



South River
Primary School
Student/Parent
Handbook & Code of Conduct
2026- 2027

South River Primary School, 22 David Street, (732) 613-4006
South River, New Jersey 08882

Dear Parents / Guardians:

Welcome to the new school year. We are looking forward to a wonderful year of learning and growing together. The Student/Parent Handbook & Code of Conduct is published to provide you with extremely important information essential to the daily operation of our school(s). Knowledge and compliance with all the procedures and regulations set forth in the handbook help to create and maintain the best educational environment possible for your child. We ask that you review all the provisions in the handbook and discuss them with your child.

READING OF THE HANDBOOK:

The information included in the handbook will help students and parents/guardians avoid or minimize any mistakes. Reading everything within this handbook is required. Other information relevant to students is available from multiple other sources. Every effort has been made not to repeat that information in the handbook. If you have questions regarding services provided by the South River Guidance Department, Nursing Department, the Pre-School, or the South River Special Education Program, please see their individual publications. This is done in order to prevent confusion and redundancy, thereby making this publication more user friendly! Additionally, there is other useful information concerning staff assignments, etc., can be obtained from the South River Public Schools Home Page. Thank you for all you do to support our school and students.

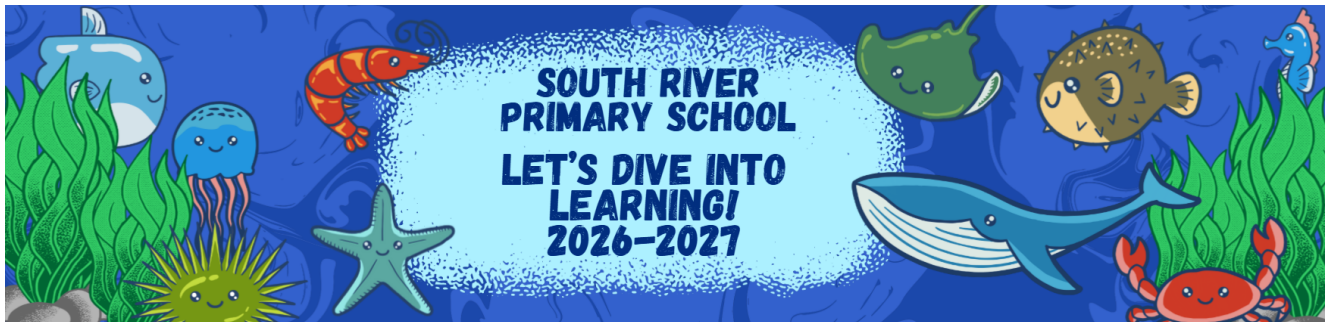


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SOUTH RIVER PUBLIC SCHOOLS

Contact administration to pose questions/requests/concerns regarding the operation of school/educational programs.

Dr. Sylvia Zircher <i>Superintendent of Schools</i>	732-613-4000, extension 1223
Mr. Johnny Rosa <i>School Business Administrator</i>	732-613-4000, extension 1227
Dr. Joseph Trivisonno <i>Assistant Superintendent of Personnel, Curriculum and Instruction</i>	732- 613-4000, extension 1226
Ms. Kamila Miazio <i>Assistant School Business Administrator</i>	732-613-4073, extension 7206
Mr. Matthew Crouch <i>Director of Student Services</i>	732-613-4014, extension 6229
Mrs. Kim Urrutia <i>Director of Special Education</i>	732-613-4073, extension 7141
Mr. Brian Dougherty <i>Director of Technology</i>	732-613-4000, extension 7216
Mr. Kenneth Calderon <i>Supervisor of ESL and World Languages</i>	732 613-4073, extension 7216
<i>Principal</i>	732-613-4006, extension 2001
Ms. Nicole Selvaggio <i>Assistant Principal</i>	732-613-4006, extension 2001
Mrs. Lisa Cashin <i>Supervisor of Curriculum and Instruction</i>	732-613-4000, extension 7216

Parents/guardians wishing to pose questions and/or discuss concerns regarding individual students and/or teacher/advisor/coaching practices are strongly encouraged to reach out to the appropriate teacher, coach, and/or advisor as the first step. All staff members can be accessed via phone (732-613-4006) or email (staff member's first initial and last name without spaces at [srivernj.org](mailto:staff@srivernj.org)). If a resolution is not reached, building administration may be contacted.

SOUTH RIVER PUBLIC SCHOOLS FOCUS ON THE FUTURE

Mission Statement

The primary mission of the South River School District is to coordinate the available resources of home, school, and community in a mutual effort to guide every pupil's growth towards becoming a self-respecting individual who can effectively function politically, economically, and socially in a democratic society. We will strive to help students learn to use their minds well, so that they will be prepared for responsible citizenship, further learning, and productive employment in our modern economy.

AFFIRMATIVE ACTION: The South River Public School District does not discriminate on the basis of race, color, creed, religion, sex, affectional or sexual orientation, ancestry, national origin, or social or economic status. Should questions, comments, or concerns relating to this exist, the district's Affirmative Action Officer (AAO) should be contacted.

