walk at all times -Follow adult directions -Walk on the blue lines | -Be in control of your body -Keep water in the sink and off the floor -Report water or soap spills to the office. | -Be in control of your body -Walk at all times -Keep your hands at your sides -Stay to the right | -Be in control of your body -Listen to adults' directions -Walk at all times |
| Include Others and Show Kindness | -Invite others to join your conversation -Enjoy talking to classmates at your table. -Use kind words | -Talk to those around you -Use kind words | -Check the Buddy Bench and invite others to play -Use kind words | -Talk to those around you -Use kind words | -Hold the door for others. -Use kind words | -Hold door for others -Wave to acknowledge people you know -Use kind words | -Invite others to join your group, activity and conversations -Use kind words |
| Never Give Up! | | | | | | | |

HARASSMENT, INTIMIDATION, AND BULLYING

We expect our students to start a positive chain reaction by working together to make our school and

community a better place to live. If you have a concern, please contact your child's homeroom teacher. The teacher and the administration will address inappropriate student behavior.

N.J. ANTI-BULLYING BILL OF RIGHTS ACT

The Board of Education prohibits acts of harassment, intimidation, and bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate its pupils in a safe environment.

Harassment, Intimidation & Bullying (HIB) means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents that:

- is reasonably perceived as being motivated 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;
- takes place on school property, at any school sponsored function, or off school grounds as provided for in section 16 of P.L. 2010, Chapter 122;
- substantially disrupts or interferes with the orderly operation of the school or the rights of other students, **AND THAT**
 - a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property **OR**
 - has the effect of insulting or demeaning any student or group of students **OR**
 - 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

School staff must follow the statutory procedures for all reported HIB incidents and protect students. A reporting procedure is in place to promptly investigate reports of violations and complaints related to HIB. Please read SHSD Policy #5512 for more information. You may also access Hibster through the school's website, or at:

[HIBster-Report HIB](#)

Not all conflict is considered HIB. Conflict between students is common at the elementary level especially, and Bedwell staff works with students to learn how to solve these conflicts. Please be mindful of this when contacting school staff about an issue with your child, and refer to the above listed items for clarification. We take all accusations of HIB extremely seriously, and will investigate as necessary, contacting all parents of students involved, presenting information to the Superintendent, as well as the BOE when necessary and appropriate.

ARRIVAL AND DISMISSAL

ARRIVAL TIME–REGULAR DAYS

Students report to their homerooms at 8:45 AM and school officially begins at 8:55 AM. All students are expected to be in their homerooms at this time. Parents may drop off students between 8:35 AM - 8:50 AM from the car rider drop off area. Students not in their homeroom at 8:55 AM must report to the office. Late students must not be dropped off curbside after 8:50 AM. A parent must accompany their late student(s) to the front desk and sign them in.

No students are allowed to be dropped off prior to 8:35 AM unless the student is participating in a morning program such as Math Club, Chorus, or Instrumental Lessons. Families are asked to monitor communication methods established by staff members leading these programs in the event a specific program is canceled on any given day. Students should report to the main office whenever the teacher in charge of the activity is not present.

DISMISSAL TIME–REGULAR DAYS

School ends at 3:31 P.M. In special situations, when students must be picked up early from school (before 3:00 pm), parents must report to the main office to sign out students. We strongly encourage parents to make doctor appointments and schedule other arrangements outside the hours of the normal school day. Students present for less than four hours of instructional time are considered absent. Students who remain at Bedwell upon dismissal at the end of the regular school day must report directly to the Main Office. School personnel will:

1. Attempt to contact the parent/guardian.
2. Call another authorized person designated by the parent or guardian. If unable to reach those individuals after a reasonable amount of time, the police department will be notified.

ARRIVAL AND DISMISSAL CATEGORIES AND PROCEDURES

In order to ensure student safety and to make sure that all students get home safely, ALL parents must complete the Bedwell Dismissal Form (included in Genesis). This form is important for Bedwell teachers and staff to prepare class dismissal plans so that each student is brought to the appropriate dismissal area. On the form, please indicate the way your child will typically go home from school.

Your child will belong in one of the following categories:

- A. **“Bus Rider”** - This category is for students who ride the bus. If a **Bus Rider** is to be picked up by a parent at dismissal time, a signed and dated note must be sent to school on that day indicating that the student will be a **Car Rider**. The permission slip is extremely important in order for Bedwell teachers and staff to dismiss students to the appropriate dismissal area. Do not send dismissal instructions by email, as they may not be received in a timely manner. **Children are only permitted to ride on their assigned bus and get off at their assigned stop. Students may not take a different bus for a play date or other reasons even if written notification is provided.**

Please be aware that all Kindergarten, First and Second Grade students must have a parent or guardian at the bus stop each day to welcome them off the bus. Kindergarten, First, or Second Grade students who do not have a parent or guardian at the bus stop in the afternoon will be returned to school and parents will be required to come to Bedwell to pick them up. This is to ensure the safety of our students.

At no time should students be eating food, gum or candy on school buses. There is a danger of choking as well as exposing allergic students to the possibility of a life threatening food reaction. Students reported eating or drinking on the bus will face disciplinary actions.

