

2016 - 2017

Marion T. Bedwell School



Parent Handbook

The Somerset Hills School District

Marion T. Bedwell Elementary School

Mission Statement

The mission of The Somerset Hills School District, a visionary learning community, is to ensure that each student discovers the power of his or her unique abilities as a socially responsible citizen of the world through a system distinguished by dedication to innovation, forging global connections, celebration of diversity, creative use of technologies, and compelling learning experiences while maintaining an expectation of achievement beyond the New Jersey Core Curriculum Content Standards.

Beliefs

- We believe that each individual deserves respect as a human being.
- We believe that each individual needs to be safe to thrive.
- We believe that each individual is responsible for the greater good of the community.
- We believe that learning is lifelong.
- We believe that one's primary commitment is to family.
- We believe that open communication is critical to a society.
- We believe that we are responsible to create a future for our children.
- We believe that a global perspective promotes understanding and personal growth.
- We believe that change provides opportunity for innovation; innovation provides opportunity for change.
- We believe that balancing mind, body, and spirit is critical to personal well being.
- We believe that the family provides the primary influence on a person's character.
- We believe that integrity leads to trust; trust is the basis for collaboration.
- We believe that each person is entitled to maximize his or her unique abilities.

Marion T. Bedwell School
141 Seney Drive, Bernardsville, New Jersey 07924
908-204-1920



Dear Parents,

Welcome to the Marion T. Bedwell School. This handbook has been prepared for the parents of the Bedwell School, in an attempt to give a clear understanding of the school, its policies, procedures, activities, and services. We suggest you read the information in this book carefully and discuss it with your child where applicable. Please refer to it throughout the school year for necessary information.

The aim of the Somerset Hills School District and the Bedwell School is to provide the best educational program possible with opportunities for academic, social, physical, and emotional development. Cooperation between parents, students, and school personnel is an essential element in the education of every child. Therefore, we encourage parents to be involved in their child's education.

The staff of the Bedwell School looks forward to working closely with you and your child during the elementary school years. Do not hesitate to contact us if you have any questions regarding the school or your child's progress. We wish you and your child a wonderful year of learning.

Sincerely,

Amy G. Phelan

Principal
aphelan@shsd.org

April H. Friedman

Assistant Principal
afriedman@shsd.org

Bienvenidos a nuestra escuela Bedwell. Entendemos que es muy difícil para las familias que no tienen el Inglés como su primer idioma entender muchas de las reglas y las políticas de la escuela. Si usted necesita ayuda por favor comuníquese conmigo directamente y le pondré en contacto con un representante que sea bilingüe quien le pueda ayudar a entender más de nuestra escuela y de las reglas. Para ayuda por favor llame a la Sra. Amy Phelan al (908) 204-1920 x.4011

Bedwell "Good Neighbor" Traits

Trustworthiness -

- Be honest and reliable-keep your promises and follow through
- Have the courage to do what is right, even when it is difficult
- Be a good friend and don't betray a trust

Respect -

- Treat other people the way you want to be treated
- Be courteous and polite, listen to what other people have to say
- Don't insult people, or make fun of them, or call them names
- Don't bully or pick on others
- Don't judge people before you get to know them

Responsibility -

- Be reliable and dependable, when you agree to do something... do it
- Take care of your own business; don't make others do what you are supposed to do
- Take responsibility for your actions; don't make excuses or blame others
- Use your head; think before you act; imagine the consequences

Fairness -

- Treat people the way you want to be treated.
- Take turns, tell the truth, and play by the rules
- Think how your actions will affect others
- Listen to people with an open mind
- Don't blame others for your mistakes
- Don't take advantage of others
- Don't play favorites

Caring -

- Treat people with kindness and generosity
- Help people in need, be sensitive to people's feelings
- Never be mean or hurtful
- Remember: We become caring by doing caring things

Citizenship -

- Do your share to make your school, your community, and the world a better place
- Participate in community service
- Help take care of the environment
- Be a "Good Neighbor", follow the rules of your family, school and community

Bedwell Character Education Committee

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ABSENCE FROM SCHOOL:

Student attendance is an important factor in a student's success in school. Students who are frequently absent, tardy, or leave school early miss a large part of the curriculum. We encourage families to schedule their appointments and trips during already scheduled school holidays. The number of times a student is absent or tardy will be recorded and will become part of his/her permanent record. Students must be in school for at least four hours of instructional time in order for the day to count. (See also **ATTENDANCE POLICY** at www.shsd.org under Critical Policies.)



If your child will be absent for any reason please notify the school by calling the **Absence Verification number at 204-1920 (and choose option 1 or dial x4023) by 9:00 AM.** State your child's name, homeroom teacher, and the reason for absence. It is also helpful to call this number if your child will be late to school. Students must be in school for at least four hours of instructional time in order for the day to count.

In case of absence due to illness, please inform the school of the nature of the illness. It is important for us to know when there is a communicable illness so that we can take appropriate actions. This is especially true in cases of lice. If you think your child has lice or if you have treated your child for lice please notify the school nurses directly at 204-1920 (at option 3 or x4014). The school nurses must check your child for lice before returning to school.

If requested by a parent, homework will be provided when a student is absent due to illness. If a student will be absent due to a family vacation or family travel, student work will be provided at the teacher's discretion. (See also **HOMEWORK** section within this handbook.)

ALERT NOW:

The District uses the **ALERT NOW** Rapid Notification Service to enhance parental communication. This service will allow us to send a voice message to all of our students' parents on their contact number within 2 minutes. At Bedwell the **ALERT NOW** service will primarily be used for early morning emergency closings and delayed openings. Be sure to notify the principal's secretary at 204-1920 x4010, of any changes to your contact phone numbers.

In addition to ALERT NOW, the District has a direct line for parents to call to see if schools in the district are closed, have a delayed opening, or are closing early (908) 630- 3019. Notices will also be shown on www.shsd.org, and announced on radio stations: WKXW - 101.5 FM (Trenton; and the following television stations: WCBS, WNBC, FOX, WABC and Channel 12 NJ News. Personal phone calls to families will only be made for EMERGENCY early dismissal closings.

ALLERGIES:

There are students and staff members who exhibit allergic reactions to a range of sources in our environment, such as various foods, insects and certain fragrances and aromas. The Bedwell faculty will strive to make reasonable accommodations for those who are adversely affected by allergies. Parents must notify the school nurses in writing of any known allergies, and any subsequent changes to the information provided on the most recent Health Information Card submitted. All parents must be considerate of those with life threatening allergies. For example, you must check with your child's teacher in advance of a party regarding food allergies. Many of our students have known food allergies and all of our students are potentially allergic to certain foods. Please do not use any type of nuts or peanuts in the treats that you provide at any school parties. At no time should students be eating food, gum or candy on school busses. There is a danger of choking as well as exposing allergic students to the possibility of a life threatening food

reaction. Furthermore, there are staff members and students who are prone to allergic reactions from certain fragrances and aromas. Students and parents should show consideration for others by not using any fragrances or aromas that could be detrimental to the health and welfare of others. The administration will strive to make reasonable accommodations for those students and staff who may be adversely affected by certain fragrances or aromas. In addition, the products “Axe” and “Purell” have been banned from all district buildings.

ARRIVAL AND DISMISSAL PROCEDURES:

ARRIVAL TIME–REGULAR DAYS

Students report to their homerooms at 8:45 A.M. and school officially begins at 8:55 A.M. All students are expected to be in their homerooms at this time. Parents may drop off students as early as 8:35 A.M. - 8:50A.M. from the car rider drop off area. Students not in homeroom at 8:55 must report to the office. Late students must not be dropped off curbside after 8:50. A parent must accompany their late student(s) to the front desk and sign them in. (See **CAR RIDER AM DROP OFF PROCEDURES**). No students are allowed in the building prior to 8:35 A.M. without permission, unless they are enrolled in the YMCA Before Care Program or an authorized morning program.

The YMCA Before Care morning program begins at 7:30 A.M. All other morning programs begin at 8 A.M. Please have students report to their designated areas (Ex: Morning Enrichment, Chorus). Students should report to the main office whenever the teacher in charge of the activity is not present.

DISMISSAL TIME–REGULAR DAYS



School ends at 3:31 P.M. In special situations, when students must be picked up early from school, parents must report to the main office to sign out students. We strongly encourage parents to make doctor

appointments and schedule other arrangements outside the hours of the normal school day. Students present for less than four hours of instructional time are considered absent. Students who remain unsupervised upon dismissal at the end of the regular school day must report directly to the Main Office. School personnel will: 1) Attempt to contact the parent/guardian. 2) Call another authorized person you designate. If unable to reach those individuals after a reasonable amount of time, the police department will then be notified.

ARRIVAL AND DISMISSAL CATEGORIES AND PROCEDURES

The beginning of each school year brings many questions from parents regarding dismissal procedures.

Your child will belong in one of the following categories:

- A) **“Bus Rider”** both ways, five days a week.

ALL parents must complete the Bedwell Dismissal Form (included in the summer mailing and available at school) and return it your child’s teacher by the first day of school. This form is important for Bedwell teachers and staff to prepare class dismissal plans so that each student is brought to the appropriate dismissal area. Please advise your child’s teacher of any changes to your child’s daily dismissal routine in a dated written note. Unless the teacher or office is notified of a change, students will be sent home in their regularly scheduled manner as indicated on the Bedwell Dismissal Form. Please remind your children of the importance of turning in dated written dismissal changes to their teachers. Do not send dismissal instructions by email, as they may not be received in a timely manner.

Without exception, students are never allowed to ride on a bus or get off at a different bus stop other than their own.



