# Florence M. Burd School

## Student/Parent Handbook

**2026-2027**



**C** CARING
**H** HONEST
**A** ACCOUNTABLE
**R** RESPECTFUL
**G** GENEROUS
**E** EMPATHETIC
**R** RESPONSIBLE

**P** PERSONABLE
**R** RELIABLE
**I** IDEALISTIC
**D** DEDICATED
**E** ENERGIZED

**Welcome message from our Principal Mrs. Dilkes**



**<u>Welcome to our school family at FMB where you belong!</u>**

***We believe every child shines in their own way, and we're here to nurture that light. Together with students, families, and staff, we create a place where kindness leads, curiosity grows, and every voice matters.***

**Every day, we come to school for an important reason: to grow. Not just in reading, writing, and math—but in kindness, confidence, creativity, and curiosity. School is a place where we learn how to be good friends, how to solve problems, and how to believe in ourselves. It's a place where it's okay to make mistakes, because that's how we learn best.Your teachers, staff, and I are here to help you feel safe, supported, and inspired every single day.**

**Let's make it a year filled with joy, learning, and heart.**

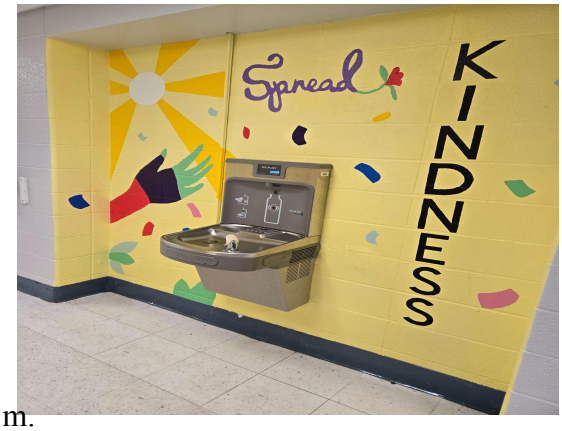
**With warmth and pride,**

**Mrs. Dilkes**

**Principal**

**<u>School Information</u> 📞 You're Never Alone — Important Numbers to Keep Close**

***Strong schools are built on strong partnerships. We're here to listen, to collaborate, and to celebrate every success—big or small. If you ever have a question, concern, or idea, please reach out. We're in this together.***




Main Office Phone Number: (973) 315-5257
Nicole Dilkes, Principal: (973) 315-5257 ext. 202
Nurse Febrero (973) 315-5257 ext. 203
School Fax Number: (973) 383-3778
School website address:
https://fmb.andoverregional.org/

🕰️ **Our School Day Hours**

- Main Office Hours (School Year) 8:00 a.m. - 4:00 p.m.
- Main Office Hours (Summer) 8:00 a.m. - 3:00 p.m
- Student Day 8:40 a.m. - 3:40 p.m.

***Doors will be open to students promptly at 8:40am***

## ARRIVAL TO SCHOOL

***We start each day with the belief that every morning brings a new opportunity to learn, connect, and shine.***

Doors will open for student entry at 8:40. Faculty members are not available for supervision of students prior to 8:40 a.m. Specific circumstances may require students to arrive early to school and should be pre-arranged with the teacher. For the safety of our students and staff, all FMB exterior doors will remain locked at all times.

**If your child is absent:**

***Your child's presence matters. Every day is a chance to learn, connect, and belong. When students are here, they are seen, supported, and celebrated—and when life makes attendance tricky, we're here to help.***

Parents must notify the school of their child's absence through their RealTime **Parent Portal** account using the absence notifications tab. All absences should be reported ASAP, but **no later than 9 a.m.** on the morning of the absence. If you are unable to access the Parent Portal at any time, please call the Main Office.

If you wish to speak with the nurse (in addition to submitting notification in the Parent Portal) parents may call the Nurse's office at **(973) 315-5257 ext. 203,** then follow the prompts. If the nurse isn't available, please leave the following information:

- Child's name
- Homeroom
- Reason for absence
- Expected date of return
- Best time to call and preferred phone number



We kindly ask that parents avoid calling the main office between 2:30 p.m. and 3:40 p.m., so we can tend to the end of the day routines without interruption.