- B. **“Car Rider”** - This category includes students who are **Car Riders** as designated by parents/guardians on the Bedwell Dismissal Form. Students in this category will be dismissed to the **Car Rider** pick-up area at the back of the school. If a **Car Rider** is to be picked up by a parent as a **Walker/Bike Rider**, a signed and dated note must be sent to school on that day indicating that the student will be a **Walker/Bike Rider**.
- C. **“Walker”/Bike Rider** This category is for students who actually walk or ride bicycles to and from Bedwell. Walkers/Bike Riders exit into the amphitheater from the side door by the kindergarten. Parents meeting walkers should sign their children out at the door before leaving.

Parents who are allowing Grade 3 or Grade 4 students to walk or ride their bicycle to and from school without adult supervision must sign the appropriate statement on the Bedwell Dismissal Form. Students will not be released as a walker on their own and will not be able to sign themselves out unless this has been indicated. If parents would like their child to walk home with another adult or older sibling (middle school or older), parents should complete the Authorization and Release Form for Exception to Student Pickup Procedure Form, indicating the change in dismissal procedures. Walkers should be students who walk to and from school only. Also, please do not bring pets on school grounds when picking up or dropping off students as a walker.

If a **Walker/Bike Rider** is to be picked up by a parent as a **Car Rider** at dismissal time, a signed and dated note must be sent to school on that day indicating that the student will be a **Car Rider**, and the student will be dismissed from the car rider area. Please do not park your car and walk to the walker sign out area. Similarly please do not have students sign themselves out and walk to a parked car. This creates a safety issue for all of our students. Walkers should be students who walk to and from school only. Also, please do not bring pets on school grounds when picking up or dropping off students as a walker.

- D. **“YMCA After Care Student PM”** This category is for students who are enrolled in YMCA After-Care at Bedwell. All registrations for this program must be completed via the YMCA. The YMCA Before Care (morning program) begins at 7:00 AM and the YMCA After Care (afternoon program) runs until 6:00 PM. For information on these programs, please contact the YMCA at (908) 766-7898.

CAR RIDER A.M. DROP OFF AND P.M. PICK UP PROCEDURES

A.M. Drop-Off Procedure:

- Pull into the pool parking lot to start the car rider line as per map on pages 19-20. Drop off is between 8:35 AM – 8:50 AM. A sandwich board is used to provide parents with a visual guide during Car Rider Drop-Off.
- From 8:35 AM-8:50 AM, the green circle on the sandwich board will indicate that student drop-off is in progress. Please pull fully forward and follow the directions of the teacher on duty.
- Pull up on **LEFT SIDE OF ROAD** to the sidewalk behind the gymnasium and have your child(ren) exit from the driver's side **ONLY**, directly on the sidewalk – No students should exit

the passenger side onto the roadway. If students must exit on the passenger side, please wait in line and then pull your vehicle into the rear parking lot so that they may exit safely.

- Have children ready to exit vehicle on their own (mittens on, backpack ready).
- Driver stays in vehicle at all times—no cell phone use.
- DO NOT ENTER PARKING LOT (unless students are exiting vehicle on passenger side or need assistance).
- Exit by continuing on access road in one line of traffic.
- Follow vehicles ahead; do not pass.
- Think safety and please be patient.
- Teacher supervision ends at 8:50 AM. At 8:50 AM when teachers leave car rider duty to report to their teaching assignments. If arriving after 8:50 AM, parents must drive to the front of the school, park, and sign in their child at the main desk. Students must be in their homerooms at 8:55 AM, or they will be marked tardy.

P.M. Pick-Up Procedure:

- Pull into the pool parking lot to start the car rider line as per map on pages 19-20. After 3:05 PM, cars may pull up behind the Bedwell gym.
- Dismissal begins at approximately 3:31 PM. Students who are not picked up will be brought to the main office, and parents will need to go to the office to pick up their child.
- No car should line up beyond the pool lot before 3:05 PM.
- **HAVE DRIVER ID** card in place, on driver's side visor, (use a lemon yellow Driver ID card if you require passenger side entry—some vans and 2 door cars only) ID cards are available from the main office or from a teacher on car rider duty. Remember to use **BOLD** marker and **LARGE** lettering when you fill out your driver ID card. The following should be clearly written on the ID:
 - Child(ren)'s Name(s)
 - Grade(s)
- When waiting on line, respect the environment. Do not let your car idle.
- Pull up to the top of sidewalk, just behind the teacher parking lot entrance.
- Pull as close to the left side of road as possible.
- Pull as close to the car in front of you as possible to allow more cars in line.
- Be in your car ready to drive when children exit school – no cell phone use.
- Children enter on the driver's side. Vehicles with passenger side entry should pull into the entrance of the rear parking lot to pick up students. Teachers will assist.
- Pull away from sidewalk only after vehicles ahead have left, follow access road to exit.
- Do not pass vehicles ahead of you even if your car is loaded before theirs.
- Think safety and please be patient.

CAR RIDER PICK UP GENERAL INSTRUCTIONS

If another adult is picking up your child, it is VERY IMPORTANT that you send your child's teacher a dated and signed note indicating who will be picking up your child. The school will not send your child home with another adult without dated, written authorization. Do not send dismissal instructions by email to the teacher due to limited email access during the school day.

