

BERKELEY TERRACE ELEMENTARY SCHOOL
PARENT AND STUDENT HANDBOOK

2020-2021



Mr. Sean Evans
Principal

IRVINGTON PUBLIC SCHOOLS
Irvington, NJ 07111



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BERKELEY TERRACE ELEMENTARY SCHOOL
In the BUSINESS OF THINKING, EDUCATING, AND SUCCEEDING

**WELCOME STUDENTS AND PARENTS TO
THE BERKELEY TERRACE ELEMENTARY SCHOOL FAMILY!!!**

We welcome you as a valuable member of the Berkeley Terrace Elementary School Family. As a member of our family, we respect, cherish, and treasure you. It is our expectation that you will respect and follow the guidelines that have been established for your safety, the orderly operation of our school, and most importantly to promote our goal of building thinkers engaged in scholarship. Following our procedures will help all students, staff and parents become better family members.

Be proud of our school. We have a long and rich history. The generations before you, bestow on you the privilege of being caretakers of the legacy of Berkeley Terrace Elementary School. Take good care of her. Feel free to make suggestions that will improve her. As a member of the Berkeley Terrace Elementary School, you are expected to conduct yourself with the utmost class, grace, and dignity. In these hallowed halls, students will learn the necessary and valuable life and career skills to make them the great success that we know they can and will be. Some of this journey will be challenging, but in time, we will be stronger because together we have overcome our obstacles.

Let us work together to make Berkeley Terrace Elementary School truly a place in the Business of Thinking, Educating, and Succeeding. Be the best that you can be at Berkeley!

Sincerely,

Sean Enans

Principal

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PURPOSE OF THE STUDENT/PARENT HANDBOOK

The administration and staff at Berkeley Terrace Elementary School welcome you back to what we know will be an exciting school year. We are pleased to have you as an important member of our school community. This handbook was designed to assist us all in having a smooth and productive 2020-2021 school year. Please take the opportunity to read through this handbook carefully, refer to it often and discuss the information supplied in it. Reviewing the procedures and policies may address any questions you have and it will help us get off to a wonderful start.

LET'S HAVE A GREAT YEAR AT BERKELEY!!

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IRVINGTON PUBLIC SCHOOLS
MISSION STATEMENT

The Irvington Public Schools envision a community of learners dedicated to academic excellence through a combination of critical thinking and life skills, which define the education of the whole child wherein the major focus of the school system is to improve academic achievement for all students.

BERKELEY TERRACE ELEMENTARY SCHOOL
VISION STATEMENT

The vision of the administration and staff of Berkeley Terrace Elementary School is to provide a dynamic learning experience which will result in scholars who are responsible, talented, competent and ready to succeed in college and the world of work.

BERKELEY TERRACE ELEMENTARY SCHOOL
MISSION STATEMENT

The mission of Berkeley Terrace Elementary School is to foster an environment that is learner-centered, positive, caring and intellectually stimulating for our students. We will ensure that our staff collaborates to develop a superior education for all of our students. We will provide a sound foundation that is comprised of quality instruction and challenging learning experiences.

BERKELEY TERRACE ELEMENTARY SCHOOL
MOTTO

BERKELEY- WHERE EVERY CHILD SUCCEEDS

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ARRIVAL AND DISMISSAL PROCEDURES

School Schedule

Student full day session: 8:30 a.m. – 2:50 p.m.
Student half day session: 8:30 a.m. – 12:30 p.m.

BELL SCHEDULES 2020-2021

FULL DAY SESSION

Teacher Sign-In	8:25 a.m.
Entry to Homeroom class	8:26 a.m.
PERIOD 1	8:30-9:26 a.m.
PERIOD 2	9:27-10:12 a.m.
PERIOD 3	10:13-10:58 a.m.
PERIOD 4	10:59-11:44 a.m.
PERIOD 5	11:45-12:30 p.m.
PERIOD 6	12:31-1:16 p.m.
PERIOD 7	1:17-2:02 p.m.
PERIOD 8	2:03-2:48 p.m.
HOMEROOM DISMISSAL	2:50 p.m.
TEACHER DISMISSAL	3:05 p.m.

HALF DAY SESSION

Homeroom class	8:25 a.m.
PERIOD 1	8:31-9:06 a.m.
PERIOD 2	9:07-9:42 a.m.
PERIOD 3	9:43-10:18 a.m.
PERIOD 4/5	10:19-10:54 a.m.
PERIOD 6	10:55-11:30 a.m.
PERIOD 7	11:31-12:06 p.m.
PERIOD 8	12:07-12:30 p.m.

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STUDENT ARRIVAL

- * Students walking or being driven to school should plan on arriving at school by 8:25 a.m. The school is not responsible for the supervision of children who are dropped off or arrive before scheduled school start time.
- * Homeroom begins 8:26 a.m.
- * First period / Instructional time begins 8:30 a.m.

STUDENT DISMISSAL

Dismissal begins at 2:50 p.m.

EMERGENCY SCHOOL CLOSING

Notice of school closing due to inclement weather or other reasons is announced on the following radio stations between 7:00 a.m. and 8:00 a.m.: WNBC-TV Channel 4, FOX5 WNYW- Channel 5, WABC TV- Channel 7, and on cable television (Comcast) NEWS 12NJ- Channel 62 and Local Access Channel 36. School closings are also posted on the Irvington Public Schools webpage. The Irvington Fire Department will sound an alarm at 6:30 a.m. and again at 7:00 a.m. This notifies the township that the school district is closed for the day. Please do not call the Police or Fire departments.

The Board of Education has an automated school message system that will inform parents/guardians about school closings and events via telephone.

STUDENT ATTENDANCE

According to New Jersey Statutes, Title 18A: 38-25:

“Every parent, guardian, or other person having custody and control of a child between the ages 6 and 16 years, shall cause such a child to regularly attend the public school....Such regular attendance shall be during all of the days and hours that the public schools are in session, unless it is shown to the satisfaction of the Board of Education...that the conditions of the child is such as to prevent his/her attendance...A parent...who shall fail to comply with any of the provisions shall be deemed a disorderly person and subject to a fine...”

For three or more consecutive days, a doctor's note must be submitted to the school nurse. Parent should make every effort to notify the school if a child is going to be absent. Student attendance is closely monitored by homeroom teacher, guidance counselor, and attendance clerk.

DISTRICT PROCEDURES FOR STUDENT ATTENDANCE WARNING LETTERS

The Board of Education requires that students attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of students and requires continuity of instruction and classroom participation. The regular

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contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the classroom experience deemed essential to learning and may result in retention at grade level or loss of credit toward the high school diploma in accordance with policies of the Board of Education. Excerpt taken from Board of Education Policy #5200

Listed below are the procedures for student attendance warning letters.

Warning Letter

A Warning Letter is mailed home after a student has been absent 5 days.