## ACADEMICS

### 📚 Learning & Growth – Academics and Reporting

***Trimester reporting gives us a chance to reflect, connect, and plan together as partners in your child's growth.***

Reporting Student Progress: Standards Based Report Cards will be completed and posted on the RealTime Parent Portal link of the school website www.andoverregional.org following the timeline listed below at the conclusion of each marking period.

# FMB Trimester Dates
# 2026-2027

| | |
|---|---|
| **Trimester 1:** | **September 2, 2026--December 2, 2026** |
| Mid-Trimester Date | October 15, 2026 |
| Grades Due: | December 4, 2026 by 4:00 p.m. |
| Grades Posted: | December 8, 2026 at 4:00 p.m. |
| | |
| **Trimester 2:** | **December 3, 2026-March 9, 2027** |
| Mid-Trimester Date | January 25, 2027 |
| Grades Due: | March 11, 2027 by 4:00 p.m. |
| Grades Posted: | March 15, 2027 at 4:00 p.m. |
| | |
| **Trimester 3:** | **March 10, 2027-June 10, 2027** |
| Mid-Trimester Date | April 28, 2027 |
| Grades Due: | June 10, 2027 by 4:00 p.m. |
| Grades Posted: | June 10, 2027 at 4:00 p.m. |

***Please note: these dates could change slightly as a result of the number of snow days incurred. This schedule is based on using none.***

**Progress Reports -** Progress reports are used by teachers to inform parents and students about academic or behavior issues. They may also be used to reinforce positive academic or social behavior, and can be issued at any time.

**The standards for documenting student progress are as follows:**

**MS = MEETS STANDARDS** – Consistently grasps and applies key concepts, processes, and skills. Meets stated grade-level benchmark expectations up to this current assessment period.
**AS = APPROACHING STANDARDS** – Beginning to grasp and apply key concepts, processes, and skills. Progressing toward stated benchmark up to this point.
**NS = NEEDS SUPPORT** – Not grasping key concepts, process, and skills. Making limited progress and this is an area of concern that requires support.
**ES = EXCEEDS STANDARDS** – Extends key concepts, processes, and skills. Consistently and independently works beyond stated grade-level benchmark expectations up to this current assessment period. N/A = Not assessed at this time.

## 🕰️ Our School Day Rhythm

| FMB: Regular Day Schedule | | FMB: Delayed Opening Schedule | | FMB: Early Dismissal Schedule | |
|---|---|---|---|---|---|
| Homeroom | 8:40-8:55 | Homeroom | 10:40-10:55 | Homeroom | 8:40-8:55 |
| Period 1 | 8:55-9:35 | Period 1 | 10:55-11:20 | Period 1 | 8:55-9:20 |
| Period 2 | 9:36-10:16 | Period 2 | 11:21-11:46 | Period 2 | 9:21-9:46 |
| Period 3 | 10:17-10:57 | Lunch/Recess | 11:47-12:12 | Period 3 | 9:47-10:12 |
| Period 4 | 10:58-11:38 | Lunch/Recess | 12:12-12:37 | Period 4 | 10:13-10:38 |
| Lunch/Recess | 11:39-12:04 | SEL Time | 12:37-12:47 | Lunch/Recess | xxxxx |
| Lunch/Recess | 12:04-12:29 | Period 3 | 12:48-1:13 | Lunch/Recess | xxxxx |
| SEL Time | 12:30-12:40 | Period 4 | 1:14-1:39 | SEL Time | 10:39-10:57 |
| Period 5 | 12:41-1:21 | Period 5 | 1:40-2:05 | Period 5 | 10:59-11:19 |
| Period 6 | 1:22-2:02 | Period 6 | 2:06-2:31 | Period 6 | 11:20-11:40 |
| Period 7 | 2:03-2:43 | Period 7 | 2:32-2:57 | Period 7 | 11:41-12:03 |
| Period 8 | 2:44-3:24 | Period 8 | 2:58-3:23 | Period 8 | 12:04-12:24 |
| HR/Dismissal | 3:25-3:40 | HR/Dismissal | 3:25-3:40 | HR/Dismissal | 12:25-12:40 |

**Andover Regional Schools**

**💻 District-Owned Computing Device Student/Parent Agreement**

***We believe in teaching digital citizenship from a place of trust and shared responsibility. When a student uses a school-issued device, they agree to treat it with care, use it for learning, and follow our district's guidelines for respectful and safe online behavior.***

We are proud to provide students with access to district-owned technology that supports learning, creativity, and connection—at school and at home. These devices are valuable tools that help students engage in the world responsibly and respectfully.