ALLERGIES IN THE CLASSROOMS: All teachers, support staff, lunch aides and bus drivers have been provided lists of students and their allergies. Teachers will also post outside their doors (no student names) the allergies that are in their individual classrooms.

PRIMARY SCHOOL LATE ARRIVAL: Students arriving after the rear doors are closed (**8:40 am**) must enter the school through the main entrance on David Street and Johnson Place. Please ring the bell at the front door and the school officer will escort the student into the main office. After all students have entered, parents/guardians will find the doors closed and locked at the parking lot entrance. Children should never be discharged from a vehicle in the back alone. You *must* bring your child to the Main Entrance and wait for assistance.

In instances of adverse weather or low temperatures, parents are reminded that small children suffer more than adults. **PLEASE DRESS YOUR CHILDREN APPROPRIATELY FOR THE WEATHER AND DO NOT DROP THEM OFF EARLY.** To avoid undue congestion and safety risks for small children, parents/guardians are not permitted within the fenced area. Only students and staff are permitted within that area until after all students have entered the building.

ATTENDANCE: Please read Board Policy #5113 – Attendance, Absences and Excuses – which is located in the Policy Manual on the District's website. Click on Our District, Policies and Procedures, Online Policy Guide, then click on “click here to access the online policy portal”. Click on Policies in the upper right corner, then click active.

A student must be in attendance for 164 or more school days in order to successfully complete the instructional program requirements of the grade to which he/she is assigned. In order for the Board of Education to fulfill its responsibility and provide a thorough and efficient education for each student, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process and limit the ability of students to complete the prescribed curricular requirements successfully.

Please note that it is highly recommended that students do not miss school days for the purpose of vacation. If an absence occurs due to a vacation, teachers and staff will not provide independent school work as this is not comparable to regular school instruction.

Parent/Guardian Responsibility for Calling Students out of School

Parents/Guardians are responsible for notifying the school **by 9:00 a.m.** when their child is absent and for providing the school the reason for the absence. THE SCHOOL RESERVES THE RIGHT TO VERIFY ANY AND ALL STATEMENTS REGARDING ABSENCES. If the Main Office does not receive a call by the time listed above, from the student's parent/guardian stating he/she will be absent, the parent/guardian will receive a call from the school at the parent/guardian's residence inquiring about the absence. The District Truant Officer will be sent to the home if the

parent/guardian cannot be contacted. Please call the school's main number (P.S.732-613-4006, ext. 2001) where you can leave a voicemail message explaining your child's absence from school. This call must be made each day your child is absent from school.

Absence Notes: Written and official verification must be submitted to support excused absences on the day a student returns to school. The student shall present the written excuse indicating a doctor's appointment, court date, religious observance, participation in *Take Your Child to Work Day*, to the teacher. For the purpose of clarification, an excused absence is only an absence supported by documentation as specified in the South River Board of Education Policies. The absentee note should contain: date of absence, name of student, grade of student, reason for absence, and parent/guardian/doctor signature.

Unexcused absences: For each unexcused absence,

1. Reasonable attempts shall be made to notify the student's parents and/or guardians prior to the start of the next school day.
2. The school office shall conduct an investigation to determine the cause of that absence.
3. The school's administration shall develop an action plan in consultation with the student's parents and/or guardians designed to address patterns of unexcused absences, and to have the child return to school and maintain regular attendance. That plan shall include, at a minimum:
 - a. A review of various levels of repercussions and impacts on the student's social and academic quality of life at school.
 - b. A review of the applicable South River School District Board of Education Policies.
 - c. A review of the applicable portions of the N.J.S.A. and the N.J.A.C.
 - d. The potential for referral to the Division of Child Protection and Permanency (DCPP)
 - e. Referral to the School Level Intervention and Referral Services team shall be examined for applicability.
4. South River Schools shall proceed if a potential missing or abused child situation is detected.

Late Arrival (Excused Tardy) and Early Dismissal: From time to time, compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day. When a child is returning to school following a morning appointment, the parent must accompany the student to the main office and sign them in. Documentation for the late arrival is also needed for it to be *excused*.

When a child is being taken home early, whenever possible, the school must be notified in advance by written request of the pupil's parent/guardian, which shall state the reason for the early dismissal. Upon arrival of the parent/guardian to the main office, the child's teacher will be contacted for them to be sent to the main office. **Students cannot be picked up early after 2:45 pm for early dismissal unless there is an emergent circumstance and you have called the office to notify them.**

Justifiable reasons may include: medical or dental appointments which cannot be scheduled outside of school hours. In order for a student to leave the school during the course of any school day, the parent/guardian or emergency contact person must sign that student out and present identification. Exceptions to this practice must be approved by the administration. As a reminder, appointments require the submission of formal documentation from the agency involved in order for the late arrival or early dismissal to count as *excused*.

Tardiness to School (Unexcused)

Students are expected to be present in school by 8:40 a.m for the Primary School. Those arriving late are to go to the Main Office. Tardiness to school deprives students of a thorough and efficient education. Promptness is the responsibility of both the student and the parent. Tardiness will be excused for those reasons approved for an excused absence. Students will be marked tardy if they report to homeroom after the bell rings.