Five-Day Notice

On the 10th day that a student is absent, the school will submit documentation to the District's Attendance Office. The Attendance Officer will mail home a "Legal Notice to Parent/Guardian" form.

Request for Court Action

On the fifth day a student is absent after the date on the Legal Notice to Parent/Guardian, the school will complete a Request for Court packet. The Request for Court packet is comprised of the following:

- Student attendance records
- Copy of the Warning Letter
- Copy of the Five-Day Notice
- Copy of report card or grades
- Guidance Counselor's summary
- Nurse's summary
- Teachers' summaries

The Request for Court packet is forwarded by the District's Attendance Office to the Irvington Township Court for necessary action.

We encourage all students to attend school regularly so that they can receive a quality education that promotes college and career readiness.

TARDY STUDENTS

Students who report to school after 9:00 AM must be accompanied by an adult into the building. A student tardy to school will not be allowed to participate in extra curricular events for that day (dance, field trips, or special events).

After 3 unexcused tardies students will be required to serve detention; written notice of date and time will be sent home. Parents/guardians will be responsible to arrange for picking up the student immediately after detention.

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DISMISSAL

If your child is being picked up at dismissal please make arrangements for pick up to be at 2:50 p.m. In consideration to siblings attending other schools within the district, we allot a 10-minute grace period; therefore, pick up time will be 3:00 PM. Please notify us in September of such persons. The school reserves the right to restrict and/or revoke these special accommodations if it is perceived to be abused. In case of an emergency, please notify the main office immediately with alternative arrangements.

STUDENT RELEASE

Students who are being picked up early must be cleared to leave the school through the main office. If said dismissal is planned, please send a letter to the teacher so he/she can ensure your child is prepared to leave upon your arrival with the least amount of interruption to the instructional time. Students should not be picked up for early dismissal unless it is an emergency.

SCHOOL/DISTRICT CALENDARS

A yearly district calendar has been included in the student folder. This calendar identifies important dates such as recess days, 4-hour sessions, and state wide testing days.

Berkeley Terrace Elementary School also publishes a monthly calendar that highlights specific school events. This calendar is sent home monthly and posted on our website.

VISITATION POLICY

Parents and guardians are always welcome. Please enter only through the main door and sign in and out with school security. For the safety of all students, staff, and teachers, security guards have been asked to direct all visitors to the main office after signing in and displaying photo identification. Visitors will receive a Visitor's pass and an escort to their desired location within the school, if possible.

If you wish to speak to a teacher, please contact the teacher, preferably a day in advance, so that an appointment may be scheduled during her/his preparation period. We discourage conferences during instructional time.

SCHOOL HEALTH OFFICE

The Health Office handles emergency conditions at any time. Other times are spent performing required screening tests as required by law.

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STUDENT ABSENCES DURING ILLNESS

Under no circumstances should students come to school when they are ill. For attendance purposes, students who do not attend classes are considered absent. The Health Office cannot provide proper treatment or care for students who come to school ill. A child, who is out of school for illness **three consecutive days**, must see the nurse before being admitted. All students absences must be verified by a parent or doctors note the next day otherwise this is considered an unexcused absent and can result in administrative action being taken.

MEDICATIONS

Administration of medications is not the responsibility of the school. All requests for the administration of prescription medications must be in the form of a written note from the doctor and parent. All prescription medication to be dispensed in the Health Office must be in the original container with the name of the student, medication, doctor, and the times it is to be administered on the container.

The following describes the policy of the Irvington Board of Education regarding the dispensing of medication to students:

Students are not permitted to carry or take medication in school. This also includes over-the- counter medicines like aspirin, cough drops, etc.

If a student has to take medication during school hours, it will be necessary to provide:

- The medication labeled by the pharmacy for the student.
- A statement from the private physician indicating the diagnosis of the condition for which the medication is prescribed, and the length of the time during which the medication should be taken.
- Written permission for dispensing the medication. (please note the time the prior doses are given if the student is to receive more than one dose a day).
- The school never dispenses non-prescription medications.
- Only the school nurse and the parent are the persons authorized to administer medications.

No student can be excused from school for reasons of illness unless he / she is seen in the health office.

REQUIRED IMMUNIZATIONS

STUDENTS WILL NOT BE PERMITTED TO ATTEND SCHOOL UNLESS IMMUNIZATION REQUIREMENTS HAVE BEEN MET. All students must present records of complete immunization against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis series, mantoux, varicella or proof of having had chicken pox for enrollment in the Irvington Public Schools. The only exception will be for students who present a certificate

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signed by a physician stating that the student should not receive the immunizations for all or a specific immunization, or for religious reasons. It would be helpful if a copy of the child's most recent physical could be provided to the school nurse. Be sure to mention any special concerns such as food allergies/restrictions, asthma, diabetes, allergic reaction, etc.

UPDATING STUDENT INFORMATION

In September, students are sent home with a packet to complete. It is necessary to return the packet as soon as possible so that the school can update the students' records. The packet includes the following forms: Personal information, medical update, Field Trip permission slip, emergency contact information, internet usage agreement, voice/image release forms, home language survey, and medical examination by physician.

STUDENT BEHAVIORAL EXPECTATIONS

Expectations of Student Behavior

1. Students are to prepare themselves mentally and physically for learning:
 - Be nourished, well rested, display good hygiene, and properly dressed and groomed.
 - Be prepared to learn.
 - Observe proper safety habits at all times.
2. Students are to take responsibility for their own behavior and learning both in school and at all school related activities:
 - Recognize that academic development is the primary purpose.
 - Complete all class work, homework, and other assigned tasks.
 - Make appropriate decisions.
 - Accept constructive criticism as part of the learning process.
 - Accept disagreement when necessary and appropriate.
 - Accept the consequences for their actions.
3. Students are to demonstrate respect for self and for others:
 - Are honest, courteous, and polite.
 - Respect the opinions of others.
 - Are respectful of different cultures.
 - Settle differences peacefully and appropriately.
 - Display good sportsmanship.

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4. Students are to respect the natural and physical environment:
 - Participate in the maintenance and cleanliness of school facilities and property.
 - Students should pick up any garbage that they have dropped and place it in the nearest trash container.
 - Students should encourage their fellow students to assist in the maintenance and cleanliness of school facilities.
 - Students should avoid writing, marking, or otherwise scratching school walls or floors.
 - Encourage their fellow classmates to maintain the cleanliness of school facilities.
5. Students are to share responsibilities when working as a member of a group or team:
 - Cooperate, contribute, and share in the work of the group.
 - Accept and assume leadership when appropriate to do so.
 - Listen to the viewpoints of others.
 - Follow instruction of teachers and staff members while completing group assignments.
6. Students are to use their time and resources in a responsible manner:
 - Attend school regularly and on time.
 - Use learning materials and equipment appropriately.
 - Come to school each day prepared with the tools of learning.
7. Students are to communicate appropriately with parents and school personnel regarding their needs and goals:
 - Take time to discuss academic learning and school programs.
 - Transmit information to parents and return responses to school personnel (in a timely fashion) when appropriate.
 - Seek assistance from appropriate school personnel in time(s) of need.
8. Students are to be responsible for meeting individual class requirements:
 - Participate actively in learning activities.
 - Follow all class rules and procedures.
 - Arrive to class on time with all appropriate materials.
 - Follow staff directions in completing activities and assignments.
9. Students are to work to their potential, monitor their progress, and seek help when necessary.

