



Livingston Elementary School
Handbook

Absence & Tardiness

Always report your child's absence daily. Call the school nurse, Mrs. Nardo at 908-851-6444 between the hours of 8:00am and 9:00am, or leave a message. You can also email her (rnardo@twpunionschools.org) with the information. ***Only parents/guardians may call the nurse's answering machine to report a student's absence.***

Any child not in the classroom by the late bell is considered tardy. The late bell rings at 8:45am. Students who arrive late must report to the main office for a late pass and to also be switched from being coded as absent. Please also note that Livingston School does follow the district policy for absences and tardiness and any student who has been absent or tardy on the 4th, 7th, or 9th day will receive a letter regarding their attendance.

Parents/guardians are responsible to see that their child(ren) arrives ON TIME daily.

Administrator's Responsibilities

The principal must develop and implement procedures and routines to ensure that the school maintains a safe and drug-free environment. It is the principal's responsibility to make certain that the entire school environment is conducive to learning. The principal must also make sure that all students, staff, and parents are fully aware of the school rules, as well as, procedures and routines for maintaining student discipline and decorum. To do this, principals should:

- make available a copy of school rules and procedures to all students, staff, and parents;
- visit classroom and other areas in and around the school regularly to monitor instruction and safety of staff and students;
- respond to all serious cases of student misconduct and to student misbehavior that persists after other appropriate measures of progressive discipline utilized by staff have been exhausted;
- ensure that the parents/guardians and students are afforded the appropriate rights of due process prior to suspensions or expulsions; and
- communicate with parents/guardians using written, verbal, and/or face-to-face contact.

All school property, such as lockers, desks, etc., assigned to students is the property of the Township of Union School District. The student is given a temporary privilege to use the property and this privilege may be revoked at any time. School property should not be used to store materials, objects, etc. that are in violation of the Code, school rules, or any statutes or ordinances. The school administrator may authorize the search of school property temporarily assigned to students. Prior to a search of said property, the student (s) involved shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the property contains materials that pose a threat to the health, welfare, or safety of students in the school, it may be searched without prior warning.

All visitors must register in the school office and state the purpose of the visit, providing photo identification prior to being admitted. The principal has the prerogative to approve, deny, or reschedule the visit for a more appropriate time. All visitors or other persons on school premises must identify themselves when requested by school personnel, including at school-sponsored activities and events. If the person does not properly identify himself or herself, or his or her purpose, the person is trespassing and the appropriate legal action will be taken. Any person whose actions or language threatens the health, safety, or welfare of students or staff will be barred from visiting a school or attending school-sponsored events.

Vacations During the School Year

Families are strongly encouraged **not** to plan vacations during the months of September to June. Missing more than 18 days in a school year raises serious concerns about student progress and grade level advancement. In addition, these days will be counted as absences and will resort to being counted towards that 4th, 7th, and 9th day. Additionally, if your child misses 10 days consecutively, he/she may be deactivated and you can be required to re-register your child when you return. We do realize that there are extenuating circumstances and this should be discussed with the principal and will be decided on a case by case situation.

Behavior & Attendance Code

The purpose of this policy is to ensure the physical and mental health, safety and welfare of students of Livingston School are protected and an orderly environment conducive to learning is maintained. Students shall conduct themselves in keeping with their level of maturity. Details of appropriate behavior can also be found in the Code of Conduct.

Bookbags

Each student should be provided a book bag that he/she will bring to school each day. Bookbags are extremely important in the upkeep of books and other materials needed for the school day. Additionally, with the use of Chromebooks, students need a book bag to carry their devices as well.

Bus Transportation

General Bus/Bus Stop Regulations

The safety of our students is our primary concern. Any student who does not adhere to the following regulations will be reported to the bus supervisors, the Assistant Principal, or the Principal. Offenders risk the suspension of bus privileges.

- Behavior that reflects the Student Code of Conduct is expected when waiting for and riding the school bus.
- The authority of the school bus driver/bus aide must be respected while riding the school bus.
- Bus passes are issued to eligible students who are assigned to a bus.
- Bus passes are checked. Students without passes may not be permitted to ride the bus and will need to contact a parent/guardian.
- Students must ride their assigned bus and may be assigned seats.
- Students are only permitted to stand or move around the bus when entering or exiting

the bus.

- No arms, heads, or other body parts, objects, etc. are permitted out of windows.
- Students are not permitted to throw items of any kind on or out of the bus.
- The opening of emergency exits is forbidden, unless performing an evacuation or other emergency act.
- Students must wear seat belts when provided.
- Parents/guardians/caregiver must be present at the bus stop to receive and supervise K and Grade 1 students as they exit the bus.
- Bus aisles are to be clear at all times.
- No fighting, profanity or behavior that is risky and inappropriate on the bus.

