

# Parent/Scholar Handbook

2023 - 2024



**“Building Our Community One Student At a Time”**

**University Elementary School**

**1 University Place**

**Irvington, NJ 07111**

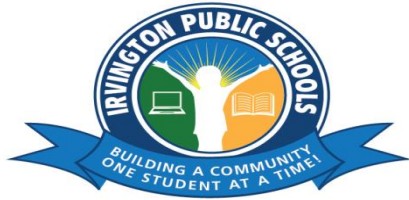
**(973) 399-6826**

**DR. CHINAIRE SIMONS**

*Principal*

# IRVINGTON PUBLIC SCHOOLS

IRVINGTON PUBLIC SCHOOLS  
Irvington, NJ 07111



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*Table of Contents*

Principal’s Welcome..... 5

I. General Information..... 6

- Hours of Operation
- Telephone Directory
- Vision Statement
- Beliefs

II. Academic Programs..... 7 - 10

- Guidance
- Health and Social Services Coordinator
- Special Education
- Curriculum Offered
- Grading Policy
- Super Honor Roll / Honor Roll
- Intellectually Gifted
- Scholar Council Committee
- National Elementary Honor Society
- Homework Policy
- Make-Up and Incomplete Assignments
- Marking Period Dates
- Progress Reports and Report Cards
- Parent Portal
- Fifth Grade Promotion Policy
- Lost Textbooks
- Transfer Procedures

III. School Procedures, Policies and Regulation..... 11 - 18

- Attendance
- Procedure for Scholar Absences
- Unexcused Absences
- Tardy
- Early Dismissal / Appointments
- Parent Information Update
- Notification of Change of Status
- Parent-Teacher Conference
- Visiting Policy
- School Telephones
- School Correspondence
- Classroom Visitation or School Activity Observation
- Electronic Devices and Cellphone
- Damage to School Property
- Uniform Policy
- School Celebrations, Trips and Fundraising Events
- Lost and Found
- Valuables and Money
- Fire / Emergency Drills
- Hall Conduct
- Cafeteria Expectations
- Breakfast Program
- Field Trips
- Birthday Observances
- Year End Incentives

IV. Scholar Responsibilities .....	19 - 20
• Expectations of Scholar Behavior	
• Harassment, Intimidation and Bullying Policy (HIB)	
V. Behavior Expectations .....	21 - 29
• Positive Behavior Support (PBS)	
• Disciplinary Options	
• Earned Privileges	
• Detention	
• Home for Parent (HFP)	
• Out of School Suspension	
• Expulsion	
• Physical Restraint	
• Conduct Violations & Consequences	
VI. Pupil Services .....	30 -31
• Health Services	
• Medication Policy	
• Required Immunizations	
• Scholars Unable to Participate in Physical Education	
• Elevator Usage	
• Parent Teacher Association (PTA)	
• Grade Level Parent Volunteers	
• Conduct Violations & Consequences	
Parent and Scholar Acknowledgement Form .....	32
Attendance Contract.....	33
Grade Level Classroom Parent Volunteer Form .....	34
Parent Involvement Policy .....	35



## **UNIVERSITY ELEMENTARY SCHOOL**

Welcome to the 2023 - 2024 school year!

I am very excited and feel extremely fortunate to once again serve our scholars at University Elementary School this year. University Elementary School is an educational community committed to quality, research-based educational programs for all kindergarten through fifth grade scholars. University Elementary provides our scholars with the opportunity to celebrate the rich diversity that epitomizes our community and to access resources that will effectively prepare them to become outstanding productive citizens.

The University Elementary School community developed this handbook for the benefit of parents and scholars. The information in this handbook is designed to provide you with information that will help to make your child's school year a productive one by communicating academic requirements and behavioral expectations. Please take this opportunity to review and discuss with your child the information provided herein. For your convenience, University Elementary School does have a link on the District's website located at [www.irvington.k12.nj.us](http://www.irvington.k12.nj.us). The UES website includes information for parents and scholars, such as staff e-mail addresses, homework assignments, monthly newsletters, etc. You may also browse the District's website to keep abreast of district news, events, and school district policies.

Our efforts are directed toward establishing clear lines of communication between home and school. With your input, we are confident that the University Elementary School staff will provide a positive growth experience for your child. While the administrator's intent is to be available for every parent at all times, depending on the time of day, it is possible that you will be transferred to our automated telephone system. The morning, between 7:30 a.m. – 9:00 a.m., and lunch hours are usually the busiest and require our undivided attention toward ensuring the safety and security of our scholars. If you are calling with a question of a general nature, the main office staff can usually be of assistance.

The climate and culture specialist, guidance counselor, HSSC, and parent coordinator assists the building principal in managing the needs of scholars and parents and are empowered to make decisions related to most issues concerning scholars at UES. The guidance counselor handles a myriad of services related to academics, scheduling, registration, counseling, special education and testing. If you are in doubt about which office to contact, calling the Main Office is always a good place to start. Most questions and concerns can be routinely answered and serviced by the above noted staff. However, questions about grades, progress reports, and academic concerns should initially be directed to the Guidance Office. In doing so, we will be able to service your needs in the most efficient manner possible.

We look forward to meeting you during various events and opportunities throughout the school year. Together, we will work as partners to ensure that our scholars are career and college prepared to live and contribute to a 21<sup>st</sup> century global society.

Sincerely,

Dr. Chinaire Simons, Principal  
& The University Elementary School Team

# I. GENERAL INFORMATION

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## Hours of Operation

**Office Hours: 8:00 a.m. – 4:00 p.m.**  
**Scholars' Hours: 8:25 a.m. - 2:50 p.m.**  
**Half-day Hours for Scholars: 8:25 a.m. - 12:30 p.m.**

## Telephone Directory

Main Office	(973)399-6826	
Fax	(973)373-0734	
<b><u>Administration</u></b>		
Dr. Chinaire Simons, Principal	(973)399-6826	
<b><u>Guidance Counselor</u></b>		
Angela Lawrence	(973) 399-6826 Ext. 1112	<a href="mailto:alawrence@irvington.k12.nj.us">alawrence@irvington.k12.nj.us</a>
<b><u>Medical Office</u></b>		
Jihye Kim (Nurse)	(973) 399-6826 Ext. 1210	<a href="mailto:jkim@irvington.k12.nj.us">jkim@irvington.k12.nj.us</a>
Eden Hinez (Clerk)	(973) 399-6826 Ext. 1206	<a href="mailto:ehinez@irvington.k12.nj.us">ehinez@irvington.k12.nj.us</a>
<b><u>Other Personnel</u></b>		
Tamara Smith, Parent Coordinator	(973) 399-6879 Ext 1243	
Charlene Miller, Register Secretary	(973)399-6826 Ext. 1167 (973) 399-6826 Ext. 1109	<a href="mailto:cmiller@irvington.k12.nj.us">cmiller@irvington.k12.nj.us</a>

## Vision Statement

The mission of University Elementary School is to provide scholars with an academically challenging program to promote life-long learning skills that will prepare them for the 21st century. Scholars are exposed to a variety of learning experiences and scholar leaders, family, and community members have a shared responsibility to ensure their success. We acknowledge the diversity of our school community and respect their individual social and emotional needs and learning styles. We support the character development of our scholars as part of their learning experience and celebrate each other by embracing relationship building traits that reflect the essence of our school community's goals.