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Strategies and consequences for Unacceptable Conduct

Consequences for non-compliance can include any of the following depending upon the seriousness and or frequency of the matter: (listed in progressive order)

- Adult to pupil conference (warning)
- Time outs
- Home contacts
- Parent-pupil-teacher conferences
- Detention (early morning or after school)
- Parent-pupil-principal conference
- Loss of privileges (i.e. field trips, extracurricular activities)
- Home for Parent (HFP)
- Out of school suspension
- Expulsion

Please remember that our actions involving disciplinary measures are meant to correct inappropriate school behaviors. Our goal (the school and parent's) is common: to produce happy, healthy, well-adjusted individuals who will lead successful adult lives.

Please support our school's efforts to have students behave appropriately while at school and all school related functions.

DISCIPLINE POLICY

It is very important that the teacher clearly establishes herself/himself as the source of authority in the classroom and does not continually rely on the administration to resolve minor conflicts. As a matter of practice, teachers handle minor disciplinary problems on their own. Every effort will be made by the teacher to notify the parent when behaviors are disrupting classroom activities. Only with ongoing school and home communication can we maintain a school climate conducive to learning.

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of the pupils.

The Board believes that the best discipline is self-imposed and that pupils should learn to assume responsibility for their own behavior and the consequences of their action.

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It is important that each teacher regularly reviews with all students the classroom and school rules and regulations as well as the consequences of continued improper behavior (HFP and Suspension).

When severe disciplinary matters are referred to the Administration, teachers are expected to complete the school's disciplinary referral form. The completed form should clearly describe the problem as well as outline the actions taken by the teacher prior to the referral.

Maintain a Quality Education

Children attending Berkeley Terrace Elementary School are expected to act in such a manner that will enable the professional staff to provide a quality education without:

- Disruption to educational programs
- Endangerment to the health and safety of fellow pupils and staff
- Damage to school and community property or property of others

Infractions Which May Warrant Immediate Suspensions

- Threats to cause harm to any person or property
- Gross disrespect towards a staff member
- Severe insubordination to any staff member
- Carrying or using a weapon
- Smoking (including possession of any tobacco item, lighter, or matches)
- Possession or use of illegal drugs or alcohol
- Any physical act endangering the health and well-being of self or others

- Harassment of pupils in regard to racial, religious, ethnic, physical, and mental differences through a physical act of aggression or spoken in a malicious manner
- Destruction or theft of school and / or personal property
- Offensive language

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CAFETERIA EXPECTATIONS:

Because all school meals meet the U.S. Government guidelines for food services we ask that parents refrain from bringing outside vendor meals such as McDonald's, Wendy's, etc. into the cafeteria. Also, please review the menu regularly with your child and discuss other alternatives when needed. However, homemade cold lunches are acceptable. Please be advised that we cannot reheat meals.

Procedures:

- Go through the serving line in an orderly manner
- Key in your ID number
- Get all condiments before going to your seat
- Go to the next available seat at the assigned table
- Give Me Five Rule – Complete silence
- Stay seated at your assigned table and eat your lunch using appropriate table manners
- Treat everyone with respect
- Eat in the cafeteria – do not take food or drink outside of the cafeteria without permission
- No glass bottles /cans are allowed
- Speak quietly at all times
- Dispose of everything in the appropriate place (trash and liquid container)
- Ask permission to leave your seat or to leave the cafeteria
- Walk quietly to the recess area

AT ALL TIMES YOU MUST:

Respect Authority:

Listen to personnel in charge
Follow directions promptly
Accept responsibility for behavior

Respect Property:

Respect items that belong to others
Respect your own property

Respect Rights of Others:

Use appropriate table manners
Use low speaking voices
Eat only your food
Refrain from bothering others

Display Appropriate Social Skills:

Display courtesy
Interact with others appropriately
Keeps hands and feet to yourself

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THE PARENTS' ROLE IN SUPPORTING SCHOOL DISCIPLINE

There are many factors that contribute to excellence in education. Among the most prominent of these factors is the development of a school environment that reflects order and discipline.

Discipline is achieved when learning is valued and teachers are respected; disruptive behavior is dealt with firmly, fairly, and quickly. Students are expected to attend classes and complete assignments. High academic standards are expected to be met. Learning entails effort, hard work and sacrifice.

To maintain this kind of discipline, cooperation is needed from all elements of society, especially parents. By supporting and enhancing discipline in the school, parents foster a situation in which teachers can spend their time engaged in the process of teaching rather than consuming valuable time dealing with disruptive students and poor learning attitudes.

The following are suggestions for parents to help promote better discipline at Berkeley Terrace Elementary School:

- Become knowledgeable of the behavior policy of the school. What conduct is expected in the classroom and on the school grounds? What procedure is followed when problems arise?
- Instill in your child a sense of responsibility for what s/he does. Children should realize that disruption and disorder in the classroom undermines the educational effort and hurts everyone.
- Encourage respect for authority.
- Create an atmosphere where your child feels secure about discussing school related concerns or problems. Discuss their concerns with your child's teacher or administrator.
- Review your own attitudes toward discipline with your child.
- Ensure that you maintain an open and honest dialogue between yourself and all staff that interact with your child.
-

Most importantly, parents must be a model of respect for the learning process. A key to the attainment of excellence in education is the rededication to learning within the home.

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CONDUCT VIOLATIONS & CONSEQUENCES

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Chronic Lack of Supplies	Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.	1	2
Cutting Class	Failing to attend scheduled class and/or arriving to class at least ten (10) minutes beyond the scheduled start time without a valid pass.	1	3
Defacement of School Property	Participating in activity that results in substantial destruction or disfigurement of school property that is not the result of accidental behavior.	1	3
Dishonesty / Forging / Cheating	Delivering message that is untrue (verbal or written), producing a forged school document (e.g., pass), turning in academic work produced by other students as their own, plagiarizing/cheating.	1	3
Disruption	Causing an interruption in a class or activity which may include sustained loud talking, yelling or screaming, making noises with materials; horseplay or rough-housing, and/or sustained out-of-seat behavior.	1	3
Entering School Grounds Without Permission	Trespassing on school property during or outside of regular hours of building operation and/or during out of school suspension without permission.	1	3
Failure to Comply with Administrative Detention	Failing to attend administrative detention, arriving more than ten (10) minutes after the scheduled start time, or leaving administrative detention without permission.	1	3
Failure to Comply with Teacher Detention	Failing to attend teacher detention, arriving more than ten (10) minutes after the scheduled start time, or leaving teacher detention without permission.	1	2
Food Fighting	Deliberately throwing food or beverages	2	3
Gang Related Activity	Wearing of clothing or jewelry associated with a gang and/or using written, verbal or gestures that are symbolic of gang signs, or other indicators of gang related activity.	1	4
Harassment / Intimidation / Bullying	Intentionally delivering threatening messages, real or implied, (verbal, gestural, or textual) to another person with the intent of causing hurt or harm, or which has the effect of causing a disruption to the orderly operation of the school.	1	4
Inappropriate Dress	Dressing in a manner that interferes with the teaching and learning of others. Students must wear appropriate attire as determined by administration.	1	2

(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion) Refer to pages 60-62 for definitions of levels.