If you are going to cross in front of the bus after you get off, do the following:

1. Exit the bus promptly.
2. Walk with the aide ahead of the bus on the sidewalk or shoulder of the road until you can clearly see the bottom of the windshield and the steering wheel and STOP.
3. When the driver has checked to make sure no cars are coming, he/she will motion you to cross in front of the bus.
4. For your safety, look both ways to see that there are no cars coming.
5. Walk quickly across the street; don't stop; don't turn back; don't run; and when you get to the other side, get up on the sidewalk or the shoulder of the road on streets with no sidewalks.

If you plan to have your child **not** use the bus on a given day to go home, please note that **the school must have a written note in advance**. Except in emergencies, we expect to have advanced notice, a day or two before in writing: be aware that phone calls are very difficult to verify and at the end of the day, may not give the staff enough time to contact the classroom. Please do not tell your child to tell the teacher as a verbal form of communication. Relying on a young child to deliver this type of information is not the most reliable way to receive information. Without written correspondence, your child will be placed on the bus.

If you come to the school and want to take your child off the bus, you must report to the main office and verify that your child will not be taking the bus with the office or nurse. Never ask to take your child off the bus line or outside as the students are transitioning from the building to the bus. This delays the buses for others to leave and causes undue stress in the building because the school will then go into a search mode to find the child who should be on the bus.

Students in violation of any of the preceding rules are subject to suspension from the bus transportation or from school for a period of time to be determined by the principal.

Bus Transportation Progressive Discipline

First Offense	When a student has been reported by a bus driver or aide or another party of misconduct at a bus stop or on the school bus and his/her actions have endangered the safety of others, the principal shall investigate to determine the accuracy of the charges. If the student has, in fact, violated any of the Rules of Conduct for Bus Transportation, the principal shall have a conference with the student and a letter or phone call advising the parent/ guardian or caretaker will be sent by the principal.
Second Offense	When the same student has been reported for a second infraction, the principal shall verify the charges as in any case. If the student has, through his/ her misbehavior, endangered the safety of others, the principal shall contact the parent/guardian or caregiver at the earliest possible date. The principal will review the Rules of Conduct on the bus with the parent as they relate to the consequences, if the principal feels that consequences for the behavior are warranted.
Third Offense	When the same student has been reported for a third time and the above steps were taken to investigate and verify, and if the behavior has been verified that places others endanger of their safety, the principal will notify the parent that the student will be suspended from the bus transportation for a period of time, as much as 5 days. If the student has been suspended from the bus, the principal will notify the parents that they are responsible for providing transportation for their child until the suspension is uplifted. The student is expected to be in school and follow the same guidelines. At the time of the suspension period, the student's information such as their name, route number, and suspension dates will be forwarded to the bus transportation department so that no stop or pick up will take place.
Fourth Offense	When the same student has been reported for the fourth time and the above steps were taken, investigated and verified, if the behavior has been verified that places others in danger of their safety, the principal will notify the parent that the student will be suspended from the bus transportation for a period of time, which could be 10-20 days. Procedures that were stated in the third offense will be set forth.

The driver shall be in full charge of the school bus at all times and shall be responsible for order. The driver shall never exclude a student from the bus. If unable to manage any student, the bus driver shall report the unmanageable student to the school's principal where the student attends.

The student may be excluded from the bus for disciplinary reasons by the principal and his/her parents shall provide transportation to and from school for the period of such suspension.

Cafeteria Rules

- As you enter the cafeteria, sit at your assigned table.
- If you have ordered lunch, once your class is called, line up to receive your lunch from the lunch counter.
- If you brought your lunch from home, immediately sit down and start your lunch.
- Running is not allowed in the cafeteria or in any other part of the school building.
- Students who need a straw, napkin, and silverware must raise their hand before getting up and be acknowledged by the cafeteria staff.
- Any talking must be to the students' neighbors in a normal tone of voice. *** Due to the pandemic, socialization in the lunchroom will be controlled and only when students have completed their lunch and only when students have placed their mask back on.
- Students must clean up immediately their area where they have been eating. This means the table, as well as, the surrounding area such as the floor or chair.
- All coats, hats and other items of clothing should be placed under the students while they are eating. This could mean students should sit on their coats or place them on their laps while they are eating lunch.
- There is no throwing of any items; food, paper products, utensils at any time.
- Cafeteria food is to be eaten in the cafeteria. Students have 20 minutes to eat and that time should be used for the purpose of eating. Lunch food will not be allowed to be eaten during recess time.
- Once students are completed with their lunch, students are expected to prepare for recess. *** Due to the pandemic, once students are completed with their lunch they are to place their mask back on and stay socially distanced from their classmates.
- During lunchtime, **NO** student is allowed out of the cafeteria without permission.
- Cans and glass containers are not permitted in the cafeteria.
- If you need to use the bathroom, the following procedures will be followed;
 - Finish eating first.
 - Clean up after oneself.
 - Get permission from the cafeteria staff.
 - Use the bathroom closest to the cafeteria and return immediately to your seat.
 - Use the bathroom before going to recess. Once outside there should be no need to return to the cafeteria.
 -
- When the bell rings at the completion of lunch period, students are to stop all things, talking and socializing and immediately prepare to line up by class to go to recess in an orderly fashion.

