2026-2027

SAMSEL
UPPER ELEMENTARY SCHOOL

STUDENT HANDBOOK

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This agenda belongs to:

Name_____

Homeroom Teacher_____

Team_____

Parent Phone #:_____ **Bus #:**_____

SAMSEL UPPER ELEMENTARY SCHOOL
2026-2027

WELCOME

We are pleased to welcome you to the Samsel Upper Elementary School. The facility and its programs are designed to meet the needs of fourth and fifth grade students. Our staff has been selected to guide the academic, social, and emotional growth of your child. We are committed to helping students have a wonderful learning and social experience. We encourage parents to participate in all aspects of school life. Please feel free to contact our school counselors, teachers, and school administration to assist you in meeting the individual needs of your child.

Students, as you grow in your ability to make constructive decisions and solve problems, you will be encouraged by your teachers, support staff members, and the administration to attain the best education possible. The success you attain during this year will be directly related to the effort you put forth. A comprehensive explanation of the district's core ethical values can be found in the **Sayreville School District Code of Student Conduct** which is posted on the school and district website.

Mission Statement

At Samsel Upper Elementary School, it is our mission to create a safe community of academic excellence by preparing and motivating students to learn through challenging and differentiated instruction, which utilizes critical thinking skills and real-world learning. Through parent involvement and a dedicated staff, our students will learn a set of social, emotional and academic competencies which will allow them to be successful in and out of school.

GENERAL SCHOOL INFORMATION

UPPER ELEMENTARY SCHOOL TELEPHONE NUMBER…. 732 – 316 – 4050
Guidance Extension ……732 – 316 – 4080
Nurse ……...732 – 316 – 4058
School Website…….....https://samsel.sayrevillek12.net
District Website……..www.Sayrevillek12.net

Parents and students are required to read this handbook and refer to it prior to calling the school.

****Please note that this handbook is subject to change and the most current copy can be found on the school's website: https://samsel.sayrevillek12.net/***

ABSENCE

Every pupil absence must be verified by a note from a parent or guardian. This note should be presented to his/her homeroom teacher upon return.

After a child has been absent for three or more consecutive days, a doctor's note (certificate) may be required before the child is readmitted to school.

In the event of three or more absences, make-up work will be provided. If a child is absent for more than three consecutive days because of an illness, parents may contact the teacher or send a note with another child requesting make-up work. The work will be collected and ready for parents or another child to pick up in the main office. Absences from school amounting to greater than five non-sequential days may require a meeting with administration and an action plan to be implemented.

Please note that a child absent for less than three consecutive days will be given make-up work upon returning to school. A student who is absent from school during the day cannot attend after school programs or activities on that day, including PTO clubs.

PARENTS ARE ALSO REQUIRED TO USE THE DISTRICT APPROVED ONLINE ELECTRONIC SERVICE OR CALL THE ATTENDANCE LINE AT 732–316–4058 TO INFORM THE SCHOOL OF THEIR CHILD'S ABSENCE.

ACADEMIC INTEGRITY

If a student is caught cheating, zero credit for the test/quiz/assignment will be given with no opportunity for make-up. The school will follow the disciplinary consequences for academic integrity found in the district code of conduct.

ACCIDENTS

Students should report all accidents, minor and major, to the teacher in charge. If a teacher is not present, the student must report the accident immediately to the nurse or an administrator.

ARRIVAL

Students are not permitted to be dropped off and/or arrive on school property earlier than 8:15 a.m. When dropping off children in the morning, parents must follow the directions of the teachers on duty in the driveway. Always give the school buses the right of way. Please find additional information under **STUDENT ARRIVAL AND DISMISSAL.**

Lateness: Students arriving **after 8:30am** (or after 10:00 am on a delayed opening) **must be** signed in by a parent/guardian. For their safety, students are **not** allowed to sign themselves in. Late students must then proceed to the class period in progress with a late pass. *No students will be admitted to class without obtaining a late pass.*

ATTENDANCE INFORMATION

Under the New Jersey Administrative Code (6:8-4, 2), Boards of Education shall establish pupil requirements for the minimum number of days in attendance in order to receive a passing grade in a subject. Sayreville Board of Education Policy and Regulation #5200, Attendance, directs those parents of pupils who have been in attendance **fewer than 162 days** during the school year be notified of **possible retention. In addition, a student must be present for four (4) hours exclusive of his/her lunch in order to be marked present for the day.** These regulations recognize that the learning experience which takes place in the classroom environment is an essential part of the student's responsibility and to realize that time lost from class in terms of educational opportunity is irretrievable. Students with excessive absences over a period of time may be required to attend an administrative meeting with their parents to develop a corrective action plan.

It is recognized that there are unavoidable circumstances, which may prevent a student from attending school; however, all of the work missed must be made up at the initiative of the student within **two days** of each missed class period.

A student who is absent is **required** to present to the homeroom teacher a written excuse **upon returning** to school. The excuse must be dated, must give the reason for the absence, and must be signed by a parent or legal guardian. Extended and/or frequent absences require a note from a doctor. **PARENTS ARE ALSO REQUIRED TO USE THE DISTRICT APPROVED ONLINE ELECTRONIC SERVICE OR CALL THE ATTENDANCE LINE AT 732–316–4058 TO INFORM THE SCHOOL OF THEIR CHILD'S ABSENCE.** Parents will also receive an automated confirmation call at home when their child is not present in school. Please ensure that all phone numbers on record are current.

BACK TO SCHOOL NIGHT

This evening will give parents/guardians the opportunity to follow their child's daily schedule. The schedule is designed so that you have the opportunity to meet all of your child's teachers. This evening will not only provide parents with an opportunity to meet the teachers and see the school, but it will also be an evening to hear from the PTO which sponsors many exciting and interesting educational programs for the students at the SUES.

BIRTHDAYS AND OTHER CELEBRATIONS

Food treats of any kind cannot be sent in or served to students due to dietary, religious, and health concerns. If you feel like you would like the entire class to indulge in a special treat, an excellent alternative to food would be stickers, pencils, or erasers.

CAFETERIA

Students are required to eat lunch in the school cafeteria. Hot and cold lunches, milk, and drinks are available for purchase. If your child is buying lunch, please send him/her to school with the smallest amount of money possible. This will help prevent a child from losing a large amount of money. It is strongly suggested that parents **pre-pay** their child's lunch. This may be done electronically or by sending in a check made payable to the Samsel Upper Elementary School. This eliminates having to send money in on a daily basis. Students may bring their own bagged lunches. We do not allow glass containers. No outside food should be delivered to the school for the students during the course of the school day. Energy drinks are not permitted in school and students cannot share or sell food.