BREAKFAST PROGRAM: Please be advised that the South River Board of Education offers a **Breakfast Program free to all students eligible for a Free or Reduced Lunch**. We utilize the “Breakfast After the Bell” program. Parents/guardians are advised that students not eligible for ‘Free or Reduced’ will pay a small fee for participation. Those costs are published by the company in charge of the program, Maschio’s.

BUILDING SECURITY: The security of our children is a high priority. The following procedures will be strictly enforced to provide a safe environment for your children.

All parents and visitors must use the front door entrance. All exterior doors will be locked during school hours. All visitors **MUST** provide a valid government-issued Photo ID for verification purposes when visiting the school or the Board Office.

All visitors are required to notify the School’s Main Office of their visitation by using the buzzer on the left. All visitors are required to:

1. State the purpose of their visit and show their photo ID.
2. Report directly and immediately to the Officer on Duty.
3. Present and submit valid photo identification for the duration of the visit; the photo identification will be held until the visitor signs out and leaves the building.
4. Sign in and receive a visitor’s lanyard.

If changes to these procedures occur, parents and/or guardians will be informed via separate correspondence.

Notice: All Public Areas of South River Schools Are Subject to Video Surveillance

CAFETERIA: (Multipurpose Room) While in the Multipurpose Room for lunch, students are expected to exhibit good manners and appropriate behavior. The following lunchroom rules must be followed:

- Students enter the lunch area by walking to their assigned tables/seats.
- Students walk at all times and listen to directions from adult supervisors.
- Students act appropriately and respect people, food and the eating area itself.
- Students remain seated unless receiving permission to do otherwise.
- Students talk quietly during the lunch period.
- Students clean up their lunch table areas.
- Students eat their lunches

The South River Board of Education participates in the National School Lunch Program and the School Breakfast Program. *Free and Reduced Price School Meals Applications* are available online to all students at the start of the school year and are available at any time throughout the school year if a

a student's household size goes up, a family's income changes or starts receiving NJ SNAP, TANF or other benefits.

Breakfast will be offered to all students each day. It will be delivered to the classroom before school. It will be free to all students who qualify for reduced price or free lunch. All other students can receive a breakfast for \$1.65 each day if they choose to take one. This fee would be added to their lunch account and can be paid directly to Maschio's the same way in which lunch is currently paid. Classroom teachers will not be collecting any money. Depending on the daily schedule, the children will eat their breakfasts sometime in the early part of the morning. The menu can be found on the school website. All meals will meet all government nutritional guidelines and be a great way to start their day. Please note that students who develop a debt of greater than \$10.00 will have notification sent home and be offered a limited choice of breakfast or lunch until the debt is paid.

The cafetorium accepts daily, weekly and monthly payments. Prepayments are preferred. The school district has implemented the Pay-For-It option of placing money on your child's account via the Internet. To access this website, go to payforit.net and follow the instructions. This program will allow you to track your child's purchases. Payment may also be made in the form of cash or check (made payable to the South River BOE). To ensure proper crediting to your child's lunch account, please send checks and cash in a sealed envelope with the child's first and last name, ID number and homeroom teacher's name, written on the envelope.

When purchasing lunch, students are always told how much money is left on their account. Parents of a student who owe money should make arrangements *immediately* for full payment to avoid any interruption of their child's access to the food services account system. If your child receives a breakfast or lunch without paying for it, thus incurring a debt of more than \$10.00, the parent will receive a "Notice of Debt". If payment is not received within 10 days of the first notice, a second notice will be sent out informing the parent that if payment is not received within another 10 days, the student will be denied or offered a limited choice of breakfast or lunch until the debt is paid. Questions regarding your child's lunch account can be forwarded to Mrs. Dyer at 732-613-4073, ext. 7220.

CHANGE OF ADDRESS / TELEPHONE NUMBER: It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Immediately notify the school if you have a change of address and telephone number during the school year. You will be asked to provide an updated proof of residency for a new address.

CLASSROOM PARTIES / SNACKS: Please consult with your child's classroom teacher before sending in items for a classroom party or other event. Many students have food sensitivities or allergies, and each teacher has their own guidelines regarding food in the classroom. ***Balloons are prohibited inside the school building.*** They are a distraction in the classrooms and have the potential to set off the alarm system once the motion detectors are activated.

CLASSROOM VISITATION: In an effort to increase understanding of our educational programs we welcome you to visit our classrooms. Please contact the building principal's office to schedule the visitation. Parents who visit or volunteer may not bring other children to class.

CODE OF CONDUCT

The Primary School and Early Learning Center are places for learning, and every student deserves to be able to learn in a safe environment. We believe that children should understand that their behavior can in no way deprive other children of their right to learn. As a staff, we are committed to creating and maintaining an atmosphere that will make our schools happy and safe places for all children and a place that is conducive to learning. Teachers, administrators, staff and parents/guardians must work together as a team with a clear understanding of expectations and procedures.