## Beliefs

We believe that:

- Education is the shared responsibility of the scholar, family, school, and community.
- All children should be exposed to a variety of learning experiences.
- High expectations promote high achievement.
- All individuals need to experience success.
- Children need a challenging curriculum that is sensitive to their individual needs.
- Children learn best in a safe and supportive environment.
- Character development of children is part of the entire learning experience.
- The focus of education is for individuals to be lifelong learners.

## II. ACADEMIC PROGRAMS

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### **Guidance**

The Guidance Counselor works with the scholars, teachers, and parents under the direction of the principal. The counselor also seeks the assistance of the Child Study Team and community resources when necessary.

Each scholar will be given the opportunity to see the guidance counselor. This contact may take place on an individual basis, in a counseling or conflict resolution group, or in a classroom lesson format. We encourage parents/guardians to contact the counselor to discuss concerns including: scholar achievement, behavior issues, special needs of their child, early intervention of potential crisis, and family difficulties or challenges. Parents may call the guidance counselor at any time for a phone conference or to set up an appointment.

### **Health and Social Services Coordinator**

University Elementary School provides additional counseling sessions through our Health and Social Services Coordinator. The HSSC provides services for our scholars related to their health and social development. Additionally, they provide support to parents by introducing them to support agencies throughout the Irvington community.

### **Special Education**

Some young people in Irvington have special educational needs that cannot be met in regular classrooms by standard academic programs and regular classroom teachers. It is the goal of Special Education to provide programs and personnel to help these exceptional scholars achieve their full potential. At University Elementary School, classified scholars are taught in self-contained, resource classes, and inclusion settings.

### **Curriculum Offered**

The curriculum offered at UES is diversified. Designed to meet the academic needs of scholars, the offerings satisfy the criteria established by the New Jersey Department of Education.

Each scholar in kindergarten through fifth grade is required to complete the following minimum requirements:

Language Arts Literacy	*World Language
Social Studies	Physical Education
Science	Mathematics
Music	*Library
Art	

\*Special classes may vary depending on the grade-level.

## **Grading Policy**

Scholars are evaluated in each class. Grades depend upon a number of factors determined by the course, the curriculum, as well as the teacher and departmental requirements. Grades are averaged in the following manner:

90-100 = A            89- 80 = B    79- 70 = C    69 – 60 = D            Below 59 = F

## **Super Honor Roll/ Honor Roll**

Scholars in grades 3-5 may achieve Super Honor Roll or Honor Roll status based on their grades for each marking period. The following is the criteria for Super Honor Roll and Honor Roll:

- **Super Honor Roll:** “A’s” and not more than one “B” in an academic subject. “A’s” and not more than one “B” in a special and/or a minor subject. No mark lower than a “B”.
- **Honor Roll:** An academic “B” average or higher as well as an overall “average.” (An academic “A” can balance a “C” in a special subject, but an “A” in a special subject cannot balance an academic “C”). No mark lower than a “C”.

## **Intellectually Gifted**

University Elementary has an Intellectually Gifted Resource Room Program. This program serves those exceptional children in our school who possess such superior cognitive abilities that they require special education to meet their unique needs. Intellectually gifted scholars perform or show the potential to perform at substantially high levels of accomplishment when compared with others of their age, experience, or environment. Scholars exhibit high performance capability in intellectual areas, specific academic fields, or in both intellectual areas and specific academic fields. Intellectually gifted scholars require differentiated education services beyond those ordinarily provided by the regular educational program. Outstanding abilities are present in scholars from all cultural groups, across all economic strata, and in all areas of human endeavor.

## **Scholar Council Committee**

The purpose of the Scholar Council Committee is to develop and practice attitudes of good citizenship. Members serve as role models for their peers. Scholar Council also improves scholar-teacher relationships and promotes harmonious relations throughout the entire school. In addition, the Scholar Council provides a forum for scholar expression and welcomes scholars' ideas for the school, ultimately, to improve school morale and assist in the management of school activities for scholars.

## **National Elementary Honor Society**

National Elementary Honor Society (NEHS) at University Elementary School is an honorary organization that serves to recognize those scholars who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. Chapter membership not only recognizes scholars for their academic accomplishments, but also challenges them to develop further through active involvement in school activities and community service. The organization is driven by the following principles:

**Scholarship**- the abilities and adaptedness of knowledge by learning

**Service**- an act of helpful activity

**Leadership**- the ability to lead, guide, and direct

**Citizenship**- the character and behavior of an individual as viewed as a member of the school

**Character**- the moral or ethical qualities within a person

To qualify, scholars must have an “A” average in all major subjects and no less than a “B” average in all minor subjects as reflected in the previous school year. All members must maintain academic and behavioral standards during the current school year.

## **Homework Policy**

The purpose of homework is to help scholars become self-directing and independent learners. It is intended to reinforce the learning experience in the classroom. It provides scholars with practice in the mastery of skills, experience in data gathering, and an opportunity to remediate learning problems. The homework process recognizes the role of the parent in helping the scholar carry out assigned responsibilities. In general, daily homework is issued



approximately 10 minutes per grade level. Therefore, 3<sup>rd</sup> grade scholars will have 30 minutes, 4<sup>th</sup> grade will have 40 minutes, and 5<sup>th</sup> grade scholars will have 50 minutes of homework.

Every effort should be made to access homework assignments via internet or student documentation, as keeping track of homework is the responsibility of each scholar. Homework counts as a percentage of the overall grade.

### **Make-Up and Incomplete Assignments**

Scholars are required to make up all assignments, class work, and tests missed due to an excused absence. One day of make-up time will be given for each consecutive day of absence. In the event of a single day of absence on the date of an announced test, project, or other assignment, the work must be completed or submitted on the date of return to school. Scholars must complete all make-up work within one (1) week after the conclusion of the marking period. In the event of extenuating circumstances, extensions may be granted by the administration. Scholars are required to retake all assessments below a “C” average, following an opportunity to practice the assessed skill.

### **Marking Period Dates**

First Marking Period.....September 6 to November 13  
Second Marking Period..... November 14 to January 26  
Third Marking Period..... January 27 to April 3  
Fourth Marking Period.....April 4 to June 19

### **Progress Reports and Report Cards**

University Elementary School administration makes at least eight (8) formal contacts per year concerning progress and grades. This is done in accordance with the school calendar. Progress reports are sent home during the middle of each cycle. Additionally, report cards are sent home at the end of each marking period with the exception of the first marking cycle. Parents must participate in a parent/teacher conference at the end of the first marking period; at which time, they will receive the report card. Parents should review the reports with their child and call the school guidance office if there are any questions concerning these reports. Parental involvement is crucial when improving scholar academic performance. Report cards serve a significant function in school/home communication. Report cards will not be issued to scholars who owe fines or have any outstanding financial obligations.

### **Parent Portal**

The Irvington Board of Education is committed to the academic success of our scholars and ensuring that our parents/guardians are knowledgeable about their children’s performance in school. Irvington is proud to offer parents/guardians secured access to its “PowerSchool Parent Portal”, which allows real time web access to your child’s educational progress.