This assigned device is intended to be used by the student for educational purposes only.

In order to receive a Chromebook, all students and their parents or guardians must review and sign the following procedures and guidelines. Parents must click, in RealTime, to accept the terms of this agreement.

**Use of Technology Guidelines:**

- All use of technology must support learning.
- Students must follow local, state, and federal laws while using technology. - Students are responsible for ensuring their device is recharged when the battery is getting low. - Any lost or damaged devices must be reported to the main office within two school days. - Students must transport devices in a responsible manner to avoid damage.

**Students may not:**
- Share logins or passwords (Exception: students may share passwords with parents or guardians).
- Decorate or modify hardware in any way. (No stickers, paint, mods, etc.)
- Use another person's device.
- Have, display, or share inappropriate material on devices (photos, video, wallpaper, pirated or illegal content, etc.)
- Use the device in any way other than approved by your teacher in class (games, social media, videos, taking photos, etc.).
- Install any software/apps other than approved by the district and instructed by a teacher. - Damage, lose, or leave devices in an unsecure location.
- Use devices in "technology free zones" including but not limited to locker rooms and bathrooms.
- Use the camera or recording device on their machine for anything other than educational purposes without the permission of all participants.

**Statement of Responsibility of Borrower**

I accept responsibility if equipment is lost, damaged, or needs to be repaired or replaced while it is in our possession. I acknowledge that the equipment received is in good condition, and it will be used only by the student. I have read and understand the Student/Parent Agreement for Responsible Use of District Owned Computing Devices and agree to abide by this policy.

I understand that if a district assigned device is lost or damaged due to disregard for the above policies, I will be responsible for paying a replacement or repair cost of up to $350. Common repair costs: Broken Screen $40, Broken Keyboard $40-$100, Lost Charger $40, Lost Protective Cover $40, Damaged Camera, Headphone jack or other interface ports would incur a full replacement cost.

I understand that the Chromebook and district- assigned Google Chrome account are the property of Andover Regional Schools and as a result may be subject to inspection at any time. The District reserves the right to examine and/or confiscate any device at any time to ensure compliance with policies. The student should have NO expectation of privacy of materials found on district supplied equipment or supported email service, including during home use. Be aware that at ALL TIMES, your browsing history is viewable by Andover Regional administration.

**3rd Party App Information:**
3rd party apps may be used for instructional purposes to implement board approved district curriculum. Please see our district website for further information on the 3rd party apps used in our district.

As a parent or legal guardian, I hereby acknowledge that I have read and understand the Student/Parent Agreement for Responsible Use and the District Acceptable Use Policy. **I further recognize that if my child does not abide by the rules of acceptable use, he/she is subject to disciplinary action as indicated in the Parent/Student Handbook.** I hereby give permission to the Andover Regional

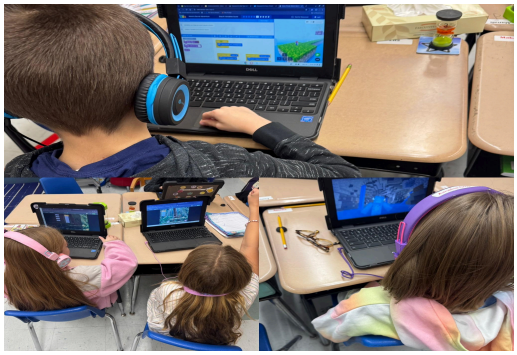
School District to issue my child a Chromebook, and agree to abide by the policies as outlined in the Student/Parent Agreement for Responsible Use and the Acceptable Use Policy. I further understand that this permission will remain in effect during the entire time my child is a student at the Andover Regional Schools, and I will notify the school in writing if I wish to rescind this permission.

**Please see BOE Policy* ***8335- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT***

**Network Administration**

Network administrators may review files and will routinely maintain and monitor the systems. Users should be aware that their files are not private.

