



Thelma L.
Sandmeier
School



Elementary School Student Handbook

2025-2026

CENTRAL ADMINISTRATION

| | |
|----------------------|--|
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| Mrs. Erica Scudero | Assistant Superintendent of Curriculum |
| Mrs. Michelle Calas | Business Administrator/ Board Secretary |
| Mrs. Ann Suter | Director of Student Support Services |
| Mrs. Tiffany Boehm | Director of Early Childhood Education |

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Thelma L. Sandmeier Elementary School

666 South Springfield Avenue
Springfield, NJ 07081
973-376-1025 Ext. 3500

Mr. Tim Kielty, Principal
973-376-1025 Ext. 3505

tkielty@springfieldschools.com



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

Vision: Cultivating compassionate and extraordinary learners.

PARENTS AND 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

GENERAL INFORMATION



Thelma L Sandmeier School ~ TIME SCHEDULES

Pre-K, Kindergarten, Grades 1-4

| | Regular Day 8:10 – 2:45 | Early Dismissal 8:25 – 2:45 | Delayed Opening 10:25 – 2:45 |
|------------------|------------------------------------|--|---|
| Arrival | 8:25 | 8:25 | 10:10 |
| Period 1 | 8:25-9:05 | 8:30-9:00 | 10:25-10:50 |
| Period 2 | 9:05-9:45 | 9:00-9:30 | 10:50-11:15 |
| Period 3 | 9:45-10:25 | 9:30-10:00 | 11:15-11:40 |
| Period 4 | 10:25-11:05 | 10:00-10:30 | 11:40-12:05 |
| | Lunch: 11:05-12:05 | No lunch served | Lunch: 12:05-1:05 |
| Period 5 | 12:05-12:45 | 10:30-11:00 | 1:05-1:30 |
| Period 6 | 12:45-1:25 | 11:00-11:30 | 1:30-1:55 |
| Period 7 | 1:25-2:05 | 11:30-12:00 | 1:55-2:20 |
| Period 8 | 2:05-2:45 | 12:00-12:30 | 2:20-2:45 |
| Dismissal | 2:45 | 12:35 | 2:45 |

SCHOOL DAY

The school day begins at 8:25 a.m. TLS. Students who arrive on the bus or walk to school are to use the main entrance, where a staff member will greet them. Students who arrive late (after 8:25 a.m. at TLS) must report to the office sign-in prior to going to their classroom. They will be marked tardy. Students who are not riding the bus should follow the student arrival procedures found below.

GENERAL ARRIVAL INFORMATION:

DO NOT BLOCK THE SCHOOL DRIVEWAY!

- Everyone who drives must abide by all traffic laws and established traffic procedures at Thelma L. Sandmeier School.
- Vehicles are not to block the driveway entering the school.



- Keeping the driveway area clear at all times will allow emergency vehicles and buses to enter school property without delay.
- Families driving to drop off or pick up, please wait on the driveway loop. Please do not leave your vehicles unattended, and do not block the entrance area.
- Please do NOT skip the loop to turn directly into the Pre-K drop-off 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

- Parents/guardians driving will drop off their children at the designated areas.
- Parents are to pull into the secondary lot on the side of the building and proceed to the top of the loop. Students will be released from their vehicles once it has completed the loop and the vehicle stops along the sidewalk along the building.
- Students should exit on the passenger side of the vehicle. Staff are not permitted to enter the driveway.
- Student drop-off in the morning begins once a staff member is present at 8:05am. Please do not drop-off your children before 8:25 am, as there will be no supervision available. Students are NOT PERMITTED to exit their vehicles in the middle of the lot for safety reasons.
- DO NOT pull into a parking space and allow your child(ren) to leave the vehicle.
- DO NOT release your child unless there is a staff member present.

