



James
Caldwell
School

Elementary School Student Handbook



2021-2022

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SPRINGFIELD PUBLIC SCHOOL'S MISSION STATEMENT

The Springfield Board of Education is committed to providing high quality, efficient educational programs through which all students achieve the New Jersey Core Curriculum Content Standards. Every effort is made to ensure that the district's certificated and support personnel are among the best in their fields.

The staff and Board of Education are dedicated to maintaining excellence in the delivery of child-centered educational programs. Very simply stated, In Springfield...SCHOOLS ARE FOR KIDS!

JAMES CALDWELL SCHOOL'S MISSION STATEMENT

The mission of the James Caldwell School is to create a safe, challenging and dynamic student-centered environment.

This learning community cultivates responsibility, cooperation, and self-motivation, while promoting a shared partnership between home & school.

Through sound educational principles, we nurture the cognitive, social, physical and emotional development of our students as they transition from childhood to pre-adolescence.

JAMES CALDWELL SCHOOL'S CORE VALUES

We embrace innovation in our commitment to excellence.

We relentlessly pursue instructional strategies that allow our students to become effective problem finders and problem solvers.

We foster perseverance in our students' efforts to overcome challenges.

We celebrate uniqueness in our learning community and demonstrate an understanding that mutual respect among our members fosters collaboration.

We model the joy that comes from teaching and learning, and invite our students to enjoy their own educational journey.

PARENTS AND STUDENTS

The information in this booklet will help you to become better acquainted with your schools. It is our goal to strengthen the strong partnership between our families at home and the schools that are entrusted with your child's education.

We hope that you will read this material carefully and have it available so that you will be able to refer to it periodically. This is a living document that may be updated periodically.

GENERAL INFORMATION

Providing a Safe Learning Environment during Covid-19 Pandemic

At our Board of Education meeting on Monday, August 16, 2021, the Board approved the revised [Policy No. 1648- Plan for Safe Return to In-Person Instruction and Continuity of Service](#). This policy provides an overview of the protocols that we will follow in the coming months as we work to provide as “normal” of an experience as possible in the ongoing challenge of Covid-19.

Screening, Contact Tracing and Quarantines

As we begin this school year, we will not require a daily health questionnaire, but will ask that families take the lead in keeping children with symptoms or exposure to Covid-19 at home. If our community experiences significant spread, or based on guidance from our local health officials, we may reinstate the daily health questionnaire.

All quarantine procedures will follow the [NJDOH guidance](#). Under the current recommendations, this means that vaccinated staff and students will not be required to quarantine following exposure to an individual that tests positive for Covid-19, unless they are also symptomatic. For unvaccinated students, we will continue to consult with the health office to determine the students or staff that have been in close contact, and communicate with their families regarding the quarantine process. Such students will be able to participate in remote learning during their period of quarantine, although they may not have remote access to all of their classes, and may be assigned asynchronous assignments based on the class. Additional specific procedures related to this process will be shared prior to the start of school.

Based on the best practices for ensuring the health and safety for our students, prior to arriving to school, parents/guardians must ensure that all students are in good health, and not exhibit the following:

	Fever (measured or subjective)		Cough
	Chills		Shortness of Breath
	Rigors (shivers)		Difficulty Breathing
	Myalgia (muscle aches)		New loss of smell
	Sore Throat		New loss of taste
	Nausea or Vomiting		
	Diarrhea		
	Fatigue		
	Congestion or runny nose		

Visitors

While we remain under the precautions related to Covid-19, we will continue to limit outside visitors in the school buildings. At the same time, we recognize the important role that our volunteers play in our school community. Schools will provide specific guidance for visitors in their facility, but it is important to note a few key points of our return to school policy.

First, outside visitors who may be interacting with staff and students will be required to show proof of vaccination in order to volunteer inside of the school environment. They will also be required to strictly adhere to their plans for visiting the school, and may be asked to leave if they demonstrate any symptoms related to Covid-19. Outside visitors who are not vaccinated may be allowed to support outdoor activities, but will be asked to wear a mask to protect our students and staff.

Second, schools will limit outside items being brought to the school. All students will have access to free lunch in the 21-22 school year, and therefore we will not accept forgotten lunches, with few exceptions. In addition, families are discouraged from bringing items left at home, and will not be allowed in the building to drop off such items. In cases of emergency, they may contact the school and arrange to be met at a designated entry point.

Face Masks

Per [Executive Order No. 251](#), masks must be worn indoors at school facilities at all times. There are exceptions including: when eating, when engaging in physical activity, in extreme indoor temperatures, and when documented medical conditions or disability have been shared with the school. If your child has such a documented medical condition, please provide your school with the appropriate documentation from your healthcare provider(s). Please note, as with other health conditions, the medical note must be provided for the upcoming school year, and prior notes will not be accepted.

While our sincere hope is that all of the students and families comply with the state mandate, students who refuse to wear a mask will not be able to join their classroom, and the school will contact the parent/guardian to pick them from school. We will follow the school procedures outlined in the Code of Conduct. Additional masks will be available at the school site to support students who need masks. Schools will work to identify the appropriate locations and times for mask break appropriate to student ages and needs.

Unfortunately, the wearing of masks has become a controversial issue. We respect that opinions may differ, but we will not tolerate harassment of school staff in any form, and will alert the authorities should such unfortunate events occur.

Response to Students Presenting Symptoms

Springfield Public Schools encourages parents to be on alert for signs of the illness in their children and to keep their child home when they are sick.