**NOTE: Violation of the acceptable use policy may result in disciplinary action and /or suspension from school. It is also possible that a student will no longer be able to use a school device and will have to complete alternative assignments.**



## CELL PHONE POLICY

***At our school, we believe in presence, connection, and focused learning.***
***Because the best kind of connection starts face to face.*** 💛

Cell phones are a modern convenience that many families rely upon to communicate with one another. The school understands and respects that cell phones are a necessity in today's world. However, cell phones have become a major distraction during school hours. We wish to avoid any misuse. Therefore, restrictions regarding the use of cell phones is warranted as we continue to maintain a proper learning environment for all.

1. Cell phones are required to be turned off and kept in backpacks throughout the school day.
2. Text messaging is prohibited at any time during school hours.
3. A cell phone will be confiscated if a student is caught with the phone during school hours (including AM homeroom and PM homeroom)

**Disciplinary Actions:**

- 1st Offense- Phone sent to the office and returned to student at end of day with a warning; parents notified
- 2nd Offense- Phone sent to the office and parent/guardian must retrieve
- 3rd Offense- Phone sent to the office; parent/guardian must retrieve; Administrative Detention
- 4th Offense- Phone sent to the office; parent/guardian must retrieve; Administrative After School Detention

## 🌍AFFIRMATIVE ACTION POLICY, PLAN & PROCEDURES

***At FMB we are deeply committed to building and sustaining a learning environment where equity, dignity, and opportunity are extended to all students, staff, and families.***

It is the policy of the Andover Regional School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status in its educational programs, activities and employment policies and practices as required by Title IX of the Educational Amendments of 1971 and N.J.A.C. 6:4-1.1. et seq.

Personnel in all categories shall be selected and employed on the basis of competence for the available positions without discrimination on the basis of race, religion, marital status, national origin, sex, gender orientation, age or disability.

Before being presented to the Board of Education for adoption, textbooks and all other materials shall be reviewed to determine whether or not they reflect bias or prejudice, and whether or not they portray any group as stereotypes.

Courses shall be designed and developed to challenge students intellectually or physically at their level of competence.

Competitive sports programs shall be balanced to present an equal challenge to either gender, and when possible, to provide for participation for the physically challenged. Placement of students in classes and courses shall be made on the basis of the individual student's needs.

All existing facilities owned or operated by the Board of Education shall be studied to discover practical means to provide optimum access to disabled persons. Future facilities will be designed to conform to federal and state requirements with regard to access for the disabled.

LEGAL REFERENCES: ESEA Title IX NJSA 10:5-1 et seq
P.L. 94-142 NJAC 6:4-1. 3, P.L. 93-112 Section 504, NJSA 52:32-1 et seq, 18A:6-5, 6, 18A: 18A-17, 18A: 29-2, 18A: 36-20

# ATTENDANCE POLICY

**(* BOE Policy 5200)**

***Consistent attendance builds strong routines, friendships, and confidence- and helps your child feel part of our learning community.***

**General**

A student is expected to attend **ALL days and hours** that the public schools are in session in the district.

- Daily attendance for students who are in school will be taken during homeroom.

In the district, when a student exceeds the limit of eighteen (18) absences, the building principal has the authority to retain or require completion of specific academic responsibilities before promotion is granted. Any student absent thirty (30) or more days will automatically be retained and will repeat that grade the following school year. All absences will count toward this limit except for excused absences which are listed below:

"An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

(1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.

(2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;

(3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;

(4) Take Our Children to Work Day;

**"Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed above shall be an unexcused absence counted toward truancy.**

**Upon return**

*It is expected that a student returns to school with a* ***"written excuse note."*** The note should include the student's name, homeroom assignment, date(s) of absence and reason for absence and it **MUST** be signed by a parent/ guardian and submitted to the homeroom teacher. A doctor's note is required to consider absences due to illness "excused." Missed assignments must be made up upon the student's return to school. The student will have one day of make-up time for each day absent. Teachers will not give assignments in advance. All work not completed within the make-up time will be graded accordingly. When parents/guardians are aware that an absence will occur for an extended period of time, they are requested to notify the main office or nurse.

**Participation in School Activities**

Students who are absent from school, come to school after 10:30 a.m., or leave school early due to illness or disciplinary reasons **MAY NOT** attend after school activities or evening sponsored programs running that day.

**Excessive Tardiness**

Children should arrive at school on time each day. Attendance is taken in all grades and homerooms. A student is determined to be late when they arrive to homeroom after 8:40 a.m. Homeroom is when attendance is taken. Students arriving late to school five or more times during a marking period will receive notification letters.