Restorative Justice is guided by a philosophy that fosters social and emotional well-being, acceptance, empowerment, and mutual respect for those who are impacted by and involved in conflict. We strive to build cultures and communities of responsibility, respect, and reparation of relationships where harm has occurred. Restorative Justice seeks to cultivate an equitable environment where all individuals feel safe, included, heard and will benefit from shared learning experiences. We will provide integrated methods to address conflict through reflection, reconciliation and accountability where harm has occurred.

BEHAVIOR OF SIBLINGS & OTHERS: Our schools have experienced multiple instances where older siblings and their friends, who purportedly come to the Primary School/Early Learning Center to pick up younger brothers and sisters at dismissal act inappropriately. Please ensure that all siblings are advised that when their conduct is deemed to be inappropriate or unsafe for our students they will be prohibited from coming back, unless alternative arrangements are made with the Principal. Siblings who ignore the direction to remain away from the school(s) shall be reported to the South River Police Department for trespassing.

Additionally, no siblings and/or friends are allowed to enter either school unless specifically invited to do so by the administration. This includes the entrance areas. In no instance are friends allowed on school grounds, simply because they are with the sibling. Inappropriate conduct reported to the administration, not handled by the Primary School Principal shall be reported to the cognizant administrator for that child for disciplinary actions that administrator deems appropriate to the infraction.

COMMITMENT TO NON-VIOLENCE: South River Schools are committed to the philosophy that all students deserve the opportunity to learn and grow in a safe, non-threatening environment. That cannot happen if violence is present. Consequently, violence, and the actions and words leading to violence, are not permitted. Students who commit a violent act upon another student or staff member may be subject to the appropriate consequences.

CONDUCT: All students have the right to receive an education in a school environment that is a safe and positive place to learn, and where everyone cooperates. Students are accountable for their own actions. When students, parents, and teachers work together, a strong sense of pride is developed in which everyone can grow and be successful. With your cooperation and support, we will be able to minimize the occurrence of poor behavior and strive to improve the students' self-control and self-esteem. Respect, responsibility, and self-discipline are our main goals. Students at the Primary School are respectful and responsible when they are:

- Being kind and treating others the way they want to be treated, by keeping their hands and feet to themselves, and by using friendly language, playing fairly and being inclusive
- Practicing self control by being patient, taking turns, and using words to solve problems

- Caring for school property and by helping to keep our school clean and safe
- Following the directions given by teachers, instructional aides and parent volunteers in all situations - classroom, bathroom, hallways, playground and lunchroom

Our goal is to help children learn from their mistakes and problems. Logical consequences are related to misbehavior. Most importantly, consequences will be determined according to the nature of the behavior, the developmental age of the student and the student's history of previous behavior concerns. Each child's circumstances are reviewed carefully to determine what is best and fair for each child.

Possible Consequences & Remediation Measures

- Staff member and/or Principal discusses the problem with the student
- Student is provided opportunity for reflection and developmentally appropriate problem solving.
- The student remediates the situation as appropriate. This may include a verbal or written apology or restitution/restoration for damaged property.
- Consequences imposed may include a temporary loss of privileges, temporary removal from classroom, brief (up to 10 minutes) loss of recess time, or in-school/out of school suspension. Consequences imposed are determined at the discretion of the school administration, depending on the frequency and severity of the situation.
- A staff member or Principal will contact the parent/guardian (phone, email, letter) for recurring or significant concerns.

INTENT: All parents/Guardians and students are reminded/cautioned that at South River Primary School the perception of the alleged victim, their parents or guardians, and/or the Principal defines the intent of the alleged offender. Care must be taken in interaction with fellow students and/or staff members.

LEAVING THE BUILDING AND/OR GROUNDS WITHOUT PERMISSION: Leaving the building and grounds without permission is not allowed and may result in the involvement of the South River Police Department.

ON SCHOOL GROUNDS WHILE ON OUT OF SCHOOL SUSPENSION (OSS): Students may not be on school grounds if they are suspended out of school. Violation of this expectation will result in notification to the South River Police Department for trespassing.

UNAUTHORIZED 'WANDERING: All teachers in South River Primary School have standard protocols and practices which they train their students in, and which they enforce. When a student fails to follow these practices, and is unaccounted for, the teacher reports this to the Main Office, who will attempt to find the child. However, if the child is not promptly found designated security practices are immediately put into effect, as we take missing children extremely seriously. If a child causes this to happen because they elected to do as they wished, rather than as is required, then severe disciplinary repercussions, up to and possibly including out-of-school suspension may be assigned.

VANDALISM: In the instances where South River Borough School District must devote resources and time in an effort to address the material repercussions experienced due to a

student's inappropriate conduct/actions, the cost (including, but not limited to employee wages, materials, and replacement parts) shall be totaled and presented to the parent, guardian and student. This cost shall be considered to be an obligation, and payment is required. That obligation shall be assigned in addition to disciplinary repercussions.

CONFERENCES - PARENT/TEACHER

Parent/teacher conferences occur during the first and second trimesters. Parents are asked to make appointments with the teachers of each of their children, regardless of the progress of the child. These conference times can be very valuable to the overall educational program. It is not necessary to wait for the regular conference time if a parent or teacher has a special concern.