Lunch Balances:
In accordance with Sayreville Board of Education Policy #8500, if a pupil has a zero or negative lunch balance, they will be allowed to charge a regular reimbursable meal and will continue to accrue a negative balance until the account is paid in full. The Board of Education recognizes a student may not have breakfast or lunch (meal), as applicable, or money to purchase a meal at school on a school day causing the student's meal charge account to fall into a negative balance. The district shall contact the student's parent to provide notice of the negative balance and shall provide the parent with a period of ten school days to pay the amount due. If the student's parent has not made full payment by the end of the designated ten school day period, then the district shall again contact the student's parent to provide notice of any action to be taken by the school district in response to the negative balance. A parent who has received a second notice that their child's meal bill is in a negative balance and who has not made payment in full within one week from the date of the second notice may be requested to meet with the Principal or designee to discuss and resolve the matter. When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. If a pupil has a negative lunch balance, they will not be able to charge snacks or a la carte items until the negative balance is paid in full. Similarly, cash purchases of snacks or a la carte items will not be allowed until the negative balance is paid in full. All negative balances not paid will carry over to the following school year and student schedules will be withheld until the balance is paid in full.

Cafeteria/Recess Behavior:
While in the cafeteria, students are expected to practice the Samsel Upper Elementary School **Code of Conduct**. When finished eating, students are required to return their trays and leave the tables and eating area clean in consideration of the students who will be eating during the next lunch period.
To provide for a safe cafeteria environment, students must obey the following rules:

Be Respectful
- Use an inside voice.
- Follow the directions of the teachers and cafeteria aides.
- Be respectful toward others and their food/belongings.

Be Responsible
- Clean up after yourself.
- Raise your hand if you need to get up or need assistance.
- Follow bathroom procedures.

Be Safe
- Walk at all times and stay in your assigned area.
- Stay in your seat until your class is dismissed by your teacher.

Students will be allotted 20 minutes a day for outdoor recess. On inclement weather days, indoor recess will be held in the cafeteria or the gym (if available).
To provide for a safe environment during outdoor recess, students must meet the following expectations:

Be Respectful
- Take turns and include others.
- Use kind words and appropriate language.

Be Responsible
- Take care of the equipment.
- Resolve conflicts peacefully or seek an adult for help.

Be Safe
- Stay in the play area
- Keep hands and feet to yourself
- Walk and line up when the whistle blows.

CELL PHONES/SMART WATCHES/ELECTRONIC DEVICES/GPS TRACKERS
Students at the Samsel Upper Elementary School are discouraged from bringing cell phones, tablets, smart watches and GPS trackers to school. If, for whatever reason, a parent would like their child to have a cell phone or electronic device in school, the following guidelines must be followed:

1. The cell phone/electronic device must be turned off during the school day. (8:15AM – 2:45PM). **At no time during the school day, including district transportation to and from school, will devices be used to take pictures or videos of any kind, or access inappropriate websites and/or social media.**
2. Students who do bring an electrotonic device to school must leave their electronic devices in their backpacks at all times. Should a student need to call home, the student will make a request of the teacher to use the classroom or main office telephone.
3. Phone calls and/or texting from an electronic device are prohibited in school. If a parent needs to get a hold of a student during the school day, they should call the main office. Students that text or call their parents from any personal electronic device are in violation

of the code of conduct and are subject to disciplinary consequences. If a student feels the need to speak with a parent during the school day, they should communicate that to their teacher or the school nurse.

4. While the administration will make every attempt to locate a lost/missing electronic device, **the parent and student assume all responsibility for the device,** including, but not limited to, financial obligation that may be incurred from a lost/missing device.
5. Any student using a cell phone, smart watch, or other electronic device during the school day without prior permission is subject to administrative discipline which includes, but is not limited to, confiscation of the device.
6. Under no circumstances shall a student be permitted to have a walkie–talkie. Any student found having a walkie–talkie in his/her possession will face disciplinary action. No walkie–talkie will be returned to a student. A parent may come in and request the walkie–talkie back from administration.

CHANGE OF STUDENT INFORMATION

Accurate student information is essential; therefore, any change of address or home/work telephone number(s) must be given promptly to the main office. Changes can also be made in the OnCourse parent portal.

DAILY OPENING EXERCISES AND ANNOUNCEMENTS

Opening exercises, including the Pledge of Allegiance to the flag, will be recited over the loudspeaker by administration and/or students. Any person not in front of a flag when the opening exercises begin should stay in place, wherever they are, until the Pledge of Allegiance has concluded. Students should listen carefully during the morning announcements for information on upcoming events and activities.

TIME SCHEDULES

Days scheduled for early dismissal are listed on the school calendar.

Daily Time Schedule

8:30	8:50	Homeroom/ Morning Meeting	20
8:53	9:33	1st period	40
9:36	10:16	2nd period	40
10:19	10:59	3rd period	40
11:02	11:42	4th period	40
11:45	12:25	5th period	40
12:28	1:08	6th period	40
1:11	1:51	7th period	40
1:54	2:34	8th period	40
2:35	2:45	Homeroom	10

Early Dismissal Schedule

8:30	8:50	Homeroom/ Morning Meeting	20
8:51	9:19	1st period	28
9:21	9:49	2nd period	28
9:51	10:19	3rd period	28
10:21	10:49	4th period	28
10:51	11:19	5th period	28
11:21	11:49	6th period	28
11:51	12:19	7th period	28
12:21	12:49	8th period	28
12:50	1:00	Homeroom	10

Delayed Opening

10:00	10:20	Homeroom/ Morning Meeting	20
10:22	10:52	1st period	30
10:54	11:24	2nd period	30
11:26	11:56	3rd period	30
11:58	12:28	4th period	30
12:30	1:00	5th period	30
1:02	1:32	6th period	30
1:34	2:04	7th period	30
2:06	2:36	8th period	30
2:37	2:45	Homeroom	8

DRESS CODE

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect their safety or the educational program within the schools. Therefore, the manner of dress must not create classroom disorder or distract others. The administration reserves the right to restrict or prohibit any manner of dress or apparel judged to be inappropriate, a distraction to the learning environment, or apparel that presents a safety hazard. The following guidelines have been established to assist parents and students in selecting the proper dress for school:

1. Students may not wear apparel that promotes or endorses illegal substances (e.g., drug, alcohol or tobacco products). In addition, students may not wear clothing with messages deemed offensive, profane, or inappropriate as judged by the administration.
2. Students may not wear strapless, see-through, one shouldered, off-the-shoulder, or halter tops. Additionally, bustiers, tops with cut-outs or shirts that allow the midriff to be exposed are not permitted. With arms raised, all shirts must cover the midriff. Proper attire should include undergarments. However, undergarments may not be visible or worn as outerwear.
3. Tank tops or sleeveless tops with straps may be worn but the top must fall reasonably close to the neckline, as judged by the administration and fall directly below the underarm to ensure the torso and undergarments are not exposed inappropriately.
4. No sunglasses may be worn during the school day unless medically prescribed and approved by an administrator.
5. Students may not wear short skorts or short shorts. Shorts and skirts must have a reasonable distance from the knee but should be no shorter than mid-thigh. Ripped jeans are also considered inappropriate.
6. Students are not permitted to carry or wear hats or outerwear, such as winter coats, rain coats, heavy jackets, or varsity jackets, during the school day. Windbreakers or lightweight jackets that are part of a uniform or a warm-up suit are permitted.
7. Ski masks are not permitted to be worn in school. Any similar type of hats or hoods that hide the face are not permitted and will be confiscated.
8. No sweatbands, headbands, scarves, bandannas, do-rag kerchiefs, or large jewelry chains may be worn on any part of the body, on backpacks, or visibly displayed in any other fashion while in school unless approved by the administration for religious or medical reasons.
9. Students are not permitted to wear clothing that are clearly pajamas, slippers or sleepwear.
10. Students may not wear gloves of any kind.

11. Students may not wear articles of clothing that are inappropriately altered, soiled, ill-fitting, or considered by the administration to be inappropriate and/or unsafe for school activities.
12. Any jewelry that is sharp or studded is not permitted in school.
Two jewelry items including religious items may be affixed to the body or clothing or worn on a chain. The chain shall be considered part of the piece that it supports. A chain worn alone shall constitute one item worn. A pin or pendant shall not exceed one inch on any one side, measured, if irregularly shaped from tip to tip. The following items will be considered inappropriate for school: non-jewelry chains, wallet chains, studded bracelets and the like
13. Footwear must be secured to the foot. Any footwear that is not secured to the foot and presents a potential safety hazard as determined by the administration is not permitted.
14. The administration may permit changes in the policy to address special occasions or emergent conditions.

EMERGENCY CLOSINGS

Children should be instructed prior to an emergency or school closing where to go and what to do in the event that someone is not home. This is particularly true for working parents. Please make necessary arrangements for your children in the event of an emergency early dismissal. In the event of an early dismissal, students will be dismissed to go home on the bus at 1:00 p.m.

EMERGENCY STUDENT INFORMATION

Accurate student emergency information is essential to help us provide your child with a safe and responsive school environment. Often parents or guardians need to be contacted with regard to schoolwork, student behavior, illness, or emergency situations. Contact the main office immediately if there are any changes to the emergency contact information.

FIRE DRILLS / EMERGENCY MANAGEMENT DRILLS

Fire and emergency management drills are required by law and are an important safety precaution. During a fire drill, it is essential that when the alarm sounds, everyone obeys it promptly, clears the building in **silence** by the assigned route & proceeds to an area of safety. Lines should not cross or stop. If an exit is blocked, students should go to the alternate exit available. Students not in a class should join an exiting class and report to that teacher. When reentering the building, talking is not permitted and good order is mandatory. The Samsel Upper Elementary School Code of Conduct should be followed at all times. Students should also follow the directions of the teacher during an emergency management drill. Parents will be notified that an emergency management drill took place following the conclusion of a drill.

HARRASSMENT, INTIMIDATION, BULLYING

Samsel Upper Elementary School will conform to the NJ Anti-Bullying Law/Bill of Rights Act, which can be found at:
https://www.state.nj.us/education/students/safety/behavior/hib/

HEALTH OFFICE – SCHOOL NURSE

The following rules and regulations are to be observed by teachers and students with regard to the health office.
1. Students are not permitted into the health office without a pass/prior notification from the sending teacher.
2. Students must sign the health office log sheet or scan their ID badge.
3. Students must take **medicine** in the health office only under the supervision of the school nurse. A doctor's written order is necessary for medication to be administered by the Health Office. Medicines must be sent to the school in the container bearing the pharmacist's label and identifying the substance being administered. This includes cough drops.

The email address for the health office is SUESHealthOffice@sayrevillek12.net and medical notes can be sent to that address.

HOMEWORK

Education is a cooperative effort between the home and the school. Teaching strategies designed to meet the goals and objectives of the curriculum become more effective when strong home support is evident. Homework is an important daily part of your child's grade and should be checked by parents. Parents/guardians are asked to help develop student study skills and work habits. It is the student's responsibility to make up assignments and tests when they are absent. Daily homework assignments can be found on teachers' webpages. Links to those webpages can be found on the school's website.

LANYARDS – STUDENT IDENTIFICATION

All students are issued green Sayreville lanyards with district identification cards. Students must wear these lanyards at all times with their ID card clearly visible. Students will use these cards to scan for their lunch in the cafeteria, as well as to scan in and out of various locations in the building (bathroom, counselors, etc.), and the school bus. Students are not permitted to wear their own lanyard in place of the green Sayreville lanyard. The cost to replace an identification card is $5.00.

LIBRARY/MEDIA CENTER

Students are encouraged to use this facility and to observe the library rules. Fines for overdue books must be paid before taking out additional books. Please refer to the library regulations that may be found in the library.
Library Book Returns: All borrowed material must be returned to the library two days prior to the classes scheduled visit.
Notices for materials not returned within a month will be sent to students' homes.

LOST AND FOUND

Report the loss of any valuable article to the main office. All other articles are to be placed in the "Lost and Found" area located inside the cafeteria. Any clothing remaining in "Lost and Found" for a period of a month or longer will be donated to charity.

MEDICATION

For the full policy regarding the Administration of Medication see Board of Education Policy #R5141 posted on the district website.

The Board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of medication to students during the school day or at a school function or activity shall be governed by board policy and regulations and only when the student's attendance is contingent on such arrangement. The regulations apply to both prescription and nonprescription medicines, including aspirin, hay fever tablets, and cough medicines/cough drops. All medicines shall be kept by the school nurse, except in specific, required and approved instances of self-medication.