**Truancy**

New Jersey school attendance laws are violated whenever a student is truant or whenever a class is cut.

TRUANCY is defined as an unauthorized absence from school.

TRUANCIES and / or CUTS may result in suspension from school and or disciplinary action. *A complaint **will** be filed with the local Municipal Court if a student exhibits a pattern of truancy or cuts.

**Potentially Missing Children**

The nurse will call the parent/guardian's work number as well as emergency contact numbers as soon as possible after an unexplained absence has been noted. If a parent/guardian/emergency contact cannot be reached, the nurse shall notify the principal. If the principal cannot reach the parent/guardian or locate the child and has any reason to believe the child is missing, the principal shall notify the Andover Township Police Department.

## CODE OF CONDUCT

*As per ARSD BOE policy 5600

*At FMB we believe in responding with care when a child needs support.*

Teachers reserve the right to maintain discipline within the scope of their classroom and throughout the school day. However, if the infraction warrants it, the teacher may choose to submit a discipline referral sheet to the administration. In most cases, the teachers are expected to notify parents when/if they suspect an administrative referral is the next step following repeated attempts to address the behavior. Students will receive consequences as outlined below depending on the severity of the offense.

**Level 1**

Students who have exhibited behaviors that disrupt the learning environment will be referred to the administration. Level 1 offenses are frequent or serious misbehaviors that disrupt the learning climate of the school. Examples of behaviors that would qualify as Level 1 offenses are:

- Repeated disruptive classroom behavior
- Using inappropriate language
- Misbehaving for a substitute
- Insubordination/defiance
- Disrespectful behavior

Potential administrative responses to Level 1 behaviors may be:

- Conference with the student
- Phone call to parent/guardians

**Level 2**

Students who continue to exhibit behaviors identified in Level 1 or who engage in much more serious transgressions will receive a Level 2 response from the administration. Examples of these behaviors are:

- Fighting or violence towards a peer or staff member.
- Damage to facility that interferes with functioning of school or threatens the well being of others.
- Sexual harassment
- Drug, alcohol, or weapon possession
- Harassment, Intimidation, and/or Bullying. (see BOE Policy 5512)
- Inappropriate use of electronic device, i.e. taking photos/videos of others without consent
- Theft

Potential administrative responses to Level 2 behaviors may include:

- In-School Suspension.
- Out-of-School Suspension.
- Involvement of Law Enforcement
- Parent conference
- Repeated offenses of Level 2 offenses may result in student removal from Field Day, field trips, or any other school activity

**Harassment, Intimidation, and Bullying**

In accordance with **Board of Education Policy 5512**, all acts of harassment, intimidation, or bullying are prohibited. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

> Harassment, Intimidation and/or bullying means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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;

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;

3. 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, that the act(s) 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/her person or damage to his/her property; or
    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.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act.

## COMMUNICATION

### 🗣️ Communication – Staying Connected

***At FMB, we believe that strong communication builds strong community. When families and schools work together, students feel supported, safe, and ready to thrive.***

Here's how we stay connected:

Various forms of communication exist at FMB School. Here are a few:

- Newsletters
- School website/calendar
- Social media
- email/text/phone calls
- Parent/Teacher conferences and progress updates




**We welcome your communication too—questions, ideas, concerns, or just checking in. You are an essential part of your child's journey, and we value your voice.*

* Always contact the school if you have any questions and or/concerns to avoid any misunderstandings.

## DRESS CODE

### 👕 Comfort, Confidence & Community

***We believe students do their best when they feel comfortable, confident, and respected. Our dress code supports a positive, inclusive learning environment while allowing students to express their individuality.***

It is important to recognize that each student's mode of dress and grooming is a manifestation of the student's personal choices and style. However, students may not wear clothing or engage in grooming

practices that endangers their health or safety, or the health or safety of other students; creates disorder or disrupts the educational environment; causes excessive wear or damage to school property; or prevents the student from achieving his/her own educational objectives.

FMB School prohibits students from wearing any type of clothing, apparel, or accessories with biased, offensive or profane messages, alcohol, drug, tobacco, or sexual references. Also, wearing or possessing items depicting or implying racial hatred, stereotyping, or prejudice will not be tolerated.