Core Values

- Respect – Students giving due respect to self and others and maintaining an environment conducive to teamwork, academic and social growth. Respect of others includes showing tolerance, manners, cooperation and patience in any given situation.
- Empowerment – Empowering all students to take initiative and give their best in all that pertains to school and the community. Signs of empowerment include strength, pride, courage and spirit.
- Accountability – Students taking responsibility for their actions that influence their lives, peers and members of the community. Personal accountability includes ownership of one's actions and words.
- Achievement – Student drive and recognition of effort and the determination set forth in reaching goals.
- Leadership – The courage to lead by word and actions. Strong leadership includes strength of convictions, honesty, and truthfulness.

We believe that this can be accomplished when:

- teachers, parents, administrators, and other adult members of the Township of Union Public School community model respectful and respectable behavior toward one another in support of our core ethical values;
- individuals acknowledge differences, demonstrate a respect for diversity, and recognize the worth of each individual;
- individuals communicate concerns and/or suggestions in an appropriate and direct manner;
- individuals utilize effective problem-solving and conflict-resolution strategies; and
- the dignity of every individual is protected and maintained.

Concerns

If you have questions or concerns regarding your child at school, always contact your child's teacher as soon as possible. Don't wait. Call, send an email or a note. Maintaining direct communication with your child's teacher is extremely important! If you need more information than the teacher can provide, contact the principal.

Conduct During Assemblies/Performances:

- Enter and exit in a quiet, orderly manner.
- No talking, cell phone use, or physical contact during the performance.
- Remain in one's seat for the duration of the program, unless one has an emergency or assignment; if one must enter/exit, do so only between selections, not during a performance.
- Any student/child who is not part of the performance must remain seated with an adult.

- Treat the performer(s) in a respectful manner and offer appropriate applause.

District Curriculum

All district curriculum can be found on the district website.

Dress Code

Student Dress (See Policy 5132 Dress and Grooming)

Parents/guardians and school staff are expected to cooperate in the matter of student dress. The school administration reserves the right to make a final decision regarding appropriate dress in school and at school- sponsored events. The purpose of the school dress code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for the health and safety of the students. In addition, the code is designed to encourage a mode of dress and grooming that is conducive to establishing an effective learning environment, fostering a climate of discipline, order, teaching and professionalism. Therefore, please note the following:

- No open-back shoes; no showing of midriff; tops must have straps of three-finger width;
- Hats are not permitted unless they are part of a school function or for a documented medical reason.
- Wearing a hood in the school (halls, classroom, bathroom, etc.) is not permitted.
- Armbands or bandanas are prohibited;
- Shirts that display offensive or profane language are prohibited;
- All students are expected to attend school dressed in a neat, clean and decent manner. The interpretation of this rule is at the discretion of the building principal.

Dismissal Procedures

Early Dismissal-

We strongly encourage you not to take your child out of school before dismissal time as it interferes with the instructional program and can adversely affect your child's academic progress. It is particularly difficult when parents arrive a few minutes before dismissal and ask for their child. At that time, teachers are preparing for dismissal and students are in transition preparing to leave. If you must pick your child up before dismissal time, please send a note, email the teacher or call the office in advance stating the time you would like to pick your child(ren) up from school. Please also pick up your child(ren) before 2:00pm so that the transition works for all parties.

Regular Dismissal-

The classroom teacher dismisses the children at their designated exit doors or locations. If you are not sure where, please contact your child's teacher. Pre-Kindergarten and Kindergarten students must be dismissed to a parent/ guardian or caregiver at dismissal time. Please plan to

meet your child(ren) at their dismissal exit at the end of the school day. No parent/guardian or caregiver will be allowed to come into the building to pick up their child, but must meet them outside.

Emergency Information

For your child's safety, it is critical that the school has up to date emergency information on file and that a designated adult can be contacted within minutes. Emergency numbers listed must be adults who are available to come to school within minutes should the need arise. Whenever your phone number changes at work, at home, or for your back up emergency contacts, that information should be shared with the school and also immediately changed in the student data generator, Genesis.