The following information will be easily available:

- Attendance Information
- Scholar Grades
- Test and Assignment Results
- Missing and Incomplete Scholar Work
- Teacher Comments

Access to the PowerSchool Parent Portal:

You can access the PowerSchool Parent Portal from any computer with internet access. Irvington Public Schools’ PowerSchool Parent Portal can be accessed via the PowerSchool Parent Portal link on Irvington Public Schools’ website: <http://www.irvington.k12.nj.us>

### **Fifth Grade Moving Up Ceremony**

In order to participate in the 5<sup>th</sup> grade Moving Up Ceremony, scholars must pass all academic subjects. Scholars are considered ineligible to participate if they fail one major academic subject (Math, ELA, Social Studies, Science), or two minor subjects (World Language, Art, Music, Physical Education) for the school year or have received more than two suspensions during the course of the school year or a current suspension is scheduled during the promotion ceremony. Questions concerning retentions should be directed to the Guidance Department. Parents are encouraged to actively monitor their children's grades and behavior to ensure academic success and participation in the promotional ceremony.

### **Lost Textbooks**

The Irvington Board of Education policy states that scholars are responsible for all textbooks and other non-consumable books issued to them. Scholars who lose or who return textbooks or non-consumable materials in damaged or unusable condition shall be assessed a fine for the replacement cost. Fines should be paid by cash or money order, payable to University Elementary School. A refund will be made if the missing book is located and found in usable condition. A second text will be supplied to a pupil who has lost a book for in class use. If the second book is lost, no replacement will be made until both missing book fines are paid. Scholars should carefully examine their textbooks upon receipt and report any and all damage to the teacher immediately. Any unreported damage will be the responsibility of the scholar. Damage or loss fines must be paid before report cards are distributed.

### **Transfer Procedures**

The Guidance Office must be notified if a pupil is transferring from the school district. A transfer request can only be made by the parent/guardian; this must be done in-person. After completing a transfer form request, the parent should submit it to the Register Secretary. A Transfer Clearance Sheet (TCS) will be issued to the scholar for teachers and personnel to sign. A signature indicates that all school obligations have been met. This should be completed on or before the last day of attendance. A transfer paper for the new school district will be issued to the parent on the last day of attendance at University Elementary School, provided that all financial obligations have been satisfied. Failure to transfer a student who is no longer attending classes, may result in accumulated absences that warrant initiation of legal proceedings.

### III. SCHOOL PROCEDURES, POLICIES, AND REGULATIONS

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#### **Attendance**

The Board of Education of the Irvington Public Schools charges the principal of the school with the responsibility for requiring compliance with school law. The New Jersey Statutes Titles 18A:38-25, 18A:38-26, and 18A:38-31, state that: "Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years, shall cause such child to regularly attend the public school....Such regular attendance shall be during all 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 bodily condition of the child is such as to prevent his or her attendance...A parent...who shall fail to comply with any of the provisions...shall be deemed a disorderly person and shall be subject to a fine...."

Attendance to school is crucial for success and is the responsibility of both the scholar and the parent. However, we realize that occasionally scholars will be unable to attend school for legitimate reasons. Scholars are not entitled to any unexcused absences. A parent/guardian providing a written notice as to why a scholar was absent does not make the absence excusable. The attendance secretary will review all notes and deem if they meet the criteria for allowable absences (religious holidays, college visit, "Take Our Children to Work Day", participation in observance of Veteran's Day, and the closure of a busing district that prevents a student from having transportation to the receiving school) . When a student has been absent 5 days a warning note will be sent home. If a student is absent 10 or more days a letter informing the parent or guardian that legal proceeding will begin. A history of chronic absenteeism may result in a referral to the Division of Child Protection and Permanency (formerly known as DYFS).

Examples of unexcused absences include:

- Absence due to parental/scholar neglect -- overslept, etc.
- Visiting a family member
- Trips out of the country
- Truancy -- cutting of classes and scheduled periods.

When an absence is excused, the frequency of absences is still a concern. Therefore, verification may be required when a scholar accumulates excessive absences. Additional administrative contact may be made with the parent/guardian and/or medical/professional.

#### **Procedure for Scholar Absences**

1. The parent/guardian must call the attendance office between the hours of 7:40 a.m. – 8:25 a.m. and provide the reason and the approximate length of absence. If no one answers, a message may be left and the secretary will obtain the information. If a scholar is absent and a phone call has not been received, a call will be placed to the parent. The school must have reliable and current phone access to a parent/guardian at all times in case of an emergency. Please update scholar records when changes occur.

When a child is absent from school, a note from the parent or legal guardian explaining the "excused" reason should be given to the scholar's homeroom teacher upon return. Excused absences are defined as follows: a) illness, b) recovery from an accident, c) required court attendance, d) death in the family, e) religious observance, and f) medical appointments.

**In the event a child is absent three or more consecutive days, a doctor's note must be submitted to the school nurse upon the return of the child.** If a child is expected to be absent for a prolonged period of time, the school must be notified as to the length and reason. Arrangements should be made to receive homework for the child by contacting the guidance office.

- Scholar attendance is closely monitored by homeroom teachers and guidance counselors.
- Chronic truancy problems will be referred to the attendance office for appropriate court action, commencing with the fifth unexcused absence from school. Scholar attendance is also one of the areas considered when determining the promotion or retention of a scholar at the end of the year.
- Scholars must be present in school for a legal attendance day in order to participate in an activity on that day. Failure to be present in school will jeopardize participation.
- Scholars are reminded that in order to participate in athletic and extra/co-curricular activities, they must be present in school on the day of each planned activity.

## **Unexcused Absences**

Unexcused absences from school or class result in missed instructional time. Scholars who establish a history of absences (excused or illegal) may be required to produce medical verification for subsequent absences.

## **Tardy**

8:35 A.M.

### **A. Tardy to School:**

Prompt arrival to school is vital to reinforcing responsibility of scholars and maintaining compliance with state law. The courts recognize three (3) tardies as one (1) absence. Children must be in school and in class on time.

**Scholars reporting to school after 9 a.m. must be escorted into the building by a parent/guardian.**

Parents must escort scholars directly to the security desk and sign the tardy acknowledgement log. Failure to comply will result in the following:

- A phone call to parent/guardian
- Detention during their lunch period. Failure to attend detention will result in a Home for Parent (HFP).
- Referral to Board of Education's truancy officer (repeat offenders)

Excuses received from a parent/guardian on the same day of the late arrival help the staff understand that circumstances were beyond the scholar's control, but it does not excuse their lateness.

**It is highly advised that scholars report to school by 8:25 a.m. to learn CHARACTER BUILDING SKILLS and EAT BREAKFAST that is free for all students.**

## **Early Dismissal/Appointments**

No child shall be permitted to leave school except:

1. In case of injury or sickness.
2. When accompanied by his/her parent or guardian after said person presents a picture ID to confirm the name documented in PowerSchool and has signed for the child in the sign-out book.

The procedures to be followed for early dismissal are as such:

- Send a written request to your child's guidance counselor with the child, giving a specified date and time that you will be picking the child up.
- A pass will be given to the scholar. This pass will state the reason for leaving and the departure time.
- At the stated time, the scholar should show the pass to the classroom teacher and report to the main office.
- When the parent/guardian arrives to pick up the scholar, the parent/guardian will sign the child out of the building at the security desk.
- Upon the scholar's return to school, a note from the doctor or dentist office verifying the appointment must be submitted to the nurse's office.
- If returning to school the same day after keeping an appointment, the scholar must first report to the main office, where he/she will receive an admission pass.