Parent conferences are encouraged and can be arranged at any time during the school year. Please make every effort to meet with the teacher if you receive such a request. When a concern arises, please address the matter with the teacher, as he/she is usually closest to the concern. The administration welcomes your concerns but must gather information before being able to respond. The schedule for Parent/Teacher Conference Days will be provided once the school year begins. A one-session day will be held on the dates noted and dismissal will be **at 12:40 pm for the Primary School.**

CORE ETHICAL VALUES: A *value* is a belief about what is good that transcends specific situations and that guides judgment and decision making. *Core ethical values* are at the heart of effective character education. They guide the process of creating a character education initiative and help schools make decisions about what happens in the classroom. **The goal is to “strive for five”**

1. Respect

Treat others as you would want to be treated and accept differences.
Use appropriate language and manners.
Honor the rights of others.
Obey laws, school policies, rules, and authority.
Cooperatively work with others to solve problems and maintain a positive attitude.

2. Responsibility

Make informed and well thought out decisions by beginning with the end in mind and considering the consequences.
Persevere and keep on trying when things become difficult by always doing your best.
Be accountable for your actions.
Serve as an active bystander by taking positive action against wrongdoing.
Be punctual; arrive at school and class on time regularly.

3. Kindness

Be compassionate, show you care, forgive others, and help those in need.
Be patient.

Be open-minded and listen to what others are trying to tell you.
Deal peacefully with insults and disagreements; control your anger and frustrations by developing healthy coping strategies; use self-control and be self-disciplined.
Consider others' feelings and communicate empathetically.

4. Service

Volunteer and participate in the school and community.

Take on positive leadership roles.

Think win/win and constantly seek a mutual benefit in all human interactions.

Be generous and give without expecting anything in return. Be dependable and reliable.

5. Honesty

Be truthful at all times.

When mistakes are made, admit them.

Be proud of your own work.

Model good citizenship.

Use good judgment in difficult situations.

COUNSELING: Our school Guidance Counselor is Mrs. Nicole Howell. She is available to assist students who have concerns regarding academic, personal, social, and emotional concerns. Students are encouraged to make use of the counselor by arranging for an appointment through their teacher or the school secretary. As well, parents are encouraged to contact the counselor to discuss student concerns. A consent form must be signed by a parent/guardian to arrange for on-going counseling.

DISMISSAL:

- **Dismissal times for Kindergarten, 1st Grade and 2nd Grade (at the Primary School) is 3:15pm.**
 - **Kindergarten and 1st Grade dismisses from the ‘gated’ area at the rear of the school,**
 - **2nd Grade dismisses from the main entrance on David Street at the front of the building.**
- **Dismissal time for pre-K classes at the Primary School is 2:40. Students will be dismissed from the doors on the side of the school off of Johnson Street by the stairs.**
 - During Dismissal parents/guardians are not permitted on the sidewalk at the rear of the building to avoid jamming the Dismissal Corridors.

Parents/guardians picking up children prior to dismissal must sign the child out at the Main Office, accessed by the front door. **They will be asked to show a valid photo ID – this is for the safety and protection of your child. Students are not allowed in the buildings after dismissal unless they are participating in a school activity or club.**

All parents and guardians are responsible to notify administration/the main office of the specific arrangement for pupil supervision at dismissal. Such arrangements will be considered permanent for the school year. Parents/guardians may only alter the regular procedures for their child at dismissal upon providing written notice in the form of a new dismissal form to the administration. Parents and Guardians must designate in writing on the Acknowledgement sent home with their children whether their pupils are to be picked up at school.

In the event that a child who is supposed to be picked up at school is not picked up, the District will not release that pupil, but will arrange to supervise the pupil until the end of the regularly scheduled day for the staff. Following that time, they may contact the “Right at School” program located in the Primary School Cafeteria, or appropriate law enforcement authorities. An after school program (“Right at School”) is available. Parents and Guardians may plan for their pupils’ enrollment and participation in such programs.

Parents and Guardians are responsible for reviewing and complying with the School Calendar, including days upon which the school will be closed or will be scheduled for early dismissal. Any adjustment to the School Calendar will be announced through the Building Administration and/or the District Website.

DOGS ON SCHOOL GROUNDS: Dogs/pets are not permitted without the explicit permission of the administration.

DRESS AND GROOMING: The dress code applies during school hours, at school activities, on field trips, and all other occasions where the students represent South River Primary School. Students shall avoid extremes in appearance. Clothing that is inappropriate, unsafe, offensive to others, or which disrupts the educational process is not permitted.

DRIVING ON SCHOOL GROUNDS: Please exercise extreme caution when driving on our school grounds. Obey traffic safety signs and posted speed limits. Be cautious and never assume the way is clear.

ELECTRONIC DEVICES/ CELL PHONES:

In accordance with current New Jersey legislation as well as our current school guidelines, we kindly remind all Primary School families that cell phones & other electronic devices are not allowed at school.

Electronic devices may also include, but are not limited to, laptops, chromebooks, iPads/tablets, smart phones, smartwatches, etc.

If a student does bring a phone or a device, it will be collected, placed in the main office and returned to a parent or guardian at the end of the school day. We appreciate your support and your help to create a safe, positive, and distraction-free environment for all learners.