This category includes students who ride the bus, but who *on occasion* may be **Car Riders** in the a.m. and/or p.m. If a **Bus Rider** is to be picked up by a parent at dismissal time, a signed and dated permission slip must be sent to school on that day indicating that the student will be a **Car Rider**. The permission slip is extremely important in order for Bedwell teachers and staff to dismiss students to the appropriate dismissal area. Do not send dismissal instructions by email, as they may not be received in a timely manner. **Children are only permitted to ride on their assigned bus and got off at their assigned stop.**

Students may not take a different bus for a play date or other reasons. Please be aware that all Kindergarten, First and Second Grade students need to have a parent or guardian at the bus stop each day to welcome him or her off the bus. Kindergarten, First, or Second Grade students who do not have a parent or guardian at the bus stop in the afternoon will be returned to school and parents will be required to come to Bedwell to pick them up. This is to ensure the safety of our students.

B) “Car Rider” both ways, five days a week.

This category includes students who are **Car Riders** both ways five days a week as designated by parents/guardians on the Bedwell Dismissal Form. Students in this category will be dismissed to the **Car Rider** pick-up area *everyday in the back of the building*. If a **Car Rider** is to be picked up by a parent as a **Walker/Bike Rider**, a signed and dated permission slip must be sent to school on that day indicating that the student will be a **Walker/Bike Rider**.



C) “Walker”/Bike Rider both ways, five days of the week.

This category is for students who actually walk or ride bicycles to and from Bedwell. Walkers/Bike Riders exit into the amphitheater from the side door by the kindergarten. Parents meeting walkers should sign their children out at the door before leaving.

Parents who are allowing Grade 3 or Grade 4 students to walk or ride their bicycle to and from school without adult supervision must sign the appropriate statement on the Bedwell Dismissal Form. If a



Walker/Bike Rider is to be picked up by a parent as a **Car Rider** at dismissal time, a signed and dated permission slip must be sent to school on that day indicating that the student will be a **Car Rider** and the student will be dismissed from the car rider area. Please do not park your car and walk to the walker sign out area. Similarly please do not have students sign themselves out and walk to parked car. This creates a safety issue for all of our students. Walkers should be students who walk to and from school only. Also, please do not bring pets on school grounds when picking up or dropping off students as a walker.

D) “YMCA After Care” Student p.m.

This category is for students who are enrolled in YMCA After-Care at Bedwell.

Late arrivals: Please make every attempt to arrive to school on time. Students need to be in their homeroom by 8:55 for the start of instruction. Late arrivals interfere with the learning of all students.

BUSING AND CHILD CARE TRANSPORTATION ARRANGEMENTS:



Transportation questions (Driver Conduct – Bus Stop Information - Late Buses - No Shows - Lost & Found) are handled by **our district Transportation Coordinator at (908) 204-1930 x1120**. For questions related to subscription busing, please contact our Business Administrator at (908) 204 1930 x1117. For more information on subscription busing, please refer to the Somerset Hills District Transportation Policy located in the addendum section of this handbook. Also, refer to our Bus Discipline Guide and School Bus Safety Rules available on the District Home Page www.shsd.org. Behavioral (Student Conduct) concerns should be addressed with the Bedwell Assistant Principal at (908) 204-1920 x4024.

At no time should students be eating food, gum or candy on school buses. There is a danger of choking as well as exposing allergic students to the possibility of a life threatening food reaction. Students reported eating or drinking on the bus will face disciplinary actions.

Childcare transportation arrangements must be permanent, five days a week, for the duration of the school year. The childcare provider must be located within the school's sending area and be accessible to an existing bus stop. If it is necessary to reassign your child to a bus other than the assigned one for regular home-to-school transportation, a seat must be available. Parents will be notified if their child cannot be accommodated. Every year during March, the Transportation Department begins compiling information necessary to create next year's bus routes. Information concerning childcare transportation is especially important. These arrangements often have a significant impact on vehicle load levels, routing and time required to complete a route.

If you wish to request transportation to or from a childcare provider, you may do so by completing a Child Care Transportation Request Form (which may be obtained from the Transportation Coordinator) and returning it to the Transportation Coordinator by June 1st. Late requests cannot be considered since routing will begin on this date. The only exception will be for families who move to Somerset Hills School District and register students after June 1st.

Without exception, students are never allowed to ride on a bus or get off at a different bus stop other than their own.

CAR RIDER A.M. DROP OFF AND P.M. PICK UP PROCEDURES

A.M. Drop-Off Procedure:

- Pull into pool parking lot to start car rider line as per map on page 11. Drop off is between 8:35 A.M. – 8:50 A.M. A sandwich board is used to provide parents with a visual alert during Car Rider Drop-Off.
- From 8:35-8:50, the green circle on the sandwich board will indicate that student drop-off is in progress. Please pull fully forward and follow the directions of the teacher on duty.
- Pull up on **LEFT SIDE OF ROAD** to the sidewalk behind the gymnasium and have your child(ren) exit from driver's side, directly on sidewalk – No students should exit passenger side onto roadway. If students must exit on the passenger side, please wait in line and then pull your vehicle into the rear parking lot so that they may exit safely.
- Have children ready to exit vehicle themselves (mittens on, backpack ready).
- Driver stays in vehicle at all times—no cell phone use.
- **DO NOT ENTER PARKING LOT** (unless students are exiting vehicle on passenger side).
- Exit by continuing on access road.

- Follow vehicles ahead; do not pass.
- Think safety and please be patient.
- Teacher supervision ends at 8:50. At 8:50 when teachers leave car rider duty to report to their teaching assignments, the red circle on the sandwich board will inform parents that children are NOT to be dropped off. Once the red circle is displayed, parents must drive to the front of the school, park, and sign in their child at the main desk. Students must be in their homerooms at 8:55 A.M. or will be marked tardy.

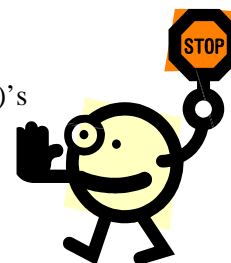
P.M. Pick-Up Procedure:

- Pull into pool parking lot to start car rider line as per map on page 11. After 3:05 P.M. cars may pull up behind the Bedwell gym.
- Pick Up begins at approximately 3:31 P.M. Students who are not picked up will be brought to the main office and parents need to check in at office to pick up their child.
- No car should line up beyond the pool lot before 3:05 P.M.
- **HAVE DRIVER ID** card in place, on driver's side visor, (use a lemon yellow Driver ID card if you require passenger side entry—some vans and 2 door cars only) ID card are available from the main office or from a teacher on car rider duty. Remember to use **BOLD** marker and **LARGE** lettering when you fill out your driver ID card.
- When waiting on line, respect the environment. Do not let your car idle.
- Pull up to top of sidewalk, just behind teacher parking lot entrance.
- Pull as close to left side of road as possible.
- Pull as close to the car in front of you as possible to allow more cars in line.
- Be in your car ready to drive when children exit school – no cell phone use.
- Children enter on driver's side. Vehicles with passenger side entry should pull into entrance of rear parking lot to pick up students. Teachers will assist.
- Pull away from sidewalk only after vehicles ahead have left, follow access road to exit.
- Do not pass vehicles ahead of you.
- Think safety and please be patient.

CAR RIDER PICK UP GENERAL INSTRUCTIONS

If another adult is picking up your child, it is **VERY IMPORTANT** that you send your child's teacher a dated and signed note indicating who will be picking up your child. The school will not send your child home with another adult without dated written authorization. Do not send dismissal instructions by email, as they may not be received in a timely manner.