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CONDUCT VIOLATIONS & CONSEQUENCES

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Lacking Supervision / Loitering	Wandering in the hallway without permission; leaving a designated area without permission or supervision; remaining in the hallway after allotted transition time; and/or if a student is in an unauthorized area of the building without permission (e.g., storage room).	1	3
Leaving Class Without Permission	Leaving class without permission.	1	3
Misuse of School Equipment	Using school equipment without permission and/or without following instructions.	1	2
Non-compliance / Defiance / Disrespect	Refusing to follow directions, talking back, or engaging in socially rude interactions toward staff and/or students that include negative verbal statements or gestures.	1	3
Obscene / Inappropriate Language / Materials	Verbalizing or writing messages, and/or making gestures that include swearing, name calling, profanity, and/or explicit messages of a violent nature.	1	3
Physical Aggression	Delivering actions that involve substantial physical contact toward another where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).	2	4
Possession or Use of Tobacco Products	Possessing or using tobacco products while on school property or in attendance at school sponsored events.	1	4
Possession of Unsafe Objects / Materials	Possessing an item that can potentially place them or others at risk for injury. Examples include sharp objects, items that may be construed as weapons and toxic substances. This definition applies even if the student has not used the item in an unsafe manner or has not threatened to use the item. Devices that contain combustible material (snaps, “stink bombs”, jumping jacks, firecrackers)	1	3
Sexually Inappropriate Activity or Behavior / Gestures / Materials	Verbalizing, writing, texting or ‘sexting’ messages, and/or making gestures that include pornographic content, mature themes, inappropriate touching, solicitation, and/or explicit messages of a sexual nature.	1	4
Theft	Removing someone else’s property without that person’s permission. (Student may have said item or may have passed identified item on to another).	1	3
Tardiness to Class	Failing to arrive to class at the scheduled start time without a pass or permission.	1	2

(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion) Refer to pages 60-62 for definitions of levels

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CONDUCT VIOLATIONS & CONSEQUENCES

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Tardiness to School	Failing to arrive to school at the scheduled start time and/or arrives late to school without permission.	1	2
Throwing Objects	Deliberately throwing or tossing objects.	1	3
Truancy	Failing to report to school without prior permission, knowledge or excuse by the school or parent. Leaving school without permission.	1	2
Use of an Electronic Device	Using personal electronic devices such as a cell phone, MP3 players, image recorder, or electronic entertainment device at any time on school property without the expressed written permission of the school principal or noted in the IEP.	1	2

(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion) Refer to pages 60-62 for definition of levels.

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LAW RELATED VIOLATIONS & CONSEQUENCES

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Arson	Intentionally starting, or attempting to start a fire or combustion.	3	4
Assault	Causing or attempting to cause bodily injury to another person. Assault includes an attempt by physical menace to put another in fear of imminent serious bodily injury.	3	4
Bias Incident	Acting, at least in part, with ill will, hatred or bias with a purpose to intimidate an individual or group of individuals because of race, color, religion, gender, sexual orientation or ethnicity.	1	4
Bombs/Explosives	Possessing or using a device containing combustible material and/or a fuse, including fireworks.	3	4
Burglary	Unauthorized entering into a school District building (unoccupied) with the intent of committing a criminal act when the building is closed to the students and the public.	3	4
Computer Violations	Stealing computer hardware or software, reproducing unauthorized information (fraud), viewing or obtaining pornography or sexually explicit materials, introducing computer viruses, threatening /menacing, sending or receiving hate materials, committing a bias offense, harassing, 'sexting' (sending sexually explicit messages/photos electronically).	3 3 3 3 1 1 1 2	4 4 4 4 4 4 4 4
Disorderly Conduct	Behaving in a violent or seriously inappropriate manner which disrupts the educational process. (NOTE: This category is used when the police are called to cite a student for extreme disruption).	3	4
Drug/Alcohol/Chemical Use (NJSA 18A:40A-12(a))	Using any controlled substance, intoxicant or alcohol or substance alleged to be a drug regardless of its content. (Mandated HSSC Intervention)*	2	4
Drug/Alcohol/Chemical Possession (NJSA 18:40-1011; NJAC:29-6.3(c) (2))	In possession of any controlled substance, alcohol or intoxicant includes transfer of a prescription drug or substance alleged to be a drug regardless of its actual content. (Mandated HSSC Intervention)	3	4
Drug/Alcohol/Chemical Sale/Distribution (NJSA 18:40A-10, 1NJAC:29-6.3(c) (2))	Selling of any controlled substance, alcohol, intoxicant or prescription drug or substance alleged to be a drug regardless of its actual content. (Mandated HSSC Intervention)	4	N/A
Possession of Drug Paraphernalia:	In possession of pipes, rolling papers, needles or other paraphernalia.	3	4

***Intervention Plan** – A student must attend mandatory counseling. Failure to attend mandatory counseling will result in a 2 day suspension. The student will be given another opportunity to attend mandatory counseling. Failure to attend mandatory counseling will result in a 30 day home instruction assignment and the student must attend mandatory counseling. Failure to attend mandatory counseling will result in expulsion proceedings.

BERKELEY TERRACE ELEMENTARY SCHOOL

In the BUSINESS OF THINKING, EDUCATING, AND SUCCEEDING

LAW RELATED VIOLATIONS & CONSEQUENCES

(Police may be called.)