Before any medication may be administered to or by any pupil during school hours, the Board shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, the Board requires the written order of the prescribing physician. All documents shall be kept on file in the office of the school nurse.

Pupil Self-Administration of Medication

Self-administration of medication by a student may only be permitted for asthma, a life-threatening allergic reaction, or potentially life-threatening illnesses. A parent request to allow a student to self-administer medication, during the school day or during a school function or activity, must be made in writing in accordance with the rules for administration as listed in board policy #R5141.21.

Emergency Administration of Epinephrine

The school nurse shall have the primary responsibility for the emergency administration of epinephrine via a pre-filled auto-injector mechanism to students suffering from anaphylaxis. The school nurse may designate, in consultation with the board, employee(s) to administer the epinephrine via a pre-filled auto-injector mechanism when the nurse is not physically present at the scene. Such individuals shall be properly trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health

Asthma Policy

According to N.J.A.C. 6A:16-2.3 each school in the district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every pupil that is authorized to use asthma medication or a nebulizer must have an asthma treatment plan prepared by the pupil's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the Department of Education.

PANDEMIC PLAN

In the event of a pandemic, Samsel Upper Elementary School will follow the Sayreville Public School District's Pandemic Plan, which can be found on the district website. The school will follow all state guidelines/executive orders related to public schools during a pandemic.

PARENT/TEACHER CONFERENCES

Formal conferences are scheduled once each school year. We encourage our parents/guardians to request a conference at any time during the school year when they consider it to be necessary.

PARENT/TEACHER ORGANIZATION

The P.T.O. exists to promote the welfare and education of the children. They sponsor many educational opportunities for the students; they also provide special activities, assembly programs, and gifts for our school. They work with the administration and faculty to enhance the positive atmosphere of the Samsel Upper Elementary School. The P.T.O. sponsors after school clubs and activities. Sign-up and club information can be found on the SUES PTO website and Facebook page.

PASSING IN THE CORRIDORS

Courteous behavior should be practiced in the hallways and on the stairwells. To ensure safety, students are requested to walk to the right, to refrain from shouting and pushing, and to keep in mind that other classes are in session. The Samsel Upper Elementary School **Code of Conduct** should be followed at all times.

PERSONAL PROPERTY

All personal items of financial or sentimental value should remain at home. Items such as, but not limited to, smart watches, iPods/iPads, tablets, cameras, electronic games and devices, toys, cards (i.e., Pokémon) and large sums of money should all remain at home. None of these items are permissible for use during the school day, and parents/students assume all responsibility (financial and otherwise) for any items brought to school. Students at the Samsel Upper Elementary School are discouraged from bringing cell phones, smart watches, and other electronic devices to school (see the "**CELL PHONES/ELECTRONIC DEVICES**" section for more details). If a student does bring an electronic device to school, it must remain powered off in the student's backpack.

Toy weapons, including, but not limited to Nerf guns, gel blasters, and Naruto knives, should not be brought to or used at the bus stop, school bus, or in school at any time. Students found to be in possession of, or using toy weapons at the bus stop, on the bus, or in school, may receive a consequence in accordance with the district's weapons policy.

The selling or exchange of any personal property is not permitted. All of the above are subject to disciplinary consequences.

PHYSICAL EDUCATION

Physical education is an important part of a child's school career. Because of the physical nature of the activities done in class it is extremely important that students listen to the teachers and follow directions at all times to prevent injuries from occurring. The following rules must be followed in order to maintain a safe classroom environment for physical education.

1. **Follow the SUES Code of Conduct.**
2. Dress appropriately for activity.
3. Safe, secure sneakers, tied properly, must be worn to participate. Sneakers must fit completely around the heel and the top of the foot must be covered. **Crocs, sandals, and boots can not be worn.**
4. Quietly enter the gymnasium and sit in your assigned squad. Line up orderly and exit quietly.
5. Follow all safety rules. **These include general gymnasium rules AND activity-specific rules**.
6. **Food, drinks and candy/gum are *NOT*** allowed in the gymnasium at any time.
7. Any student not allowed to participate for medical reasons, must bring their doctor's note to the nurse during homeroom. Any long-term medical will be given written assignments to earn credit for physical education.
8. Any student not allowed to participate in physical education classes for medical reasons will not be allowed to participate in outdoor recess or Field Day activities. A student ***MUST BE*** cleared medically for physical education classes in order to participate in outdoor recess or Field Day activities.

PROMOTION/RETENTION

Students must meet the criteria set forth by the district and defined within Board of Education policy.

REWARD ACTIVITIES

Throughout the year, there are numerous and varied events, such as, but not limited to, assemblies, class parties, and the 5th Grade Social. All students are afforded the opportunity to participate so long as they are behaving appropriately in school. Administration has the right to exclude students from reward activities and parents will be notified of their child's exclusion.

SAFETY/SEARCHES

Anyone visiting the school must enter through the front doors, after receiving permission from the main office. Please be prepared to show a valid picture ID and to be scanned by a metal detector. Any visitor bags will be searched by school security personnel.
Security cameras are in use in public areas and outside grounds of the building.
According to the Gault decision, the safety of the student outweighs the rights of the student. Children in school may be searched based on individualized reasonable suspicion. Reasonable suspicion is generally defined as when a combination of articulate facts and the person's own experience feels that the degree of intrusion is warranted in terms of all the surrounding circumstances.

SCHOOL CLOSINGS

When it is necessary to close our school due to inclement weather or other emergencies, announcements will be made on the school district website at www.sayrevillek12.net. An automated phone call and email will also be sent through the district. Please ensure that the school has your most current phone number and email address on file.

SCHOOL COUNSELOR INFORMATION

At the Samsel Upper Elementary School, the school counseling program is designed to facilitate and foster a rapport among students, teachers, administration, and parents with the goal of student success academically, socially, and emotionally. This is accomplished through regular conferences with parents, teachers, administrators, and students, as well as with individual and small group counseling sessions. Proactive classroom lessons also take place with regard to academic, social, and career awareness. The program employs requirements based on the National Standards for School Counseling. If a student is recommended for outside counseling, community resources will be available upon request from the school counselor in order to help facilitate the student's academic, social and emotional growth.