Only a parent/guardian may dismiss a scholar early; unless the parent has been identified on the child's emergency information, individuals who may act on their behalf, then that individual can retrieve the child early. Please note individuals noted as "emergency contacts" are not considered to be a parent/guardian. Parents/guardians must **present proper photo identification** to ensure the safety of our scholars.

Parents/guardians **must meet the child at the security desk in the main lobby and sign** the early dismissal sign-out book. Children are **not** to be picked up from the front of the building, but **MUST** be signed out. If a note was not received prior to dismissal, teachers will release the scholar only when requested to do so by the main office. Children of separated or divorced parents/guardians will be released to either parent/guardian except in the case of a court order, which specifies which parent/guardian has custody. **A copy of a court order must be on file in the child's folder.**

**\*Scholars will not be dismissed after 2:29 pm as scholar leaders are assessing and providing closure to daily lessons. Further, scholars will be transitioning to prepare for dismissal.**

### **Parent Information Update**

Each September, an information packet is sent home for parents to complete. It is necessary to return the packet as soon as possible so that the school can update scholars' records. The packet includes the following information: personal information, medical information, a field trip permission slip, emergency information, an internet permission slip, and a press image release form. Scholars will not be issued their first cycle report cards unless an updating sheet is on file. Any scholar who does not return this packet in a timely manner will receive a Home for Parent letter until it is returned.

### **Notification of Change of Status**

If you plan to change your address or phone number, please notify the register secretary at 973-399-6826 Ext 1109 immediately. This information is vital in case of emergency.

### **Parent-Teacher Conference**

The staff at University Elementary School seeks to partner with parents to maximize opportunities for every child to be successful. A parent-staff conference will be requested by the school when a scholar is encountering academic problems, behavior problems, or a combination of both.

In order for home and school to work more effectively for the education and training of the scholars, a mandatory parent conference is scheduled in December. During Open House in September, parents will be given the opportunity to meet with the administration, classroom teachers, and specialists who will be interacting with their children. There will also be an opportunity to schedule an appointment for the December conferences. Prior to the conference, parents will receive a confirmation letter. Additional conferences may be initiated either by the parent or the teacher when either deems it advisable. Any time a conference is needed, an appointment must be made in advance so that all concerned may plan their time accordingly. These conferences may be arranged through the guidance counselor's office, unless it is more convenient for both parties to do otherwise.

### **Visiting Policy**

Parents and guardians are welcome to visit the school at any time. Visitors **MUST** present a valid photo ID. Parents and guardians may visit with teachers at pre-arranged times by completing a classroom visitor form 24 hours in advance. For the protection of our scholars, all visitors are required to enter through the front door only. All visitors must sign in at our welcome desk and follow the instructions of the security guard in charge. Visitors will be required to wear a visitor's badge while in the building. Scholar visitors are restricted; we cannot accept responsibility for their safety or behavior while in the school. The issuance of any visitor pass is determined by the judgment of the principal.

### **School Telephones**

Messages for scholars may be taken by the office in emergency situations only. Parents that constantly call the school to leave messages will be referred to the principal or designee. Since office telephones are constantly in use for school business, scholars may not use an office telephone to call home unless there is an emergency. Parents are encouraged to call and/or email teachers when they have questions. Teachers will return calls and emails during their preparation period. Scholars are not allowed to receive communication on cell phone devices during school hours.

### **School Correspondence**

A University Elementary School monthly calendar is sent home and posted on the school's website during the first week of every month. Additionally, notices are sent home frequently to notify parents/guardians of current and future events at University Elementary School. Please ask your child for their student planner and notices on a daily basis and return items on the next school day. Another source of communication is the University Elementary School website: [irvington.k12.nj.us/schools/university-elementary](http://irvington.k12.nj.us/schools/university-elementary) and Messenger System that is used via phone call.

## **Classroom Visitation or School Activity Observation**

If you would like to observe a lesson or activity in progress that includes your child, please call the main office at least one day (24 hours) 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 is the transcript 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 another time. The length of the observation will be limited to one instructional period.

## **Electronic Devices and Cellphone**

Scholar possession of any audio, video, or digital device, including but not limited to CD/DVD/tape players, laser pointers, radios, cellular phones, digital cameras, pagers, or any personal communication devices, on school grounds, at school sponsored activities, and while under the supervision and control of school district employees is permitted under the circumstances described herein: **Electronic devices and cell phones must be kept out of sight and turned off during instructional and non-instructional times during the school day, which includes study halls, lunch periods, and passing of classes. Usage during any situation that compromises scholar safety is strictly prohibited unless directed by a school official.** Unauthorized use of such devices disrupts the instructional program, distracts from the learning environment, and has the potential to compromise scholar safety.

**Unauthorized use of electronic devices or cell phones is grounds for confiscation of the device by school officials, and parents/guardians will be required to appear in person to retrieve any confiscated equipment during the hours of 8:00 a.m.-8:30 a.m., and 3:00 p.m.-4:00 p.m.** School officials include administrators, teachers, and security officials. The school district is not liable for financial loss during the period of confiscation. Items unclaimed by the end of the school year will be considered abandoned and discarded. **Use in lavatories is considered unauthorized under all circumstances at all times.** Unauthorized use or illegal use (recording) of such devices will lead to disciplinary ramifications, privileges revoked immediately, and possibly legal action.

## **Damage to School Property**

A New Jersey Law (N.J.S.A. 18A:37-3) makes the parent or guardian of a scholar attending a public school responsible for any damages to school property that the scholar intentionally causes. Under this law, the parent or guardian is responsible for paying damages even if the parent or guardian is not at fault. All money collected is recorded and paid to the proper fund for replacement purposes.

## **Uniform Policy**

Irvington Public Schools has a mandatory school uniform policy, which was approved by the Board of Education and has been in effect since September 1, 2009. University Elementary School will consistently enforce the Board approved uniform policy; **therefore, all scholars must adhere to this policy.**

**Boys** – must wear white or navy blue collar shirts/polo shirts. Plain uniform navy blue pants or shorts are to be worn. Pants should be appropriately fitting and belts are to be worn, with shirts tucked in. Shoes are preferred, but sneakers of a solid color (black, brown or navy) may be worn. Black, blue or white solid socks are to be worn. **Jeans and hoodies are not allowed. Shirts with any logo other than University Elementary School's logo are not permitted.** Hats, scarves, and other headgear are not permitted at any time. Head coverings for religious reasons are permitted when documentation is presented.

**Girls** – must wear white or navy blue collar blouses, shirts, or polo shirts. Plain uniform navy blue skirts, pants or shorts may be worn. **Skirts are required to be no shorter than three inches above the knees.** Black or brown hose or socks may be worn. **Multi-colored and/or bright colored tights/socks are not permitted. Shirts with any logo other than University Elementary School's logo are not permitted. Hooded**

**sweatshirts are not permitted at any time. Jeans and hoodies are not allowed.** Scarves and head coverings to cover uncombed or ill-fashioned hair are not permitted. Head coverings are permitted for religious reasons only. **Additional clothing such as tanks, vest, scarfs, etc. is not permitted.**

Parents may be asked to bring a change of clothing to school for scholars who are in violation of this policy. Repeated violation of the dress code may be viewed as defiance and appropriate disciplinary action will result.