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Extortion	Using threats or intimidation to demand money or something of value from another.	3	4
False Fire Alarm/Bomb Threat	Reporting a fire to school or fire officials or intentionally setting off a fire alarm or fire extinguisher without a reasonable belief that a fire exists or making statements that a bomb is on the premises.	3	4
Gambling	Playing any game of skill or chance for money or anything of value.	1	4
Robbery	Taking property from a person by force, violence or threat of immediate bodily injury.	2	4
Sexual Assault/Offenses	Participating in intentional sexual contact of a harmful or offensive nature.	3	4
Terrorist Threats	a.) Committing a crime of violence with the purpose to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause serious public inconvenience. b.) Threatening to kill another with the purpose of putting him in imminent fear of death under circumstances reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out (Both of these terrorist threats are crimes of the third (3 rd) degree.	3	4
Stealing/Extortion/Fraud	Unlawful taking and carrying away of property belonging to another person with the intent to deprive the lawful owner of its use.	3	4
Threatening/Menace	With criminal intent, the act of threatening to strike, attack or harm any person in school or at any sponsored or supervised activity, including the use of internet websites and electronic devices.	2	4
Vandalism/Graffiti	Willfully or maliciously destructing or defacing public or private property belonging to another. Parents/guardians will be held liable for damages and the district will seek appropriate restitution.	2	4
Weapons & Dangerous Instruments	Possessing or using an instrument that can cause bodily harm.; including mace, knives, razors, clubs, metal knuckles, nun chucks, laser lights, or any other object used or intended to be used to inflict bodily harm.	3	4

(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion) Refer to pages 60-62 for definition of levels.

BERKELEY TERRACE ELEMENTARY SCHOOL
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LAW RELATED VIOLATIONS & CONSEQUENCES

(Police may be called.)

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Firearms	<p>Possessing, using, or threatening to use a firearm on school property, on a school bus or other contracted transportation service, or at a school sponsored function.</p> <p>A firearm is defined as any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It shall also include, without limitation, any firearm which is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature (including BB guns and pellet guns) in which the propelling force is a spring elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three eighths of an inch in diameter, with sufficient force to injure a person.</p>	4	N/A
Other Pellet Guns & BB Guns	<p>Possessing, using, or threatening to use a pellet gun, BB gun, or any other facsimile thereof, which ejects a projectile of three-eighths (3/8) of an inch or more in diameter, on school property, on a school bus or other contracted transportation service, or at a school sponsored function</p> <p>A pellet gun is defined as a gun which uses compressed air or carbon dioxide to propel a projectile.</p> <p>A BB gun uses the same compressed air or carbon dioxide to propel a copper plated sphere, known as a BB.</p>	3	4
Paintball Guns	Possessing, using, or threatening to use a paintball gun on school property, school buses or other contracted transportation services. Paintball guns use compressed air to propel large diameter paint filled projectiles.	3	4
Toy Guns and Imitation Firearms	Possessing, using, or threatening to use a toy gun or imitation gun on school property, school buses, or other contracted transportation services.	1	4

(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion) Refer to pages 60-62 for definition of levels.

BERKELEY TERRACE ELEMENTARY SCHOOL
In the BUSINESS OF THINKING, EDUCATING, AND SUCCEEDING

HARASSMENT, INTIMIDATION, BULLYING (HIB) AND HAZING POLICY

The Irvington Board of Education believes that harassing, intimidating, bullying and hazing activities of any type, including harassment by electronic communication, are inconsistent with the educational process and the Board prohibits all such harassing, intimidating, bullying, and/or hazing at any time on school premises, at any school sponsored function, or on any school bus. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, bullying or hazing, similar to other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment.

Definition

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act, or electronic communication that takes place on school property, at any school sponsored function or on a school bus that:

1. Is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender identity and expression, or a mental, physical or sensory disability; or
2. Is prompted by any other distinguishing characteristics; and
3. A reasonable person should know, under the circumstance, that the act(s) will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Harassment, intimidation or bullying" also means repeated unprovoked aggressive behaviors of a physical or psychological nature, carried out against an individual or group of individuals that result in harm or injury to the individual or group. To be considered harassment, the behavior must be unwelcome by the recipient and have the effect of creating a hostile environment.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including but not limited to a telephone, cellular phone, computer or pager; that takes place on school property, at any school-sponsored event or on a school bus.

"Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of inflicting mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

BERKELEY TERRACE ELEMENTARY SCHOOL
In the BUSINESS OF THINKING, EDUCATING, AND SUCCEEDING

PROCEDURES

1. All staff members, students, and school volunteers shall be alert to possible behavior, circumstances, or events that might include harassment, intimidation, bullying and hazing. A person who detects harassment, planned harassment, intimidation, planned intimidation, bullying, planned bullying, or hazing shall report all such incidents to the building Principal.
2. The building Principal shall report to the Affirmative Action Officer and the Superintendent any incident reported from a staff member, student, parent, legal guardian or any other source. The building Principal will also report information received from anonymous sources; however, any formal disciplinary action will not be taken solely on the basis of any anonymous report.
3. There will be no reprisals or retaliation against any person(s) making such report of harassment, intimidation, bullying, and/or hazing behavior. Any allegation of reprisals or retaliation shall be reported directly to the Superintendent or his/her designee, who will investigate such allegations and take appropriate action if the allegations are confirmed and/or if the person is found to have falsely accused another as a means or retaliation or as a means of harassment, intimidation, bullying and/or hazing.
4. A school employee who promptly reports an incident or harassment, intimidation, bullying and/or hazing to the building Principal, in accordance with N.J.S.A. 18A:37.1 et seq., is immune from a course of action for damages arising from any failure to remedy the reported incident.
5. The Affirmative Active Officer will immediately investigate any report of actual or planned harassment, intimidation, bullying, and/or hazing. An administrator, at the discretion of the Affirmative Action Officer, may assist the Affirmative Action Officer in the investigation.
6. If the investigation determines that harassment, intimidation, bullying and/or hazing behavior was planned or present, the administration will take reasonable, age appropriate and effective, corrective action to end the behavior. Such action may include, but is not limited to: counseling, warning, and/or disciplinary action. The administration may need to provide support services to the student(s) that was harassed, intimidated, bullied and/or hazed. Services may include, but are not limited to: counseling, retaking a course, tutoring and/or providing other services to the student(s) to remedy the past harassing, intimidating, bullying and/or hazing behavior.

BERKELEY TERRACE ELEMENTARY SCHOOL
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7. The Affirmative Action Officer shall take all necessary steps to publicize this policy, shall initiate a periodic review of the policy, and shall ensure that it will be incorporated in the student/parent handbook.

The Irvington Public School District will enforce a Harassment, Intimidation, and Bullying Policy in compliance with New Jersey State law P.L. 2010, Chapter 22. The Harassment, Intimidation, and Bullying Policy prohibits any gesture, any verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national, origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, that takes place on or off school grounds that substantially disrupts or interferes with the orderly operation of the school and/or the rights or others. Likewise, the incident or series of incidences could result in actual or potential physical or emotional harm to the pupil or his/her property and/or creates a hostile educational environment that interferes with learning. All reported incidents of harassment, intimidation, or bullying will be investigated by administration and handled appropriately in accordance with state law.

Further, all bystanders will be subject to investigation and remedial/disciplinary action. Bystanders enable HIB behavior by encouraging a bully to physically attack a student, spreading rumors, or shunning a student who has been ostracized by a group.

Any student or students who retaliate against the individual who reported the original HIB incident or who falsely accuses an individual of HIB will be subject to administrative action. All reported cases of HIB are to be referred to the building Principal or designee. Reports can be made in person, via district form posted on the website, or anonymously via phone call, email, or letter.