Field Trips

From time to time, classes will have the opportunity to go on educational field trips. At such times, a signed permission slip will be required from parent/guardian or caregiver. Any money for the field trip should be sent into the school in a sealed envelope with the child's name, classroom number and teacher's name. Parents who might be asked to attend the field trip, must be a PTA member. Parents/guardians, and caregivers must contact the school nurse prior to the field trip if there are any medical conditions that need to be cleared by the school nurse.

***** Due to the pandemic, field trips may be placed on hold until conditions are determined that do not risk students or staff health and safety.**

Fire Drills

Fire Drill Regulations and Other Safety Drill Procedures

- At the sounds of the alarm, all students are to exit the building according to the directions posted in each room, or at the direction of the adult in charge.
- Students are to conduct themselves in an orderly and silent fashion; misconduct of any kind while leaving or returning to the building is forbidden.
- Students shall leave the building in a rapid walk, but **MUST NOT** run.
- Students are to return to the building when the return signal is given.
- Talking during a fire drill or building evacuation is not permitted.
- Wearing a hood during a fire drill or building evacuation is not permitted.

Forgotten Items

All books, lunches, and any other items that a student may have forgotten prior to the start of the school day can be brought to the school and left in a **bin** that will be located outside of the main doors of the school. Please call the school to notify staff that the item will be left so that it will be brought into the school building. Please make sure that items have been marked with the student's name. At the end of the day, if a student has forgotten something at the school, such as items for homework or personal items of value, please call the school prior to coming so that arrangements can be made to collect the items. If the student needs to go into the classroom for such items, students will be allowed, but parents, guardians or caregivers will be expected to wait in the rotunda or outside.

During the school day, it is not uncommon that students forget items while in a special, in the cafeteria or even outside for recess. When this takes place, those items are placed in the lost and found bin, which will be located in the auditorium.

General School Rules:

- If an individual, other than a parent, guardian or caregiver is to pick up your child after school, it is required that the teacher receive written notification in advance from the parent/guardian or caregiver.
- Children will walk carefully on staircases, stay to the right and always keep their right hand on the railing.
- Talking or running during fire drills is prohibited and students should pay careful attention to directions.
- Running is not allowed when crossing streets and streets are only crossed at crosswalks.
- Respect is given to all crossing guards.
- Homework must be completed as assigned.
- Children should never open doors for adults. If a child sees an adult outside by an exit door, they should go immediately and get the assistance of a teacher or other staff member. Parents/guardians or caregivers who wish to enter the building must voluntarily cooperate in this regard and never encourage students to open doors for them.

Grading Policy

As the students proceed through the grades, different systems are utilized to indicate progress in a variety of subject areas. These areas are described in detail on the report cards. The actual marks utilized on report cards are as follows:

Grade K: Assessment Mark(s)

<u>Grade</u>	<u>From</u>	<u>To</u>
S- Satisfactory	84.5	110
P- Progressing	69.5	84.4
N- Needs Improvement	0	69.4

Grades 1st - 4th

Marking Period Grades

A+ - A-	Outstanding	89.5 - 100
B+ - B-	Above Average	79.5 - 89.4
C+ - C-	Average	69.5 - 79.4
D+ - D-	Below Average	59.5 - 69.4
F/U	Unsatisfactory	0 - 59.4

Skills Area Grades:

P- Pass

F- Fail

Health and the Nurse

The health and safety of your child is a concern to us at Livingston School. In order to keep all records up to date, we encourage you to inform the nurse of any immunizations or medical information pertinent to your child. **Please read the enclosed information regarding procedures for medications given in school.** Remember that a child who is not feeling well is at a great disadvantage. In the best interest of everyone's health, please keep your child at home when he or she is not well. If you have any health questions, please feel free to call the nurse at 851-6444. *** Due to the pandemic, more information will be provided pertaining to guidelines when a child exhibits any symptoms concerning the COVID-19 or Delta variant.

Guidance

The counseling program is available at Livingston School. This program is designed to be a support to all children and help them develop socially, academically, and emotionally. The school counselor works with parents, teachers, and students to create a supportive environment that will help each student achieve the best of his/her potential. The counselor sees students individually, in the classroom, and in small group settings. The counselor is also available to speak and meet with any parent to discuss concerns and can be reached at 908-851-6786 (confidential voicemail). Emails are another way to communicate with the counselor.

Homework and Study Guidelines

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in school and is a critical component of instruction. In addition, children learn important lessons about responsibility as they must bring work home, complete it, and return it to school. Homework is also a way to help your child(ren) to develop work and study habits that will assist throughout the critical years spent in school. You can help your child develop some routines that are of assistance, not only successfully completing homework assignments, but doing well in school. The following suggestions are offered to help you in the process of supporting your child in and out of school.