Our counselors have an open-door policy for students with permission from their teacher. Students may also participate in counseling groups during their lunch period or throughout the school day. The focus of these groups includes, but is not limited to, conflict resolution, friendship, and study skills. Upon request of the student, the counselor will send home a permission slip to the parents/guardians explaining the school counseling program and will set up times to conduct the sessions with the input of the teachers involved to maximize the learning process.

Parents, teachers, and students alike can request counseling services from Ms. Martin and Mrs. Apostolakis. Students are encouraged to ask their teacher to come to the Guidance Office when he or she feels they need assistance socially, academically, or personally. In addition, parents are encouraged to contact the School Counselors directly via email or telephone. Typically, the school counselors meet with students to provide encouragement and support for academic and social-personal topics.

The Response to Intervention (RTI) Committee is formed by the administration to help the regular classroom teacher brainstorm additional differentiated techniques and instructional practices that will help their students who are struggling to master the grade level curriculum. Within a multi-tiered system of support, teachers will monitor student progress in Math and/or Language Arts and provide intervention when necessary. Please see a School Counselor with any academic concerns that you may have to start this process.

STUDENT ACADEMIC REPORTS

Interim Progress Reports

The school recognizes the need for communication with the student and parent. An **INTERIM PROGRESS REPORT** is issued to students that are needing support in standards at the midpoint of each trimester and can be accessed on the Parent Portal.

Report Cards

Three (3) times during the school year, students will receive a report card that will indicate their levels of proficiency in each of the academic standards set forth by the school district for their particular grade level. Report cards can be viewed in the Parent Portal.

STUDENT ARRIVAL AND DISMISSAL

Arrival:

A visitor's top parking lot has been established for parents visiting the building on scheduled school business. Parents dropping off students should remain in the left-hand lane and only release children once a teacher is on duty at 8:15 am. Students are expected to walk down the sidewalk and wait for the teacher on duty to cross them. **Under no circumstances are vehicles to park/stand on the right-hand side of the driveway closest to the school.** Unless a student is attending the Leading Edge before/after care, no student should be dropped off at the building before 8:15 am. This is to ensure student safety, as teachers are not on duty prior to this time.

Dismissal:

Students will begin dismissal to their buses at 2:45 pm. If you intend for your child to be picked up every day at dismissal, please send a note to your child's teacher. By doing this, the teacher will dismiss the student from the designated entrance as a walker. Parents can pick up their children at the main entrance prior to buses being called.

Students begin to prepare for dismissal at 2:35 pm. Should a situation arise where a change in your child's dismissal routine is necessary, please fill out the **"CHANGE IN DISMISSAL" notice** that can be found on the school's website and have your child bring it in to school with them. An email can also be sent to SUES.dismissal.change@sayrevillek12.net. In the case of a last second emergency, please notify the main office via a phone call.

If your child normally attends Leading Edge or an after-school program, but will be going home on the bus instead, you must send in the **"CHANGE IN DISMISSAL" notice** to his/her teacher informing him/her of this change. An email can also be sent to SUES.dismissal.change@sayrevillek12.net. **In the interest of safety, a teacher will not send a child home on the bus without a written note from the parent/guardian**.

For the safety of the students and the bus drivers, as well as the community, no bus leaving the S.U.E.S. will be allowed to make a left turn onto Ernston Road. Instead, the buses will turn right and follow their specific routes. ***Parents are urged to follow the same safety measures. Please do not make a left turn when exiting the school.***

**In the case that a child is returned to school on the bus OR is not picked up from school or an after-school program within 15 minutes after being returned or after the school day/program ends, the child will be placed in Leading Edge aftercare at the expense of the parent. The parent will be notified via phone call and email if this occurs. Once the child is placed in Leading Edge, the child must then be picked up at Leading Edge by 6 pm. If the child is not picked up by 6 pm, the child will be picked up by the Sayreville Police Department and taken to the police station where the parent will then need to pick the child up from. Parents will be notified by school administration that their child is being picked up by Sayreville Police.

STUDENT EARLY RELEASE FROM SCHOOL

All requests for a student's early release are handled through the Main Office. Please email sues.dismissal.change@sayrevillek12.net to make the school aware of a change in your child's dismissal, OR send the official **"CHANGE IN DISMISSAL" notice**, available on the school website, to your child's homeroom teacher indicating what time the child will be picked up if you plan on picking up your child from school before 2:45 pm. This will help the teacher have your child ready to be dismissed from the main office at the time specified on the notice. It is the policy of the Board of Education that a permanent record book is kept of all Samsel Upper Elementary School students leaving school before the scheduled dismissal time. The authorized adult must present ID and write-in the time of pick-up, reason, and sign the record book. **A child will be released only to someone as an emergency contact.** Please make certain that all information is correct in OnCourse. All students must be met in the office/security vestibule by the adult assuming responsibility.

A student must be present for four (4) hours exclusive of his/her lunch period in order to be recorded present for the day in the school register. Please note that if a student arrives at school after 10:00 am or leaves school prior to 1:00 pm on a full school day, he/she will be marked absent. Additionally, if a student arrives late or leaves early during an early dismissal or delayed opening day, the student will be marked absent.

Parents/guardians must go to the office to sign out their child *even if their child is en route to their bus*. No child will be permitted to leave with a parent unless they were properly signed out.

TEXTBOOKS/NOVELS

Textbooks and novels may be issued to every student. There is no initial fee, but students are responsible for any damage or loss of the book assigned to them. Each book will have an assigned number and the student is responsible for that book at the end of the year. No other book will be accepted from the student.

TRANSPORTATION/BUS SAFETY

Information regarding the transportation of students may be obtained by calling the Transportation Department at 732-525-5200 X1307. Bus safety is vital to your child's well-being and requires the cooperation of the student and parents, as well as school personnel. The school bus driver shall be in authority with regard to pupil behavior and conduct in or about the vehicle. Students who are disruptive and who violate bus safety rules will be subject to the school's regular disciplinary policy. Students are expected to follow the Samsel Upper

Elementary School **Code of Conduct**. Students are permitted to ride only their assigned bus to and from school. Please review "School Bus Safety" found in the district's "Our Schools Information Guide." The following safety rules are in effect on every bus:

1. Follow the directions of the driver/aide.
2. Use inside voices and kind words/appropriate language.
3. Keep the bus clean and keep food or drinks away.
4. Stay seated at all times with your seatbelt on.
5. Keep all objects and body parts inside the bus at all times.
6. Keep hands and feet to yourself.