Staff who observes a child exhibiting COVID-19 symptoms, will have the child escorted to the nurse. The Nurse will conduct a screening. If symptoms are observed, the student will go to an isolated area under proper supervision until picked up by a parent or emergency contact.

If a Student Has Tested Positive

If a student (under 18) has been diagnosed with COVID-19, a public health worker in their local jurisdiction will contact the parent/guardian to initiate the contact tracing process. They will be advised to immediately quarantine the child for a minimum of 10 days from onset of symptoms. During this process, the public health worker will obtain specifics including where they are receiving their education.

Michael Fitzpatrick, Health Officer for Union, Essex, and Morris County will notify Springfield Public Schools if a case in which a test was positive.

Springfield Public Schools will notify the staff and families of a positive COVID-19 case and inform them of the necessary quarantine protocols while practicing staff/student confidentiality.

Covid-19 and Student Transportation

Per Federal Transportation Laws and CDC mandates, all passengers will be required to wear a face covering while onboard a school bus. Students who are unable to wear a face covering will be addressed according to that student's particular need and in accordance with all applicable laws and regulations.

Students who refuse to wear a mask will not be able to board the school bus, and the parent/guardian will need to make alternate arrangements to transport the student to school. We will follow the school procedures outlined in the Code of Conduct.

COVID-19 General Health and Safety Guidelines Summary

Throughout last year, we were grateful to families who promptly reported positive cases of Covid-19 so that we could follow the guidance provided by the NJDOH. We will continue to follow the most recent guidance and will adjust our practices should that guidance shift.

We are proud that as of August 8, 2021, 66% of children aged 12-17, and 79% of adults aged 18 and over have been fully vaccinated. We hope that these numbers continue to rise, as they offer protection for our community's health and allow for fewer interruptions in the school experience. In addition, we have confirmed 70% of our staff have reported being fully vaccinated.

It is our sincerest hope that we will work to provide as "normal" of an experience as possible in the ongoing challenge of Covid-19. Our faculty and staff have worked tirelessly to provide our students and community with an enriching school experience this year and hope to limit any disruptions to our student's experience in our school. We kindly ask that everyone does their part in being diligent and committed to following health protocols so that the 2021-2022 school year can be as enriching, rewarding and "normal" as possible for our students and our school community.

STUDENT ARRIVAL AND DISMISSAL:

When you drive your child to school, please follow these guidelines:

DO NOT BLOCK THE SCHOOL DRIVEWAYS!

- Please abide by all traffic laws and established traffic procedures at James Caldwell School.
- Do not block any driveways accessing the school.
- Families are prohibited from dropping off or picking up directly in front of Caldwell School. This area is reserved for bus drop-off.
- Families are prohibited from using the faculty lot for drop-off, pick-up, or to make a U-turn.

ARRIVAL:

The school day begins at 8:40 am. Student drop-off in the morning begins once a staff member is present at 8:30am for supervision and check in. Please do not drop off your children before 8:30 am unless you are able to stay with them until supervision arrives. Students who arrive late (after 8:45 a.m.) must report to the office with a parent to sign the student in prior to going to their classroom.

DISMISSAL:

Students are dismissed at 3:00 pm. Parents/guardians picking up by foot need to wait until the teacher is ready to release the children to you. Please inform the teacher you are taking your child before leaving

the area. Parents/guardians need to communicate special dismissal arrangements in writing to each child's classroom teacher and the main office so they can plan accordingly for the afternoon.

PARKING:

Parking is limited at James Caldwell School. Please do not use the handicap or reserved parking spaces. Do not use the faculty lot to turn around. If you need to park, please park on the street. Parking is prohibited in the driveways, the yellow curb in front of the school, and in the faculty lot. Additionally, if you are parking on a side street, please do not block any driveways.

SIGNED NOTES FOR ANY CHANGE IN YOUR CHILD'S REGULAR DISMISSAL PROCEDURE :

Whenever possible, please keep the same dismissal procedure for your children each day. We understand that there are times when it is necessary to make a change. Any change in a child's regular dismissal procedures (including bus) must be communicated to the teacher and main office with a signed note in the morning. Including:

- If someone else is to pick-up your child
- If you plan to pick-up your child earlier than regular dismissal
- If you need to pick-up your child instead of having him/her take the bus
- If you plan to pick-up your child rather than going to the Aftercare program

We cannot accommodate last minute phone calls to the office regarding changes in dismissal. Please make necessary arrangements in advance. This is to help ensure your child's safety and create less confusion for all parties involved. Please do not leave a message regarding dismissal on a teacher's voicemail or email as there are times when a teacher may be absent and the message is not retrieved until the teacher returns on the next day.

INCLEMENT WEATHER DISMISSAL:

Since the majority of the dismissals will be outside, please be sure your children are dressed appropriately for the weather (especially on cold, rainy and/or snowy days); jackets and coats with hoods are highly recommended. Umbrellas can be cumbersome and unsafe in crowded hallways at dismissal time. On a rainy day, parents/guardians of walkers must wait outside the designated areas. Parents are not to enter the building to retrieve their child(ren).

There is no idling on school grounds. Please turn off your engines while waiting for your child.

PEDESTRIAN REMINDERS:

Please practice safe walking habits. Use the sidewalk around the school. Use the various crosswalks on school property. Do not jay-walk.