- Monitor eating habits in order to ensure that nutritious meals and snacks are eaten, both at home and at school.
- Ensure that your child receives sufficient sleep, each night.
- Join the local library and take out books to reinforce fluency and comprehension skills.
- Minimize the amount of television viewing and if possible, arrange your child to watch educational programs.
- Your child is never too old to hear you read to them. This assists with modeling great reading practices, oral comprehension and you can ask questions to build understanding.
- Implementing some type of journal writing, a diary or a composition book also reinforces writing skills.
- Play board games and card games. This has many benefits, teaching about taking turns, winning/losing, and building family relationships.

- Show a keen interest in your child's homework. Ask them to show their homework to you and to explain what the work completed was about. Reviewing your child's homework keeps you informed of the lessons and helps you to see how your child is progressing.
- Help your child with homework by setting up regular homework time and location, to build stamina and routines.
- The following guidelines are used to determine what is the minimum length of time your child should attend to homework nightly.
 - Grade K- minimum of 5 minutes
 - Grade 1- minimum of 10 minutes
 - Grade 2- minimum of 20 minutes
 - Grade 3- minimum of 30 minutes
 - Grade 4- minimum of 40 minutes

Homework when Absent

When you call to inform the school that your child will be absent, you can also email the teacher to inform him/her that you would like your child's homework. Homework can be dropped off in the office by the teacher and can be picked up at the end of the school day by a parent/guardian or caregiver.

Inclement Weather Procedures

From time to time, and because of our seasons we will be confronted with rain, hail, snow and ice. This impacts the possibility of arriving and departing school. The Superintendent of Schools will determine if the school district will be on a modified schedule or if school will be closed. This information will always be shared through accessing the district's website and through our messaging system.

I&RS (Intervention & Referral Service) Process

A committee is composed of representatives from the school building, teachers, guidance counselor and at times the principal. The I&RS serves to discuss strategies and designs programs to assist students who exhibit difficulties in behavioral and academic areas. Students are generally referred to the committee by their teacher.

I&RS Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights statute which protects the rights of persons with disabilities. The intent of Section 504 is to ensure that the qualified student with a disability has access to a free and appropriate public education that is comparable to the education available to students without disabilities. These regulations require identification, evaluation, provision of appropriate services, and procedural safeguards.

Appropriate Use of District Technology Devices, the Internet, and the School Network

The rapidly changing, technologically driven society in which we live presents us with new challenges in our pursuit to encourage ethical behavior for our students. The following regulations will help to guide our students, staff, and Board of Education members in the

acceptable use of district devices and networks:

- All are required to read carefully, understand, endorse, and submit an “Acceptable Use Policy” contract.
- Unauthorized or improper opening or manipulating of files is forbidden.
- Purposeful changing of system configuration is forbidden.
- Students are required to follow the directions of their teachers in the use of district technology devices, the Internet, and the network.
- To transmit or knowingly receive any materials in violation of any United States, New Jersey, or Township of Union Public Schools regulation or law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret.
- Any use of educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils will not be tolerated in or outside of the school facilities or school day. It may not be used to harass, intimidate or bully any person or persons. Any violation of law through the use of this technology may be dealt with through disciplinary action and may result in the suspension and/or cancellation of privileges.

Lunch

Children have the option of bringing lunch to school or purchasing it in the school cafeteria. Students may purchase lunch on a daily or weekly basis, it is preferred to use the weekly practice to ensure students have money within their account each day. It is critical that the parent/guardian or caregiver provides for their child(ren) needs daily and it impacts a child’s academic performance when they are not provided with the right nutrition. Applications for free or reduced lunch can be found on the district’s website. Each year, families have to resubmit a new application at www.myschoolapps.com. ***Please don’t think one application will be all that is needed for your child’s entire school career. If you don’t complete the application on a yearly basis, your child will return to a full pay status.*** It is important to also keep in mind that if your child has to pay for lunch, full cost or reduced cost, and your child does not have the money daily, you will receive a bill that will need to be paid in full. It is your responsibility to feed your child or complete the application if you need assistance. When sending in lunch money, please make sure you place it in a sealed envelope with your child’s name and teacher’s name. It is strongly recommended that you use the site, [“myschoolbucks”](#) found on the district and school website so the need to make a money transition is not needed. Students in grades K to 4th will have a 40-minute lunch period that includes recess time on the playground. On rainy days, the students will be placed in either the auditorium, the classroom or in another location for recess.