## DROP-OFF / PICK-UP PROCEDURES

**🚗 Pick-Up & Dismissal Procedures – Safety First, Always**

***Here's how we keep kids calm and safe during transition times.***

****Please do not park in the bus circle from 8:30-9:15 and again between 3:00-3:45****

**Morning Drop-off Procedures:**

**Bus-** All students riding a bus will be dropped off directly in front of FMB School and must walk directly to their homeroom class.

**Parent Drop-off-** All students that are dropped off by a parent/guardian will be dropped off at the side gym door adjacent to the parking lot.

- Please pull forward so that others may pull in behind you for drop-off
- Parents/drivers are not to exit their vehicle while in the drop-off line
- Your child must exit the vehicle on the passenger side for safety




PRESCHOOL DROP OFF: Park in the parking lot and walk your child to our front porch.

***Reminder: Doors will not open for students until 8:40am***

**Afternoon Pick-up Procedures:**

**Bus-** Students will remain in their classroom until their dismissal group is called. Once they are dismissed they will walk to their designated bus or pick up area.

**Parent Pick-up-** Any parents wishing to pick up their child from school at the end of the day must enter this information into the Pick Up Patrol. Students will be placed on a pick-up list and will line up at their designated areas. They will exit through the assigned doors at their grade level pickup location to be released to their parents (or approved person identified on the PickUp list/emergency card). All parents picking up their child(ren) will PARK and walk to the blacktop, to the designated door/doors to pick up their child. PRESCHOOL PICK UP: Park in the parking lot and wait by the door. Please pick up your child and vacate the parking lot ASAP.

**Bus Safety Rules:**

We take the safety and wellbeing of our students seriously. Safety and behavior on the school bus is not the sole responsibility of the school bus drivers. It is a matter of teamwork that requires the

cooperation of pupils, parents, and school personnel. New Jersey State Law 18A:25-2 gives the authority to the school principal to exclude a pupil from the bus for disciplinary reasons and allocates the responsibility for the child's transportation to and from school to the parents for the exclusion period. Cooperation and understanding by all students and parents is appreciated. Please emphasize to your child/children the importance of following the rules and regulations covering transportation and bus safety.

**Rules-**

- Sit in your assigned seat with your seatbelt on at all times. Keep the aisle clear of feet and belongings. Never put your head, hands, or arms out the window
- Stay seated until the bus stops
- Never cross behind the bus. Cross in front of the bus so the driver can see you.
- When crossing the street, always wait for the bus driver to indicate that it is safe to cross
- Talk quietly and do not distract the bus driver
- Do not throw things or litter the bus
- No eating, drinking, or gum chewing on the bus
- Arrive at assigned bus stop 10 minutes before the bus is due to arrive
- Students may only ride their regular bus and to the bus stop assigned. Bus assignment changes are approved only in the case of emergent or urgent need, for long-term temporary address changes, or permanent move within the district.

**Waiving Transportation Services**

Per board policy, if a parent or guardian wishes to waive transportation services, the Parental Transportation Services waiver form will need to be completed and submitted to the transportation office. This request will need to be submitted on a yearly basis. Please note transportation services will only be reinstated for hardship reasons within that given year, and at the discretion of the Board of Education.

## HEALTH SERVICES

*Your child's health and well-being are at the heart of everything we do. Our school nurse is here to provide gentle care, helpful guidance, and a listening ear whenever your child needs support.*

A registered nurse is on duty at FMB School during regular school hours. Students should report to the nurse if illness occurs in school. The nurse will arrange for the students who are too ill to remain in school to go home. If the nurse is not in, students are to report to the main office.
Please be sure to update all emergency contacts on the parent portal or check with the main office or school nurse to be certain.

*We know that sometimes children need medication during the school day. With a signed form and a caring team, we'll make sure they get what they need with compassion and care. Safety is our top priority—please partner with us by following the medication procedures outlined below.*

The School Nurse will follow the guidelines below when administering all medications, including all

over the counter drugs, to be received by any student:

1. Students requiring medication at school must have a written statement of permission to administer medication from his/her physician which identifies the type of medication, dosage and time schedule, including reason for medication.

2. A parent's permission note to the School Nurse must accompany the physician's permission also with the identity of medication, dosage and the time schedule.