Please make every effort to make sure alternative adults that are picking up your child have an ID card for their car. If you do not have a visor ID card for additional vehicles, please make a temporary card using a letter size piece of paper. Put your child(ren)'s last name and grade(s) on the card using a **BOLD** marker. Cards should be clearly visible from a distance on the car rider line. Car visor ID cards are

available from the Bedwell Main Office and from the teachers on duty at the car rider line (See **CAR RIDER MAP(s)** on pages 19-20).

Children are not to be signed out as walkers if they are car riders. Parents should not pick up students from the walker area by car. For the safety of the children, parents should never make arrangements to pick-up their children from a remote location at dismissal time.

CAR RIDER MAP

- This diagram should be used when cars reach the large arrow on the map.
- The arrow represents the location at which cars route into the Bernardsville pool lot, allowing additional cars a place to wait.
- Remember our official school day ends at 3:31 PM, and we begin dismissal at that time.
- When waiting on line, respect the environment and set a good example. Do not let your car idle needlessly.

CHANGE IN DISMISSAL PROCEDURES

In the event that a dismissal procedure changes for any reason, parents are required to send in a signed and dated note indicating the change and how the student will be dismissed. For a change in dismissal procedure that occurs after the start of the school day, email the changes to besdismissal@shsd.org by 2:00 with the change as well as CC the classroom teacher. Please remind your children of the importance of turning in dated, written dismissal changes to their teachers. Do not send dismissal instructions by email directly to staff email, as teachers and secretarial staff may be limited in their ability to check email throughout the day. Please send any changes to besdismissal@shsd.org.

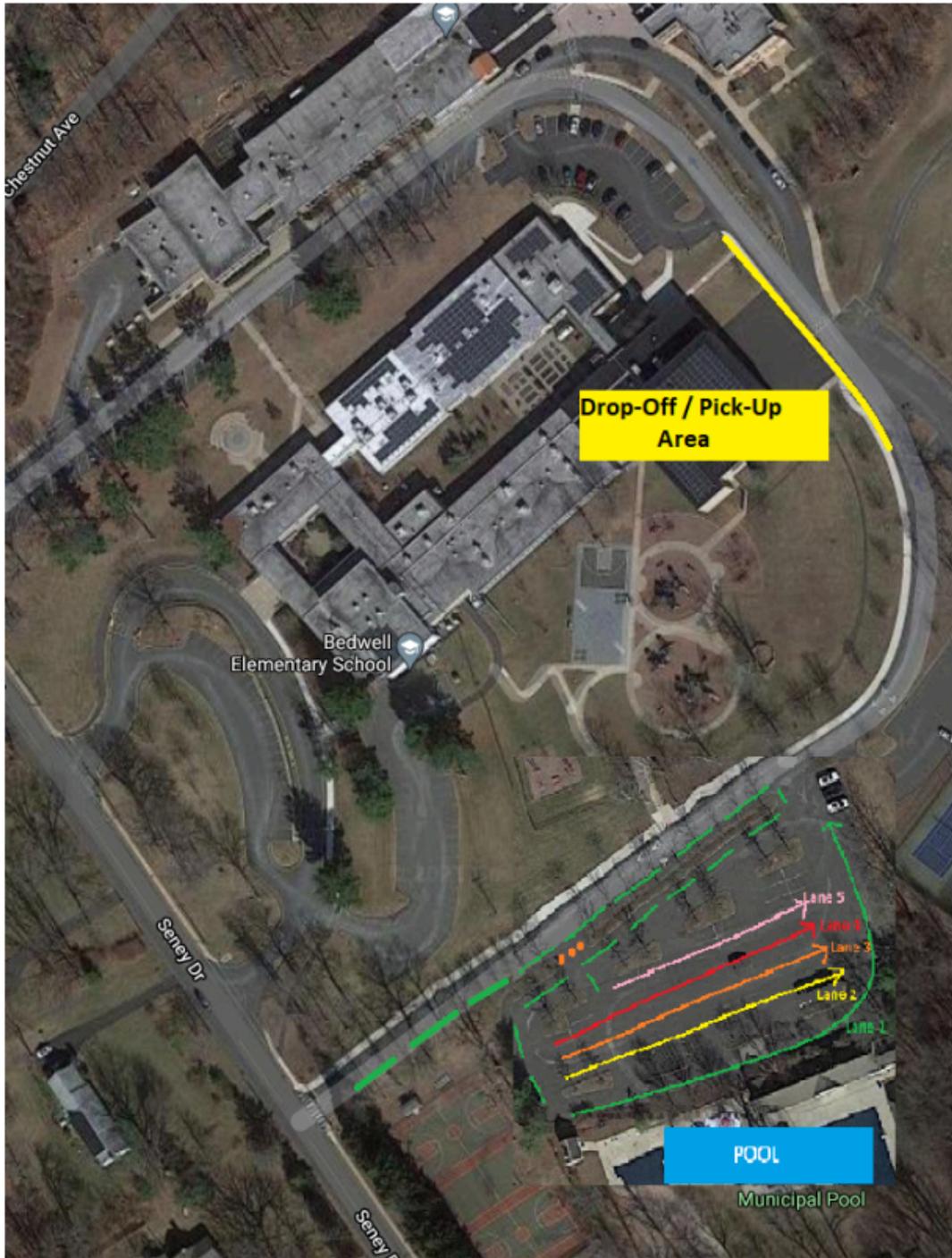
If students are going to be picked up, either as a walker or car rider, by an adult who is not a parent or guardian, parents should indicate in writing the name of the person who will be picking up the student in the signed and dated note. Please have your ID available if requested. If a more permanent change in dismissal procedures needs to occur, please complete a new Bedwell Dismissal Form and return it to school.