Music, Arts, Technology, and Library (Specials)

Music and the Fine Arts are taught as special subject areas, also known as specials. In grade 2, general music classes, students will receive instruction on the “recorder”, a wind instrument with

a history dating back to the Middle Ages. This is the precursor to instrumental music which is something students can experience in 4th grade, through band and orchestra. Students in grades 3rd and 4th will also participate in chorus lessons as well.

The school library is an important adjunct and resource to the academic program. Students have access to the library through library skills as well as the ability to exchange books.

***** Due to the pandemic, there will not be any exchanging of physical books. The use of ebooks will strongly be used.**

Instruction in technology will be provided to all K-4 students. Technology curriculum will be used during the classes.

Physical Education:

Students not following these guidelines will not be allowed to participate in their physical education class. Attire: Students are requested to wear comfortable clothes that are appropriate for the activities planned for Physical Education. If you have a daughter, keep the dates of your child's physical education classes so that your daughter is not dressed in a skirt or dress. Instead, they should wear shorts, pants or sweatpants. Athletic type sneakers with a flat sole are to be worn. No platforms, skechers, heel, cleat or waffle type soles are allowed in physical education classes. Sneakers must have laces or velcro.

- Students do not change clothing at the elementary level for physical education classes.
- Jewelry: The wearing of jewelry is a safety hazard in the physical education class. All jewelry must be taken off before entering the gym. The students are responsible for their own jewelry if they wear it to school. **The jewelry may not be given to the teacher to hold**---the physical education teacher will not be responsible for holding students' jewelry. The safest place for the student's jewelry on a physical education day is at HOME.
- Medically Excused. Any student that is excused from physical education classes due to illness or injury must have a note written by their parent or guardian explaining the reason for excuse and date of excuse along with the parent's signature. The note must be given to the physical education teacher. If the excuse is for more than 2 days, then a doctor's note is required.

Parent/Teacher Conferences:

All teachers are asked to hold at least one conference during the course of the school year with the parent/guardian of each student. Parents may request additional conferences with their teacher as needed. Open communication is encouraged. It is always the best policy to contact your child's teacher immediately when you have concerns; you will find the teacher helpful, encouraging and able to provide you with the information you need.

The best way to contact the teacher is through emails. Please reach out to your child's teacher for any assistance.

Phone Directory:

Main Number 908-851-6440	Mrs. Nardo, School Nurse 908-851-6444
Mrs. Roberts, Counselor 908-851-6786	Mrs. Lupo, Secretary 908-851-6440
Mr. Kloc, Principal 908-851-6446	Mrs. Conforti, Secretary 908-851-6441
Cafeteria 908-851-6442	Library/ Media Clerk 908-851-6443
Child Study Team 908-851-6445	FAX 908-810-0417

Staff, Parent, and Other Adult Community Members' Responsibilities:

The Township of Union Public School Community believes that in order to instill in each student an understanding of, and an ability to demonstrate, appropriate behavior, its members have a responsibility to:

- clearly define behavioral expectations, boundaries, and behavioral supports;
- provide positive recognition for good conduct and academic success that include supportive interventions and referral services, when appropriate;
- be firm, fair, and consistent in responses to violations of students' behavioral expectations;
- provide an educational experience that enables each student to attain his/her full potential and contribute positively to the school community in support of our core ethical values;
- act as an effective role model for students to emulate;
- act respectfully toward students, as well as toward each other;
- use appropriate and acceptable language when communicating with students;
- keep appropriate, direct, and timely communication between home and school as positive and effective communication serves as the foundation for the home-school partnership; and
- work in partnership to provide each student an appropriate educational program.

Recess Milk & Snack Time:

Recess milk may be purchased on a 20 day cycle. 1% Low-fat and skim milk are available. Notices of periodic collection for milk will be sent home regularly. Students in lower grades participate in a daily snack activity; nutritious snacks are strongly encouraged. It is

recommended that you provide a nutritious snack such as vegetables, fruits, cheese or crackers for your child.

Report Cards:

Students in grades 1st to 4th will receive a report card each marking period. There are 4 marking periods in a school year. The marking periods are November, February, April and June. For Kindergarten, students will receive a progress report in November and April and a report card in February and June.

Report cards are not physical copies, but will be placed in your child’s account on Genesis. All parents need to create a Genesis account to login to receive your child’s report card.

Student Behaviors That Result in Disciplinary Action

(Detention, Suspension, Expulsion, and/or report to the Police Department.)