\*Violation of the Uniform Policy may result in: (not listed in any specific order)

- Request to remove additional clothing/change clothes (if applicable), at which time said clothing will be confiscated
- Phone call to parent/guardian to bring change of clothes to school
- Face disciplinary actions, which could include before or after-school detention
- Mandatory parent conference

The administration will determine the appropriateness of a scholar's attire if it is in question. Repeated dress code violations will result in a mandatory parent conference. The administrators shall have the right to access/appraise any current fashion or fad and determine appropriateness of the attire for school. These guidelines apply to all extra-curricular activities and field trips unless otherwise stated by the administrators.

### **School Celebrations, Trips and Fundraising Events**

University Elementary School will host numerous school events in order to celebrate accomplishments and raise money for scholar activities. All school rules are in effect during any event at University Elementary School. In addition, the following guidelines will be followed for all events. **If scholars do not adhere to these rules, they will be denied admittance to and/or removed from the event:**

1. Loitering outside the building is not permitted.
2. Scholars must arrive within the first half of the event.
3. Parents/guardians must accompany students to family events such as Math Night, Science Fair, and PTA meetings/events.
4. Once scholars have entered the building for an event, that does not require parents' attendance, students are not allowed to leave and return later.
5. If a scholar is absent from school on the day of the event or trip, the scholar will not be admitted to the event or trip.
6. Incentive trip event privileges may be revoked. Any scholar serving suspension within one (1) month of a scheduled event and trip or who does not have the required incentive points (Dojo, HAWKS tickets, bucket fillers, etc.) may not attend.
7. Any scholar who has paid for a ticket in advance and is subsequently not allowed to attend or removed from the event will not receive a refund.
8. Any scholar whose behavior is continually disruptive will not be permitted to attend academic related school events or trips unless accompanied by a parent. Parents who accompany students must provide their transportation and entrance fees/ticket as the budget cost is allotted to staff and parents who chaperone the class and assigned groups of students. .
9. Arrangements must be made for transportation home, from the event or when transportation returns from a trip, in advance of arrival. For security purposes, parents must pick up scholars immediately at the conclusion of the event or trip or inform the school of arrangements made for their child's dismissal from the event or trip via the permission slip.
10. Every scholar attending the event or trip must have a permission slip that is completed by a parent/guardian.

### **Lost and Found**

A Lost and Found Bin is located in the cafeteria where lost items may be retrieved. Scholars who find items should immediately turn them into the Main Office. Personal items not claimed after thirty (30) calendar days will be considered abandoned and discarded. Please ensure that the scholar's name is written inside of clothing for identification purposes.

## **Valuables, Money, Toys, Non-Instructional Items**

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. Scholars are not permitted to go to the "corner store" once they come into the building or while waiting for after school pick-up. Please continue to support us in this effort. Students are not to bring toys or non-instructional items to school. Refusal to adhere to this requirement will lead to disciplinary ramifications and privileges revoked immediately. Staff members are not responsible for loss or theft of confiscated items.

## **Fire/Emergency Drills**

At least two unannounced safety drills (fire, shelter in place, lockdown, evacuation) will be held each month. Directions for leaving the building are posted in each room, and teachers will inform the scholars of all procedures. Any deliberate, false activation of a fire alarm will result in school discipline as well as possible legal action. When the fire bell is sounded, scholars are to do the following:

1. REMAIN QUIET to hear instructions.
2. Follow directions for leaving the building.
3. Stay in line and WALK quickly.
4. Be alert and cooperative.
5. Stay with the class with whom you have left the building.

During on site emergency drills all scholars will remain in their classrooms or in the office they may be visiting. Scholars and/or visitors in the restrooms or hallways will move to the nearest classroom and await direction from the Main Office. When appropriate, via the public address system, all scholars will be released to continue their daily schedules. Off-site drills take place once per year and will be communicated to parents via School Messenger (phone) at the conclusion of the drill.

## **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

### **Hall Conduct**

All movement between classes shall be orderly and reasonably fast. The following are the guidelines for the changing of classes:

#### **HALLS:**

Hands and feet are quiet and kind

All movement is to the right

Lips are closed

Listen to directions

Safely walk to your destination on time

### **Cafeteria Expectations**

**All school meals must meet the U.S. Government guidelines for food services; therefore, we ask that parents refrain from bringing outside vendor meals such as McDonald's, Wendy's, etc. into the cafeteria. 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. Unhealthy snacks such as, fried chips and processed cakes are highly discouraged.**

The University Elementary School has three (3), 42-minute lunch periods. Free and reduced lunch applications are available from the parent coordinator's office. Weekly/daily lunches may be purchased from the cafeteria at any time. The following are the procedures and guidelines for the lunch periods:

#### **LUNCH**

Line up quickly and quietly

Use kind words and actions

Never leave the cafeteria unsupervised

Carry your food directly to your table and to the garbage when finished

Hand of five up for silence

### **Breakfast Program**

All scholars will have an opportunity to participate in our breakfast program. Breakfast is served free to all scholars in the classroom from 8:30 am to 8:40 am.

### **Field Trips**

In order to expedite the smooth planning of approved field trips, it is necessary that all pupils desiring inclusion on said trips do the following:

- Secure and complete a signed permission slip by a parent/guardian. Provide current and reliable information.
- Return the permission slip in a timely manner.
- Complete any homework, tests, and classwork missed as a result of attending the approved trip.
- Students will not be able to attend, regardless of a parent or guardian's willingness to chaperone their child, if the scholar has more than 2 suspensions at the time of the scheduled date of the trip or current suspension is scheduled on the day of the trip.
- Assigned classroom parents will chaperone and represent scholars' parents on scheduled trips.

## **Birthday Observances**

University Elementary School acknowledges our scholars' birthday during our morning announcements and by giving each child a birthday pencil. Due to allergies and dietary restrictions, food items cannot be included in the celebratory event. Please follow the guidelines below:

- Pencils, books, stickers, etc. can be brought in for distribution to students.
- Contact the teacher several days in advance to find out the exact count of items needed and schedule an exact day. One for each child; one for the teacher...**NO EXTRAS** please.
- Up to one family member may attend this special birthday event.
- Birthday children are not to be sent to other parts of the building to deliver birthday items to other persons.
- On the day that you have arranged with the teacher, drop off the birthday items to the main office by 1:00 PM. The office staff will arrange for delivery to the classroom.
- The birthday items will be given out late in the afternoon before dismissal (2:30 pm).
- If you want birthday invitations delivered in class for a party out of school, you must have one per child and not to a select few. The teacher can give you the exact count. We cannot give out names and an invitation to "only some scholars" ... our mission is to promote friendliness and inclusion.

## **Year End Incentives**

Scholars must earn the right to participate in the end of the year incentive activities. Those scholars who have displayed exceptional behavior over the course of the school year will be eligible to attend the planned events. Field Day is an all-day event, depending on the venue, scholars may be required to report to school earlier than the regularly scheduled time. Please note school administration reserves the right to require a parent or guardian to chaperone scholars whose behavior jeopardizes the safety of others and to themselves.

#### **IV. SCHOLAR RESPONSIBILITIES**

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The school has an obligation to the larger society to educate young people to assume the responsibilities of adult life. The school is said to act “in loco parentis”, that is, in the place of the parent with respect to the supervision of the scholars’ education and conduct while in school. This authority extends to school-sponsored functions as well as functions in other schools and sites involving approved activities. Schools have the power to enforce rules and regulations by imposing disciplinary sanctions. Irvington School District has a scholar code of conduct on the district website <http://irvington.k12.nj.us/>. Below you will find a list of scholar responsibilities that are important to create an efficient and safe learning environment at University Elementary School.