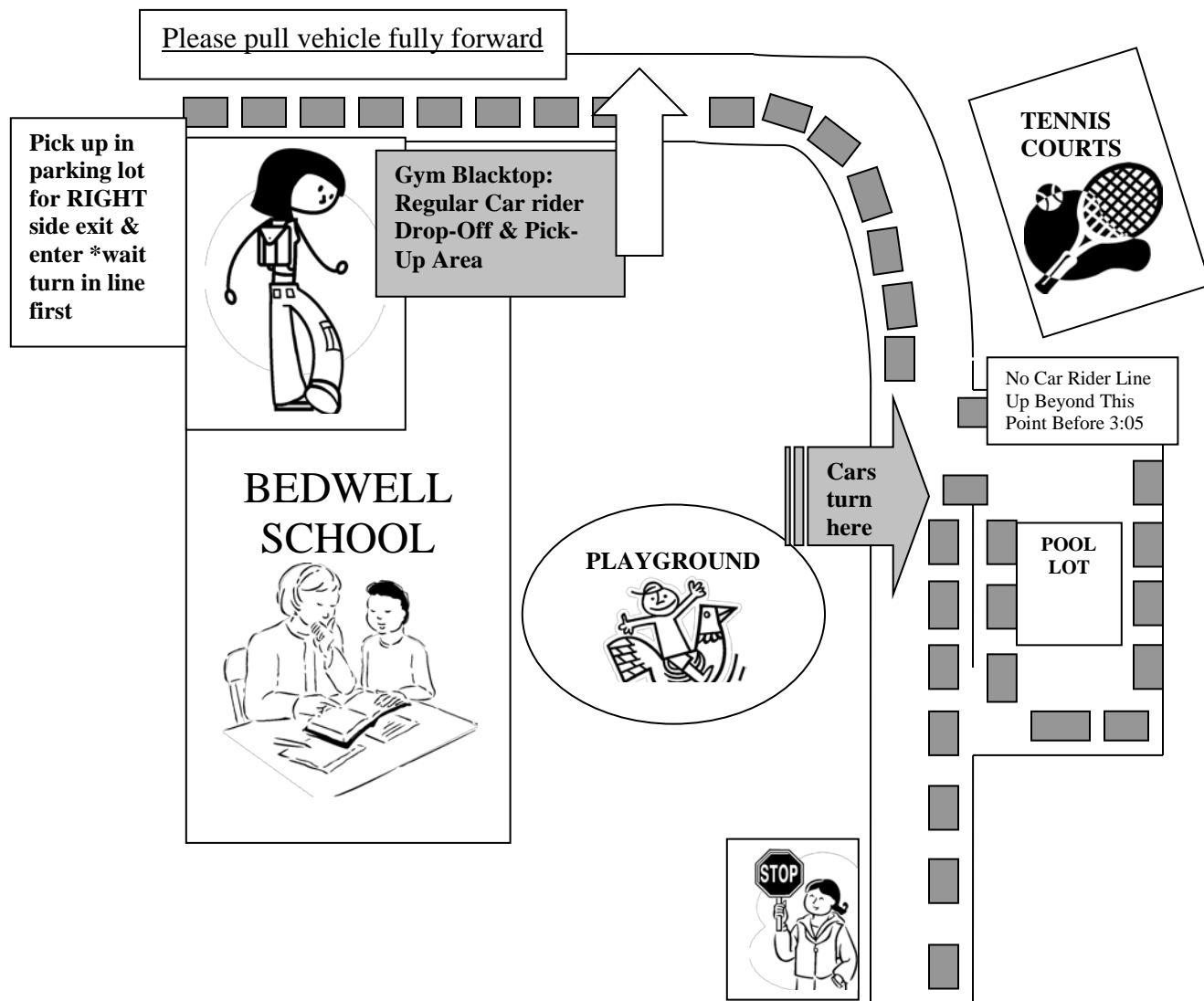
Car visor ID cards will be used again this year. If you do not have a visor ID card for your vehicle, please make a temporary card using a letter size piece of paper. Put your child(ren)'s last name on the card using a **BOLD** marker. Cards should be clearly visible from a distance on the car rider line. Additionally, include the grade level(s) for each child. Car visor ID cards are available from the Bedwell Main Office and from the teachers on duty at the car rider line (See **CAR RIDER MAP** on the next page.).



Children are not to be signed out as walkers if they are car riders. Parents should not pick up students from the walker area by car. For the safety of the children, parents should never make arrangements to pick-up their children from a remote location at dismissal.

CAR RIDER MAP

- This diagram should be used when cars reach the large arrow on the map below.
- The arrow represents the location at which cars route into the Bernardsville pool lot, allowing additional cars a place to wait.
- Remember our official school day ends at 3:31, and we begin dismissal at that time.
- If waiting in line is a concern, some parents have reported that they are adjusting their arrival time to about 3:35. Most days we are fully dismissed by 3:40.
- When waiting on line, respect the environment and set a good example. Do not let your car idle needlessly.



SENEY DRIVE

According to the Bernardsville Police Department, no cars will be allowed to line up on Seney Drive.

WALKER

Students who are walkers either walk or bike to school every day. Students are dismissed into the amphitheater from the side door by the kindergarten. Parents or guardians are required to sign students out each day. If you would like to have your Grade 3 or Grade 4 child sign himself or herself out each day, parents are required to complete the Bedwell Dismissal Form and indicate on that form that students may do so. Students will not be released as a walker on their own and will not be able to sign themselves out unless this has been indicated. If parents would like their child to walk home with another adult, parents should send a signed and dated note indicating the change in dismissal procedures. Please do not park your car and walk to the walker sign out area. Similarly please do not have students sign themselves out and walk to parked car. This creates a safety issue for all of our students. Walkers should be students who walk to and from school only. Also, please do not bring pets on school grounds when picking up or dropping off students as a walker.

YMCA BEFORE & AFTER CARE PROGRAM:

There is a childcare program held at the Bedwell School, which is offered through the Somerset Hills YMCA. Both before and after school childcare are available. For information on these programs, please contact the YMCA at (908) 766-7898.

CHANGE IN DISMISSAL PROCEDURES:

In order to ensure student safety and to make sure that all students get home safely, parents are asked to complete the Bedwell Dismissal Form and send it in with their student. This form should indicate the way a child will typically go home from school. In the event that a dismissal procedure changes for any reason, parents are required to send in a signed and dated note indicating the change and how the student will be dismissed. If students are going to be picked up, either as a walker or car rider, by an adult who is not a parent or guardian, parents should indicate in writing the name of the person who will be picking up the student in the signed and dated note. If a more permanent change in dismissal procedures needs to occur, please complete the Bedwell Dismissal Form and return it to school. In the case of an emergency change in dismissal procedures, please first contact the school receptionist at extension X4017. In the event that you cannot reach her, please contact the main office at extension X4012. Do not email these changes. In order to ensure that students are sent home correctly, please speak to someone directly.

DELAYED OPENING AND EARLY EMERGENCY CLOSING

A phone call from your child's homeroom parent will inform you of emergency early dismissals. However, **NO PHONE CALLS WILL BE MADE BY HOMEROOM PARENTS FOR DELAYED OPENINGS OR EARLY MORNING SCHOOL CLOSINGS.** This will be handled by the automated **ALERT NOW** phone notification system. The administration and HSA will meet with the homeroom parents in the fall to discuss the phone chain procedures and the HSA will do a "dry run" of the early emergency dismissal phone chain. Parents must provide their homeroom parents with:

- 1) Phone numbers where parent(s) can be reached during the day (home, cell and work numbers);
- 2) Name(s) and telephone number(s) of alternate contact(s) (i.e., emergency child care provider). These contacts must be local and willing to provide care for your child in the event of an emergency. Emergency contacts should be asked if they are willing and able to accept the responsibility before their names are used on Emergency Forms.

In addition to the emergency early dismissal H.S.A. phone chain, the District has a direct line for parents to call to see if schools in the district are closing early (908) 630 - 3019. Notices will also be shown on www.shsd.org , and announced on radio stations: WKXW - 101.5 FM (Trenton; and the following television stations: WCBS, WNBC, FOX, WABC and Channel 12 NJ News. At Bedwell, ALERT NOW will be used for early morning emergency closings and delayed openings. Personal phone calls to families will only be made for EMERGENCY early dismissal closings.

DISMISSAL PROCEDURES - EARLY EMERGENCY DISMISSAL CLOSINGS

In case of an early closing, the schedule will be as follows:

- | | |
|----------|---|
| 10:00 AM | Schools are notified of early closing. The HSA phone chains start. All attempts will be made by the HSA to contact a parent at home, at work, or at another phone number. In the event that neither parent can be reached, the homeroom parent will call the alternate/emergency contact and advise him/her of the early dismissal. |
| 11:15 AM | Bedwell School secretaries will communicate with the designated HSA homeroom parents for the names of students for whom a parent or alternate/emergency contact has not been reached. School staff will continue to call parent(s) or alternate/emergency contact. No child will be dismissed until a parent or alternate has been contacted in person [no messages will be left on answering machines]. |
| 12:00 PM | Please do not call the school directly since phone lines are jammed and need to be left open for outgoing calls. If a parent has not been contacted by the phone chain by 12:00 PM, he/she should call the spouse or alternate/emergency contact to verify the school closing. Spouses or alternate/emergency contacts should contact the parent(s) if they have been notified to pick up the child. |
| 1:20 PM | For early closings, walkers and car riders will be dismissed at 1:20 PM. Please pick up students at their usual designated Drop Off and Pick Up locations (in the back of the school for car riders and in the amphitheater for walkers). The front circle must be kept free for buses. If parents make arrangements for a child to be picked up instead of riding the bus, they must notify the school by 12:30 PM. Students will be notified of these changes by the school office. However, students will not be dismissed until 1:20 PM. |
| 1:20 PM | Bus riding students will be called as their buses arrive, at approximately 1:20 PM. Note that buses may take longer than usual to drop off students on snow days since buses maintain strict safety procedures. Students will be let off at their regular stops, even in early closings. The emergency/alternate contact should arrange to meet a child at his/her regular bus stop. |

In order to facilitate a smooth dismissal on early emergency dismissal closings, we ask for your cooperation. Students should not be dismissed or signed out before school closes. We request your strict compliance of these specific dismissal rules and procedures for the safety and well-being of all Bedwell children.

NOTE: Procedures and schedules may vary for the Preschool Program. Please check with the Preschool Teachers regarding their procedures.

ARRIVAL TIME - DELAYED OPENINGS

The opening of school may be delayed for two hours (10:55 A.M.) due to inclement weather. Therefore, all bus pick up times will occur approximately two hours later than the normally scheduled pick up times. Students enrolled in Before Care are also delayed two hours from their regularly scheduled starting time. Morning music and enrichment programs are cancelled on delayed opening days. (See also **DELAYED OPENINGS** and **EARLY EMERGENCY CLOSINGS** sections within this handbook)

DISMISSAL TIME – EARLY DISMISSAL DAYS

On scheduled early dismissal days, school ends at 1:20 P.M. Students who remain unsupervised upon dismissal at the end of the regular school day must report directly to the Main Office. School personnel will: 1) Attempt to contact the parent/guardian. 2) Call another authorized person you designate. If unable to reach those individuals after a reasonable amount of time, the police department will then be notified.

DRILLS:

Students and staff members participate in monthly safety drills such as fire drills, lockdown drills, and evacuation drills. The purpose of these drills is to help prepare all members of the Bedwell community in the event of an emergency.