DISMISSAL:

- Parents/guardians using the carline must remain in their vehicles at all times. The loop around the school is only used for loading and unloading the children. Parking is strictly prohibited on the loop. Parents need to stay in their vehicles and move up on the loop. A staff member will supervise and/or assist the children as they board their vehicles.
- Parents/guardians picking up by foot need to wait until the teacher is ready to release the children to you.

INCLEMENT WEATHER DISMISSAL:

Since the majority of the dismissals will be outside, please be sure your children are 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, who are also minors. If you are sending another adult to pick up your child, please remind him/her to have photo identification readily accessible.

PEDESTRIAN REMINDERS

Please practice safe walking habits. Use the sidewalk around the school. Use the various crosswalks on the school property. Do not jay-walk or walk on the loop. It is for vehicles only.

PARKING

Please do not use the handicapped or reserved parking spaces at the front of the school; it is for eligible individuals only. If you need to park, please use the visitor spots in the parking lot at the side of the building. Keep in mind that parking is prohibited on the driveway at the front entrance. This is a fire lane and a school bus loading and unloading zone. Additionally, if you are parking on a side street, please do not block the driveways.

SIBLINGS AND CARPOOLING

For families with multiple children (a combination of grades at TLS) at the school, the arrival and dismissal should be with the younger child. At dismissal, the older child 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 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:

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 need to pick-up your child instead of having him/her take the bus
- If you plan to pick-up your child at a different door
- If you plan to pick-up your child rather than going to the Aftercare program

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 DISMISSALS / APPOINTMENTS

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 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.
- Ring the buzzer at the main entrance and announce your name and your student's name.
- Be prepared to show photo identification.
- A staff member will escort your child to the entrance where you will be required to sign them out.

If someone other than a parent/legal guardian will need to pick up your student, please follow these guidelines:

- 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. Please send a note to your child's teacher/ main office stating the time your child will be picked up.
- Please include the name of the person picking up your child.
- Photo ID is required at time of pickup and must match the name provided on the notification letter to the school..

Procedures For Emergency School Closings, Delayed Openings, And Unplanned Early Dismissal

Announcements will be made at:

- Springfield Public Schools website at www.springfieldschools.com
- Find us on Facebook at 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 2 hours. Example – A stop for 8:00 am will be adjusted to 10:00 am.



TLS delayed opening: 10:25 am

Early Dismissals– (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 contact list.
- 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.
- In the event an early dismissal is determined by mid-morning, we will serve lunch before the early dismissal.
- All school days less than 4 hours will be made up and added to the school calendar.

SCHOOL VISITATION POLICY

The Entry Door Access Protocol was established in collaboration with the New Jersey Department of Education Office of School Preparedness and Emergency Planning and 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 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 lanyard and badge that must be worn for the duration of the visit. Visitors will be required to submit their keys and 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.

We know that this protocol is stringent and may inconvenience our visitors who are, as always, welcome in our schools. The safety of our students and staff must remain our priority and we are optimistic that our visitors will ultimately recognize our need to be as vigilant as possible.

If you should require clarification regarding the protocol, please contact your building principal. They will be happy to answer your questions to ensure your full understanding and adherence to our procedures. With your cooperation, our schools will be more secure for students and staff.

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..

SPRINGFIELD SCHOOLS GENERAL HEALTH AND SAFETY GUIDELINES

Springfield Public Schools is utilizing a layered approach to support the health and safety of our students and staff. Our plan follows the guidance provided by the New Jersey Department of Health (NJDOH), New Jersey Department of Education (NJDOE), the Centers for Disease Control (CDC), and our local health officials.

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.

Parents' 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, they 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 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 parents' responsibility 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 of nut products 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.

- A. No items that contain obvious peanut or nut products will be served in the Elementary School cafeterias.
- B. 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.