PICKING UP YOUR CHILD(REN) FOR EARLY DISMISSALS / APPOINTMENTS

Due to the current Health and Safety plan, a staff member will escort students being picked up to the exit door. In the event restriction is lifted, we will follow these guidelines:

Our instructional day is scheduled to provide the maximum amount of contact time a student has with their teacher to address the developmentally appropriate rigor to address the Content Standards. Pulling students out of their classrooms for non-school related activities impacts the pace in which students master those standards.

We understand the difficulty in scheduling medical and / or dental appointments. In an effort to minimize the impact to your child(ren)'s instruction, we kindly ask you to do your best to schedule appointments before or after school hours, holidays, and school breaks. With that said, we ask that when your child needs to leave school early for an appointment, send a note to school no later than that morning with the following information:

- Name of child
- Grade level and homeroom teacher's name
- Name of the adult who will be picking up the child from school
- Time the child will be picked up
- Reason for leaving early
- If the child will be returning to school the same day (this is to let us know whether or not to send homework with the child).

When you pick your child up during school hours, please follow these guidelines:

- Park in a visitor's spot or on the street.
- Ring the buzzer and announce your name and purpose..
- Office staff will bring your child to you.

PROCEDURES FOR EMERGENCY SCHOOL CLOSINGS, DELAYED OPENINGS, AND UNPLANNED EARLY DISMISSAL

Announcements will be made at:

- Springfield Public Schools website at www.springfieldschools.com
- Find us on Facebook at www.facebook.com/springfieldschools
- Follow us on Twitter at <https://twitter.com/springfieldschools>
- District voicemail at (973) 376-1025 (Press 8)

Verizon FIOS 1

News Fox 5 TV

NBC TV

CBS TV

ABC TV

News 12 New Jersey

Delayed Opening is 10:10 am. start:

The unplanned delayed opening schedule is as follows. Based upon this delayed opening information, all a.m. bus pickup times will be adjusted by 1-1/2 hours. Example – A stop for 8:00 am will be adjusted to 9:30 am.

Early Dismissal is 12:50 pm:

On days when it is advisable to dismiss children prior to regular dismissal times, the following procedures will be implemented:

- All students will be supervised by school staff until parents pick up the children or alternate arrangements are made and communicated to school personnel by the parents.
- All students under 18 years of age will only be released to parents/guardians or designated individuals as identified on the emergency information cards.
- Students who normally take the bus home on early dismissal days will do so unless the school is otherwise notified.
- Radio and television stations will be contacted, the district voicemail (973) 376-1025 (press 8) will be activated and a message will be on the district website announcing the emergency closing information.
- In the event an early dismissal is determined by mid-morning, we will serve lunch before the early dismissal.
- All school days less than 4 hours will be made up and added to the school calendar.

VISITOR PROCEDURES

All entrances to district buildings will be locked at all times, please have photo identification available.

- When visiting the school, go to the main entrance located on the left side of the building.
- Ring the buzzer. When the office staff hears the buzzer, they will check the visual monitor to identify the visitor. Office staff will welcome you and ask how they may help you.
- Identify yourself and state the reason for your visit.
- Report to the office when signaled to enter and be prepared to show your picture ID. Office staff will have you sign in and help facilitate your visit.
- Office staff will ask you to surrender your ID and car keys, and a visitor's ID and Badge will be issued.
- For the safety of all students, staff and visitors, please do not use cell phones when entering, leaving or waiting in school and parking areas..

ADDITIONAL STUDENT INFORMATION

School Lunch Program:

Meals served in the cafeteria are part of the National School Lunch Program (NSLP). The meal patterns required by the NSLP regulations are designed so that over a period of time, school lunches will provide children with approximately one-third of the nutrients they need.

Free / Reduced Lunch:

The application for free or reduced-price meals is available to all students at the beginning of the school year. A new application must be completed and returned to the office each school year. Following review of each application, parents/guardians are notified of the child's eligibility for either free or reduced-price meals. Any student who was eligible for free or reduced-price lunch benefits at the end of a school year will begin the next school year at the same level. Parents/guardians must complete a new application for the current school year as soon as possible. Carry-over benefits will expire 30 calendar days from the first day of school. In the operation of the child nutrition programs, no child will be discriminated against because of race, sex, color, national origin, or handicap.

Please visit our Food Services tab on our district website:

<https://www.springfieldschools.com/1/Content/256>

The Food Services page of our District web site contains additional information concerning the operations of the food service department. Such items include monthly menus, ala carte items, lunch prices, nutritional information, and much more.

School Pictures:

Each year school pictures are taken of all students. Parents are given the option of purchasing different picture packets prepared by the photographer. Information about the picture options will be sent home with students prior to picture day.

Field Trips & Student Programs /Assemblies:

In conjunction with the regular instructional program, your child's teacher may find it beneficial to plan a trip for the entire class during the regular school day. In such cases, information will be sent home explaining details of the activity. Several student programs/assemblies will be scheduled during the school year.

Custody of Children:

The school district presumes that custody of children is with both parents unless there is evidence to the contrary. This evidence must be a written order from a court, which has jurisdiction in the Springfield Public School District. A copy of this court order must be given to the building Principal in order for it to be enforced. Parents are required to update this information as it changes and provide copies of legal documentation to the building Principal. In accordance with the law, non-custodial parents may have the same access to educational records as the parents with custody.

Testing / Evaluation:

In compliance with State and Federal Law, notice is hereby given by the Springfield Public

School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures.