HOME AND SCHOOL ASSOCIATION

Please consider joining the Bedwell Home and School Association. The HSA offers amazing programs and activities for our students and the HSA is an excellent way for all members of the school community to get involved and participate in school activities. For more information, please visit the Bedwell HSA webpage link found on the Bedwell website.

BIRTHDAYS AND HOLIDAYS:

At Bedwell School we recognize many holidays in an effort to teach students about various cultures and nationalities. We welcome parents to share their holiday customs with us; please make arrangements with your child's teacher. In order to be fair and consistent, we ask that the following guidelines be adhered to for specific holidays:

BIRTHDAYS:

Children enjoy celebrating their birthdays or their "un-birthdays" at school. On these occasions, parents may send individual treats to share with their child's class and teacher. Most "Celebration Foods", such as candy, are not allowed under the State Nutrition mandates. We strongly encourage healthy alternatives for children. Fresh fruit or a bagel breakfast treat are examples of better choices. According to federal and state mandates, foods of minimal nutritional value are not allowed to be sold, served or given away at anytime (See **NUTRITION POLICY** in the addendum section or www.shsd.org). Birthday treat arrangements must be made in advance with the classroom teacher and the birthday treats should be left in the main office with your child's name and class clearly indicated. Children are not to be taken out of their classroom to attend the birthday of a sibling in another classroom.

Many of our students have known food allergies and all of our students are potentially allergic to certain foods. Please do not use any type of nuts or peanuts in the treats you may provide. You must check with your child's teacher in advance of a party regarding food allergies.

In place of food treats, we encourage the donation of a book to your child's classroom library on the occasion of his/her birthday. Parents are welcome to come to read the book aloud to the class. A special bookplate with your child's name will be placed in the book in commemoration of the birthday gift. The Bedwell Home and School Association offers the "Celebration Book Club" program as an alternative. Contact Bedwell Librarian Sue Crowley at scrowley@shsd.org for more information.

Party invitations may be distributed in school only if every child in the class is invited.

On early emergency dismissal closing days, all after-school activities will be canceled, including YMCA After Care. Be sure your child is clear about alternate arrangements on early closing days. YMCA After Care students who are assigned to buses will be sent home on the bus only if a parent or contact has been reached. YMCA After Care is not canceled on re-scheduled early dismissal days (such as conference days).



HALLOWEEN PARADE:

There is an annual Halloween Parade at the Bedwell School and parents are welcome to attend. The parade will begin at 1:30 PM. A parade map will be sent home a few days before the parade. Children's costumes should be appropriate and pose no threat to themselves or other students. No weapons or masks that disrupt a child's sight are allowed. Halloween parties are organized by the HSA and the Homeroom Parents in conjunction with the classroom teacher.

VALENTINE'S DAY:

Valentine's Day parties are held in the homerooms. If students are giving out valentines, students are encouraged to provide a valentine for each child in their classroom to avoid hurting feelings. Valentine's Day parties are organized by the HSA and the Homeroom Parents in conjunction with the classroom teacher.

SEASONAL CELEBRATIONS

Bedwell students learn about holiday traditions in the United States and in other countries and cultures. The HSA provides a craft project for the students to work on during the winter holiday season. Holiday parties are organized by the HSA and the Homeroom Parents in conjunction with the classroom teacher.

CODE OF CONDUCT:

To foster a safe and caring environment, the *Code of Conduct* helps ensure students, staff and parents understand Bedwell's rules and expectations. For our young developing students, we believe each mistake is an opportunity to learn and grow. Our approach to discipline is multifaceted and proactive. Students are reminded that the choices they make are in their control. Remedial actions are varied and may include parent phone conferences and/or meetings, consultation with the school counselor/anti-bullying specialist and student-generated projects. Disciplinary consequences are also varied and may include parent phone conferences and/or meetings, consultation with administration, recess detention, short term suspension, long term suspension, or expulsion. Remedial actions and consequences are based on the age of the student, his/her developmental level, severity of actions, and overall patterns of behavior.

Bedwell School uses a Positive Behavior Support approach to promote good choices. Students are encouraged to start a chain reaction by being considerate and respectful, helpful and responsible, safe, including others and showing kindness and never giving up in the face of a challenge. Bedwell students are encouraged to demonstrate these behaviors in their interactions with one another and staff, in both structured and unstructured settings.

Bedwell Positive Behavior Support Program: Be a part of the “CHAIN” reaction!

	Cafeteria	Bus	Playground	Dismissal	Bathroom	Hallway	Classroom
Be C onsiderate and Respectful	<ul style="list-style-type: none"> *Use an indoor voice *Use good manners: please, thank-you and excuse me *Eat your food neatly *Raise your hand when you need help *Address adults by name 	<ul style="list-style-type: none"> *Use an indoor voice *Use good manners: please, thank-you and excuse me *Say hello and goodbye 	<ul style="list-style-type: none"> *Take turns and share equipment *Be a good sport *Line up when you are asked *Address adults by name 	<ul style="list-style-type: none"> *Use an indoor voice *Respect school and other people's property *Raise your hand if you need help 	<ul style="list-style-type: none"> *Use an indoor voice *Keep conversation to a minimum *Respect the privacy of others 	<ul style="list-style-type: none"> *Use a quiet voice when walking in the hall *Keep your hands at your sides *Walk at all times 	<ul style="list-style-type: none"> *Use an indoor voice *Listen respectfully to others *Raise your hand when you want to speak
Be H elpful and Responsible	<ul style="list-style-type: none"> *Follow adult directions *Wait patiently and quietly when in line *Clean your spot (table and floor) *Throw trash and recycling away properly 	<ul style="list-style-type: none"> *Sit in your assigned seat *Watch for your stop *Remember your belongings 	<ul style="list-style-type: none"> *Accept consequences for your actions *Get an adult if someone needs help *Return equipment 	<ul style="list-style-type: none"> *Take care of your belongings *Know your dismissal plans *Go directly to your dismissal destination *Follow adult directions *Be ready when your bus is called 	<ul style="list-style-type: none"> *Only go when necessary *Be quick and quiet *Always flush the toilet *Use two pumps of soap *Put used paper towels in the trash 	<ul style="list-style-type: none"> *Go directly to your destination *Keep halls clean 	<ul style="list-style-type: none"> *Be prepared *Do your best *Take care of classroom and personal materials
A lways be Safe	<ul style="list-style-type: none"> *Be in control of your body *Stay in your seat *Eat your own food *Walk at all times *Ask permission to leave 	<ul style="list-style-type: none"> *Be in control of your body *Wear your seatbelt *Listen to bus driver or adult in charge *Report problems 	<ul style="list-style-type: none"> *Be in control of your body *Avoid rough or dangerous play *Use equipment safely *Walk safely and quietly to and from the playground *Listen to and for adults' directions 	<ul style="list-style-type: none"> *Be in control of your body *Walk at all times *Follow adult directions *Walk on the blue lines 	<ul style="list-style-type: none"> *Be in control of your body *Keep water in the sink and off the floor *Report water or soap spills to the office. 	<ul style="list-style-type: none"> *Be in control of your body *Walk at all times *Keep your hands at your sides *Stay to the right 	<ul style="list-style-type: none"> *Be in control of your body *Listen to adults' directions *Walk at all times
I nclude Others and Show Kindness	<ul style="list-style-type: none"> *Invite others to join your conversation *Enjoy talking to classmates at your table. *Use kind words 	<ul style="list-style-type: none"> *Talk to those around you *Use kind words 	<ul style="list-style-type: none"> *Check the Buddy Bench and invite others to play *Use kind words 	<ul style="list-style-type: none"> *Talk to those around you *Use kind words 	<ul style="list-style-type: none"> *Hold the door for others. *Use kind words 	<ul style="list-style-type: none"> *Hold door for others *Wave to acknowledge people you know *Use kind words 	<ul style="list-style-type: none"> *Invite others to join your group, activity and conversations *Use kind words
N ever Give Up!							

Bedwell students understand that bullying is “being mean on purpose to hurt someone who is different from you.” We prohibit acts of bullying and expect our students to start a chain reaction by working together to make our school and community a better place to live.

COMMUNITY SERVICE:



The Bedwell School Community is committed to providing service learning/community service experiences for its students. These activities are integrated into other academic subjects. By serving the school community and the community at large, students have the opportunity to develop character, build self-esteem and learn leadership qualities. Bedwell students are required to complete at least two hours of community service and two written reflections per year. Community service hours may be comprised of individual, classroom, grade level or school-wide projects.

Individual hours completed outside of school must be turned into the classroom teacher before **June 10th** in order to be included in every child’s individual community service portfolio. Individual Record of Community Service forms are available to download from Bedwell’s website www.shsd.org.

E-MAIL & WEBSITE:

E-mail:

When emailing a teacher or other staff member use the following format for most staff members:

Where *staffname* is the name of the staff person you wish to reach and is composed of the first letter of the first name followed by the complete last name. For example, Jane Doe’s e-mail address would be jdoe@shsd.org. You can also find teacher contact information listed on the staff directory on the Bedwell website. (See also **COMPUTER USAGE POLICY** at www.shsd.org under Critical Policies).

Keep in mind, our email system is governed by very restrictive filters. Therefore, when communicating with teachers, do not use email for time sensitive information such as dismissal instructions as they may not be received in a timely manner. Also, a substitute teacher will not have access to the regular teacher’s personal email account.

The Somerset Hills School District has a Website with useful information. A list of the District’s *Policies and Regulations* may be accessed from the site. You may visit it at www.shsd.org.