	Inappropriate Comments	Left School without Permission
Failure to Report for Afterschool Detention	Unprepared for Class/Homework	Forgery
Failure to Report for Morning Detention	Class Disruption	Destruction of School Property
Rude/Discourteous	Continued Disruption	Fighting
Insubordinate	Inappropriate Physical Contact	Profanity
Safety Hazard	Bullying Behavior	Lack of Cooperation
Horseplay	Excessive lateness to school	Cafeteria Misconduct
Cell phone/Laser Pointers/Inappropriate Electronic Devices	Inappropriate Bathroom Behavior	Recess Misconduct

*** Due to pandemic- Students who don’t adhere to the school masks policy and refuse to wear a mask or wear it properly can and will receive consequences to misbehavior.

NOTE: Administration has the right to use sound judgement after investigating the incident to determine the proper discipline.

Student Behavior Standards - Not on School Premises

Please note that student behavioral standards extend beyond school grounds, as per N.J.A.C. 6A:16-7.6. This applies especially to incidents involving all forms of harassment, bullying, intimidation, fighting, substance abuse, and dangerous instruments/weapons.

Student Conduct and Responsibilities:

An important component of the Township of Union Public Schools Mission is to have students behave ethically and lawfully. Students will be recognized for appropriate behavior. Students who break school rules and regulations can expect specific consequences and/or other interventions. Certain disciplinary actions are guided by state and federal laws and may require a report to be made to the police department. Therefore, every student is called upon to:

- learn the Student Code of Conduct;
- learn the skills needed to follow behavioral expectations;
- use behavior that reflects our core ethical values;
- respect themselves and all members of the Township of Union Public School community;
- welcome visitors and all those who contribute to the school community and extend them courtesy, respect, and assistance;
- attend and be on time for school daily. Those students who are absent from school are not permitted to participate in after-school activities or attend evening performances/events without Principal/designee approval for extenuating circumstances. Such regular attendance shall be during all the days and hours that school is in session. (Refer to N.J.S.A. 18A:38-25 through N.J.S.A. 18A:38-31; N.J.S.A. 32-8, 13.1, and 6A:16-7.8; District Policy 5230.);
- report to homeroom and class on time. Students who are late must report to the school office for a late pass;
- be prepared for school and classes;
- complete all academic work as assigned and be responsible for one's own learning. In the case of absence be responsible to contact the teacher(s) for all missed assignments;
- refrain from gum chewing on school grounds and on the bus;
- refrain from the recreational use of radios, cell phones, iPods, electronic games, etc., in the school;
- maintain a drug free environment. Students may not possess, consume, or sell tobacco, drugs, or alcohol in any form while at school, on school grounds, or attending a school-related function.
- use appropriate and acceptable language;
- refrain from fighting, gambling, and possessing dangerous or inappropriate objects or substances.
- bullying, harassment, intimidation, or coercion of any person is not permitted. (Refer to N.J.S.A. 18A:37-13 et seq.; N.J.A.C. 6A:16-7.9, District Policies 5230, 5512.01, 5500, and 5600).

Student Rights (See Policy 5610 & 5620 Suspension and Expulsion)

- the right to advanced notice of behaviors that will result in suspension or expulsion under the authority of N.J.S.A. 18A:37-2 and Policy 5610 which states that *“No student otherwise eligible for attendance shall be removed from the instructional program to which he/she has been assigned unless that student has materially and substantially interfered with the maintenance of good order (i.e., indulged in disruptive behavior) or removal is necessary to protect the student’s physical safety or emotional well-being.”*;
- the right to an education that supports development into productive citizens;
- the right to attendance in a safe and drug-free school environment;
- the right to attendance at school irrespective of marriage, pregnancy, or parenthood;
- the right to freedom of speech and expression;
- the right to privacy and free association;
- the right to equal protection;
- the right to be free from intimidation, harassment, and bullying and to be treated without discrimination;
- the right to defend one’s actions when accused of a wrongdoing;
- the right to parental notification of disciplinary action involving detention, suspension, or expulsion consistent with the policies and procedures established pursuant to N.J.A.C. 6A:6.2(b). Protections pursuant to; 20 U.S.C. 1232g and 34 CFR Part 99, Family Educational Rights and Privacy act; 20 U.S.C. 1232h and 34 CFR Part 98, Protection of Student Rights Amendment; N.J.A.C. 6A:32-7, Student Records; 45 CFR 160, Health Insurance Portability and Accountability Act; 20 U.S.C. 6301, Title IV (A) IV 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Student Records; Maintenance and Retention, Security and access, Regulations, Non-liability; N.J.A.C. 6A:14-2.9, student records; as well as other existing federal and state laws pertaining to student protections;
- the right to due process of law in cases of suspension and expulsion pursuant to N.J.A.C. 6A:3-1.3 through 1.17; N.J.A.C 6A:4; N.J.A.C. 6A:14-2.7 and 2.8; and N.J.A.C. 6A:16-7.2-7.6. Specifically, no student shall be suspended from the public schools of this District without notice of the charges made against him/her and an opportunity to be heard before the person or body with the authority to reinstate; and
- the right to protections with regard to the maintenance and security of student records pursuant to Policy 55610.