If you believe that your child may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility, these services are available to you at no cost, upon written request. Requests for evaluation are to be made in writing to the Director of Student Support Services.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), you may contact, in writing, the Director of Student Support Services.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in Federal and State Law. The district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties and procedures, as well as rights of confidentiality and access to educational records. You may contact, in writing, the Director of Student Support Services.

Contacting Your Child's Teacher:

A convenient way to reach your child's teacher is by email. Teachers check their emails daily. Staff email addresses can be found on our website at www.springfieldschools.com and most times are the teacher's first initial, last name followed by @springfieldschools.com. You can also call the main office and leave a message for the teacher. In order to maintain our focus on instruction and learning, no outside calls are to go into the classrooms during the 8:30-3:30 timeframe.

Health Services:

The school nurse is the health counselor in each building. The nurse helps with medical examinations and counsels with parents in the prevention and correction of physical defects. The nurse watches for signs of communicable diseases and illnesses that may occur during the school day. The school nurse never makes a diagnosis and never prescribes treatment, but guides the parents toward community resources available for proper medical attention. No care beyond first aid, defined as immediate, temporary care given in case of an accident or sudden illness, will be given by the school nurse.

Parent's Role in Health Partnership: We encourage parents to assist us in the health of their child(ren) and the other students. In the case of illness, if a student has the following symptoms, he/she should NOT report to school:

1. Elevated temperature (remain at home twenty-four (24) hours after temperature is below 100 degrees).
2. Vomiting, diarrhea.
3. Sore throat
4. Sore eyes (redness in color, watery, yellow drainage, itchy with sensitivity to light).
5. Toothache, earache, headache.
6. Skin rash or skin lesion, which has the appearance of impetigo or ringworm.

If illness or injury warrants, the nurse or office personnel will contact parents to arrange transportation home. If a parent/guardian cannot be contacted, the student may be sent to the home in care of an Emergency Contact person authorized by the parent/guardian to function in such an emergency. Parents must supply Emergency Contact information to the main office. No student will be released to anyone not on the official Emergency Contact list, no exceptions. Also, no student will be sent home by himself/herself.

It is the parent's responsibility to contact the school nurse concerning any special problem of which the school staff should be aware. For example, diagnosis by a physician of severe allergies, chicken pox, diabetes, or seizure disorder; or sustained injury or hospitalization.

The Springfield Public School District realizes the danger nut products pose to students with severe allergies. The following guidelines will be followed to lessen student exposure to these substances and to improve staff responses if a student demonstrates the symptoms of a severe allergic reaction.

- A. No items, which contain obvious peanut or nut products, will be served in the Elementary School cafeterias.
- B. Each building will be responsible for the identification of staff that work with a student who has a severe food (nut, dairy, or egg) allergy, including teacher aides, cafeteria personnel, and bus drivers. The school nurse(s) assigned to that building will be responsible for providing in-service programs to the identified staff on how to react in case a student demonstrates the symptoms of a severe allergic reaction. This could include the use of an EPI-pen or other medications for use in an emergency.
- C. Parents of children with severe allergies should contact the building Principal immediately.

Students who are so ill they require medication throughout the day should remain at home under parental care. Only in exceptional cases, should the nurse or other authorized personnel be asked to administer prescribed medication. No medications are to be administered in school by the nurse or others except by direct order of a physician (according to the New Jersey Department of Health). We realize, however, that students sometimes require regular on-going medication as part of their daily routine. When medication must be taken during school hours (hyper-kinetic, diabetic, epileptic) the school will follow this procedure:

1. Arrangements will be made through the school nurse.
2. A special consent form will be completed by parents, with instructions or directions stating the type of medication, dosage, and time schedule.
3. Written authorization by a family physician is REQUIRED.
4. All medication MUST be received in a prescription original container and be marked with the student's name, dosage, time, and type of medication and MUST be kept in the health office. Ask the pharmacist/doctor for a duplicate prescription or container. The school nurse and/or designee will not administer, or dispense aspirin or aspirin products to students.
5. All medications must be brought to the nurse's office by parent(s)/guardian(s).

Required Health Services:

Immunization Requirements. See BOE policy 5320- IMMUNIZATION

The immunization requirements for school age children shall be in accordance with the requirements of N.J.A.C. 8:57-4 – Immunization of Pupils in School as outlined below:

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
DTaP	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4 th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DtaP, and DT to equal 3 doses.	Any child entering preschool, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Pupils after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DtaP also valid DTP doses. Laboratory evidence of immunity is also acceptable.
Tdap	GRADE 6 (<i>or comparable age level special education program with an unassigned grade</i>): 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DtaP or Td dose.
POLIO	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4 th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES	If born before 1-1-90, 1 dose of a live Measles-containing vaccine. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated pupils entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.

<p>RUBELLA and MUMPS</p>	<p>1 dose of live Mumps-containing vaccine. 1 dose of live Rubella-containing vaccine.</p>	<p>Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Each pupil entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.</p>
<p>VARICELLA</p>	<p>1 dose on or after the first birthday.</p>	<p>All children 19 months of age and older enrolled into a child care/preschool center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten, Grade 1, or comparable age entry level special education program with an unassigned grade, need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.</p>
<p>HAEMOPHILUS INFLUENZAE B (Hib)</p>	<p>(AGE 2-11 MONTHS)⁽¹⁾: 2 doses (AGE 12-59 MONTHS)⁽²⁾: 1 dose</p>	<p>Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. Minimum of 2 doses of Hib vaccine are needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.</p>
<p>HEPATITIS B</p>	<p>(K-GRADE 12): 3 doses or 2 doses ⁽¹⁾</p>	<p>⁽²⁾ If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.</p>
<p>PNEUMO-COCCAL</p>	<p>(AGE 2-11 MONTHS)⁽¹⁾: 2 doses (AGE 12-59 MONTHS)⁽²⁾: 1 dose</p>	<p>Children enrolled in child care or pre-school on or after 9-1-08. ⁽³⁾ Minimum of 2 doses of Pneumococcal vaccine are needed if between the ages of 2-11 months.</p>