Friday Folder:

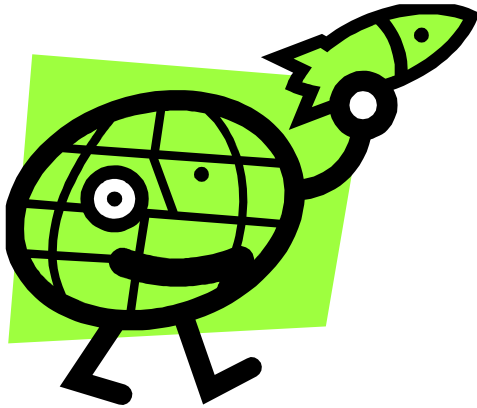
Are **YOU** receiving Bedwell’s weekly “Friday Folders” e-mail messages?

Friday Folder emails are a primary means of communication, a “must read” for all Bedwell families. To subscribe to our Friday Folder, simply:

1. Go to www.shsd.org
2. Choose “Bedwell Elementary School”
3. Under “Campus” choose “Friday Folder”
4. Under the heading “Helpful Information and Answers” read “Parents that want to receive the Friday Folder mailing”
5. Click on “Friday Folder Subscription Page”
6. Complete the information requested and click “Sign Up” at the bottom



BEDWELL ENRICHMENT PROGRAMS:



Bedwell School's Enrichment Program is based on Joseph Renzulli's Schoolwide Enrichment Model and is designed to provide a continuum of enrichment services to all students. This model's intent is to encourage creative productivity on the part of young people by exposing them to a wide array of topics, areas of possible interest, and fields of study and to further train them in the application of advanced content, process training skills, and methodology training to self-selected areas of interest.

All K-4 Bedwell students receive a 45-minute enrichment session as part of the Related Arts six day cycle. The content of the enrichment curriculum for each grade level supports, enhances, and extends the regular grade level curriculum.

For more information on enrichment activities visit the Bedwell Enrichment website on the Bedwell webpage. <https://sites.google.com/a/shsd.org/bedwell-school-enrichment/>

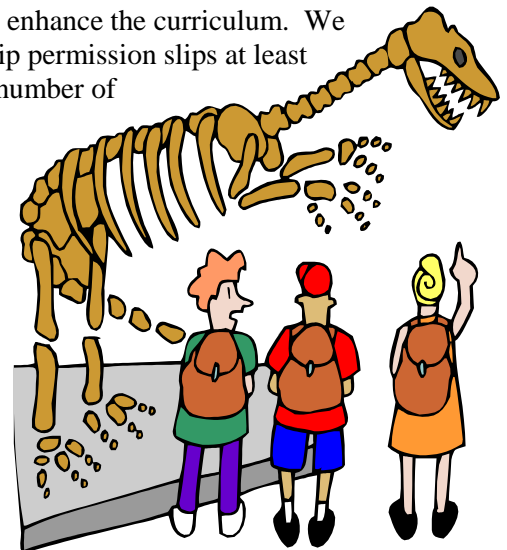
FIELD TRIPS:



Field trips are taken by each grade level to enhance the curriculum. We ask that you complete and return field trip permission slips at least two days before the scheduled trip. A number of

homeroom parents are invited to chaperone children on field trips. Arrangements for siblings must be made, as they are not permitted on school trips. The school finances trips from the "Activity Fee" collected from

parents in the beginning of the school year. Teachers are not permitted to administer medications on field trips. A school nurse will attend school trips to administer medication to students who may need it.



HOMEWORK: **HOMEWORK POLICY**

Homework is given as a review and practice or extension of what was taught during the school day. The following time frames are approximations. The amount of time spent on homework will vary. If you feel your child is spending excessive amounts of time or not enough time on homework, please talk to your child's teacher.

The following guidelines include daily reading time.

Fourth Grade	40 to 45 minutes per night
Third Grade	30 to 35 minutes per night
Second Grade	20 minutes per night
First Grade	15 minutes per night
Kindergarten	Home experiences related to classroom lessons will be assigned when appropriate.

Since children differ developmentally and work at diverse speeds, how long your child should spend on homework will vary.

ABSENCE & HOMEWORK



If requested by a parent homework will be provided when a student is absent due to illness. Normally all missed tests, examinations, homework, and mandatory class work should be completed within two (2) days for each day of absence and within a maximum of ten (10) days for absences of a week or longer. However, students who miss a test, exam, quiz, etc., because of a single day of absence, must make up the test, exam, quiz, etc. on the first day of return to class. If a valid effort has been made to complete

the missed work during this time, credit will be given and the grade for the marking period will reflect such effort. If work is missed, the grade will be left to the discretion of the teacher. If work critical to the pupil's understanding of the subject is not made up by the end of the marking period, the grade will be affected.

If a student will be absent due to a family vacation or family travel, student work will be provided at the teacher's discretion. Students are also always encouraged to read, keep journals and review previously taught concepts.

HELPING WITH HOMEWORK

Parenting magazine suggests these ways to give children the right kind of helping hand.

- **Don't think homework will be like yours.** Sometimes homework assignments may seem too easygoing and playful to teach essential skills effectively. But memorization isn't the only way to learn. Children need to apply skills to their lives, and homework is the perfect opportunity.
- **Don't make the assignment tougher than it is.** Teachers may give tough assignments on purpose. Often parents can't resist picking up where the teacher left off, but this philosophy can backfire. Likewise, if your child's homework seems unreasonably difficult or time-consuming, he or she may be misunderstanding the assignments. It's a good idea to talk to your child's teacher early in the year to get a sense of the types of homework that will be assigned.
- **Remember whose homework it is.** Homework can help a child develop good independent study habits - but not if you always help. Even correcting homework errors can cause problems and possibly send the message that the child isn't capable of completing the assignment independently.
- **Don't play teacher.** It can confuse your child. For example, a first-grade teacher may want students to write as much as possible and is not concerned about spelling errors. If parents emphasize correct spelling, they may defeat the lesson's purpose.
- **Know that it is not your problem.** Let the consequences of failing to do homework come out at school.
- **Remember the big picture.** Homework is only a small component of your child's education.



INTERVENTION AND REFERRAL SERVICE (I & RS)

The Intervention and Referral Service (I&RS) committee is a school based problem-solving group whose purpose is to assist teachers by developing strategies to support students experiencing learning, behavior or health difficulties. The I&RS team is comprised of a group of multidisciplinary education specialists and may include an administrator, a regular education teacher, an instructional support teacher, a school counselor, the school nurse as needed, a CST member, the referring teacher and the child's parents. Teachers requesting I&RS assistance must inform the student's parents that he or she is requesting assistance; however, formal parental

permission is not required. The goal of the committee is to develop a plan which can be implemented to help the student meet greater success in his or her classroom.

The I&RS team meets monthly to discuss those students for whom assistance is sought. The member of the I&RS team who has been assigned to monitor a student's case will present information on that student's identified learning, behavior or health difficulties. An action plan based on the collected data and desired outcomes will be developed with input from all meeting attendees. The action plan will typically include regular education strategies, resources and options to be put in place along with dates for follow-up procedures. The case monitor is responsible for coordinating the access to and delivery of school resources and services for achieving the outcomes identified in the Intervention and Referral Services action plan. Action plans are reviewed and assessed for effectiveness annually. The I&RS team also serves as Bedwell's section 504 plan committee.



ITEMS FROM HOME/ LOST AND FOUND:

We understand a child's desire to bring toys to school. However, these items may be easily lost or broken, or may interfere with the learning process. Therefore, toys should be brought to school only on designated "Show and Tell" days.



- **Cell phones must be turned off and kept in backpacks during the school day.**
- We discourage toys, collectibles, electronic games and/or devices.
- Please do not send in any sports equipment (balls, bats, gloves, hockey/lacrosse sticks, etc.)
- Students should not bring any item of value to school including jewelry.
- Toy guns/ weapons are never permitted at school.
- The school is not responsible for lost or damaged items.

Please CLEARLY LABEL all of your child's belongings with his/her name. If there is an unclaimed item that has your child's name and homeroom on it, chances are it will be returned. Lost

items are placed on or near the "Lost and Found" rack located outside the library, near the first grade stairwell. Unclaimed items are given to the needy.

LIBRARY MEDIA CENTER:

The objective of the Bedwell School Library/Media Center is to instill in students a lifelong love of reading and to provide the opportunity to acquire information literacy skills. Our goal is to encourage students to become independent, lifelong readers and users of information.

All classes visit the library media center for a scheduled class period every six days. Teachers may schedule additional library class time for research, reports and projects.



Library books are checked out for a period of two weeks. We do not charge for overdue library materials but encourage students to be responsible and return their books when they are due. Overdue notices are called “love notes”. (We love our library books, and you have had them out too long!) Love notes are distributed four times a year to those students that have overdue library materials. Payment for lost library books is expected. All library obligations must be settled before the end of the school year. Final report cards will be held until all financial obligations have been settled.

On birthdays, in place of food treats, we encourage the donation of a book. Parents are welcome to come to read the book aloud to the class. A special bookplate with your child’s name will be placed in the book in commemoration of the birthday gift. The Bedwell Home and School Association offers the “Celebration Book Club” program as an alternative.

For more information on library activities, contact Mrs. Crowley, school library/media specialist at scrowley@shsd.org and/or visit the Bedwell School website.

RECESS:

Recess is a scheduled time in the school day where students engage in play with their peers. Every effort will be made to have students play outside so seasonally appropriate clothing is important. In the case of extreme weather conditions, outdoor recess will be canceled and recess will be held indoors. All students will participate in outdoor recess unless a parent or doctor provides written notification otherwise.