- C. 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 ongoing 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 th 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 (<i>or comparable age level special education program with an unassigned grade</i>): 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 th 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. |



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| | | 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) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 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. ⁽²⁾ 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 ⁽¹⁾ | ⁽²⁾ 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. |



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| PNEUMO-COCCAL | (AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose | Children enrolled in child care or pre-school on or after 9-1-08. (3) Minimum of 2 doses of Pneumococcal vaccine are needed if between the ages of 2-11 months. (2) 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 ⁽¹⁾ (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose ⁽²⁾ | ⁽¹⁾ For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ⁽²⁾ 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:

- unusual skin eruption (impetigo and ringworm)
- scabies
- 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.



ADDITIONAL STUDENT INFORMATION

School Lunch Program:

Meals served in the Cafeteria 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 tab on our district website:

<https://www.springfieldschools.com/1/Content/256>

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 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.

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:

1. Autism
2. Deaf-blindness
3. Deafness
4. Emotional disturbance
5. Hearing impairment
6. Mental Retardation
7. 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 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 the 8:30-3:30 timeframe.

STUDENT PROGRESS

Belief Statements For Grading:

- The purpose of grading is to define and communicate student achievement effectively to various audiences.
- Grading of student achievement should be based on the demonstration of what students know and can do with respect to established criteria.
- Grading should be based upon varying methods of assessment.
- Weighting of various components, which make up a grade, needs to have relative consistency Pre-K-12.
- 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 their particular teacher's expectations, how they 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 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.

STUDENT DISCIPLINE /CODE OF CONDUCT

The Student Code of Conduct, District policy **5600 - STUDENT DISCIPLINE / CODE OF CONDUCT.**



The TLS Student Code of Conduct was developed with the ideals that contribute to the maintenance of a safe and secure learning environment for all members of our school community. Our expectation is that all students will act and behave appropriately not only when following their regular daily schedule, but also during any special activities that may take place. The TLS Code of Conduct is designed as a basic agreement between members of the school community to act in a fair manner towards one another. It identifies student rights and responsibilities as well as consequences for misbehavior. In addition, the parent section is designed to serve as a framework for an effective home-school partnership with parents.

The Code of Conduct provides expectations and guidelines for students to work successfully within the school community and communicates the importance of coming to class with a readiness to learn.

Student Responsibilities

Respect the rights of others: Use good manners and be courteous, wait to take turns, and raise your hand. Stop what you are doing, listen and follow directions from the lunch aide or teacher. Settle differences in a positive manner or ask for help when needed.

Use appropriate behavior: Appropriate behavior is the behavior that one would expect at a particular place. What kind of behavior would we expect in the lunchroom or on the playground? What kind of behavior would we expect during an assembly? What kind of behavior would we expect in a classroom? What kind of behavior would we expect during a fire drill? What kind of behavior would we expect during announcements?

Display good sportsmanship: A student who displays good sportsmanship plays fairly, follows the rules of the game, and treats opponents with respect. A student who displays good sportsmanship knows how to be a winner without making fun of those who lose. A good sport cheers teammates with positive statements and applauds good plays even if completed by opponents. Good sportsmanship is an attitude that can have a positive influence on everyone.

Walk at all times and stay to the right: What is the appropriate behavior for walking in the hallways? When walking in the hallways, walk quietly and in a straight line. Always walk to the right in the hallways. Walk to cross streets and cross only at the crosswalks, follow directions of the crossing guard. Walking while inside school is a good way to make sure no one gets hurt.

Come to school Ready to Learn: How does a student who comes to class Ready to Learn act while in school? They raise their hand and listen attentively when the teacher is asking questions. They are active learners and help create a positive learning environment. Their actions help other students learn while in class. They come to class prepared by having completed their homework, studying for lessons, and bringing the materials they need. Students who are Ready to Learn always try to do their best.



Be on time when coming to school: When you are on time you have all your things packed and ready to go to school. Being on time also means you have enough time to line up before school starts and are ready when your class walks to your room.