		(2) Minimum of 1 dose of Pneumococcal vaccine is needed on or after the first birthday.
MENINGO-COCCAL	(Entering GRADE 6 <i>(or comparable age level Special Ed program with an unassigned grade)</i> : 1 dose ⁽¹⁾ (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose ⁽²⁾	⁽¹⁾ For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ⁽²⁾ Previously unvaccinated pupils entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)	
CHILD'S AGE	NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):
2-3 Months	1 dose DtaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
4-5 Months	2 doses DtaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
6-7 Months	3 doses DtaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
8-11 Months	3 doses DtaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
12-14 Months	3 doses DtaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
15-17 Months	3 doses DtaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
18 Months - 4 Years	4 doses DtaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza

<p>PROVISIONAL ADMISSION: Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Pupils must be actively in the process of completing the series. If a pupil is less than 5 years of age, they have 17 months to complete the immunization requirements. If a pupil is 5 years of age and older, they have 12 months to complete the immunization requirements.</p>
<p>GRACE PERIODS:</p> <ul style="list-style-type: none"> • 4-day grace period: All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.

- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of State/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

Regulations Concerning Communicable Diseases:

The period of time a child should remain out of school is at the discretion of the physician. It is suggested the child remain out until the danger of a secondary infection (ear infection, respiratory complications) has passed. The following communicable diseases are those, which may warrant remaining out of school for an indicated period of time: measles, German measles (rubella), chicken pox, mumps, whooping cough, scarlet fever, shingles.

Note: The school reserves the right to exclude children from school until the family physician has furnished the school with written acknowledgment of the child's ability to return to school. Examples of such exclusions would be children showing symptoms such as the following:

- unusual skin eruption (impetigo and ringworm)
- scabies
- contagious conjunctivitis (pink eye)

STUDENT PROGRESS

Belief Statements For Grading:

- The purpose of grading is to define and communicate student achievement effectively to various audiences.
- Grading of student achievement should be based on the demonstration of what students know and can do with respect to established criteria.
- Grading should be based upon varying methods of assessment.
- Weighting of various components, which make up a grade needs to have relative consistency Pre-K-12.
- Grading in the same grade level, department, or course should be based upon assessments, which are similarly designed and weighted.

Grading System:

Report cards serve the purpose of informing parents and students of each child's progress in school. Springfield School District utilizes standards-based report cards. See District Policy 2624 - GRADING SYSTEM

- A standards-based report card lists the most important skills students should learn in each subject at a particular grade level.
- The marks on a standards-based report card are different from traditional letter grades. Letter grades are often calculated by combining how well a student met his/her particular teacher's expectations, how he/she performed on assignments, tests, and how much effort the teacher believes they put in. Letter grades do not inform parents which skills their child has mastered or whether they are working at grade level.
- Standards-based report cards provide more consistency between teachers than traditional report cards, because all students are evaluated on the same grade-appropriate skills. It is clearly defined for parents which skills and knowledge their children have acquired.
- With NJSLA assessments, a standards-based report card provides students with specific information about how they are progressing and pinpoint where they need to improve. This report card influences the way teachers assess student learning throughout the year. A standards-based report card provides teachers and students the opportunity to discuss and clearly describe what student work that meets the standards looks like. It allows districts to confirm and assess all students are being exposed to the same curriculum and learning the skills they should learn in each grade.
- The report card clearly defines the standards to parents. Parents know exactly what their child should be able to do. The report card is based directly on the standards, although not every standard is listed on the report card. Parents are directed to view standards in each strand on the New Jersey Department of Education website along with the report card.

INDICATORS:

- Indicates a student has advanced understanding and exceeds grade level expectations. It demonstrates academically superior skills in that specific area.
- Indicates a student has proficient understanding of grade level expectations and is on track with high academic expectations.
- Indicates a student has basic understanding of concepts and skills. This student is progressing towards meeting grade level expectations.
- Indicates a student has minimal understanding and does not meet grade level expectations. Their performance is inconsistent and requires additional guidance and support.

Report Cards / Parent Conferences

Student report cards are available four times a school year. Formal parent/teacher conferences are scheduled at the end of the first and second marking periods. Additional parent conferences can be scheduled throughout the school year at either a parent/guardian or the teacher's request. Please feel free to contact the school if you have any questions about your child's progress.