Cases will be investigated by the School Anti-Bullying Specialist, reviewed by the Office of the Superintendent of Schools, and reported in closed session to the Board of Education each month.

The Building Anti-Bullying Specialist in our building is our Guidance Counselor, Mr. Alim Edwards, who can be reached at 973-399-6852 Ext.2307.

The District Anti-Bullying Coordinator is Megan O'Brien. Contact information is (973) 399-6897 Ext. 1823.

Further information regarding HIB can be found on the district website.

BERKELEY TERRACE ELEMENTARY SCHOOL
In the BUSINESS OF THINKING, EDUCATING, AND SUCCEEDING

DRESS, GROOMING and UNIFORMS

The administration and staff of Berkeley Terrace Elementary School believes that a strong relationship exists between what a student wears and the attitude and behavior he/she displays toward school. Students should be clean, well groomed and appropriately dressed in the school uniform **at all times**.

The school uniforms consist of the following:

Official light blue shirts.

Dark Blue pants or skirts – **NOT JEANS**

Dress shoes or sneakers (**no open-toe sandals, flip flops, etc**)

Appropriately dressed means clothing should be neat, clean and fit properly. Students must wear uniforms when attending a trip, unless specified differently.

At times during the school year “special” non-uniform days or after school activities will allow for students to choose more casual clothing. These days will be announced prior with a written notice.

Consequences for not wearing uniforms

- Speak with student
- Phone call home to bring in clothes
- Lunch/after school detention
- Home for Parents

Other Consequences or penalties may include loss of recess or after school privileges; continued or repeated times of failure to wear uniforms could result in the forfeiture of end of year activities. Information regarding where to purchase uniforms is available in the lobby of the school and in the Main Office.

Students are still required to adhere to the following guidelines:

- Clothing must be neat and clean.
- Not hazardous to health and safety of self and others.
- Not disruptive to educational program.
- **No sandals, flip flops, or footwear not intended for school.**
- No revealing clothing (low cut, tight fitting, or transparent)
- Clothing with language or graphics that promote violence, drugs, alcohol, tobacco, or messages deemed offensive, profanity or gang associations will be prohibited.
- No torn or “distressed” clothing
- No head gear, scarves or hats (unless for religious reasons)
- No tank tops or sleeveless shirts

BERKELEY TERRACE ELEMENTARY SCHOOL
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HOMEWORK

The purpose of homework is to help students become self-directing, independent learners. Homework assignments shall support clearly defined school and classroom objectives and shall be used to reinforce and enhance school experiences.

The emphasis shall be placed on the value of the assignment to the child. Homework shall not be assigned simply for the sake of providing “busywork” for children or for punitive reasons.

The immediate purpose of a specific homework assignment may be to:

- Strengthen basic skills in all core curriculum areas.
- Extend classroom learning.
- Stimulate and further interests.
- Reinforce independent study skills.
- Develop initiative, responsibility and self-direction.
- Stimulate worthwhile use of leisure time.
- Acquaint parents/guardians with the work pupils do in school.

Homework assignments shall be planned in accordance with the following principles:

- If the homework is to have value, its purpose and relation to what has been learned in the classroom must be clearly understood by the pupil.
- Pupils should understand not only what to do; but also, how to do it.

Homework is assigned every evening. Teachers may assign long term projects as they deem appropriate at the grade level. In general, homework assignments should take no longer than 10 minutes per grade level; for example, a third grade student could be assigned homework that may take approximately (30) thirty minutes to complete (3rd grade x 10 minutes) = 30 minutes.

MAKE-UP WORK

Students absent for any reason must make up missed assignments, classwork, and tests within a reasonable amount of time. It is suggested that students who have been absent from school for an extended time should be permitted the same length of time to make up assignments. For example, if a child is absent for five consecutive days, s/he should have five days to complete all make-up work. Parents may call the Main Office to request homework assignments. These assignments may be picked up in the Main Office.

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STUDENT PROGRESS REPORTS

Student progress reports (Report Cards) are issued two (2) times per year in Kindergarten and four (4) times per year for students in grades 1 through 5. Grades received for each of the four marking periods shall be average grades for each of the periods. They will not be cumulative. The final grade, however, shall be the average of all previous grades. According to the Irvington Board of Education policy, "In all elementary schools, the 1st report cards will be given to parents at a scheduled conference. For the remaining reporting periods, the report card will be sent home with the child. Report cards are to be signed and returned to school, with the exception of the final report card."

MID-CYCLE PROGRESS REPORTS

Midway through each marking period, interim student progress reports will be sent home. The interim student progress report indicates suggestions for improving work. Many times this report encourages students to work hard and not fail for the marking period.

PROMOTIONAL POLICY

Promotion or retention will be based primarily on successful mastery of identified sequential skills in English Language Arts and Mathematics. Students must master 60 percent of the ELA objectives and 60 percent of the mathematics objectives at their grade level. Students who are dominant in a language other than English are to be promoted or retained based on mathematics and reading skills mastered in the native language and English as a Second Language respectively. A student who has accumulated eighteen absences or more in a single year may be subject to retention.

PARENT CONFERENCES

In order for home and school to work effectively for the optimal education of our students, a minimum of one scheduled parent conference must occur each year. Additional conferences may be initiated either by the parent or the teacher when necessary. These conferences may be arranged through the main office. Prior to the mandatory Fall Conference, parents will receive a letter indicating the date and time of the scheduled conference. If the scheduled time is not convenient, it should be noted on the letter, and the teacher will contact the parent(s) to arrange a mutually convenient time.

STUDENT RECORDS

Any parent or guardian wishing to inspect their child's records may do so by contacting the school Principal. The Principal will contact the appropriate personnel and a mutually convenient time will be established for the review and interpretation of the records. Every reasonable effort will be made to accommodate working parents/guardians who may not be available during the day.

BERKELEY TERRACE ELEMENTARY SCHOOL
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GRADING POLICY OVERVIEW

Kindergarten

Students in Kindergarten are evaluated in the following areas: Reading, Readiness, Language Readiness (Listening and Spoken Language), Mathematics Readiness, Writing Readiness, Psycho-Motor Development Skills, and Social Emotional Development.

- O – Is Doing Outstanding Work
- S – Is Developing Satisfactorily for His/Her Age
- T – Needs More Time To Develop

Students in Kindergarten experience educational programs in mandated and supplementary subjects, including Social Studies, Science, Health and Safety, Physical Education, Art, Music, Computer, Study Skills, Family Life, Substance Abuse Instruction, and Career Awareness. No letter grades are issued. General performance is evaluated using the scale:

- P – Participates
- E – Excused
- NA – Not Applicable

Primary Grades (1-3)

Students in the Primary Grades are evaluated in the following subject areas: Reading, Language Arts, Mathematics, Social Studies, Science, Penmanship, and Art.