LUNCH:

STUDENT LUNCH ACCOUNTS

Students have the option of bringing lunch from home or purchasing meals in the cafeteria. All schools in the district have Mashio’s Food Service FSS® POSitiveID System in their cafeterias. This technology allows us to provide debit accounts for purchases, and increases the speed of food service to students so they have more time to eat. Parents enjoy the convenience of prepaying for their child’s purchases at whatever level they choose. All students are issued a Personal Identification Number (PIN) for use in the cafeteria. Each student retains his/her PIN throughout their successive years in the district. We urge you to take full advantage of this system by placing money into your child’s account on a weekly, monthly, or annual basis.



Students at Bedwell Elementary School will be allowed to accumulate a total of three charged (unpaid) meals. At that point, until additional monies are placed on account, the student will be served a *Bagel & Milk* for lunch. Students will receive periodic *Low Balance Letters* to take home as a reminder to replenish the account. Any money not spent by the end of the school year will be available for your child’s use the following school year. Should you ever want to access your child’s account to verify his/her purchases, log on to <http://www.myschoolaccount.com>. Please address any food service questions to Mashio’s Food Service Director at (908) 204-1930 ext.2127.



MAKING PAYMENTS ONLINE

Money may be placed on your child’s account online by going to <http://www.myschoolaccount.com>. Credit card and ACH payments are accepted. You choose the amount you may want to deposit. Parents can also monitor what their child has purchased over the last 30 days. When placing money online, be sure to put the money in the account according

to how you want it to be used. For example, if you want your child to use the money for a student lunch only, please put it in the “Meal Plan” account. If your child is allowed to use the money for student lunches, as well as snacks, extras, etc. please put it in the “A La Carte” account.

Unless you let us know otherwise, your child may use the money on his or her account to buy any item we sell.

SENDING PAYMENTS to the CAFETERIA

When sending in payments to school, use the form available below or on the school website <http://www.bes.shsd.org/>. If you want your child to use the money for a student lunch only, please indicate “Meals Only”. If your child is allowed to use the money for student lunches, as well as snacks, extras, etc., please indicate “Meals and A La Carte”. Unless you let us know otherwise, your child may use the money on his or her account to buy any item we sell. For security reasons, we recommend payments be in the form of a check, made payable to “Somerset Hills Board of Education”. Payments can be given to the student’s teacher in the morning, or directly to the food service cashier. The form and payment should be placed in a sealed envelope marked “cafeteria”.

FREE and REDUCED LUNCHES

Children approved for free meals will have an account just like every other student. He or she will need to identify themselves by typing their PIN number into a pin pad so the meal can be accounted for. You also may place money in their account for a la carte items, if you choose.

Children approved for reduced meals will have an account just like every other student. We encourage you to place money in their account. He or she will need to identify themselves by typing their PIN number into a pin pad and \$.40 will be deducted from their account, or you can pay \$0.40 daily.

LUNCH SNACKS

Cafeteria snacks, which meet federal school nutrition guidelines (see Nutrition Policy in the addendum) are available only to second, third, and fourth graders on Tuesdays, Wednesdays and Thursdays.

CAFETERIA DON'TS

- No “fast food” will be brought into the cafeteria during lunchtime.
- No glass bottles will be brought into the cafeteria.
- No birthday parties will be celebrated during lunchtime.
- No “charging” of meals, snacks or extras is permitted (accounts are debit only).
- Drop-in cafeteria visits are discouraged. Those who have not received volunteer training may inadvertently disrupt cafeteria and recess procedures.
- Outdoor Recess will be canceled in extreme weather conditions.

LUNCH AND RECESS VOLUNTEERS

Lunchroom and Recess Volunteers are welcome during kindergarten and first grade lunch and recess. Volunteers should sign-up in advance with the Bedwell Home and School coordinators. We discourage “drop-in” visits at lunch time as these visits may inadvertently disrupt cafeteria/recess procedures. Our nurses and cafeteria aides train all cafeteria parent volunteers at the beginning of the school year. Cafeteria rules and procedures as well as safety concerns are addressed.

Somerset Hills School District-H.S.

PAYMENT FORM

Use of this form is not necessary if using www.myschoolaccount.com

Circle your choice:

Meals Only

Meals and A La Carte

Student Name _____

Grade _____ Homeroom or Teacher _____

Date _____

Check Amount _____ Check # _____

Please make check payable to Somerset Hills Board of Education

Please put student's name on the check—one student per envelope.

THANK YOU

MEDICAL:

MEDICAL SERVICES

Certified nurses under the supervision of the School Physician provide medical Services. Medications can be administered to your child at school in accordance with the Somerset Hills School District Medication Administration Policy (see addendum).

Annual vision and hearing screenings, health monitoring, and immunization review are provided as directed by the State Department of Health. A parent who, because of religious convictions, does not wish his/her child to be examined must state this in writing.

Please notify the School Nurse if your child experiences a communicable disease, injury or serious illness. Requests for Homebound Instruction or modification of regular classroom activities should also be directed to the School Nurse in writing.

MEDICATION POLICY

Our district medication policy provides for medication to be administered to students during school hours. **All medications require a physician's written order and written parental permission before they can be administered.** This includes any prescription medications as well as any over-the-counter medications such as Tylenol, cough drops, nutritional supplements, etc. The physician's request may be obtained at the time the medication is prescribed. If this is not possible, please have your physician FAX the request to the Bedwell School Nurse at (908) 630-0367. The original copy must follow this FAX within three days.

All medications must be delivered to the School Nurse by the parent/guardian. In addition, students may not have any medications in their possession while in school. The medication should be in its original labeled container. If a prescription medication, the prescription label should be legible and include the student's name, date ordered, medication name, dosage and times for administration.

Medication can only be administered by the School Nurse, another registered nurse, or the pupil's parent/guardian. **EXCEPTIONS TO THIS RULE INCLUDE EMERGENCY MEDICATIONS FOR PUPILS WITH BEE STING, FOOD ALLERGIES, OR OTHER**

LIFE THREATENING ILLNESSES. If you have any questions, contact one of our School Nurses at 204-1920, ext. 4014.

Please note that students requiring crutches or an orthopedic device must have a doctor's note.

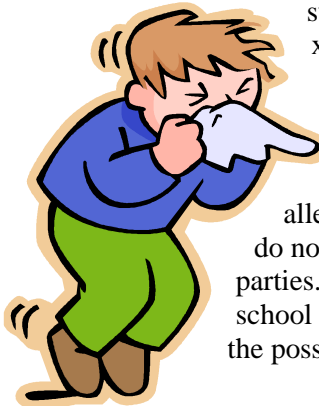
HEALTH AND SAFETY POLICIES

The following policies have been developed for the safety and well being of all our students:

- Students who have a fever of 100.4 or higher may not attend school and need to be fever free for 24 hours before returning to school. This helps to minimize the spread of contagious diseases in the school setting.
- Students with casts/splints are occasionally allowed to participate in physical education classes by their personal physician. If the physical education teacher and the nurse determine that the particular physical activity is one in which **another** student may be injured by contact with the student's cast/splint, the student will not be allowed to participate in that particular activity.
- Students with a known history of seizures are not allowed to participate in any physical education class or playground activity, which involves their being off the ground, unless their physician has given written permission, and the school doctor has approved the clearance.
- Students who have been excluded from school for treatment of Conjunctivitis (Bacterial) need to be on antibiotics for at least 24 hours before returning to school.
- Students experiencing emotional stress and/or depression will be referred to the School Social Worker, School Psychologist, or School Nurse for assistance.
- At no time should students be eating food, gum or candy on school buses. There is a danger of choking as well as exposing allergic students to the possibility of a life threatening food reaction.

ALLERGIES

There are students and staff members who exhibit allergic reactions to a range of sources in our environment, such as various foods, insects and certain fragrances and aromas. The Bedwell faculty will strive to make reasonable accommodations for those that may be adversely affected by allergies. Parents must notify the school nurses in writing of any known allergies, and subsequent changes with the information provided on the most recent Health Information card submitted. You may contact the Bedwell Nurses' Office at (908) 204-1920 x4014 for more information.



All parents must be considerate of those with life threatening allergies. For example, you must check with your child's teacher in advance of a party regarding food allergies. Many of our students have known food allergies and all of our students are potentially allergic to certain foods. Please do not use any type of nuts or peanuts in the treats that you provide at any school parties. Additionally, at no time should students be eating food, gum or candy on school busses. There is a danger of choking as well as exposing allergic students to the possibility of a life threatening food reaction.

HEAD INJURIES

A student who experiences a head injury at school will be monitored by the nurse in the health office. If the student does not exhibit signs or symptoms of concussion then the student may return to class. The parent or guardian will be notified.

If a student develops signs or symptoms of a concussion after a head injury, the parent or guardian will be notified so follow up with the primary care provider can occur as soon as

possible. The student will need to provide a note from the doctor addressing when they can return to school and when the child may return to physical education class/recess. The student may not return to school without this note.

All students who experience a head injury involving loss of consciousness will be transported to the emergency room immediately for evaluation.

*Please be aware that the school does not conduct “Return to Play Protocols.”

LICE

Many people have the mistaken impression that lack of cleanliness causes lice. This is entirely untrue. Frequent bathing will neither prevent head lice nor eliminate the infestation once it occurs. Those most at risk are girls ages five through twelve, as they are most likely to share combs and clothes.