In some cases of misconduct, the offending student may be excluded from the school bus. Appropriate disciplinary action in accordance with board policy will be taken. The child's parent/guardian shall provide transportation to and from the school during any period of exclusion. Parents must follow drop-off procedures outlined in the STUDENT ARRIVAL AND DISMISSAL section of this handbook.

In the event that a school bus will be arriving late to the bus stop in the morning, or will be delayed in bringing students home, please utilize the "Where's the Bus" application which shows you the exact location of your child's school bus. We will also send a notification via "ParentSquare" if we are made aware that a bus is running late.

At no point should a parent or guardian ever board a school bus for any reason.

VISITORS

In order to ensure the safety of our students and staff, if you are planning to visit and enter the school, you must make an appointment with the main office. Also, please make sure that you have photo identification, preferably your driver's license. Visitors who do not have an appointment or do not provide advance notice of their visit, as well as those who do not show photo identification to our campus security monitor, will not be allowed to enter the school. In addition, all visitor bags and purses will be checked by the campus security monitor prior to being allowed in the building. It is recommended that such bags not be brought in to the school at all.

WATER BOTTLES/WATER FILLING STATIONS

The school is equipped with water bottle filling stations that can be used to refill water bottles that are brought from home. Students should only bring in plastic water bottles to school. **Metal water bottles should not be brought to school, as they pose a potential safety hazard.** The use of water bottles during instructional time is at the teacher's discretion.

WITHDRAWAL OF STUDENTS

When planning to withdraw a student from school, a parent/guardian must schedule an appointment with the main office. The parent must provide all related information necessary. A transfer card will be forwarded to the receiving district.

WEAPONS POLICY

Weapons of any type are strictly prohibited on school premises or at any Board of Education approved activity.

Definition:

For the purposes of this policy, "weapon" is defined as any item:

1. So defined by state statue 2C:39-1
2. Capable of causing harm or bodily injury for which there is no educational or instructional purpose.
3. Observed to have been displayed or used as a weapon.

This definition includes, but is not limited to:

Guns	Mace	Sharp rings and jewelry	Martial arts weapons	Stun guns
Knives	Tear gas	Blackjacks	Brass knuckles	Airsoft guns

Penalties:

The school will follow the consequences outlined in the district code of conduct for all weapons violations.
In all cases of weapons possession, written notification shall be filed with the Sayreville Police Department. As appropriate, formal police complaints shall be filed.

ADMINISTRATIVE GUIDELINES / INFRACTIONS OF THE CODE OF CONDUCT

Following the district **Code of Conduct** is an important part of a student's education at the Samsel Upper Elementary School. Students who infringe upon a school rule or become a disruption are subject to disciplinary consequences to help prevent further occurrences. Any class work missed while a student is in the office will be completed at home. Parents will be notified of any disciplinary consequences by an administrator.

DISCIPLINARY CONSEQUENCES

A list of disciplinary consequences for inappropriate behaviors can be found on the following pages, as well as on school's website. Discipline consequences are subject to change as the policy is revised. The most updated list of disciplinary consequences can be found on the school and district website.

Please note that the consequences listed on the following page, as well as on the school's website, serve only as a guideline and that the Administration reserves the right to interpret and consequence students beyond the score of the Disciplinary Consequences in order to maintain safety, order and discipline in the school.

Disciplinary Consequences

1. Insubordination

Failure to Report to Teacher Detention
- 1st incident: 2 days administrative detention
- 2nd incident: 3 days administrative detention
- 3rd incident: 1 day ISS
- 4th incident: 1 day OSS

Failure to Report to Administrative Detention
- 1st incident: 2 days administrative detention
- 2nd incident: 3 days administrative detention
- 3rd incident: 5 days administrative detention
- 4th and 5th incident: 1 day ISS

Defiance to Authority/Willful Disobedience/Insolence to a Staff Member
- 1st incident: 1-2 days administrative detention
- 2nd incident: 3-4 days administrative detention, parent contact
- 3rd incident: 1 day ISS, referral to I&RS team, parent meeting

Failure to Follow Administrative Direction/Continued and Willful Disobedience
- 1st incident: 1 day ISS or 1 day OSS, Parent meeting
- 2nd incident: 1-2 days OSS
- 3rd incident: 2-3 days OSS

Removal from Administrative Detention
- 1st incident: Reassign detention. Administrative conference
- 2nd incident: 2-3 days admin. detention
- 3rd incident: reassign detention, 1-2 days ISS

2. Inappropriate Behavior

Disruptive/Inappropriate Behavior
- 1st incident: 1-2 days administrative detention
- 2nd incident: 2-3 days administrative detention
- 3rd incident: 3-5 days administrative detention
- 4th incident: 1 day ISS

Removal from ISS
- 1st incident: 1 day OSS – Parent Meeting
- 2nd incident: 1-2 days OSS – Parent Meeting
- 3rd incident: 1-2 days OSS – Parent Meeting
- 4th incident: 1-2 days OSS – Parent Meeting

Profanity/Obscene Gestures/Vulgarity/Inappropriate Comment
- 1st incident: 1-2 days administrative detention
- 2nd incident: 2-3 days administrative detention
- 3rd incident: 3-4 days administrative detention

Profanity/Obscene Gestures/Vulgarity Directed at a Staff Member
- 1st incident: 1 day ISS, parent meeting
- 2nd incident: 1 day OSS
- 3rd incident: 2 days OSS

Disorderly Conduct/Creating a Safety Hazard/Inciting
- 1st incident: 1-2 days administrative detention
- 2nd incident: 2-4 days administrative detention
- 3rd incident: 1 day ISS OR OSS

Bus Conduct Violation
- 1st incident: Parent notification, possible seat change, and/or 1 day bus suspension
- 2nd incident: 1-2 days bus suspension
- 3rd incident: 3 days bus suspension

False Public Alarm
- 1st incident: 1 day ISS, parent meeting, police report
- 2nd incident: 1 day OSS, parent meeting, referral to guid/I&RS, police report
- 3rd incident: 2 days OSS, admin CST referral, parent meeting, police report

3. Vandalism and Theft

Malicious Mischief/Vandalism/Graffiti
- 1st incident: 1-2 days administrative detention and restitution
- 2nd incident: 2-4 days administrative detention, restitution, parent meeting
- 3rd incident: 1 day ISS OR OSS – restitution