3. All medication must be in the original container, both for prescription and non-prescription medication, with the label clearly visible and updated, as needed.

**Snacks/Food in the Classroom:**

🥕 **Smart Snacks, Happy Minds**

***A nutritious snack is a small act of care that makes a big difference! Please help us support your child's focus and well-being by choosing snacks low in sugar and high in goodness.***

A 10 minute snack break has been built into your child's classroom schedule. In order to ensure a safe snack break the following procedures will be in place:



- All snacks must be nut free
- Easy open packaging
- No utensils will be allowed
- Healthy snacks are encouraged
- Must be able to be consumed in under 10 minutes
- Absolutely no sharing of food between students will be allowed

## 🏃‍♀️ Health & Physical Education

***Health and Physical Education are about more than just movement—they're about helping children build confidence, cooperation, and lifelong wellness habits. Through games, lessons, and fun activities, students learn how to take care of their bodies, their minds, and one another.***



BOE **Policy 2422** "The Board of Education recognizes the value of physical activity in the development and maintenance of sound physical and mental health. Accordingly, the Board directs the establishment, in accordance with law, and the New Jersey Core Curriculum Content Standards of a program of physical education and the enrollment therein of every pupil in attendance in the schools of this district, insofar as each is physically capable of participation. Each course will provide pupils with a regimen of physical exercise and activity, assist pupils in the development of physical skills and achievements, encourage pupils in a spirit of sharing and cooperation, and instill in pupils a lifelong appreciation for physical activity. The successive courses of physical education will be so designed as to provide pupils with exposure to a variety of athletic and physical activities."

Physical Education: Our physical education program is designed to provide a planned orderly transition from elementary school to middle school, and eventually high school. We plan to direct our students through a program that will meet their physical, social, and emotional needs. The physical education program is focused on health and wellness and will be differentiated and adapted to individual needs. Improvement and development in agility, flexibility, balance, strength, power and endurance will be expected.

***All students are expected to wear appropriate attire at all times, including while participating in physical education class. Accordingly, while in physical education class, students are expected to wear socks, sneakers, and apparel they can move comfortably in. Students may be excused from class for one day only on a written excuse from the parent. A doctor's note is necessary for any extended excuse.***

Health Education: The New Jersey State Learning Standards in Comprehensive Health and Physical Education provided by the NJ Department of Education have been revised and are required to be implemented for the Fall of 2022. We value the importance of partnering with families as we educate students in the knowledge and
skills they need in order to lead healthy, active lives.

We invite you to examine and discuss this information with your child prior to these instructional units at school. The curriculum guide will be available on the district website and through the Office of Curriculum and Assessment for your review. The Supervisor of Curriculum will be able to answer any questions about this standards and you are also welcome to contact your child's Health Teacher to receive further information
about the lessons that will be taught to your student.
Depending on your child's grade level, topics may include:

- Personal Safety
- Human Reproduction and Childbirth
- Puberty
- HIV/AIDS and Sexually Transmitted Infections (STDs)
- Contraception and Pregnancy Prevention
- Abstinence
- Healthy Relationships
- Decision Making
- Self-Advocacy

The Andover Regional School District acknowledges that parents/guardians are the primary sexuality educators for their child/children, and we are committed to partnering with you to provide support and supplementary resources to you if needed. Although we encourage families to have their students participate in these essential health topics, we want to remind Parents/Guardians that they do have the option of excluding their child from any portion of health education instruction if it is in conflict with conscience, moral, or religious beliefs. If this is the case with your child, please fill out the exclusion form (found on the school's website) and return to your child's Principal. Students who are excused will be assigned to a separate location for the identified lessons with an alternative assignment on a topic of which they have already been introduced.

## COUNSELING

### 💛 A Safe Space to Grow

***At our school, we care about the whole child. Our school counselor is here to support students' emotional well-being, social growth, and academic success. Whether a student needs someone to talk to, help with friendships, or strategies for handling big feelings, the counseling office is a safe and caring space.***

Andover Regional School District is committed to providing a quality, well-rounded education to its students. In an effort to achieve this goal, parents/guardians and/or school staff may refer students for counseling or students may request counseling. To facilitate this effort the District offers short term individual counseling to students. The focus of the counseling program is to help students better understand the world they live in and make better decisions that help them live functional lives. These services are not intended as a substitute for diagnosis and/or treatment for any mental health disorder. It is a parental obligation to determine whether additional/different services are necessary and appropriate.