All early dismissal students must be picked up prior to 3:00 PM to ensure that we facilitate an orderly and safe dismissal for all remaining students.

In the case of an *emergency change* in dismissal procedures, please first contact the school receptionist at extension 4017. In the event that you cannot reach the receptionist, please contact the main office at extension 4012. In order to ensure that students are sent home correctly, please speak to someone directly so they can relay the information to the child(ren)'s teacher(s). Unless the teacher or office is notified of a change, students will be sent home in their regularly scheduled manner as indicated on the Bedwell Dismissal Form. Please know that dismissal changes are distributed to dismissal staff by 2:00 PM, so any changes after this time may be difficult to accommodate and require Bedwell staff to dismiss your child via their normal dismissal method.

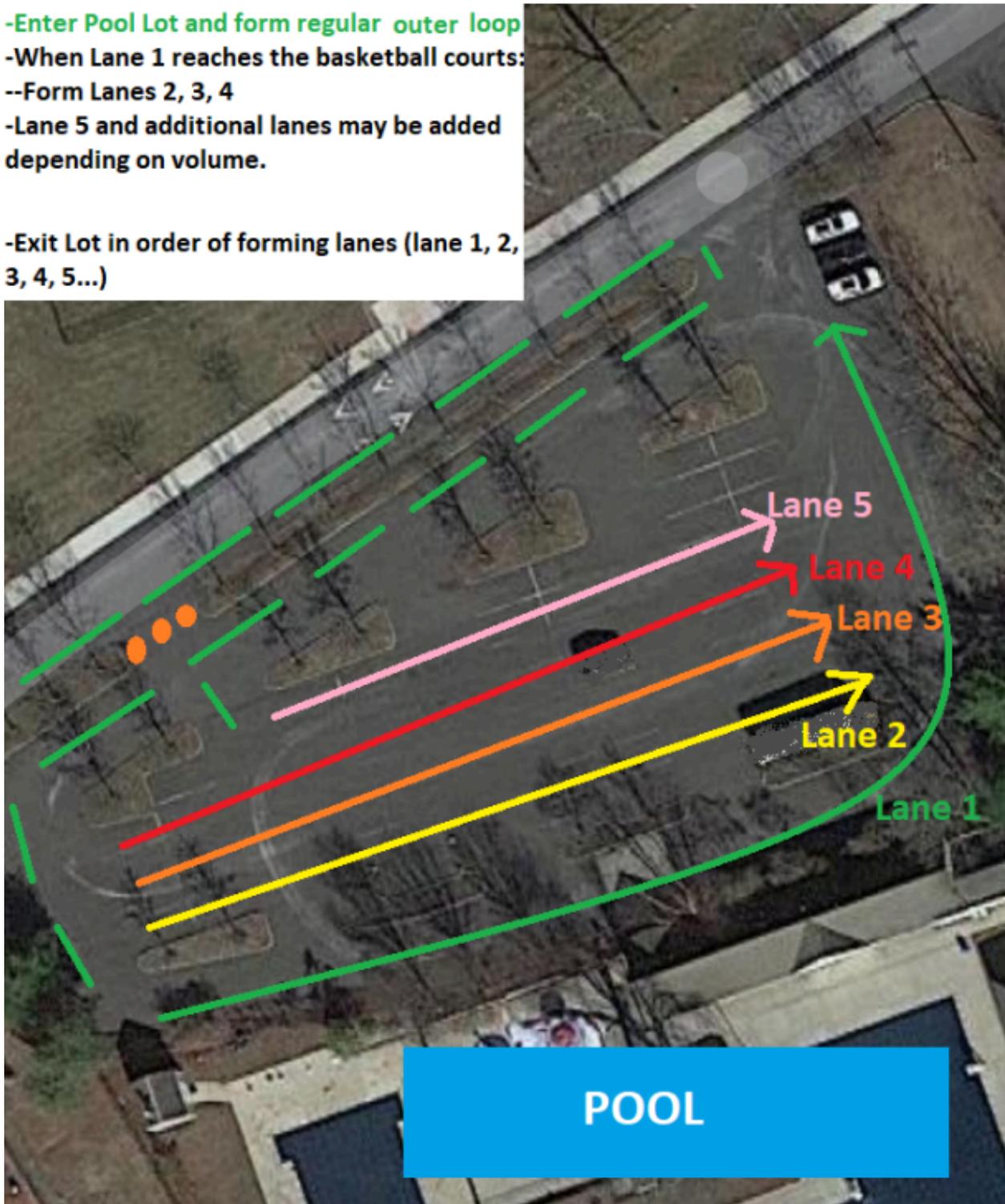
We understand that emergencies may occur, but cannot guarantee that messages received after 2:00 pm will be able to be relayed to the appropriate staff in a timely manner, which may cause confusion for the student(s) at dismissal time. If you do have a true emergency change to dismissal plans after 2:00 pm, please call the main office, where we will keep a record of these emergencies, and do our best to relay the emergency information.