Theft
- 1st incident: 1-2 days Admin. Detention – Restitution, Police Report
- 2nd incident: 2-4 days Admin. Det. Restitution/Parent Meeting/Police Report
- 3rd incident: 1 day ISS OR OSS – Restitution & Police Report

4. Violence

Physical Misconduct (with or without intent)
- 1st incident: 2-4 days administrative detention
- 2nd incident: 1 day ISS
- 3rd incident: 1 day OSS, I&RS referral

Fight
- 1st incident: 1 day ISS or 1 day OSS
- 2nd incident: 1-2 days OSS, I&RS referral
- 3rd incident: 3- 5 days OSS

Assault
- 1st incident: 1-2 days OSS, Police Report
- 2nd incident: 3-5 days OSS, I&RS referral, Police Report
- 3rd incident: 5-8 days OSS, CST referral, Police Report, hearing

5. Threats

Threat (Verbal, Gestural, Written or Electronic)
- 1st incident: 2-4 days administrative detention or 1 day ISS
- 2nd incident: 1 day ISS or 1 day OSS, Referral to I&RS team
- 3rd incident: 2-3 days OSS, Referral to CST, Police Report

Terroristic/Criminal Threat
- 1st incident: 1 day OSS – Police report
- 2nd incident: 2-3 days OSS, Referral to I&RS team, police report
- 3rd incident: 3-5 days OSS, Referral to I&RS team, Police report, hearing

Terroristic (Verbal, Gestural, Written or Electronic) Directed at Staff
- 1st incident: 1 day OSS – Police report
- 2nd incident: 2-3 days OSS, Referral to I&RS team, police report
- 3rd incident: 3-5 days OSS, Referral to I&RS team, police report, Central Administrative Hearing.
- Additional incidents: Police report, Central Administrative Hearing

6. Harassment/Intimidation

Harassment/Intimidation
- 1st incident: 1-2 days administrative detention and parent meeting
- 2nd incident: 3-4 days administrative detention
- 3rd incident: 1 day ISS

Harassment/Intimidation Directed at a Staff Member
- 1st incident: 1 day ISS and parent meeting
- 2nd incident: 1 day OSS and parent meeting
- 3rd incident: 2 days OSS and parent meeting

7. Bias

Bias Incident with Intent
- 1st incident: 1-4 days detention, parent meeting, police & prosecutor report
- 2nd incident: 1 day ISS, police & prosecutor report, I&RS Referral
- 3rd incident: 1 day OSS, police & prosecutor report, CST Referral

Bias Incident without Intent
- 1st incident: 1-2 days Admin. Detention and Parent Meeting
- 2nd incident: 2-4 days Admin. Detention and Parent Meeting
- 3rd incident: 1 day ISS, referral to CST and/or Guidance, Parent Meeting

Bias Intimidation
- 1st incident: 1 day ISS, police & prosecutor report, social probation
- 2nd incident: 1 day OSS, I&RS referral, police & prosecutor report, social probation
- 3rd incident: 2-3 days OSS, CST referral, police & prosecutor report, social probation

Bias Incident Directed at Staff
- 1st incident: 1 day OSS, police & prosecutor report
- 2nd incident: 2-3 days OSS, police & prosecutor report, I&RS Referral
- 3rd incident: 3-5 days OSS, police & prosecutor report, CST Referral, social probation
- Additional Incidents: OSS pending Central Administrative Hearing

8. Sexual Offenses

Sexual Harassment
- 1st incident: 1 day ISS, Parent Meeting
- 2nd incident: 1-2 days OSS, I&RS referral
- 3rd incident: 2-3 days OSS, CST referral

Sexual Contact
- 1st incident: 1 day OSS, parent meeting, Police Report
- 2nd incident: 2-3 days OSS, I&RS/guidance referral, Police Report
- 3rd incident: 4-5 days OSS, CST referral, Police Report

Sexual Assault
- 1st – 3rd incident: OSS pending board hearing and police report

9. Substance Offenses

Use of Substance/Under the Influence of Drugs/Alcohol

Note: Failure to test within 24 hours is an automatic "positive." An altered or dilute sample will also be considered a drug and/or alcohol "positive."
- 1st incident: 1-3 days OSS, SAC evaluation, rehabilitation protocol (Board Policy), police report
- 2nd Incident: 5 days OSS, SAC evaluation/rehabilitation protocol
- 3rd incident: OSS pending Central Office hearing to determine placement

Possession of Controlled or Dangerous Substance or Alcohol
- 1st incident: 5-10 days OSS pending Central Admin. Hearing, police report, SAC Evaluation/rehabilitation protocol, social probation
- 2nd incident: OSS pending Central Admin. hearing to determine placement and a police complaint, social probation, hallway restriction

Possession and Sharing of a Controlled or Dangerous Substance without Predetermined Intent to Distribute
- 1st incident: 5-10 days OSS pending Central Admin. Hearing, police report, social probation, hallway restriction, SAC Evaluation/rehabilitation protocol
- 2nd incident: OSS pending Central Admin. Hearing and police report.

Possession of a Controlled or Dangerous Substance with Intent to Distribute
- 1st incident: OSS pending Central Admin. Hearing, police report, SAC evaluation/rehabilitation protocol

Smoking/Possession of an Igniter or Electronic Cigarettes, Smokeless Tobacco or Cigarettes
- 1st incident: 1 day ISS, parent meeting, SAC evaluation/rehabilitation protocol
- 2nd incident: 1 day OSS, SAC Evaluation/rehabilitation protocol
- 3rd incident: 2-3 days OSS, admin. Guidance, I&RS, and CST referral, social probation and hallway restriction

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Disciplinary Consequences

Possession/Sharing of an Igniter or Electronic Cigarettes, Smokeless Tobacco or Cigarettes with Intent to Distribute

1st incident: 1-2 days OSS, parent meeting, SAC evaluation/rehabilitation protocol, social probation, hallway restriction, police report
2nd incident: 2-3 days OSS, SAC Evaluation/rehabilitation protocol, police report, parent meeting, referral to guidance and I&RS, social probation, hallway restriction
3rd incident: 3-5 days OSS, police report, parent meeting, CST referral, SAC Evaluation/rehabilitation protocol
Additional Incidents: OSS pending Central Admin. Hearing, police report

10. Weapons Offenses

Weapon Possession without Intent to Use

1st incident: 1 day out of school suspension, parent meeting, police report
2nd incident: 2-3 days out of school suspension and police report
3rd incident: 3-5 days out of school suspension, Administrative Hearing, police report