EXPECTATIONS FOR STUDENT CONDUCT

The following specific behaviors exemplify the conduct expected of students, in accordance with District Policy 5500-EXPECTATIONS FOR STUDENT CONDUCT

- A. Students will prepare themselves mentally and physically for the process of learning by:
 - i. Being well-nourished, rested, clean, and properly dressed and groomed;
 - ii. Being free of drugs and alcohol and refraining from smoking; and
 - iii. Developing attitudes that will prepare them for listening, participating, and learning.
- B. Students will respect the person, property, and intellectual and creative products of others by:
 - i. Being always honest, forthcoming, and courteous;
 - ii. Displaying care for the property of others;
 - iii. Acknowledging the intellectual work of others when it is incorporated into their work;
 - iv. Accepting the rights of others to their own opinions and beliefs;
 - v. Resolving disputes and differences peacefully;
 - vi. Displaying loyalty and good sportsmanship; and
 - vii. Helping to maintain school facilities that are neat and clean.
- C. Students will take responsibility for their own behavior and learning by:
 - i. Recognizing that academic endeavor is the primary purpose of school attendance;
 - ii. Completing all homework classwork, and assigned projects on time;
 - iii. Preparing for each class by bringing necessary supplies and equipment;
 - iv. Making personal choices that are based on sound reasoning and decision-making;
 - v. Accepting constructive criticism; and
 - vi. Acknowledging and accepting the consequences of their own actions;
- D. Students will use time and other resources responsibly by:
 - i. Attending school regularly and promptly and striving for a perfect attendance record;
 - ii. Using study periods and library time for school work; and
 - iii. Using books and other equipment appropriately.
- E. Students will share responsibilities when working with others by:
 - i. Cooperating with others in the work of the group;
 - ii. Contributing talents and services as appropriate;

- iii. Accepting leadership when appropriate; and
 - iv. Respecting the rights and opinions of others in a group setting.
- F. Students will meet the requirements of each course of study by;
- i. Participating actively and appropriately in the scheduled class;
 - ii. Following the rules and procedures established for the class by the teacher;
 - iii. Bringing to class the textbook, clothing, and other materials necessary for participation; and
 - iv. Observing school rules for the safe handling of class equipment and materials.
- G. Students will monitor their own progress toward school objectives by:
- i. Carefully planning courses of study and schedules;
 - ii. Promptly seeking staff assistance as required; and
 - iii. Maintaining records of progress.
- H. Students will communicate with parent(s) or legal guardian(s) and appropriate school staff members about school matters by:
- i. Discussing progress in school with parent(s) or legal guardian(s) and relaying necessary information to parent(s) or legal guardian(s);
 - ii. Transmitting school letters, forms, and notices to parent(s) or legal guardian(s) and returning required responses to school staff members;
 - iii. Conferring with appropriate staff members when a problem occurs; and
 - iv. Developing with parent(s) or legal guardian(s) a clear idea of their educational goals.

The Student Code of Conduct, District policy **5600 - STUDENT DISCIPLINE / CODE OF CONDUCT**. These regulations are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
 2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
 3. Promote achievement of high academic standards;
 4. Prevent the occurrence of problem behaviors;
 5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
 6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.
- A. Expectations for Academic Achievement, Behavior, and Attendance
- i. All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.
- B. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

- i. Continued and willful disobedience;
- ii. Open defiance of the authority of any teacher or person, having authority over the student;
- iii. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
- iv. Physical assault upon another student;
- v. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
- vi. Willfully causing, or attempting to cause, substantial damage to school property;
- vii. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
- viii. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
- ix. Incitement which is intended to and does result in truancy by other students;

- x. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
- xi. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

C. Students' Rights

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

- i. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
- ii. Education that supports students' development into productive citizens;
- iii. Attendance in safe and secure school environments;
- iv. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
- v. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
- vi. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and
- vii. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by students, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

D. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

- i. Positive Reinforcement for Good Conduct and Academic Success
 - 1. A student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to:
 - a. Student of the Month;
 - b. Honor Roll Recognition;

- c. Character Education Program/Assembly;
 - d. Posted on the School Bulletin Board.
 - ii. Supportive Interventions and Referral Services
 - 1. A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.
 - iii. Remediation of Problem Behavior
 - 1. The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.
 - a. Restitution and Restoration
 - i. A student may be required to make restitution for any loss resulting from the student's conduct; or
 - ii. A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.
 - 2. Counseling
 - a. A student may be required to consult with school guidance counselors or Child Study Team members.
 - b. The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.
 - c. The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.
 - 3. Parent Conferences
 - a. Students may be required to attend a meeting with their parents and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.
 - 4. Alternate Educational Program
 - a. Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff members.
 - 5. Students with Disabilities
 - a. For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.
- E. School Responses to Violations of Behavioral Expectation
 - i. School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand
2. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
3. Temporary Removal from Classroom
4. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
5. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
6. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
7. Meeting with School Administration and Parent
8. The student's parents may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.
9. Deprivation of Privileges
 - a. Students may be deprived of privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
 - i. Moving freely about the school building;
 - ii. Participation in co-curricular or inter/intra-scholastic activities;
 - iii. Attendance at a school-related social or sports activity;
 - iv. Transportation to and from school on a school bus; or
 - v. Any other privilege the Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

F. Detention

- i. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- ii. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- iii. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

G. Grade Adjustment

- i. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

H. School Bus Conduct

- i. Violations of the rules regarding student conduct on school buses will be handled as follows:
 - 1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
 - 2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
 - 3. The parent will be notified of the student's reported conduct.
 - 4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
 - 5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.
- l. Students with Disabilities
 - i. For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

RECESS

Due to safety concerns and the need for accountability of children, only students enrolled in the Springfield Public School District are to be on the playground during the school day.

Outdoor recess will be held unless weather conditions are too severe, (extreme cold, heat, rain, ice). If the temperature or wind chill is below 30 ° Fahrenheit the children will stay in for recess. Otherwise, all students will go outside unless the student brings in a doctor's excuse. Please be sure your child dresses appropriately for the colder weather. We ask that you label coats, hats, and gloves. The P.E. teacher, School Nurse, Teacher Assistants on recess duty and Principal will consult and determine if conditions warrant cancellation of outdoor recess.