CAR RIDER MAP(s)



- Enter Pool Lot and form regular outer loop
- When Lane 1 reaches the basketball courts:
 - Form Lanes 2, 3, 4
- Lane 5 and additional lanes may be added depending on volume.

-Exit Lot in order of forming lanes (lane 1, 2, 3, 4, 5...)



BUSING AND CHILD CARE TRANSPORTATION ARRANGEMENTS

Childcare transportation arrangements must be permanent, five days a week, for the duration of the school year. The childcare provider must be located within the school's sending area and be accessible to an existing bus stop. If it is necessary to reassign your child to a bus other than the assigned one for regular home-to-school transportation, a seat must be available. Parents will be notified if their child cannot be accommodated. Every year during March, the Transportation Department begins compiling information necessary to create next year's bus routes. Information concerning transportation for childcare is especially important. These arrangements often have a significant impact on vehicle load levels, routing and time required to complete a route.

If you wish to request transportation to or from a childcare provider, please contact the Transportation Coordinator at 908-204-1930, X1120, by June 1st of the upcoming school year. Late requests cannot be considered since routing will begin on this date. The only exception will be for families who move to Somerset Hills School District and register students after June 1st.

TRANSPORTATION QUESTIONS/CONTACT INFORMATION

Transportation questions (driver conduct, bus stop information, late buses, no shows, lost & found) are handled by our **district Transportation Coordinator at (908) 204-1930 ext. 1120**.

For subscription busing questions, please contact our Business Administrator at (908) 204 1930 ext. 1117. For more information on subscription busing, please refer to the Somerset Hills District Transportation Policy.

SCHOOL BUS DISCIPLINE GUIDE

All students being transported on school buses must be considerate of the safety and well-being of fellow passengers, staff, and the driver. Misconduct on a school bus can distract the driver's attention from their primary responsibility of safely transporting students. The same standards of student conduct that apply in school also apply on a school bus.

Students must adhere to the following when riding on a school bus:

1. Sit in an assigned seat (state requirement).
2. Show respect for the driver at all times.
3. Enter and leave the bus in an orderly fashion.
4. Be seated with a securely fastened seat belt while the bus is in motion.
5. Keep the bus clean – no littering or eating/drinking on the bus.
6. No fighting, pushing, hitting, excessive mischief, or use of inappropriate/profane language.
7. Keep hands, arms, heads, etc. inside the bus at all times.

BUS SAFETY RULES

The following rules should be followed at all times while riding on the bus:

1. When waiting for the bus, stay away from traffic, avoid roughhousing and do not stray onto streets.
2. Line up away from the street or road as the school bus approaches. Wait until the bus has stopped and the door opens before stepping onto the roadway.
3. Use the handrail when stepping onto the bus.
4. When on the bus, find your seat and sit down immediately. Never put your head, arms, or hands out of the window.
5. Keep aisles clean of books or school bags and do not block the aisle.

6. Before you reach your stop, get ready to leave by getting your books and belongings together.
7. At your stop, wait for the bus to stop completely before getting up from your seat. Then, walk to the front door and exit, using the handrail.
8. If you have to cross the street in front of the bus, walk at least ten steps ahead of the bus along the side of the road, until you can turn around and see the driver. Make sure that the driver can see you. Wait for a signal from the driver before beginning to cross the street. When the driver signals, walk across the road, keeping an eye out for sudden traffic changes.
9. Stay away from the bus rear wheels at all times.
10. Students should wear outer garments that have no drawstrings, toggles, straps, sashes or belts that hang loosely. Avoid loose-fitting coats and capes, and oversized or baggy clothing. Purchase backpacks that fit snugly against your child's body.

N.J. State School Law, Chapter 18A:25-2 states: "A pupil may be excluded from the bus for disciplinary reasons by the principal, and his parents shall provide for his transportation to and from school, during the period of such exclusion."

DELAYED OPENINGS

The opening of school may be delayed for two hours (10:55 AM) due to inclement weather or professional development for staff. Therefore, all bus pick up times will occur approximately two hours later than the normally scheduled pick up times. Before Care will run on a normal schedule on planned delayed openings, but there is no Before Care on delayed openings due to inclement weather. Morning music and enrichment programs are canceled on delayed opening days.

EARLY DISMISSAL DAYS

On scheduled early dismissal days, school ends at 1:20 PM. Students who remain unsupervised upon dismissal at the end of the regular school day must report directly to the Main Office. School personnel will:

1. Attempt to contact the parent/guardian.
 2. Call another authorized person designated by the parent(s)/guardian(s). If unable to reach those individuals after a reasonable amount of time, the police department will then be notified.
- YMCA After Care is not canceled on **scheduled** early dismissal days (such as conference days).

EMERGENCY EARLY DISMISSAL

1. In the case of an emergency early closing, the Somerset Hills School District will send out an Alert Now message to inform families of the emergency closing-1:20 PM dismissal. All after-school activities will be canceled, including YMCA After Care at Bedwell. Students will be dismissed according to their usual dismissal schedule. If a parent wishes to change the dismissal, please call the school receptionist no later than 12:00 PM at (908) 204-1920 ext. 4017.

PET POLICY

Due to medical and general safety, no pets (excluding registered service animals) are to be brought onto school grounds during school hours (including arrival, dismissal, and school sponsored events/activities). Please refer to BOE Policy 7490 on the next page.