EMERGENCY CLOSINGS, DELAYED OPENINGS & EARLY DISMISSALS:

Emergency/storm closings will be broadcast via our Finals site system which involves receiving a recorded message on a phone number of your choosing and an email message. Make sure you provide up to date phone numbers. Please do not call the school concerning school closing information.

On delayed opening days, the Primary School will begin at 10:40 am.

In a delayed opening students should not arrive at school prior to 10:25 a.m at the Primary School, as there will be no supervision until that time. It is important to continue monitoring updates after a delayed opening is announced in the event that a decision has been made to close the school.

In the event of an emergency school closure because of extreme weather conditions, equipment failure, or public crisis, announcements will be made on a regular basis on WCTC (1450 AM). In this case, the normal Early Dismissal schedule will not apply.

Please note that in the event of an emergency school closure, the students will not be allowed to walk home without parental permission. It is extremely important that the main office has your correct phone number, as you may have to be directly contacted regarding dismissal procedures for your child.

It is very important that you discuss with your child alternate plans for emergency and early closing days.

EMERGENCY DRILLS: Fire drills are held monthly to prepare all students and teachers to leave the building as quickly as possible should an emergency arise. Detailed escape plans are posted inside the door of each classroom. For fire drills, each class has an escape route to an outside area at a safe distance from the building. To prevent confusion ***absolute silence*** is to be maintained at all times in leaving or entering the building. Drills are not considered complete until the students have returned to the classroom.

The schools will conduct regular security drills. Some of those drills may be conducted in conjunction with the South River Police Department. Instructions for this type of drill may vary. Again, absolute silence is to be maintained so that the specific directions for that security drill can be followed. During security drills a red light above the entrance doors will be flashing. For example, on a particular drill, some or all of the classes may be instructed to exit the building. The staff and students will be notified when the drill is complete.

EMERGENCY INFORMATION: In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent/guardian(s) work phone
4. Emergency phone number of friend or relative available during school hours
5. Physician's name and phone number
6. Medical alert information

Please advise the school immediately of any changes in the above information!

FIELD / CLASS TRIPS: South River Board of Education approved school sponsored field/ class trips are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notice of field/class trips in advance of the scheduled trip date and be asked to sign a field trip permission form. Failure to submit a signed permission slip will result in your child's exclusion from the trip.

At times money may be requested from each student to help defray transportation or admission costs. Often field trip destinations require non-refundable deposits. **Please note:** If a child submits payment for a field trip and then due to disciplinary penalties or a parental decision is not allowed to attend the trip, he/she may not receive reimbursement.

Students and school personnel are responsible for the maintenance of positive behavior while on a trip. All students are required to conduct themselves in a respectful, courteous manner. Students guilty of misbehavior will be subject to disciplinary action. Students may be denied the privilege of participating in activities/trips because of their discipline records/points as well as academic eligibility issues.

Chaperones are selected by the teacher and are expected to adhere to all school rules when volunteering on those days. Chaperones may not bring any other children with them when attending school functions. All chaperones must participate in a Harassment, Intimidation, and Bullying (HIB) training session.

PRIMARY SCHOOL FRONT DOOR SNOW SAFETY: If cones or yellow "Caution Tape" is strung up around the front doors to the Primary School, that entrance/exit cannot be used due to safety concerns. Normally, this is due to snow accumulation on the roof.

HARASSMENT, INTIMIDATION, AND BULLYING: The South River Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Board of Education Policies are available online. Please visit www.sriversnj.org to review the contents of this requirement. (Board of Education Policy # 5131.8)

All chaperones and classroom parents must attend a Harassment, Intimidation, and Bullying (HIB) training session.

District Anti-Bullying Coordinator (ABC)

Mr. Matthew Crouch
11 Montgomery Street
South River, NJ 08882
732-613-4014, extension 6001
mcrouch@sriversnj.org

School Anti-Bullying Specialist (ABS)

Mrs. Nicole Howell
22 David Street
South River, NJ 08882
732-613-4006 ext. 2004
nhowell@sriversnj.org

HEALTH SERVICES

Students who attend South River Public Schools are considered to be in good health and able to withstand the academic and physical rigors of a typical school day. As a result, students are to be referred to the School Nurse judiciously with a pass. A supply of Band Aids will be given to the teachers to minimize unnecessary visits to the office. In addition, there is a small group of students who have medical conditions that may require a medical emergency plan. This is a one-page informational sheet that is developed with the student and his/her parents/ guardians. It is reviewed annually and distributed to the student's teacher(s) on a need to know basis. The school nurse will personally review these emergency plans with each of the student's teachers and leave a copy with the teacher. These are also kept in the substitute folder as an informational sheet for substitute teachers.