##### **Expectations of Scholar Behavior:**

1. Scholars are to prepare themselves mentally and physically for the process of learning:
  - be nourished, rested, clean, and properly dressed and groomed
  - be prepared to learn
2. Scholars 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 classwork, 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. Scholars are to demonstrate respect for self and for others:
  - be honest, courteous, and polite
  - respect the opinions of others
  - be respectful of different cultures
  - settle differences peacefully and appropriately
  - display good sportsmanship
4. Scholars are to respect the natural and physical environment:
  - Participate in the maintenance and cleanliness of school facilities and property.
5. Scholars 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
6. Scholars are to use their time and resources in a responsible manner:
  - attend school regularly and on time
  - use learning materials and equipment appropriately
7. Scholars 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. Scholars 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
9. Scholars are to work to their potential, monitor their progress, and seek help when necessary.

**HARASSMENT, INTIMIDATION, AND BULLYING POLICY (HIB)**

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 incidents 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 scholar, spreading rumors, or shunning a scholar who has been ostracized by a group.

Any scholar or scholars 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 your building is:

**Angela Lawrence**                      **(973) 399-6826 Ext. 1112**

The District Anti-Bullying Coordinator is:

**Shelly Pettiford**                      **(973) 399-6897 Ext. 1823**

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

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## V. Behavior Expectations

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### **Positive Behavior Support (PBS)**

University Elementary School will continue to incorporate the PBS program. The purpose of PBS is to help the school create positive learning environments that lead to decreases in discipline problems, increase opportunities for all scholars to learn the use of positive proactive and practical interventions, produce socially desired behaviors, and encourage and support pro-social scholar behavior at the school wide, classroom and individual scholar levels. University Elementary School's mascot is the hawk and **HAWKS are Helpful, Achievers, Worthy, Kind, and Scholars.**

The success of an educational program relies on the involvement of the entire school community: scholars, parents, and staff. The professional staff will handle routine discipline matters through: individual scholar conference, parent conference, phone calls home, teacher detentions (lunch/after school) and referrals to the assistant principals. The role of the school administration is one of support for the professional staff in disciplinary matters. Administrative staff will work with pupils, staff, and parents to resolve disciplinary issues. Scholars are to follow these clear expectations for all school areas.

Any disciplinary action taken by the administration is intended to insure the safety and welfare of everyone at University Elementary School and benefit the scholar through improving attitude and subsequent behavior. The disciplinary options available to the administration are regulated by law and school district policies; and are strictly enforced to maintain a safe learning environment for all. The disciplinary option chosen depends on: (1) nature of the offense, (2) the nature of the scholar's previous behavior, and (3) stated policy or precedent based on previous action.

### **DISCIPLINARY OPTIONS:**

It is important to note that a scholar may be suspended for conduct that he/she should have been aware of as a violation of school policy though not specifically listed in the statute. A school may also suspend a scholar for grounds where that misbehavior is detrimental to school safety, stated discipline procedures, or property. Consequences for non-compliance can include any of the following depending upon the seriousness and/or frequency of the matter: (not listed in progressive order)

\*Adult to pupil conference (warning)

\*Time out

\*Home contacts

\*Parent-pupil-teacher conference

\*After School Restorative

(early morning or after school)

\*Abbreviated privileges (field trips, dance, etc.) \*Home for Parent (HFP)

\*Out of school suspension

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 scholars behave appropriately while at school, on a trip, and on the school bus.

### **Earned Privileges**

Every scholar has the ability to earn privileges and the school community will work with each scholar and parents/guardians to ensure their success. Each scholar will be recognized for their efforts to contribute to a positive school culture and climate.

### **Detention**

Detention may be held before school at 7:30 a.m. or after school at 3:00 p.m., as scheduled by the classroom teacher. All detentions will be held within 24 hours of the offense unless an administrator, after conferencing with the parent and referring teacher, designates otherwise. Before and after school administrative detentions will be held for 20 minutes to a half hour. All scholars must bring school work to occupy their time during detention. Scholars, upon request, will be allowed to call their parents to notify them of the assigned detention. If parent is not successfully contacted, detention will be postponed. Those who fail to attend detention or complete detention satisfactorily (as determined by teacher or administrator) will be assigned other consequences as deemed by school administrators.

### **Home for Parent (HFP)**

Scholar will receive a letter notifying parents that they have displayed negative behavior or did not follow expectations. Scholars must report to school the following day with a parent or guardian to meet with and administrator. Failure to report to school with a parent or guardian will result in suspension.

### **Out of School Suspension**

An out of school suspension is the temporary denial of the scholar's right to attend school. Scholars can only be suspended by the building principal or his/her designee. Each suspension shall be reported to the scholar's parent and the Superintendent of Schools, who shall report the suspension to the Board of Education. Parents have the responsibility of guaranteeing that the scholar remains in the confinement of the home during the time of suspension. A parent conference with an administrator is necessary for a scholar's re-admittance to school. Scholars are required to make up all missed work. All assignments will be provided, and it is expected that the scholar will complete work while at home. Assignments must be returned upon scholar's re-admittance to school. If a child enters the building without a parent, he/she will be considered trespassing and may be subject to disciplinary action by the Irvington Police Department.

### **Expulsion**

Expulsion is the denial of the scholar's right to attend public school and may be imposed solely by the Board of Education. A scholar may appeal an expulsion decision of the Board of Education to the Commissioner of Education and State Board of Education. A prerequisite to any board action for expulsion of a non-handicapped scholar is referred to the district's child study team for preliminary determination. The purpose of this evaluation is to determine whether the scholar's misbehavior arises from a handicapping condition.

## **Physical Restraint**

In accordance with state law, physical restraint or reasonable force may be used for the following reasons:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

The administration reserves the right to skip the sequence of disciplinary options as outlined in this section if the offense so warrants.

## **CONDUCT VIOLATIONS & CONSEQUENCES**

<b>Examples of Conduct Violations</b>	<b>Definition</b>	<b>Minimum Level</b>	<b>Maximum Level</b>
<b>Chronic Lack of Supplies</b>	Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.	1	2
<b>Cutting Class</b>	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
<b>Defacement of School Property</b>	Participating in activity that results in substantial destruction or disfigurement of school property that is not the result of accidental behavior.	1	3
<b>Dishonesty / Forging / Cheating</b>	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
<b>Disruption</b>	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
<b>Entering School Grounds Without Permission</b>	Trespassing on school property during or outside of regular hours of building operation and/or during out of school suspension without permission.	1	3
<b>Failure to Comply with Administrative Detention</b>	Failing to attend administrative detention, arriving more than ten (10) minutes after the scheduled start time, or leaving administrative detention without permission.	1	3
<b>Failure to Comply with Teacher Detention</b>	Failing to attend teacher detention, arriving more than ten (10) minutes after the scheduled start time, or leaving teacher detention without permission.	1	2
<b>Food Fighting</b>	Deliberately throwing food or beverages	2	3
<b>Gang Related Activity</b>	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
<b>Harassment/ Intimidation / Bullying</b>	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



<b>Inappropriate Dress</b>	Dressing in a manner that interferes with the teaching and learning of others. Students must wear appropriate attire as determined by administration.	1	2
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\*(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.