Consequences of Misbehavior

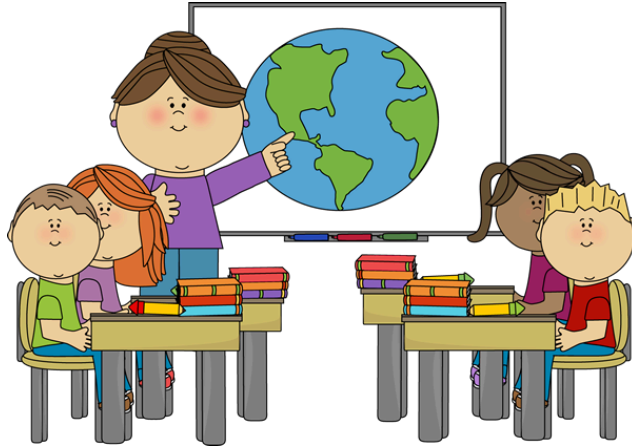
Each teacher will establish and enforce the Code of Conduct in addition to their classroom rules and disciplinary procedures for their individual classroom. The staff can informally handle most minor infractions. More serious or repeated infractions may necessitate a conference with the parent. Each infraction will be handled on an individual basis since some incidents are more serious than others.

The following consequences, appropriate to the action and the student's age, may be expected:

1. The child may be warned and the problem discussed.
2. The student may meet in conference with the teacher, aide, or principal. The student may receive detention or have special privileges revoked for a period of time.
3. A parent will be notified to discuss a plan of action. This action may include:
 - Student may receive detention
 - Student may not be allowed to participate in a school activity
 - Student may be removed from the lunch program for a specific time period
 - Parent may be requested to observe their child during the school day
 - Parent may be requested to take their child home for lunch or provide transportation (bus students) for a specific time period

* The following behaviors will be considered unacceptable and warrant immediate staff and/or administrative intervention: profanity, swearing, shoving, pushing, throwing, spitting, or other forms of rowdiness. Bullying, harassment, physical or verbal attacks against fellow students or staff will not be tolerated.





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.



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, 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:

- A. During recess indoors, you must stay in your homeroom or designated room. You are not allowed to visit another room.
- B. 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.
- C. No running in your classroom.
- D. No "eraser tag" or other tag games.
- E. Use inside voices.



- F. No ball throwing.

GENERAL RECESS RULES:

- A. No gum chewing.
- B. 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.
3. Excessively short skirts or shorts
4. Excessively loose and/or baggy pants or shorts that reveal undergarments
5. Hats are not to be worn inside the building.
6. Beach flip-flops and "heelies" are not permitted.
7. Clothes with or that convey inappropriate written messages
 - o Promote or advertise the use of alcohol, drugs, or tobacco
 - o Have abusive sayings, profanity or foul language
 - o Convey inappropriate messages.

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.

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:

- a. 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;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. 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.



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

SCHOOL BUS BEHAVIOR GUIDELINES:

- 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:

- A. **First Offense:** The student will receive a verbal warning and the parents will be sent a copy of the "Bus Discipline" form.
- B. **Second Offense:** The student will be removed from the bus for three days.
- C. **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.

- A. 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.
- B. 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.
- C. A driver will not knowingly permit any child to get off the bus at a different stop.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. 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.
- I. 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 the 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 they could go until you arrive home. Discuss the plan periodically so your child is always prepared for emergencies.

BE PREPARED:

- A. Know your child's bus number and usual arrival time after school.
- B. Know the names and phone numbers of a few children who get off at the same stop or nearby stops.
- C. 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:

- A. If your child has not arrived home on time, first check with your neighbors to determine whether the bus is running late.
- B. 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. 3497. 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 THE BUS IS LATE:



- A. If you have determined that the bus has gone by and your child did not arrive home, first contact a few neighbors whose children also ride the bus to see if your child got off at the bus stop or whether your child was even on the bus. If your child was not on the bus, or somehow got off at the wrong stop, call your child's school office. If you are unable to get an answer, call the Transportation Office.
- B. If your child has missed the bus, the school will contact you immediately.

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 their 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 magazines, encyclopedias, and 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 school 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.