Most cases of head lice are discovered by parents first, so before returning to school, we ask that all parents or guardians check their children’s heads for evidence of head lice:

- ✓ Look for intense itching caused by louse bites to the scalp.
- ✓ Check for lice (grayish-brown wingless insects the size of a sesame seed) and lice eggs (nits—tiny, shiny, white and oval), which are firmly glued to the hair shaft, most often near the scalp, at the nape of the neck and behind the ears.

Should head lice be discovered in any child, we ask that you notify both your child’s pediatrician, as well as the school nurse (204-1920 x4014) immediately. Somerset Hills School District has a No Nit Policy. Students may not return to school until they are nit free. Students with lice need to have their head checked on the morning of their return before they return to school. They cannot be allowed back in school without clearance from the nurse. Students will be checked again one week later.

Please be reminded that the return from a break can usher in unwelcome visitors – lice eggs (nits) as well as lice. Traveling, sleepovers, sharing towels, coats, hats, combs and brushes are the most common ways that lice are transmitted, and many of these activities take place over a break in the school schedule.

We hope that all parents/guardians will assist us in our efforts to prevent and control the spread of lice within our school. And as always, if you have any questions about this matter, please contact the school nurses. They will be glad to address your concerns.



MUSICAL INSTRUMENTS AND CHORAL PROGRAMS:

Third and fourth grade students have the option of participating in musical instrument training. Strings begin in third grade and brass and woodwind instruction begins in fourth grade. All lessons will take place before the school day. Choral instruction is also available to third and fourth graders and also takes place in the morning before school. Each year, a winter concert is scheduled

in January and a spring concert is scheduled in May.

Contacts: lanthony@shsd.org –chorus, mnoonan@shsd.org –band & orchestra.

PARENT/TEACHER CONFERENCES:

The faculty is always available to discuss your concerns and ideas regarding your child’s needs and development.



Scheduled parent/teacher conferences are held in November. An additional conference for Kindergarten parents is scheduled in the spring. Parents are encouraged to contact their child's teacher as needed.

PARENTAL INVOLVEMENT - CLASSROOM VISITS:

The school welcomes parental involvement in classroom activities. If you have a special interest or area of expertise that you would like to share, please contact your child's homeroom teacher or the enrichment teacher. All visits should be scheduled with the classroom teacher.

For the safety all Bedwell students and staff, all visitors, including familiar parents, must report to the Front Desk first when entering the building. Visitors must have their license ready to be scanned, sign in and obtain a visitor's pass prior to visiting a classroom, attending a meeting, or seeing the nurse. Please refer to Policy 9150 on the district website for guidelines.

PET POLICY:

On occasion, students may wish to bring their pets to school to share with their classmates or to enhance a learning activity. This may present potential difficulties for students (asthma, allergic reactions, or physical injury from scratches or animal bites).

For the safety and well-being of all concerned, the following rules must be observed:

1. All requests to bring animals to school must be approved by the teacher and either the principal, assistant principal or the school nurse.
2. All small animals (fish, hermit crabs, gerbils, etc.) may be brought to school for a short visit if they are in a completely enclosed carrier.
3. All larger animals (dogs, cats, pigs, etc.) may be viewed by the class from the classroom, cafeteria, or lobby window while the animal is outside of the building.
4. No pet may be touched or handled by any student.
5. No dead animals are to be brought in unless they have been professionally preserved.

Pets are not allowed on school property without permission since even your family pet can be potentially harmful to others.



SNOW DAY MAKE UPS:

The Somerset Hills Board of Education annually establishes a calendar for the district's three schools. This calendar is posted in many areas. (Bedwell's Main Page, the District Website, etc.)



There are three snow days built into the district calendar labeled: *1st Snow Make-Up Day*, *2nd Snow Make-Up Day*, *3rd Snow Make-Up Day*. If the district is closed for a snow or another emergency, these days will become the days when school is open and in session. The first time we have a snow day or another emergency school closing we will make up the school day by opening school on the *1st Snow Day Make-Up Day*. The second time we have a snow day or another emergency closing we will make up the day by opening school on the *2nd Snow Day Make-Up Day*. The third time we have a snow day or another emergency school closing we will make up the day by opening school on the *3rd Snow Day Make-Up Day*. If we do not have a first, second and/or third snow or other emergency closing day(s), then school will be closed on those designated make-up days. (See

Also **ALERT NOW** and **DELAYED OPENING & EARLY EMERGENCY CLOSING** sections within this handbook)

STUDENT ACCIDENT INSURANCE:

All students are covered under the district's policy for any accidents which occur during the school day or during extra-curricular activities and sports. In the event of an accident, the parent's health insurance policy is the primary coverage. The district's accident policy is the secondary coverage.

If parents wish to purchase 24 hour accident coverage for their child, literature and an application form will be given to the student at the beginning of the school year. This insurance policy is a contract between parents and the insurance company. The school is involved only to the extent of making the plan available.

If a student is injured at any time, he/she or the parents should immediately report the injury to the school nurse who will complete a student accident form. Primary coverage will be the parent's medical policy. The district's policy will provide secondary coverage for any accidents which occur during school time. Additional questions should be directed to the insurance company claims manager.

STUDENT BEHAVIORS/HARRASSMENT:

The development and encouragement of good student behavior and citizenship is a coordinated effort by students, parents, teachers and administrators. Courteous and appropriate behaviors are reinforced in school, on the playground and while riding the school bus. Good behaviors include respecting others, acting safely, and obeying the school rules. Our multi dimensional character education practices recognize and encourage positive behaviors on many levels. If you have a concern, please contact your child's homeroom teacher. The teacher and the administration will address inappropriate student behavior. The Harassment, Intimidation, and Bullying Policy is printed in its entirety at www.shsd.org under the Critical Policies heading. The Somerset Hills Board of Education prohibits acts of harassment, intimidation and bullying.

TIPS FOR HELPING YOUR CHILD SUCCEED IN SCHOOL:

- Read aloud to your children. Get them to comment and ask questions.
- Be a role model - make sure your child sees you reading regularly.
- Involve family members, especially older children who can read to younger children.
- Encourage your child to describe what the school day was like, and don't accept "Nothing happened" as an answer.
- Set aside a specific time and quiet place for studying or reading every evening.
- Is your child's homework reasonably accurate, complete and neat?
 - Discuss the assignment, give your child feedback and praise his/her efforts.
 - Ask questions about teachers, your child's friends, favorite subjects and the new things he or she has learned.
 - Get to know your child's teachers and stay in touch with them.
 - Find out what you can do at home to monitor your child's progress and help him or her succeed in school.



The National Education Association

Addendum:
Somerset Hills Board of Education Policies and Procedures

Critical Policies and Regulations
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The Somerset Hills School District annually informs parents/guardians and students about certain Board of Education Policies and Regulations. The policies can be found in their entirety at www.shsd.org. The following is a list of those policies and regulations:

Policy	1140	Affirmative Action	Policy	5530	Substance Abuse
Policy	2361	Acceptable Use of Computer Network, Computers, and Resources	Regulation	5530	Substance Abuse
Regulation	2361	Acceptable Use of Computer Network, Computers, and Resources	Policy	5533	Pupil Smoking
Policy	5200	Attendance	Policy	5600	Pupil Discipline/Code of Conduct
Regulation	5200	Attendance	Regulation	5600	Pupil Discipline/Code of Conduct
Policy	5320	Immunization	Policy	7422	School Integrated Pest Management Plan
Regulation	5320	Immunization	Policy	8335	Family and Educational Privacy Act
Policy	5512	Harassment, Intimidation and Bullying	Policy	8467	Weapons
Regulation	5512	Harassment, Intimidation and Bullying	Regulation	8467	Weapons
Policy	5519	Dating Violence at School	Policy	8505	School Nutrition
Regulation	5519	Dating Violence at School	Policy	8601	Pupil Supervision after School Dismissal
Policy	5460	High School Graduation			

Additional policies and regulations are available at www.shsd.org in the Board of Education section.

ADMISSION REQUIREMENTS:

The board establishes entrance age requirements for students which are consistent with statute and sound educational practice and which insure the equitable treatment of all eligible children. The superintendent or designee shall require the parents or guardians of each child who registers for entrance to provide sufficient documentation as proof of the child's age and birth date.

1. Kindergarten: A child is eligible for entrance into Kindergarten who will have attained the age of five years on or before October 1st of the year in which entrance is sought. No child will be admitted to Kindergarten who has not met the age requirement set by this policy.
2. First Grade: A child is eligible for entrance into first grade who will have attained the age of six years on or before October 1 of the year in which entrance is sought or is six years old by November 1 and has completed a Kindergarten program elsewhere and has been recommended by the teacher for advancement to the first grade.

AFFIRMATIVE ACTION:

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual

orientation, gender, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education. The Affirmative Action Officer for Bedwell School is Mrs. April H. Friedman, Assistant Principal. The Affirmative Action Officer for the district is Jennifer Shouffler, Assistant Superintendent for Curriculum and Instruction.

ASSURANCE OF RIGHTS:

No student shall, on the grounds of race, color, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status, or disability be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any Bedwell School program or activity. In addition, the curriculum promotes mutual acceptance and respect among students, and enables students to interact effectively with others. The affirmative action officer for the Somerset Hill School District is Mrs. Nancy Hunter. She may be reached at the Olcott Central District Office Building, 25 Olcott Avenue, Bernardsville - (908) 204- 1930 x1117. NJAC 6:4-1.3 (b) 1 and 6:4-1.5; Section 504. Rehabilitation Act of 1973; NJSA 10:5; Title IX, Educational Amendments of 1972.