The School Nurse performs height, weight, blood pressure, vision, hearing, and scoliosis screenings on students. Children who fail screenings are referred to the appropriate specialist via written referrals sent home to parents/guardians. Health information cards are also sent home with each student at the beginning of the school year; they are to be returned to the school within the first five days of school. They are filed in the Health Office for use by the School Nurse and staff for parental/guardian contact. The Health Office is open to students throughout the day and all medications for students are kept in the office. No medications are distributed without a doctor's order and parental consent. The School Nurse is the only one allowed to administer medication. The Health Office must be contacted if a child has any unusual health problems or is absent from school due to a communicable disease or other serious illness. All medications, whether prescribed or over the counter (including cough drops), must come with a doctor's written order and parental permission. These forms can be obtained in the School Nurse's Office.

In the event of illness or injury in school, the nurse will make every effort to ensure immediate care and comfort of the child in question. The school nurse will render first aid care only and parents/guardians will be notified if it is necessary for the child to go home. The child must be signed out by the parent/guardian; parents or individuals assigned by the parents are responsible for transporting ill children home or to a physician or medical facility. If emergency medical treatment is necessary, the parents/guardians will be contacted. If these individuals are not available, 911 will be called.

Student Illness Protocol (The 24 Hour Rule):

The best way to prevent the spread of illness in our schools is for children to stay home when they are sick.

If your child/ren is absent for 3 or more days, please send in a doctor's note.

Below is a list of the most commonly seen illnesses and the exclusion time from school required by the South River Board of Education:

- **FEVER:** Any child with a temperature of 100 degrees or more is excluded from school. Children must be FEVER-FREE (temperature below 100 degrees) for a full 24 hours without the use of fever-reducing medicine, BEFORE returning to school.
- **VOMITING AND/OR DIARRHEA:** Children who vomit or have diarrhea should remain home until they have not vomited or had diarrhea for a full 24 hours. Diarrhea is defined as 2 or more loose stools during school .
- **STREP THROAT:** Children diagnosed with strep throat need to be on antibiotic therapy for a full 24 hours before returning to school. They must also be fever-free for a full 24 hours before returning to school.
- **IMPETIGO:** This contagious condition requires medication. A physician's note is required for students to return to school.

Advisory-Medical Insurance Coverage

At times, students sustain injuries during the school day or while participating in district sanctioned after school activities. Occasionally, medical emergencies warrant transporting students to the hospital via the local rescue squad thus resulting in the costs associated with the transport and/or hospital visit. Please be advised that parents/guardians are responsible for their children's health care, including emergency costs. When a crisis situation necessitates the use of emergency medical services, the resulting costs must be borne by the parents/guardians.

INVITATIONS / VALENTINES / GIFTS:

South River Schools vigorously pursue the practice of endeavoring not to hurt the feelings of our students. In light of that, all parents and guardians are advised that no invitations for parties will be passed out in our classrooms before, during, or after the school day unless there is an invitation for every child in the class. The same can be said for valentines, gifts, etc. Parents wishing addresses of the parents of other students in their child's class should contact the principal's office, and they will be advised on how to procure the desired information.

INTERVENTION AND REFERRAL SERVICES: Intervention and Referral Services (I&RS) Teams are available to provide interventions and program modification assistance to students experiencing difficulty in their classes. Chaired by a building principal, any staff member may refer a student to the I&RS Team. Parent involvement is encouraged and supported. Parents wishing to seek this assistance may discuss their concerns directly with the child's teacher or the building principal. Through the I&RS Team, students experiencing difficulty are discussed and strategies for maximizing student success are developed.

LOST AND FOUND: All clothing found in the school is placed in the lost and found boxes outside the Main Office. Money, jewelry, or any other articles of value are turned into the office. Students may claim items after proper identification. Parents may visit the linked website to view items that have been turned in to lost and found items. <https://wakelet.com/wake/x8bEO6FNiOIpc4NhLSk2>. If you spot an item that your child is

missing, contact the main office with the item# at: 732-613-4006 x2001 or ksoto@srivernj.org. You can also contact your child's teacher.

Items not claimed are discarded or donated at the end of each school year, on the day following the last day for teachers.

MARKING PERIOD DATES/TIMELINES TRIMESTERS: These dates will be provided once the school year has started.

NEW JERSEY'S YOUTH HELPLINE, 2NDFLOOR®

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2ND FLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit <https://www.2ndfloor.org> for more information.

NO SMOKING: Smoking is prohibited on school grounds or in school buildings. Violators are subject to a fine and may also be subject to other appropriate disciplinary measures.

NOTIFICATION: *Finalsite* is a computerized emergency notification service that the school district subscribes to that enables you to be notified through various means if there is an emergency school closure or some other type of important notice needs wide distribution. You will automatically be included in the system. Please notify the main office if, for some reason, you wish to be excluded.

PERSONAL PROPERTY: The school administration and staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. These include all types of collectibles. The school accepts no responsibility for lost or stolen articles.

PHOTOGRAPHY / VIDEOTAPING OF PUPILS

Taking pictures/videotaping of district pupils and buildings for commercial purposes are prohibited without written approval of the Superintendent of Schools. "Commercial purposes" in this context is defined to mean for sale or for use in connection with the advertisement or promotion of goods or services.

Photographs/videotaping for such purposes as newspaper coverage of school activities must be authorized in advance by the Superintendent of Schools. Parents/guardians shall be notified each year that such photographs/videotaping may be taken and of the possibility that their child (ren) may be included. Parents/guardians may request that their child (ren) not be included in any photographs/videotaping taken for publication.