7490 - ANIMALS ON SCHOOL PROPERTY

The Board of Education will make every reasonable effort to maintain school grounds in a condition appropriate for the activities of school pupils.

Pet animals are not permitted on school district grounds, except by the express permission of the Building Principal. Without such permission, a pet owner who brings or permits his/her animal on school grounds has committed an act of trespass. If an animal is found running at large on school grounds, its owner will be deemed to have permitted the animal to enter school property.

The Board directs the Building Principal to give notice regarding the prohibition of pets by posting appropriate signs on school property. The Principal shall report to the appropriate municipal authorities any pet that runs at large on school property and any pet owner whose animal is present on school property is in violation of this policy.

HEALTH/MEDICAL/ABSENCE FROM SCHOOL

ALLERGIES

There are students and staff members who exhibit allergic reactions to a range of sources in our environment, such as various foods, insects and certain fragrances and aromas. The Bedwell faculty will strive to make reasonable accommodations for those who are adversely affected by allergies. Parents must notify the school nurses in writing (from a medical professional if possible) of any known allergies, and any subsequent changes to the information provided on the most recent Health Information Card submitted. You may contact the Bedwell Nurses' Office at (908) 204-1920 ex. 4014 for more information.

All parents must be considerate of those with life threatening allergies. For example, you must check with your child's teacher in advance of a Holiday party regarding food allergies (No food is allowed in school for birthdays). Some of our classrooms are designated as "Peanut Free", so please be mindful of this when preparing a snack for your child. Many of our students have known food allergies and all of our students are potentially allergic to certain foods. **Please do not use any type of nuts or peanuts in the treats that you provide for your child at school.** At no time should students be eating food, gum or candy on school buses. There is a danger of choking as well as exposing allergic students to the possibility of a life threatening food reaction.

Furthermore, there are staff members and students who are prone to allergic reactions from certain fragrances and aromas. Students and parents should show consideration for others by not using any fragrances or aromas that could be detrimental to the health and welfare of others. The administration will strive to make reasonable accommodations for those students and staff who may be adversely affected by certain fragrances or aromas.

HEALTH AND SAFETY POLICIES

To help minimize the spread of contagious diseases in the school setting, the following policies have been developed for the safety and well-being of all our students:

- Children that are having loose stools should be excluded until it has resolved.
- Students who are experiencing vomiting should stay home until they are able to tolerate their regular diet for 24 hours.
- If your child has repeated episodes of diarrhea and/or vomiting accompanied by fever, a rash, or general weakness, consult a doctor and keep your child out of school until the illness passes.

- Unfortunately, even with the best care, a virus can make us sick. Cold symptoms are best relieved with rest and fluids and may last as long as 10 days. If symptoms persist, the child should see a physician. Please keep in mind the guidelines below when deciding if your child should come to school. Any child with the following symptoms should stay home:
 - A fever of 100.4 degrees or higher. A child should not come back to school until the temperature is below 100.4 for 24 hours without medication.
 - Vomiting or diarrhea
 - A frequent cough
 - Any rash accompanied by a fever
 - Ear pain and/or eye drainage
 - Sore throat with fever and/or rash
- Students with casts/splints are occasionally allowed to participate in physical education classes by their personal physician. If the physical education teacher and the nurse determine that the particular physical activity is one in which **another** student may be injured by contact with the student's cast/splint, the student will not be allowed to participate in that particular activity. All permission for any physical activity with an injury must be provided in written form directly from the medical professional.
- Students with a known history of seizures are not allowed to participate in any physical education class or playground activity, which involves their being off the ground, unless their physician has given written permission, and the school doctor has approved the clearance.
- Students who have been excluded from school for treatment of Conjunctivitis (Bacterial) need to be on antibiotics for at least 24 hours before returning to school.
- Students experiencing emotional stress and/or depression will be referred to the School Social Worker, School Psychologist, or School Nurse for assistance.
- At no time should students be eating food, gum or candy on school buses. There is a danger of choking as well as exposing allergic students to the possibility of a life threatening food reaction.
- Students requiring crutches or an orthopedic device *must* have a doctor's note.

MEDICAL SERVICES

Certified nurses under the supervision of the School Physician provide medical Services. Medications can be administered to your child at school in accordance with the Somerset Hills School District Medication Administration Policy.

Annual vision and hearing screenings, health monitoring, and immunization review are provided as directed by the State Department of Health. A parent who, because of religious convictions, does not wish his/her child to be examined must state this in writing at the beginning of the school year.

Please notify the School Nurse if your child experiences a communicable disease, injury or serious illness. Requests for Homebound Instruction or modification of regular classroom activities should also be directed to the School Nurse in writing.

MEDICATION POLICY

Our district medication policy provides for medication to be administered to students during school hours. **All medications require a physician's written order and written parental permission before they can be administered.** This includes any prescription medications as well as any over-the-counter medications such as Tylenol, cough drops, nutritional supplements, etc.

Students **may not** have any medications in their possession while in school. No medication (prescription

or over-the-counter, including cough drops) can be self-administered during school hours. **All medications must be delivered to the School Nurse by the parent/guardian.** The medication should be in its original labeled container. If a prescription medication, the prescription label should be legible and include the student's name, date ordered, medication name, dosage and times for administration.