It is the policy of the District to obtain parent/guardian written permission for individual counseling that extends beyond two sessions in a school year or that is planned on a regular basis. The District may, however, send a student for situational counseling due to concerns, disciplinary issues, requests or any other reason deemed appropriate by District staff without parent/guardian consent.

In order to build trust with the student, the counselor will keep information confidential, with some possible exceptions. Because these services are provided to minor children in the school setting, it is understood that the school counselor may share information with parents/guardians, the student's teacher and/or administrators or school personnel who work with the student on a need to know basis so that the student may be better served by all involved. The counselor is, by law, required to share information with parents or others if:

- Student presents a serious danger to self or others
- There is evidence or disclosure of abuse or neglect
- There is a threat to school security
- Criminal or delinquency proceedings are pending

Should you, as a parent, desire that your child NOT receive counseling, then you will need to provide the District with written documentation of such request. In the absence of such written documentation the District will provide occasional/situational counseling as they deem appropriate.

## HOMEWORK

***A little practice at home goes a long way! Homework offers students an opportunity to grow their independence and develop healthy habits like time management, perseverance, and focus.***

Homework is meant to be a gentle extension of your child's learning—never a source of stress. It helps build responsibility, confidence, and a sense of accomplishment. Most importantly, it gives students a chance to practice skills and show what they know. Homework is a means of reviewing or reinforcing the lessons taught in school. In the interest of variety, and meeting all of your needs, not all assignments will necessarily be written ones. An assignment may be to read, to cut something out, to discuss a specific topic with parents, to interview, or to do research. The classroom teacher develops their own homework assignments and expectations. However, we try to adhere to the following guidelines and time frame for daily homework assignments:

Grade K = 10 minutes or less.
Grade 1 = 10 minutes or less.
Grade 2 = 20 minutes or less.
Grade 3 = 30 minutes or less.
Grade 4 = 45 minutes or less.

No homework assigned on weekends or holidays.

Long term projects or assignments may take longer. However, teachers provide ample time for students to complete assignments.

If a student is absent for three or more days the parent/guardian may arrange to pick up missed assignments by contacting your child's teacher.

## RETENTION POLICY

**Supporting Growth at Every Pace**

***Every child learns and grows at their own unique pace. Sometimes, when additional time and support are needed to build a strong foundation for future success, we may thoughtfully consider the option of grade-level retention.***

Elementary and Intermediate Grades (PreK-8) - A pupil will be promoted to the next succeeding grade level when he/she demonstrates the proficiencies required for

movement into the next grade.

- Teachers who determine that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) of the pupil and offer consultation with the parents or legal guardians.
- In grades PreK-8, the parent(s) or legal guardian(s) and where appropriate the pupil will be notified no later than three weeks prior to the end of the year when the possibility of a pupil not being promoted is determined.
- A pupil with fewer than 150 days attendance in grades PreK-8 will not be promoted to the next grade level.
- Extenuating circumstances as determined by the Building Principal can waive the 150-day attendance requirements for grades PreK-8.
- Classroom teachers shall provide input to the Principal who makes the final decision concerning the promotion or retention of each pupil.

## SCHOOL SAFETY AND SECURITY

***Nothing matters more to us than the safety and well-being of your child. We are committed to creating a secure, welcoming environment where every student feels protected, valued, and free to learn and grow.***

**Fire, school security drills-** 18A:41-1 Every principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the pupils performing every fire drill. Schools are required to conduct a school security drill within the first 15 days of the beginning of the school year.

**Food in Classrooms-** There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration. Because the ingredients of these food and beverage products may be unknown to the food preparation person and/or server, a pupil with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide, whenever possible, advance notice of the classroom experience, field trip, or celebration in order for the pupil to bring a food or beverage product from their home so they may participate in the activity.

**School Safety Vestibule-** All guests/visitors are expected to schedule appointments and/or notify the main office in advance. They will be required to get buzzed in the main entrance doors and wait in the safety vestibule while the main office staff confirms the appointment and runs the guest/visitors driver's license through the Raptor System. Parents dropping off forgotten items will be asked to leave the items in the safety vestibule and all parents picking up school belongings will also do so in the safety vestibule.