JAMES CALDWELL ELEMENTARY SCHOOL TIME TABLE

Grades 3-5 Regular Day Schedule 8:40am – 3:00 pm	
Students Arrival Time	8:20 am
Instruction Begins	8:40 am
Lunch	11:20 am - 12:20 pm
Instruction Resumes	12:20pm
Afternoon Dismissal for Students	3:00pm

Delayed Opening Schedule	
10:10 am – 3:00 pm	
Lunch 12:05 pm - 1:05 pm	

Early Dismissal Schedule	
8:40am – 12:50 pm	
No Lunch Served	

STUDENT DRESS CODE

STUDENT ATTIRE:

The following requirements concerning children's dress will apply to all elementary students in the Springfield Public School District.

Students will dress appropriately in a manner that is not distracting to other students or staff, and in a manner that does not endanger the health, safety, and/or welfare of students. The use of make-up and perfume is discouraged at the elementary level.

Examples of unacceptable clothing may include, but are not limited to the following:

1. Halter-type blouses that leave a bare midriff; shirts that bare the midriff

2. See-through blouses, fishnet shirts, spaghetti strap shirts, Tank tops.
3. Excessively short skirts or shorts
4. Excessively loose and/or baggy pants or shorts that reveal undergarments
5. Ripped or torn clothing
6. Hats are not to be worn inside the building.
7. Beach flip-flops and "heelies" are not permitted.
8. Clothes with or that convey inappropriate written messages
 - o Promote or advertise the use of alcohol, drugs, or tobacco
 - o Have abusive sayings, profanity or foul language
 - o Convey inappropriate messages, sexual innuendo

Clothes should be appropriate for the occasion, and should be clean, neat and safe.

In cold inclement weather, provisions should be made so that children are not only outfitted in the proper type of outer clothing, but also the proper articles for in school wear. Boots, heavy slacks, and other types of outer clothing should not be worn indoors during the school day. Classroom temperatures are regulated for indoor types of dress.

Parents are encouraged to supply children with sneakers for physical education class. Children are encouraged to wear some form of clothing on physical education days, which is appropriate for these activity periods. Students may not participate in physical education classes if they are inappropriately dressed.

HARASSMENT, INTIMIDATION & BULLYING

Harassment, Intimidation, Bullying Definition from NJSA: 18A:37-14:

"Harassment, intimidation or bullying" means any gesture, any written, 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 either 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 school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Harassment, Intimidation and Bullying will not be tolerated within our school community. The Springfield Board of Education is committed to providing a safe, positive learning environment for District students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by District students. Bullying/Cyber Bullying will be handled in accordance with Board Policy 512- HARASSMENT, INTIMIDATION, AND BULLYING

TRANSPORTATION

The Springfield Board of Education shall provide transportation for students within the parameters prescribed by the School Laws of New Jersey. The scope of this service includes the provision of a safe, consistent, and predictable operation of bus transportation. It is the Board's intent to primarily authorize the transportation of students from their home (at stops reasonably and practically positioned in relation to other homes, physical landforms, and efficient routes) to school and returned. The Board of Education directs the Business Administrator to develop bus routes to provide safe, economical and reasonably expeditious transportation for:

- Pupils who live remote from the school as defined by New Jersey Law
- Pupils whose route to the school is deemed hazardous by the Board
- Educationally handicapped pupils
- Pupils participating in Board approved extracurricular activities or field trips
- Pupils who may qualify for Subscription Courtesy Busing (fee basis) if seats are available.

The criteria to be used in designating routes and assigning pupils to them shall include:

- The distance to be traveled to and from school
- The hazards involved on the route to be traveled
- The age and state of health of the child
- The requirements of the instruction program.

Transportation to and from school shall be provided as required by law to eligible nonpublic school pupils. All pupils riding on district buses shall be required to observe the district's bus conduct regulation or risk loss of the privilege of such transportation. In the interests of student safety and parent convenience, the Board of Education has established the following criteria for Subscription Courtesy Busing eligibility:

- Age of children to be transported
- Distance from school and traffic patterns
- Hardship.
-

Subscription Courtesy Busing will be available according to the established criteria and/or a lottery system for available seats. The Board will set an annual fee for this service and a special adjustment in those fees will be granted for individuals whose children qualify for free and reduced meal prices. Buses, whether contracted or district-owned, shall be kept in optimum condition and shall conform to all state safety regulations.

SCHOOL BUS BEHAVIOR GUIDELINES:

- Pupils who live remote from the school as defined by New Jersey Law.
- All students are to sit in assigned seats that are designated by the driver.
- All riders should use seat belts. If a seat belt is broken, the student should notify the driver and request a change in seating. Belts are inspected and repaired twice per week.
- All students are to remain seated at all times when the bus is in motion.

- Students in the front seats should not speak to the driver while the bus is in motion and should not distract the driver.
- Students should not open or close windows and should keep hands and limbs inside the school bus. The driver will assist students for safety reasons in lowering or raising the windows.
- Students should not board the bus unless a driver is seated in the driver's seat.
- Students should not block the aisle with packages and large band instruments. These items should be placed under the seats. If assistance is needed, the driver will give appropriate direction.
- Students will be "dropped off" only at the students' designated bus stops or at school.
- Students will only be permitted on buses to which they are regularly assigned. In emergencies or special situations exist and if seating is available, exceptions to this rule may be approved by the building principal.