Medication can only be administered by the School Nurse, another registered nurse, or the pupil's parent/guardian. **EXCEPTIONS TO THIS RULE INCLUDE EMERGENCY MEDICATIONS FOR PUPILS WITH BEE STING, FOOD ALLERGIES, OR OTHER LIFE THREATENING ILLNESSES.** If you have any questions, contact one of our School Nurses at 908-204-1920, ext. 4014.

HEAD INJURIES

A student who experiences a head injury at school will be monitored by the nurse in the health office. If the student does not exhibit signs or symptoms of concussion then the student may return to class. The parent or guardian will be notified.

If a student develops signs or symptoms of a concussion after a head injury, the parent or guardian will be notified so follow up with the primary care provider can occur as soon as possible. The student will need to provide a note from the doctor addressing when they can return to school and when the child may return to physical education class/recess. **The student may not return to school without this note.**

All students who experience a head injury involving loss of consciousness will be transported to the emergency room immediately for evaluation. Please be aware that the school does not conduct "Return to Play Protocols."

LICE

Many people have the mistaken impression that lack of cleanliness causes lice. This is entirely untrue. Frequent bathing will neither prevent head lice nor eliminate the infestation once it occurs. Those most at risk are girls ages five through twelve, as they are most likely to share combs and clothes.

Most cases of head lice are discovered by parents first, so before returning to school, we ask that all parents or guardians check their children's heads for evidence of head lice:

- Look for intense itching caused by louse bites to the scalp.
- Check for lice (grayish-brown wingless insects the size of a sesame seed) and lice eggs (nits—tiny, shiny, white and oval), which are firmly glued to the hair shaft, most often near the scalp, at the nape of the neck and behind the ears.

Should head lice be discovered in any child, we ask that you notify the school nurse (908-204-1920 x4014) immediately.

Please be reminded that the return from a break can usher in unwelcome visitors – lice eggs (nits) as well as lice. Traveling, sleepovers, sharing towels, coats, hats, combs and brushes are the most common ways that lice are transmitted, and many of these activities take place over a break in the school schedule. We hope that all parents/guardians will assist us in our efforts to prevent and control the spread of lice within our school. And as always, if you have any questions about this matter, please contact the school nurses. They will be glad to address your concerns.

ABSENCE FROM SCHOOL

Student attendance is an important factor in a student's success in school. Students who are frequently absent, tardy, or leave school early miss a large part of the curriculum. We encourage families to schedule appointments and trips during scheduled school holidays or before/after school hours. The number of times a student is absent or tardy will be recorded and become part of their permanent record. Students must be in school for at least four hours of instructional time in order for the day to count. (See also **ATTENDANCE POLICY** at www.shsd.org under Critical Policies.)

If your child will be tardy or absent for any reason, you are responsible for notifying the school. You may now report a tardy or absence on the Genesis Parent Portal. To do so, first log in to the Parent Portal using your credentials. Once logged in, under Student Data, click **Attendance > Notify Office**. After completing all required fields, click **Submit to Office**. You may also report a tardy or absence by calling the **Absence Verification number at (908) 204-1920 (option 0 or ext. 4023) by 9:00 AM**. State your child's name, homeroom teacher, and the reason for absence.

In case of absence due to illness, please inform the school of the nature of the illness. It is important for us to know when there is a communicable illness so that we can take appropriate actions. This is especially true in cases of **lice**. If you think your child has lice or if you have treated your child for lice please notify the school nurses directly at (908) 204-1920 (option 2 or ext. 4014). The school nurses must check your child for lice before returning to school. Please refer to the Lice information under Health/Medical for more information.

STUDENT ACCIDENT INSURANCE

All students are covered under the district's policy for any accidents which occur during the school day or during extra-curricular activities and sports. In the event of an accident, the parent's health insurance policy is the primary coverage. The district's accident policy is the secondary coverage. If parents wish to purchase 24 hour accident coverage for their child, literature and an application form can be provided. This insurance policy is a contract between parents and the insurance company. The school is involved only to the extent of making the plan available. If a student is injured at any time, he/she or the parents should immediately report the injury to the school nurse who will complete a student accident form. Primary coverage will be the parent's medical policy. The district's policy will provide secondary coverage for any accidents which occur during school time. Additional questions should be directed to the insurance company claims manager.

COMMUNICATION

MESSAGING

The District uses **Genesis or K-12 Alerts** to notify families of important information such as early dismissals and delayed openings. Families will receive a phone message to the number(s) they have on file in the child's Genesis Portal.

SNOW DAY MAKE UPS

The Somerset Hills Board of Education annually establishes a calendar for the district's three schools. This calendar is posted in many areas. (Bedwell's Main Page, the District Website, etc.) There are two (2) snow days built into the district calendar labeled: *1st Snow Make-Up Day* and *2nd Snow Make-Up Day*. If the district is closed for a snow or another emergency, these days will become the days when school is open and in session. The first time we have a snow day or another emergency school closing we will make up the school day by opening school on the *1st Snow Day Make-Up Day*. The second time

we have a snow day or another emergency closing we will make up the day by opening school on the 2nd *Snow Day Make-Up Day*. If we do not have a first or second snow or other emergency closing day(s), then school will be closed on those designated make-up days.