School personnel may take photographs/videotaping of students for instructional purposes and/or documentation of school events with approval of the Building Principal or his/her designee, and/or the Superintendent of Schools.

"District Pupils" in this context means boys and girls enrolled in the school during that part of the day they are at school, on the school grounds, or engaged in any activity under the direction and supervision of the school. Pictures of handicapped children shall not be disseminated in any way unless permission is granted by parents/guardians. Photos/videotaping of children placed in the district by DCP&P shall not be published without permission of the division caseworker.

RESEARCH

The Board of Education recognizes that educational research can be a valuable tool in identifying and applying strategies to enhance student achievement and in identifying factors that could prevent students from becoming contributing members of society. Surveys among student populations can be an important part of this research. Students and parents/guardians retain certain rights, however, in the administration of student surveys. The board shall ensure that prior written consent is obtained from parents/guardians or emancipated students before any survey is administered that is funded in whole or in part by any program administered by the United States Department of Education, if the survey (analysis or evaluation) is designed to reveal information on any of the following:

- A. Political affiliations or beliefs of the student or the student's parents/guardians;
- B. Mental and psychological problems of the student or the student's family;
- C. Sex behaviors or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers;
- G. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written informed consent shall also be obtained from parents/guardians or emancipated students prior to the administration of any academic or nonacademic survey, assessment, analysis or evaluation that would reveal the student's social security number.

Parents/guardians shall be given the opportunity to inspect any survey, analysis or evaluation that solicits information in any of the above areas. If parents/guardians object to their children's participation in the survey, the children shall be allowed to opt out.

Prior approval of the superintendent is required for all other surveys on topics not listed above. Anyone seeking approval of a proposed survey must provide the superintendent with details of the survey methodology, its specific educational purpose and a description of how results will be disseminated and applied. Reasonable timelines shall be provided by those conducting the survey for parents/guardians to access and review surveys of this nature. Student privacy shall be protected in the administration of a survey. The Board may conduct surveys that are in the best interest of the district. For all surveys the identity of the respondent shall remain confidential.

This policy and regulations shall be made available to the public at least annually at the beginning of the school year, especially to parents/guardians and to district staff. The public shall be informed within a reasonable period of time if substantive change is made to policy and regulations. The public shall also be informed of specific or approximate dates, if known, when surveys may be administered.

SCHOOL PROPERTY: Students might be issued textbooks and other school materials to use in the educational program. Students are responsible for returning texts, library books, and/or school materials in satisfactory condition. If such materials are lost, you and your child are responsible for the cost of replacement.

SCHOOL REPORT CARD

The Annual School Report Card is available to the public in February for the prior school year. The School Report Card can be accessed via the internet at the State Department of Education Website <http://education.state.nj.us/rc/>. If you are unable to access the Internet, a copy can be obtained from the Main Office of the respective school.

SCHOOLWIDE PROGRAM: South River Primary School is a participant in the “Schoolwide” program offered by the State of New Jersey. As such, parent involvement and input into all aspects of the daily activities and academic programs for their children is actively solicited and positively welcomed.

SPECIAL EDUCATION

A full continuum of special education programs are provided by South River Public Schools to meet the needs of students that are classified as eligible for special education and related services. We are committed to ensuring that programming decisions are informed by data. Additionally, understanding the research related to placing students in more restrictive programs, we ensure that all students are placed in the least restrictive environment.

The programs below represent some of the districts programming options:

- In-class Resource (ICR): A general education program supported with a special education teacher. Classes, when appropriate may also be supported with a classroom aide.
- Pull-out Resource - Replacement: Students receive instruction in a small class setting; the class is taught by a special education teacher.
- Self-Contained Programs: Designed for students with significant needs, our self-contained programs offer specialized programming and at the secondary level there is a focus on life and vocational skills.

There is also a strong focus on Community Based Instruction.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day South River School District receives a request for access. Parents or eligible students should submit to Ms. Miazio, the Assistant Business Administrator, a written request that identifies the record(s) they wish to inspect. The South River School District official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask South River School District to amend a record that they believe is inaccurate. They should write to the Director of Student Services, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the South River School District decides not to amend the record as requested by the parent or eligible student, the South River School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the South River School District as an administrator, supervisor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the South River Board of Education; a person or company with whom the South River School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); A parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent or student assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the South River School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4650

TRANSFERS: Parents are asked to request a transfer card for students leaving the school district. The school will send a student's records to the new school district upon their official written request.

TRANSLATION SERVICES: South River Primary School will make every effort to arrange for translation services as needed. Please advise us if a translator is needed. Parents or guardians are always welcome to bring their own translators with them.

WATER BOTTLES: Metal, aluminum, or stainless steel water bottles are not permitted for students in grades K–2. While popular, these bottles can cause accidental injuries and create loud disruptions when dropped. Families should send **non-metal reusable bottles** instead, labeled with your child's name. If a student brings a metal bottle to school, it will be stored safely in the front office, and a parent/guardian will need to pick it up.