Grade 1

O – Outstanding
S – Satisfactory
N – Needs Improvement
U – Unsatisfactory
NA – Not Applicable

Grades 2 and 3

A – Excellent
B – Good
C – Average
D – Poor
F – Failure
NA – Not Applicable

Students in Grades 1 through 3 experience educational programs in mandated and supplementary subjects, including Health and Safety, Physical Education, Music, Computer, Family Life, Substance Abuse Instruction, and Career Awareness. No letter grades are issued. General performance is evaluated using the scale:

P – Participates
E – Excused
NA – Not Applicable

Students are evaluated on their Personal and Social Development using the scale:

O – Outstanding
S – Satisfactory
N – Needs Improvement
U – Unsatisfactory

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Student Progress Reports (continued)

Intermediate Grades (4-5)

Students in the Intermediate Grades are evaluated in the following subject areas: Reading, Language Arts, Mathematics, Social Studies, Science, Art, Music, and Physical Education.

The evaluation scale is as follows:

A – Excellent

B – Good

C – Average

D – Poor

F – Failure

NA – Not Applicable

Students in Grades 4 through 5 experience educational programs in mandated and supplemental subjects, including Penmanship, Health and Safety, Computer, Family Life, Substance Abuse Instruction, Career Awareness, New Jersey History (Gr. 4). No letter grades are issued. General performance is evaluated on their Personal and Social Development using the scale:

P – Participate

E – Excused

NA – Not Applicable

Students are evaluated on their Personal and Social Development using the scale:

O – Outstanding

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

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Honor Roll Criteria

Students in Grades 2 through 5 may achieve Super Honor Roll status based on their Progress Report grades for each marking period. The following is the criteria for Super Honor Roll and Honor Roll:

Super Honor Roll

1. A's and not more than one B in four academic subjects (Language Arts Literacy, Math, Science Social Studies).
2. A's and B's in Special subjects (Art, Music, Physical Education).
3. No mark lower than a B on the report card.

Honor Roll

1. A's and B's in four academic subjects.
2. A's and B's in Special subjects
3. No mark lower than B on the report card.

Please note:

A student receiving N or U letters on the report card is ineligible for any honor. Language Arts Literacy is one of the four academic subjects. The Reading, Writing, and Speaking marks are averaged to determine the Language Arts Literacy grade.

STANDARDIZE TESTING

The instructional program is evaluated annually on a district-wide basis. Each year students in the ESL and Bilingual programs are given the WIDA ACCESS Assessment. Additionally, students in Grades 3, 4 and 5 are evaluated annually with the administration of the NJ SLA in Math and ELA. Students in 5th grade are also given the NJ SLA –Science. K-5 students are given benchmarks each cycle to assess growth. Parents who wish to discuss the test results should contact the school Guidance Counselor.

The district has developed assessment instruments in all academic areas in order to evaluate student progress in the basic skills areas. These tests serve as indicators of potential “At Risk” students and provide additional data necessary to develop a supportive instructional program.

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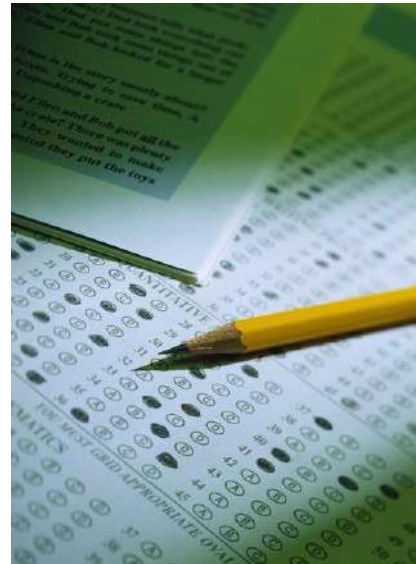
IT'S TEST TIME.....

What can parents do to help?

- Ask questions about what your child learned in school today such as:
- Did you learn some new vocabulary or WOW words?
- What did you write about today?
- Did you understand what your teacher talked about in math today? Explain it to me.
- Let your child know you think testing is important
- Encourage your child to do his/her best-send them to school with a good attitude every day.
- Read with your child. Ask them questions and have them prove it to you by looking back at the story.

The week of testing:

- Ensure that your child gets a good night's sleep
- Have necessary items prepared for school before going to bed (uniform, shoes, book, bags, etc.)
- Wake up a little earlier than usual
- Provide a nutritious breakfast
- Get children to school time
- Encourage a positive attitude
- Encourage your child to be ready to try his/her best



BERKELEY TERRACE ELEMENTARY SCHOOL
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Field Trips

Observation of a Classroom or School Activity

If you would like to observe a lesson or activity in progress that includes your child, please call the main office to make an appointment at least a day in advance. The principal will arrange for your observation with the staff member. When observing, please remember that you are there to **observe**. Recording devices are not permitted, nor the transcription of the lesson or activity. As this is a time during which the staff member is engaged in his/her responsibilities, it is not an appropriate time to try to engage the staff member in conversation. If you'd like a parent-teacher conference, we would be more than pleased to arrange for one at another time. The length of the observation will be limited to one instructional period.

FIELD TRIPS

In order to expedite the smooth planning for field trips, it is necessary for every student who desires to attend an approved school trip to secure a parental consent form (permission slip) from the teacher/sponsor in charge. The teacher/sponsor or the field trip will be in charge of distributing, collecting and accounting for all permission slips prior to the trip. Without a permission slip on record, a student may not participate in the event.

It is the responsibility of the student to make up any missed test, classwork, or homework as a result of an approved field trip. The importance of proper conduct while waiting for boarding, riding or disembarking from the bus cannot be overemphasized. Any behavior that distracts the bus driver instantly endangers all. In the interest of safety, all students should understand and parents are urged to impress upon their children the necessity for strict compliance with the following rules:

- Students are to remain well out of the roadway while waiting for the bus.
- Getting on and off the bus should be done in an orderly manner.
- Students are to remain seated while the bus is in motion.
- No part of the body should ever be extended outside the bus.
- Aisles should be kept clear at all times.
- Conversations should take place using a normal tone of voice (no yelling, screaming, etc.)
- Nothing should be thrown either in or from the bus.
- Attitudes of helpfulness and cooperation will do much to ensure safe transportation.

Textbooks and Equipment

Most textbooks are issued to students without cost. Each student is responsible for all books and equipment issued to him/her. Students will be financially responsible if books are damaged, lost, or stolen. Outstanding obligations at the end of the year may result in withholding the report card, transfer, etc.

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Library Books

We are fortunate to have a library where students are permitted to check out books. Each student is responsible for the safe keeping of all library books they borrow. Loss or damage will be assessed and any outstanding library fines at the end of the year may result in the withholding the student's report card, transfer, etc.