E-MAIL & WEBSITE

When emailing a teacher or other staff member use the following format for most staff members: Where *staff name* is the name of the staff person you wish to reach and is composed of the first letter of the first name followed by the complete last name. For example, Jane Doe's e-mail address would be jdoe@shsd.org. You can also find teacher contact information listed on the staff directory on the Bedwell website.

COMPUTER USAGE POLICY

Part of the district's responsibility in successfully preparing all students for the future is to provide them with access to tools they will use as adults. These additional educational opportunities also bring increased responsibilities. The district has established procedures and rules regulating the use of SHSD electronic resources. Students are instructed to practice responsible equipment usage. Students are also directed to only access instructionally appropriate content through the Internet. SHSD uses a sophisticated filtering system to help prevent access to inappropriate content while devices are on the district computer network.

It is important that both you and your child read, discuss, and understand The Somerset Hills School District Policies and Regulations listed below:

- 2361 – Acceptable Use of Computer Network / Computers and Resources
- 2363 – Pupil Use of Privately Owned Technology.
- 7523 – School District Provided Technology Devices to Pupils

FRIDAY FOLDER

Are you receiving Bedwell's weekly "Friday Folders" email messages? Friday Folder emails are a primary means of communication, a "must read" for all Bedwell families. To subscribe to our Friday Folder, simply:

1. Go to www.shsd.org.
2. Choose "Bedwell Elementary."
3. Scroll down to Announcements/Friday Folder.
4. Under the words "Friday Folder" select "click here to add your email address to the Friday Folder distribution list(s)".
5. Complete the requested information form and click "Sign up" at the bottom.

PARENT/TEACHER CONFERENCES

The faculty is always available to discuss your concerns and ideas regarding your child's needs and development. Kindergarten-Grade 4 parent/teacher conferences are held in November. An additional conference for PreK, Kindergarten, and 1st grade parents is scheduled in May. Parents are encouraged to contact their child's teacher as needed throughout the school year about specific concerns regarding their child.

PARENT INVOLVEMENT

HOME AND SCHOOL ASSOCIATION

Please consider joining the Bedwell Home and School Association. The HSA offers amazing programs and activities for our students, and the HSA is an excellent way for all members of the school community to get involved and participate in school activities. For more information, please visit the Bedwell HSA webpage link found on the Bedwell website.

CLASSROOM VISITS

The school welcomes parental involvement in classroom activities. If you have a special interest or area of expertise that you would like to share, please contact your child's homeroom teacher or the enrichment teacher. All visits should be scheduled with the classroom teacher. Siblings will not be taken from their class to participate in, or visit with, another classroom during these activities for their sibling.

VOLUNTEERS

We welcome family members to be volunteers within classrooms and the building. All volunteer sign ups and appropriate trainings are orchestrated by the Bedwell School HSA. Volunteers must complete any applicable trainings in order to participate in volunteer opportunities. Please contact the the HSA president(s) found at <https://bedwellhsa.membershiptoolkit.com/aboutus>.

PARENT REQUEST FOR PAPERWORK

If your physician, camp, etc. requires that you get a recommendation letter from the teacher, or need for them to fill out some type of survey, medical or not, you must provide a self addressed stamped envelope for the teacher. The teachers have been directed to send the information directly to the physician, camp, etc. Copies will not be made by the teachers to be given to parents.

SAFETY AND SECURITY

DRILLS

Students and staff members participate in monthly safety drills. There will be one fire drill each month, as well as one security drill. The purpose of these drills is to help prepare all members of the Bedwell community in the event of an emergency. For the safety of the school community, specific plans are only shared with administration, staff, students, and local law enforcement.

SCHOOL VISITORS

For the safety of all Bedwell students and staff, all visitors, including familiar parents, must report to the Front Desk at the Main Entrance before going anywhere in the building. If a parent comes to drop something off for their child, it will be placed in the entrance vestibule at the front door. Items must be clearly labeled with the child's name, grade, and teacher. Office staff will ensure the teacher is notified.

Visitors will arrange with classroom teachers all visits in advance of the date of the visit in order for the teacher to be able to get approval for the visits. The teacher will inform the office of the visit as we are not able to accommodate unannounced visits in order to maintain a safe school environment. Visitors must have their license ready to be scanned, sign in, have their photo taken, and obtain a visitor's pass prior to visiting a classroom, attending a meeting, or seeing the nurse. Other government ID's and passports can be entered manually. At the conclusion of the visit, all visitors must return to the reception desk and return their visitor's pass.

Doors are locked throughout the school day, and all visitors must ring the front doorbell to gain access. All visitors must adhere to the following rules for the safety of the children.

1. A secretary will greet you over the intercom when you ring the bell. Please look into the camera and state your name, your child's name and your intended purpose in the building.
2. Report to the office before going anywhere else in the building.
3. Sign in at the front office.
4. Wear a visitor's badge for the duration of your visit.
5. Sign out before leaving the building.

Students who do not attend our school may not "visit" the school for a day or any part of the school day. "Tours" of the school will not be given to anyone not currently enrolled in our school and its programs. Volunteers may not bring their younger children in during classroom parties, field trips, etc. **Please refer to Policy 9150 on the district website for guidelines)

ELECTRONIC SURVEILLANCE

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.