## **CONDUCT VIOLATIONS & CONSEQUENCES**

<b>Examples of Conduct Violations</b>	<b>Definition</b>	<b>Minimum Level</b>	<b>Maximum Level</b>
<b>Lacking Supervision /Loitering</b>	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
<b>Leaving Class Without Permission</b>	Leaving class without permission.	1	3
<b>Misuse of School Equipment</b>	Using school equipment without permission and/or without following instructions.	1	2
<b>Non-compliance / Defiance / Disrespect</b>	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
<b>Obscene /Inappropriate Language / Materials</b>	Verbalizing or writing messages, and/or making gestures that include swearing, name calling, profanity, and/or explicit messages of a violent nature.	1	3
<b>Physical Aggression</b>	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
<b>Possession or Use of Tobacco Products</b>	Possessing or using tobacco products while on school property or in attendance at school sponsored events.	1	4
<b>Possession of Unsafe Objects / Materials</b>	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
<b>Sexually Inappropriate Activity or Behavior / Gestures / Materials</b>	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
<b>Theft</b>	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

<b>Tardiness to Class</b>	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

## **CONDUCT VIOLATIONS & CONSEQUENCES**

<b>Examples of Conduct Violations</b>	<b>Definition</b>	<b>Minimum Level</b>	<b>Maximum Level</b>
<b>Tardiness to School</b>	Failing to arrive to school at the scheduled start time and/or arrives late to school without permission.	1	2
<b>Throwing Objects</b>	Deliberately throwing or tossing objects.	1	3
<b>Truancy</b>	Failing to report to school without prior permission, knowledge or excuse by the school or parent. Leaving school without permission.	1	2
<b>Use of an Electronic Device</b>	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.

## **LAW RELATED VIOLATIONS & CONSEQUENCES**

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
<b>Arson</b>	Intentionally starting, or attempting to start a fire or combustion.	3	4
<b>Assault</b>	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
<b>Bias Incident</b>	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
<b>Bombs/Explosives</b>	Possessing or using a device containing combustible material and/or a fuse, including fireworks.	3	4
<b>Burglary</b>	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
<b>Computer Violations</b>	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
<b>Disorderly Conduct</b>	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

<b>Drug/Alcohol/Chemical Use (NJSA 18A:40A- 12(a) Drug/Alcohol/Chemical Possession (NJSA18:40-1011; NJAC:29-6.3(c) (2 Drug/Alcohol/Chemical Sale/Distribution (NJSA 18:40A-10, 1NJAC:29-6.3(c) (2)</b>  <b>Possession of Drug Paraphernalia:</b>	Using any controlled substance, intoxicant or alcohol or substance alleged to be a drug regardless of its content. (Mandated HSSC Intervention) *	2	4
	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
	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
	In possession of pipes, rolling papers, needles or other paraphernalia.	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.

\*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.

## LAW RELATED VIOLATIONS & CONSEQUENCES

(Police may be called.)

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
<b>Extortion</b>	Using threats or intimidation to demand money or something of value from another.	3	4
<b>False Fire Alarm/Bomb Threat</b>	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
<b>Gambling</b>	Playing any game of skill or chance for money or anything of value.	1	4
<b>Robbery</b>	Taking property from a person by force, violence or threat of immediate bodily injury.	2	4
<b>Sexual Assault/ Offenses</b>	Participating in intentional sexual contact of a harmful or offensive nature.	3	4
<b>Terrorist Threats</b>	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 (3rd) degree.	3	4
<b>Stealing/Extortion/Fraud</b>	Unlawful taking and carrying away of property belonging to another person with the intent to deprive the lawful owner of its use.	3	4
<b>Threatening/Menace</b>	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
<b>Vandalism/Graffiti</b>	Willfully or maliciously destructing or defacing public or private property belonging to another. Parents/guardians	2	4

	will be held liable for damages and the district will seek appropriate restitution.		
<b>Weapons &amp; Dangerous Instruments</b>	Possessing or using an instrument that can cause bodily harm.; including mace, knives, razors, clubs, metal knuckles, nunchuks, 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.

## **LAW RELATED VIOLATIONS & CONSEQUENCES**

**(Police may be called.)**

<b>Examples of Conduct Violations</b>	<b>Definition</b>	<b>Minimum Level</b>	<b>Maximum Level</b>
<b>Firearms</b>	<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</p> <p>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
<b>Other Pellet Guns &amp; BB Guns</b>	<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

<b>Paintball Guns</b>	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
<b>Toy Guns and Imitation Firearms</b>	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.

## **VI. PUPIL SERVICES**

### **Health Services**

Good health is basic to learning. School health services include growth, dental, vision, hearing, tuberculosis, scoliosis, and physical screenings, as required by state law and in accordance with district policy. These services are coordinated and/or carried out by a full-time certified school nurse in consultation with the school physician.

In addition, the school nurse maintains accurate health records on all scholars, manages illness/injury occurring during school hours, confers with staff and parents, participates in the child study process, counsel's scholars in matters of health, and is a resource person in health education.

The primary responsibility for health rests with the parent or guardian. In school, management of illness and injury is limited to first aid. The parent or guardian will be contacted in situations that may need further attention. In matters of urgency, the scholar may be referred to the family physician or emergency squad.

Therefore, since there is a possibility of parents/guardians not being home in such instances, it is necessary to have parents/guardians complete and sign the scholar emergency form with the name, address, and telephone number of a relative or friend who will assume responsibility in the absence of a parent or a physician.

Please do not request that the school nurse “check” an injury that occurred outside of school, since this can only result in a referral to medical care. In addition, please keep the school nurse informed of changes in your child’s health (including medication) to ensure the accuracy of health records.

### **Medication Policy**

Administration of medication is not the responsibility of the school. All requests for the administration of a prescription medication must be in the form of a written note from a doctor. All prescription medication to be dispensed in the health office must be in the original container and clearly labeled with the name of the scholar, medication, doctor, and the times to be



administered. Scholars are not permitted to carry or take medication in school. This includes over the counter medicine such as aspirin, cough drops, etc.

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

- the medication labeled by the pharmacy
- a statement from the private physician indicating the diagnosis of the condition for which the medication is prescribed, and the length of time during which medication should be taken.
- written permission for dispensing medication. (Please note the time that prior doses are given and if the scholar is to receive more than one dose a day).
- non-prescription medication is never dispensed at the school.
- the school nurse and the parent are the only persons authorized to administer medication.

### **Required Immunizations**

Permission to attend school will be compromised if immunization requirements have not been met. All scholars must present records of complete immunization against diphtheria, pertussis, tetanus, polio, measles, mumps, and rubella for enrollment in the Irvington Public Schools.

**SCHOLARS MUST PROVIDE PROOF OF IMMUNIZATION TO THE SCHOOL NURSE.**

### **Scholars Unable to Participate in Physical Education**

If a scholar is unable to participate in gym class for an extended period of time, an excuse from the doctor is required. A doctor must also give permission for a scholar who has a known physical problem to participate in athletics.

### **Elevator Usage**

Scholars requiring the use of the elevator need to provide a doctor's note to the School Nurse stating that the elevator is needed and for how long.