Valuables and Money

No money should be brought to school unless for breakfast, lunch, or required by teacher for special projects etc. (such request will be in writing). Funds must be placed in a sealed envelope labeled with the child's name. Specific items that should NOT be brought to school include electronic games, radios, cameras, and other electronic equipment. Such items can be lost or broken at school, presenting a liability issue. All confiscated items may only be retrieved by a parent. We would appreciate your help in keeping all toys and valuable items at home.

Furthermore, students are not permitted to go to anywhere off the premises once they come into the building or while waiting for after school pick-up. Please re-enforce this with your child.

CELL PHONES

Cell phones and similar equipment must be turned off during the school day and stored in back pack. If found to be activated, item will be taken from the student and a parent / guardian will be asked to pick up the confiscated item from the administrator's office. The school will not serve as a collection agent for goods or property lost, stolen or damaged between students. The school will impose appropriate disciplinary measures, if the guilty party is determined.

LOST AND FOUND

Lost articles are kept for a reasonable amount of time. A student should report to the main office or his/her teacher as soon as possible after discovering a loss. It is particularly helpful if clothing and personal items are marked with the child's name.

DAMAGE TO SCHOOL PROPERTY

New Jersey law (N.J.S.A. 18A:37-3) makes the parent/guardian of a student attending public school responsible for any damages to school property, which the student intentionally causes. Under this law, the parent/guardian is responsible for paying damages even if the parent/guardian is not at fault in any way. All monies collected are recorded and paid to the proper fund for replacement purposes. If a lost textbook is found, any money paid will be refunded.

BERKELEY TERRACE ELEMENTARY SCHOOL
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COMMUNICATIONS

Because it is not necessary to mail every letter or announcement home, we periodically send information home with your child. Impress upon your child the importance of bringing home all communications. All students have been issued folders for this purpose. Please make certain we have telephone numbers where you (the parent/guardian) may be reached during the school day. In addition, please make certain that we have a phone number of an emergency contact person whom can be reached in the event that we are unable to contact you.

Students are not allowed to receive phone calls. If there is an emergency please speak with an administrator and/or designee.

Berkeley Terrace Elementary School PTA

Parents are encouraged to join the Berkeley Terrace Elementary School PTA. Our meeting days and times will be published on our website. We will send reminder notices home inviting you to attend. We need your participation in order to be successful. The PTA can be a powerful partner in decision-making in any school. Your ideas and input are welcome and appreciated at Berkeley Terrace Elementary School.

Please be advised that meetings may be cancelled or postponed in the event of inclement weather.

Berkeley Terrace Elementary School Pledge

I AM A BERKELEY TERRACE SCHOLAR.
I AM RESPECTFUL, RESPONSIBLE, AND RESOURCEFUL.
I LIVE WITH INTEGRITY.
I AM DISCIPLINED.
I STRIVE FOR EXCELLENCE.
I AM IN SCHOOL TO LEARN.
I WILL USE WHAT I LEARN TO MAKE POSITIVE CHANGES IN THE WORLD.
I WILL FOLLOW THE DIRECTIONS OF MY TEACHERS.
I WILL BE HELPFUL, CARING, AND COMPASSIONATE.
I WILL BE SUCCESSFUL.
I AM MAGNIFICENT!
I AM A BERKELEY TERRACE SCHOLAR.

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Bus Evacuations

1. Events requiring school bus evacuations

- Bus fire
- Potential of fire
- When bus breaks down in a dangerous location (i.e. railroad crossing)
- Probability of flooding or rising water

2. Essentials of a successful evacuation

- Familiarity with emergency doors, emergency exits and entrance door
- Student must remain calm and attentive to the driver's directions
- Proper bus evacuation procedures must be followed

3. Front Door Evacuation

- Driver will direct students from the front seats of the bus
- Students must move 100 feet away from the bus

4. Rear Door Evacuation

- Driver will direct students from the rear seats of the bus
- Student will use the sit and slide method
- Students must move 100 feet away from the bus

5. Split Door Evacuation

- Students will evacuate from both the front and rear doors. First half of the bus will exit from the front door and second half will exit from the rear door
- Students must move 100 feet away from the bus

SCHOOL RULES CONTRACT

School wide rules

We do not hurt ourselves.

We do not hurt others.

We do not hurt our property, others' property, or the school's property.

We come to school with our supplies, prepared to work and to learn.

Hallway Rules

Students walk single file with hands at their sides.

Students wait or walk on the right side of the hallway.

Students are silent.

Students keep their body parts to themselves.

Students must have a hall pass when in the hallway without a teacher or other staff member.

Students must follow directions of a teacher or staff member.

Restroom Rules

Students flush the toilet after every use and wash hands.

Students put paper in the appropriate place, the toilet or the trash can.

Students use an inside voice.

Students keep their body parts to themselves.

Students tell the teacher, if the restroom needs cleaning or repair.

After School Rules

Students who participate in an after-school program are to wait in the designated area for their advisor.

Note: Except with written permission from the teacher, children do not bring toys, PSP, DS, etc. All money brought to school must be for school business only and given to the teacher in a sealed envelope at the beginning of the day. The school cannot be held responsible for lost or stolen money or items if they are not given to the teacher at the start of the school day.

Special Note: The following may be caused for an automatic suspension on the first offense:

- **Use of profanity to a teacher or staff member**
- **Fighting**
- **Possession of weapons**
- **Theft**

This plan is to be signed by the parent, teacher and the student. The signed tear-of slip is maintained by each teacher in a file in the classroom.

Parent's Signature: _____

Date: _____

Teacher's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

BERKELEY TERRACE ELEMENTARY SCHOOL
In the BUSINESS OF THINKING, EDUCATING, AND SUCCEEDING



Lunchroom Contract

Dear Students,

To receive lunchroom privileges, please read the lunchroom contract with your parent and sign below.

Rules:

1. I will follow directions the first time.
2. I will keep hands, feet, body parts, and objects to myself.
3. I will use an indoor voice that will not tease, put-down, harass, use foul language or bully anyone.
4. I will only leave the lunchroom when given proper permission

Enforcement:

1. Verbal warning.
2. Phone call home to parent/guardian.
3. Severe misbehaviors (fighting, throwing food, overt defiance) will result in suspension of Home for Parent.

Student's Name: _____

Grade: _____

Teacher's Name: _____

Class/Section: _____

Student's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

BERKELEY TERRACE ELEMENTARY SCHOOL
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Berkeley Terrace Elementary School Directory

Main Office(973) 399-6852

Michele Jones-Loring (973) 399-6800 ext. 2302
Secretary

Elvira Miller (973) 399-6800 ext. 2306
Register Secretary

Alim Edwards (973) 399-6800 ext. 2307
Guidance Counselor

Avis Price (973) 399-6800 ext. 2315
Health & Social Services Coordinator

Molly Ann Farrier (973) 399-6800 ext. 2303
Nurse

Jennifer Persaud-Parris (973) 399-6800 ext. 2304
Parent Coordinator

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