BEDWELL DRESS CODE:

We expect students to wear sensible, comfortable shoes and clothing to school. For the safety and well-being of our students, the following dress items are not permitted:

- Flip-flops or thong-type shoes
- High-heeled shoes, including high-heeled sneakers
- Halter tops, tube tops or cropped tops
- Shoes with cleats
- Shoes with wheels
- Excessively long pants (which can be tripped over)
- T-shirts that promote the use of violence, drugs, alcohol and tobacco
- Hats while inside the school building
- All writing and designs on t-shirts should be appropriate for elementary school age children.

Boots are uncomfortable to wear all day long in the winter and sometimes get wet. Please send shoes for your child to change into for daytime school wear and be sure to label your child's boots.

Students with inappropriate clothing may be excluded from school activities.

DRESS/APPEARANCE CODE:

The board directs that cleanliness and neatness in all phases of activity be encouraged for students' appearance. The administration is authorized to develop procedures, which establish prohibitions on dress, or grooming practices which:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program.
3. Present extremes in dress that interfere with normal classroom procedures.
4. Run counter to long-established acceptable dress codes for health and safety measures.
5. Cause excessive wear or damage to school property.
6. Prevent students from achieving their own educational objectives because of blocked vision or restricted movement.

FERPA (Family Educational Rights and Privacy Act):

Notification of Rights under FERPA for Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Somerset Hills Board of Education to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

HOME SCHOOLING:

Home schooling is an option that all New Jersey residents have as an alternative to public schools. A policy exists for parents to review if they wish. Go to www.shsd.org - click on *Board of Education - Policies and Regulations – Pupils*.

PHOTOGRAPH RELEASE:

It is the policy of the board that photographs taken during school hours or for school purposes will not be used for any commercial reason. Pictures of handicapped students shall not be disseminated in anyway, unless the parents grant permission. (6:28-2.1 (g)) All parents are provided with a form to sign on an annual basis to indicate if they do not want their child to be photographed.

STUDENT FUND RAISING:

The Board recognizes that there is value in students participating in fund-raising activities, either individually or as a group, in support of various extracurricular activities and for school or class funds, or in support of a bona fide charitable cause. The Board directs that such activities be kept in balance as to the appropriateness of the activity for the requesting group.

The Board directs the superintendent or designee to make known to students, teachers and parents the administrative procedures relative to any scheduled fund-raising activity, as the need arises.

The Board establishes the following guidelines:

1. Fund raising that is repetitive from one year to the next shall be limited to those activities that support only school-related activities.

2. No individual student may sell anything on school property for his or her own financial benefit.
3. The building principals are to decide on the appropriateness of request of classes and clubs in their building based on the similarity of the request to those activities that have been deemed acceptable previously by the Superintendent and Board.
4. The Board shall review for approval all proposals for fund-raising activities by students outside the school property and will review any proposal for approval that may be recommended by the Superintendent or designee, as he/she deems necessary. Door-to-door sales are not to be encouraged.
5. All charitable fund-raising proposals that seek contributions from students, or the participation of students in any way, will be reviewed for approval by the Board.
6. Advisors are to instill in the students serving in the positions of treasurers the responsibility for accounting of funds and money management.
7. Money transactions shall be in compliance with procedures for financial and accounting records, as directed by the Board Secretary/Business Administrator. (6:20-2.1)
8. Student organization funds shall be included in the annual district audit. (18A:23-2)
9. Collection of money from the students' purchase of tickets or payment of fees or fines is not encompassed in this policy. Any fund-raising activity sponsored by the parent and teacher groups involving students is not encompassed in this policy.

STUDENTS' RIGHT OF PRIVACY/SEARCH/SEIZURE:

The Somerset Hills School District recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner. Teachers and building administrators are charged with the responsibility of maintaining order and discipline in the schools of our district and safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, the principal or his/her designee may search the person or property of a pupil, with or without the pupil's consent, whenever there are reasonable grounds to suspect that the search will turn up evidence of a violation of law or of school rules or there is evidence of possible endangerment to the safety of other pupils.

The principal or her/his designee, shall be responsible for the prompt recording, in writing, of each pupil search including the reasons for the search or seizure, information received that established the need for search or seizure, the persons present when the search was conducted, any substances or objects found and the disposition of them. The principal shall be responsible for the custody, control and disposition of any illegal or dangerous substance or object taken from a pupil.

Additionally, the Board acknowledges the need for in-school storage of pupil's possessions and shall provide storage places such as lockers for that purpose. Where lockers are provided for such storage, pupils may lock items against incursion by other pupils. Students may use only school provided locks. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by the principal or his/her designee. School authorities may conduct periodic general inspection of lockers. The Wisconsin Supreme Court recently upheld the legality of school-locker searches.

SUSPENSION/EXPULSION:

The Board considers exclusion from the educational program, whether by suspension or expulsion, the most severe sanction that can be imposed. Exclusion cannot be imposed without due process and without exhausting all the possible measures for intervention and corrective action provided in progressive discipline. Exclusion will be used when it is necessary to protect the student's physical or emotional safety and well-being.

TRANSPORTATION ROUTES AND SERVICES:

The Somerset Hills Board of Education directs the Chief School Administrator or his/her designee to supervise the development of all transportation routes and services for the school district. The Chief School Administrator will review and revise, if necessary, all bus routes and services on an annual basis, and will forward his/her recommendations to the Board of Education. The Board of Education will examine and evaluate all transportation services annually for the

purpose of providing cost effective, efficient operations to students. All transportation routes and services shall be approved annually by the Board of Education.

The Somerset Hills Board of Education will provide transportation to and from school for all students, which it is required by law to transport. These students include all those who live remote from school (more than 2 miles if elementary (K-8) and more than 2.5 miles if secondary (9-12)), Special Education students in accordance with their IEPs and all other students as required by law. The Board will provide transportation or “Aid in Lieu” to all nonpublic school pupils and pupils attending charter schools, who live remote, but whose school is located not more than 20 miles from their residence.

The Somerset Hills Board of Education may transport public and nonpublic school students who live within the statutory limits, and may charge a fee for transportation services. The Chief School Administrator or his/her designee will review transportation costs annually, and make recommendations regarding subscription busing costs to the Board, along with guidelines for financial hardship cases. Nonpublic schools may request subscription busing from the Somerset Hills School District and the Board, at its discretion, may approve the request on a space-available basis. The Board of Education will approve all subscription busing fees yearly and notify the community in a timely manner.

The Chief School Administrator or his/her designee will develop transportation guidelines/regulations, and will examine these each year for possible revisions or modifications. The Board of Education must approve all changes/revisions to transportation guidelines/regulations.

Transportation Guidelines/Regulations

1. The Somerset Hills Board of Education will provide all transportation for students, as it is required to do so by law.
2. The Somerset Hills Board of Education may provide “subscription busing” to non-remote students, who are not designated as “Walkers”, at a cost to be determined annually by the Board of Education.
3. To determine if students live remote from school, measurement is made by taking the shortest distance along public roadways or walkways from the entrance to the student’s home closest to the roadway or walkway to the nearest public entrance of the school building.
4. The Somerset Hills School District may provide “subscription busing” to qualified non-public school students according to procedures specified by law.
5. Bus routes will be created annually by the Chief School Administrator or his/her designee and will be shared with the communities’ Police Departments. Safety of children is the primary consideration for establishing, adjusting, or deleting stops and in developing bus routes.
6. All students, except Kindergartners and First Graders, will be dropped off at their bus stop whether or not there is someone there to meet them. It is the parents’ responsibility to accompany young students to the bus stop and to meet them in the afternoon.
7. All buses used to transport students must meet all state safety standards.
8. Buses are not required to travel along private roads or pick up students who live on cul-de-sacs.
9. Except in extraordinary situations, bus stops should be located within .5 miles of a student’s home.
10. All attempts will be made to limit bus routes to 35 minutes for K-4 students and 45 minutes for 5-12 students. Inclement weather, traffic problems, and road repair work may increase the time on a given day.
11. The Business Administrator/Board Secretary, using financial guidelines as established by the Board of Education, will determine qualification for financial assistance. These guidelines will be determined prior to the onset of the next year’s transportation notification process. The minimum income levels for determining eligibility for financial assistance will not be less than those prescribed by the United States government in the Free and Reduced Lunch program.
12. The Chief School Administrator or designee, in conjunction with the Bernardsville Police Department, will determine which streets should be designated as “Walking” streets. The “Walking” street list will be revised as necessary.

13. The Business Administrator/Board Secretary or his/her designee will establish timelines for enrolling students in the subscription busing program.

TRANSFER OF STUDENTS:

Transfers Into District - Students who transfer from another school district shall be required to present an official transfer record in compliance with the requirements of NJAC 6:3-2.5(c)9. The records are to be forwarded by the previous district within ten days after the transfer has been verified by the requesting district. The superintendent or principal shall request the records in writing within two weeks from the date that the student enrolls in the district. Proper identification, such as a certified copy of the student's birth certificate, shall be requested at the time of enrollment.

VIOLENCE/VANDALISM:

The Board has a responsibility to the taxpayers of the district to protect and preserve school property to the fullest extent. The administration is directed to investigate incidents of vandalism and initiate legal action, as necessary. Appropriate reporting of acts of violence and vandalism to the commissioner of education are to be made, as mandated. The superintendent or designee shall report to the Board annually at a public meeting and to other agencies that the Board shall request such as the local police.

The superintendent or designee may assess students or their parents for costs due to damage to any school property and such moneys shall be forwarded to the Business Administrator/Board Secretary. (2A:53A-14, -15; 18A:17-46, -47; 18A:37-1 et seq.; 6:29-9)