### **Parent Teacher Association (PTA)**

The PTA is an active organization at University Elementary School whose primary objectives include the following:

1. Promoting the welfare of children and youth in home, school, and community.
2. Raising the standards of home life.
3. Bringing into closer relation the home and the school in order that parents and teachers may cooperate intelligently in the training of their child.
4. Uniting efforts that will secure for every child the highest advantages in physical, mental, social, and spiritual education.
5. Membership is \$5.00.
6. Meetings are held every second Tuesday of each month in the cafeteria of the school at 6:00 pm.

**Grade Level Parent Volunteers**

This year, we will implement a Grade Level Classroom Parent program. Each grade level will utilize one parent to assist with the recruitment of volunteers, support school events, attend PTA meetings and increase parent attendance, as well as chaperone school trips. If you are interested in volunteering, please complete the attached Grade Level Classroom Volunteer form and return to your child’s classroom teacher by September 14, 2019.



**IRVINGTON PUBLIC SCHOOLS**  
**University Elementary School**

**PARENT AND SCHOLAR  
ACKNOWLEDGEMENT FORM**

**2023 - 2024**

**Please review and discussed this handbook with your son/daughter; sign this sheet and return it to your child's homeroom teacher. This form will be kept in your son/daughter's personal folder.**

**FAILURE TO RETURN THIS ACKNOWLEDGEMENT WILL NOT ABSOLVE A SCHOLAR AND/OR THE PARENT(S) FROM THE RESPONSIBILITY OF THE CONTENTS OF THIS HANDBOOK.**

My daughter/son and I have read and understand the contents of the Scholar Handbook.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Scholar Signature \_\_\_\_\_ Date \_\_\_\_\_

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**IRVINGTON PUBLIC SCHOOLS**

## **University Elementary School**

***Dr. Chinaire Simons, Principal***

1University Place  
Irvington, New Jersey 07111  
(973) 399-6826 PHONE  
(973) 373-0734 FAX

**UNIVERSITY ELEMENTARY SCHOOL'S**

## ATTENDANCE CONTRACT

SCHOLAR'S NAME: \_\_\_\_\_ GRADE \_\_\_\_\_ SCHOLAR LEADER'S NAME: \_\_\_\_\_

**Too many absences, excused or unexcused, can keep scholars from succeeding in school and in life. How many are too many? Too many is 10% of the school year; 18 missed days per year or 2 days per month. Chronic absences can negatively impact academic and future success for your scholar. Also, if your child is absent on the first day of school, that day will count as an absence this year.**

### HOW CAN WE HELP?

WHY WAS YOUR SCHOLAR LATE OR ABSENT FROM SCHOOL LAST YEAR?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Skipped school      | <input type="checkbox"/> Bus no show    | <input type="checkbox"/> Suspensions      |
| <input type="checkbox"/> Did not like school | <input type="checkbox"/> Bus suspension | <input type="checkbox"/> Peer Conflicts   |
| <input type="checkbox"/> School anxieties    | <input type="checkbox"/> Missed bus     | <input type="checkbox"/> Needed at home   |
| <input type="checkbox"/> Tired/Overslept     | <input type="checkbox"/> Illness        | <input type="checkbox"/> Afraid of school |

Other (Please explain)

### SCHOOL ATTENDANCE/CONTRACT EXPECTATIONS

#### SCHOLAR'S PLEDGE

1. I will not be absent more than 17 days from school.
2. I will arrive to school and classes on time.
3. I will give notes of absence to my teacher, who will send notes to the nurse and attendance secretary.

Scholar's Signature: \_\_\_\_\_ Effective Date of Contract: \_\_\_\_\_

#### PARENTS/GUARDIANS' PLEDGE

I will make sure that my scholar attends school every day on time or is at least not absent more than 17 days per year.

1. I will make sure that my scholar is in school/class on time.
2. I will provide the school with medical or necessary documents upon my scholar's return to school.
3. I will provide prior notice of early pick up from school or late arrival to school.
4. I will contact the school in the morning if my scholar will be absent from school and provide a reason for absence.
5. I expect and support school consequences for unexcused and unauthorized absences.

Parent/Guardian's Signature: \_\_\_\_\_ Effective Date of Contract: \_\_\_\_\_



## IRVINGTON PUBLIC SCHOOLS University Elementary School

*Dr. Chinaire Simons, Principal*

1 University Place  
Irvington, NJ 07111  
(973) 399-6826 PHONE  
(973) 373-0734 FAX

**University Elementary School**

**Grade Level Classroom Parent Volunteer Form**

This year University Elementary School will be implementing a **GRADE LEVEL CLASSROOM PARENT PROGRAM**. Each grade level will utilize at least one parent per grade level and sometimes more depending on scholar leaders' needs and preferences.

The classroom parent works closely with the grade level scholar leader(s) and Parent Coordinator to recruit volunteers and assist with special events throughout the school year.

**Grade Level Classroom Parents are responsible for:**

- Meeting with the grade level scholar leader(s) to identify classroom needs, both initially at the start of the school year and periodically throughout the year. The grade level classroom parent then acts as the volunteer coordinator for the grade level team and communicating these needs to the grade level families.
- Setting up volunteer schedules per grade level and PTA requests.
- Participating in PTA sponsored events and fundraisers as your grade level representative.
- Representing classroom parents as the designated chaperone for class trips and school events.

**Grade Level Classroom Parents MUST NOT engage in or be responsible for:**

- Any issues regarding an individual child. Please refer to staff.
- Any social issues between children or parents. Please refer to staff.

Be sure you do not become a spokesperson for parent concerns regarding staff related issues.

**If you would like to be considered for a Grade Level Classroom Parent volunteer position for the 2022-2023 school year, please fill out the form below and return it by September 22, 2022 to your child's classroom teacher.**

**\*\*Because you will be working with children, other than your own, a background check and fingerprinting will be required of each classroom parent volunteer.**

*Grade Level Classroom Parents will be selected in the order that forms are received and following return of background check and fingerprinting. Selected parents will be notified in October, followed by a training workshop date and time.*

**Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Please list children and grade level in order of classroom parent preference:**

Student	Grade	Class
1. _____	_____	_____
2. _____	_____	_____



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**University Elementary School**

*Dr. Chinaire Simons, Principal*

1 University Place  
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## **Parent Involvement Policy**

School Year: 2023-2024

Principal: Dr. Chinaire Simons

Parent Coordinator:  
Tamara Smith

Phone: 973-399-6826 ext. 1167

District Family Community Advocate:  
Ms. Patricia Wilson

Phone: 973-399-6826 ext. 1115

Due to the current COVID pandemic and fro the safety and security of the students and staff, parents will not be permitted into the school building for gatherings assemblies and in-person meetings.

### Parents will:

1. Have monthly, bi-monthly, or quarterly workshops with Parent Coordinator that will focus on academics, social development, conflict resolution, and time management skills.
2. Have the opportunity to attend and review information relating to assessment data at the November PTA meeting (if data is available).
3. Have the opportunity to participate on the School Leadership Council and School Safety Team.
4. Receive quarterly progress reports and communication (telephone, e-mail, conferences, letters) from teachers, regarding their child's academic progress.
5. Have the opportunity to visit their child's classroom to observe academic performance with 24 hours' notice to the school principal.
6. Have the opportunity to assist in developing academic intervention plans through the Intervention and Referral Service (I&RS) Committee.

Date of review and update  
July 2023