DISCIPLINE:

All discipline problems will be handled by the school principal or his/her designee. Upon receipt of a complaint, the principal will take the following action:

- First Offense:** The student will receive a verbal warning and the parents will be sent a copy of the "Bus Discipline" form.
- Second Offense:** The student will be removed from the bus for three days.
- Third Offense:** The student will be removed from the bus for one week.

Further offenses will be handled according to the progressive discipline procedures of the district. Bus stop behavior problems should also be reported to the school principal for appropriate action.

GENERAL PROCEDURES:

Since safety is such a major concern of the school, all must cooperate to build proper bus riding habits. Some ground rules for developing and promoting safety habits are listed below.

- A. It is suggested that you be at the bus stop five (5) minutes before the scheduled departure as the driver must maintain a schedule and cannot wait for you. If there is inclement weather, you may return home if the bus has not arrived within fifteen (15) minutes after its scheduled departure. If the temperature is above freezing and there is no precipitation, you should wait forty-five (45) minutes.
- B. Get on and off your assigned bus at your designated bus stop. Due to space limitations and assigned bus routes, written requests for students to go home with a friend on another bus are not granted.

- C. A driver will not knowingly permit any child to get off the bus at a different stop.
- D. When your bus approaches, wait until it comes to a complete stop. Then, form a single line and board courteously, one pupil at a time.
- E. Once inside the bus, take your seat as soon as possible, stay seated and make yourself comfortable. The driver will give you permission to open and close your window as deemed necessary. When windows are open for ventilation do not hang your hands or head out of the windows. Trash must not be thrown out of the windows.
- F. Seating arrangements are the responsibility of the bus driver. For the safe operation of the bus, it is essential that there be no boisterous talking, or other distracting behavior.
- G. In case of a road emergency, stay seated. Protect yourself and others by obeying the bus driver at all times. When approaching a railroad crossing lower your conversation.
- H. When leaving the bus, cross at least ten (10) feet in front of it. Before walking out from in the front of the bus, look both ways to be certain no traffic is approaching.
- I. Treat the bus as your own. Respect your fellow students and drivers. Abuse of the necessary guidelines and rules may cause the loss of riding privileges.

EMERGENCY PROCEDURES:

Each day the Springfield Public School District transports many pupils to multiple bus stops within the Springfield community. Such things as inclement weather, delays, breakdowns do occur, and the fact that children sometimes tend to do the unexpected, it is quite possible that there will come a day when your child will not arrive home on time.

Should this happen, we are eager to help you find your child as soon as possible. Listed below are some suggestions, which should help both of us. It is also important to work out an emergency plan in case your child is dismissed early without your knowledge, or if you are unexpectedly delayed. The plan should include what the child should do or where he/she could go until you arrive home. Discuss the plan periodically so your child is always prepared for emergencies.

BE PREPARED:

- A. Know your child's bus number and usual arrival time after school.
- B. Know the names and phone numbers of a few children who get off at the same stop or nearby stops.
- C. See that your child knows his telephone number and possibly that of the person designated to be contacted in case you cannot be reached.

IF:

- A. If your child has not arrived home on time, first check with your neighbors to determine whether the bus is running late.
- B. If the entire bus is late, particularly in bad weather, wait about twenty minutes. If it has still not arrived, call your child's school office (JCS 973-376-1025; ext.: 4499). Transportation Office 973-376-1025 or the Central Office 610-298-8661. When we are aware of delays, someone is available to help and to furnish information until the delayed bus has finished its run.

IF THE BUS IS LATE:

- A. If you have determined that the bus has gone by and your child did not arrive home, first contact a few neighbors whose children also ride the bus to see if your child got

off at the bus stop or whether your child was even on the bus. If your child was not on the bus, or somehow got off at the wrong stop, call your child's school office. If you are unable to get an answer, call the Transportation Office.

- B. If your child has missed the bus, the school will contact you immediately.

HOW PARENTS CAN HELP . . .

The home and the school must work together to insure the best educational program for each child. There are many ways in which parents can help. Here are a few suggestions:

1. Take an active interest in school affairs; volunteer in the school, serve on district committees, and/or join the Parent Teacher Association
2. Establish and maintain a healthy schedule at home: plenty of rest, adequate diet, and free time for leisure activities. In addition, encourage good health habits.
3. Talk positively about the educational program, the teachers, and other school personnel.
4. Show confidence in your child and his / her ability to make small decisions for him or herself. Build a sense of responsibility through ever-widening experiences such as regular household chores, running errands, etc.
5. Provide stimulating reading materials at home such as children's magazines, encyclopedias, and non-fiction and fiction books written on your child's reading level.
6. Acquaint your child with the wonders of nature and the world. Plan and participate in trips to nearby places of interest: a zoo, animal farms, museums, historic spots; encourage hobbies and collections.
7. Help your child feel a sense of security. Avoid friction and other emotional tensions in the home.
8. Refrain from pressuring your child about grades, not having enough homework, or other children doing better in school. Remember that your child is a unique person-- with his/her own innate qualities and abilities.
9. Contact the school if it is learned that, because of a lengthy illness, your child will be absent from school for a long period of time.

We hope this handbook has provided you with a better understanding of the policies, procedures, and guidelines that help us maintain a healthy and safe learning environment. We understand that there is a lot of material covered, and encourage you to refer to this as many times as needed. Please remember to call your building Principal should you need any clarification on any of the material covered in this handbook.

We look forward to guiding your child(ren) to developing the necessary academic and social-emotional learning skills that will help them become life-long learners.