Weapon Use and/or Possession with Intent to Use

1st incident: Out of school suspension pending board hearing, police report
2nd incident: Out of school suspension pending board hearing, police report

Possession/Use of Incendiary Devices Creating Safety Hazard

1st incident: 1-5 days OSS, referral to I&RS referral and police report
2nd incident: OSS pending hearing to determine placement & police report

Firearm/Explosives Use and/or Possession

1st incident: Zero Tolerance see Policies 5611, 5612, 8467

11. Technology Offenses/Academic Integrity

Violation of Technology Acceptable Use Agreement

1st incident: 1 week suspension of technology privileges, parent meeting
2nd incident: 2 weeks suspension of technology privileges and 1-3 days administrative detention
3rd incident: 3 weeks suspension of technology privileges and 1 day ISS

Severe Violation of Technology Acceptable Use Agreement

1st incident: 2-4 days admin detention, 2-week suspension of technology privileges, parent meeting
2nd incident: 1 day ISS and a 3-week suspension of technology privileges
3rd incident: 1 day OSS and a 4-week suspension of technology privileges. Central admin. Hearing

Academic Integrity

See Code of Conduct

Possession and/or Unauthorized Use of Cell Phone / Electronic Device

1st incident: Parent meeting, phone confiscated and only returned to parent
2nd incident: 1-day administrative detention, phone confiscated and only returned to parent
3rd incident: 2-4 days administrative detention, phone confiscated and only returned to parent

12. Attendance/Truancy/Tardy/Cuts

Truancy/Leaving School without Authorization

1st incident: 2 days administrative detention
2nd incident: 5 days administrative detention
3rd incident: 1 day ISS (In School Suspension) & Police Report.

Late to School

1st incident (5 days): Letter to parent
2nd incident (10 days): Mandatory Meeting with parent
3rd incident (15 days): Meeting with parent. I&RS referral

13. Student Identification and Sign-in

Failure to Wear/Display Photo ID Card

1st incident: Warning
2nd incident: Administrative Conference
3rd incident: Administrative Conference
4th incident: Administrative Conference, parent contact
5th incident: 1-day Administrative Detention, parent conference
6th incident: 2 days Administrative Detention
Students who continue to fail to wear/display Photo Identification Card beyond a 6th incident in a school year will be considered failing to follow administrative direction and subject to corresponding student code of conduct consequences.

Refuse to Sign In to School or School Bus

1st incident: Warning
2nd incident: Administrative Conference, parent contact
3rd incident: 1-day Administrative Detention
4th incident: 2-3 days Administrative Detention
5th incident: 3-5 Administrative Detention
6th incident: 1 day In-School Suspension

SAMSEL UPPER ELEMENTARY
Behavior Expectations

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
On the **BUS**	-FOLLOW THE DIRECTIONS OF THE DRIVER/AIDE -USE INSIDE VOICES -USE KIND WORDS AND APPROPRIATE LANGUAGE	-KEEP THE BUS CLEAN -KEEP FOOD AND DRINKS AWAY	-STAY SEATED AT ALL TIMES WITH YOUR SEATBELT ON -KEEP HANDS AND FEET TO YOURSELF
During **ARRIVAL**	-FOLLOW TEACHER DIRECTIONS -GREET YOUR TEACHERS AND CLASSMATES	-BE ON TIME AND READY TO LEARN	-GO DIRECTLY TO BREAKFAST OR CLASS -WALK ON THE RIGHT SIDE OF THE HALLWAY
In the **HALL**	-VOICES OFF -RESPECT STUDENT WORK -GIVE PERSONAL SPACE	-GO DIRECTLY WHERE YOU HAVE PERMISSION TO GO -KEEP THE HALLWAYS CLEAN	-WALK AT ALL TIMES -STAY ON THE RIGHT SIDE -KEEP HANDS AND FEET TO YOURSELF
During **CLASS**	-USE MATERIALS, BOOKS, AND TECHNOLOGY FOR SCHOOLWORK ONLY -RESPECT YOURSELF AND OTHERS	-BE ON TIME AND READY TO LEARN -DO YOUR BEST WORK	-STAY IN THE CLASSROOM UNLESS THE TEACHER GIVES YOU PERMISSION TO LEAVE
At **LUNCH**	-USE AN INSIDE VOICE -FOLLOW THE DIRECTIONS OF THE TEACHERS/AIDES -BE RESPECTFUL TO OTHERS AND THEIR FOOD/BELONGINGS	-CLEAN UP AFTER YOURSELF -RAISE YOUR HAND IF YOU NEED SOMETHING -FOLLOW BATHROOM PROCEDURES	-WALK AT ALL TIMES AND SIT IN ASSIGNED AREA -STAY IN YOUR SEAT UNTIL DISMISSED
At **RECESS**	-TAKE TURNS AND INCLUDE OTHERS -USE KIND WORDS AND APPROPRIATE LANGUAGE	-TAKE CARE OF THE EQUIPMENT -RESOLVE CONFLICTS PEACEFULLY OR SEEK AN ADULT FOR HELP	-STAY IN THE PLAY AREA -KEEP HANDS AND FEET TO YOURSELF -WALK AND LINE UP WHEN WHISTLE BLOWS
In the **BATHROOM**	-ALLOW FOR PRIVACY -KEEP THE BATHROOM CLEAN	-WASH YOUR HANDS -USE THE BATHROOM QUICKLY AND QUIETLY	-KEEP YOUR HANDS AND FEET TO YOURSELF -RETURN DIRECTLY TO CLASS WHEN YOU ARE FINISHED
At an **ASSEMBLY**	-ENTER AND EXIT QUIET AND ORDERLY -SIT QUIETLY WITH YOUR CLASS	-PAY ATTENTION AND SHOW RESPECT TO THE SPEAKER OR PERFORMANCE	-SHOW A CALM BODY -WAIT FOR DIRECTIONS FROM AN ADULT
At **DISMISSAL**	-FOLLOW THE DIRECTIONS OF THE TEACHERS -USE INSIDE VOICES	-GET YOUR BELONGINGS QUICKLY AND QUIETLY -STAY IN THE CORRECT BUS LINE/TABLE	-WALK IN THE HALLWAYS WITH YOUR CLASS -GO DIRECTLY TO YOUR BUS LINE AND SIT DOWN

BE RESPECTFUL **BE RESPONSIBLE** **BE SAFE**