Student Privileges

It is important for students to understand that the behaviors that reflect the Student Code of Conduct and Township of Union Public Schools (REAAL) are expected at all times. The

following are considered privileges, not rights, and may be revoked by the principal/designee:

- participation in assembly programs, dances, parties, and other school-related functions;
- participation in day field trips and overnight field trips;
- access to the school Internet and building network;
- participation in co and extracurricular activities; and
- participation in promotion exercises.

Supervision Before & After School

No students are allowed on school grounds before **8:30am**. There is no supervision for students who come to school early. For a fee, the Five Points Branch of the YMCA offers morning and an afternoon program here at Livingston School. Information regarding this program can be obtained by calling the YMCA at 908-688-9622.

Supportive Instructional Services

RTI (Response To Intervention), Speech, ESL (English as a Second Language), G&T (Gifted and Talented) and Special Education programs and services are available for those students who meet the established eligibility criteria.

Testing

The district utilizes several standardized testing instruments throughout the year, IReady diagnosis, a beginning, middle and end of the year diagnostic to determine growth. Additionally, common assessments and benchmarks are administered. The state also evaluates through the use of the state test known as the NJSLA which is administered in grades 3rd and 4th.

Time Schedules

Children in grades K-4th are not permitted to enter the school before 8:30am. Classes begin at 8:45am., and the late bell, tardy, is at 8:50am.

Lunch & Recess Times

Kindergarten	12:20pm - 1:00pm
1st Grade-	12:00pm - 12:40pm
2nd Grade-	11:40pm - 12:20pm
3rd Grade-	11:20am - 12:00pm
4th Grade	11:00am - 11:40am

Valuables at School

Students are not permitted to bring trading cards (Pokeman, baseball cards etc.) jewelry, radios, cameras, handheld devices, live animals, anything expensive or of personal value to school without permission of the teacher or principal. Keep in mind that the school has no provision for replacing lost, stolen or broken items. Some classrooms have access to hall lockers to store items. The use of lockers (not in all schools) by students is only for grades 3rd and 4th who have limited cubbies or other places to put their belongings.

Children's eyeglasses are very expensive and delicate. We recommend that you select eyeglasses with great care and in consideration of the treatment active youngsters typically give them. Scratch resistant lenses, flexible frames, and high quality cases are strongly recommended. Discuss this important issue with your eye doctor when selecting eyeglasses and review eyeglass care with your child regularly. If your child does not wear eyeglasses continually, it is easier to lose them, discuss this with your child as well. If you suspect that your child might need glasses but you need financial assistance, please contact the school nurse, who has some resources and may be able to help you with finding a place to help you with eyeglass wear.

Cellular Phones

During the school hours, students' cell phones are expected to be turned off and kept in the students' bookbags/ backpacks. Any student who is found using their cell phone during the course of the school day will be subject to disciplinary action. This is in accordance with the Township of Union Board of Education policy.

Visitors & Building Security

Parents/guardians are certainly welcome at Livingston School but to ensure the children's safety, building security, and uninterrupted instruction, certain rules must be followed. We rely on your voluntary compliance and cooperation.

- When you arrive, enter through the main door and report to the greeter's desk to sign-in. Prior to arriving, please call the school to inform the school that you will be arriving and the reason for your visit. *****Due to the pandemic- all visitors will be expected to sign in and adhere to the guidelines and answer several questions on a COVID form that can be found by using a link or through the paper/pencil form.**
- All visitors, including parents/guardians and caregivers, must present photo identification and sign the visitor's form, communicate the reason for the visit, and obtain a visitor's pass. The building greeter or secretaries will call the person you wish to see and confirm your visitors. Adults cannot visit staff members unannounced or without permission.
- All informal/formal discussions or conferences should be planned with the teacher in advance so as not to conflict with or distract staff from other teacher duties, student supervision, or instructional activities.
- Office staff will advise the principal or school nurse of any emergency situation requiring the need for a non scheduled appointment with any Livingston School staff members.
- Please sign-out at the end of your visit and exit through the main entrance

Please note: Signing in and/or obtaining a pass does not allow for visits to any part of the building; please limit your visit to the pre- arranged appointment. Your cooperation in this regard is expected and helps us provide maximum uninterrupted instruction and security for the children.

Volunteer Services Related PTA Activities

Volunteer services are greatly appreciated and of great assistance. These activities are coordinated through our PTA (Parent Teacher Association). These services work in conjunction with the smooth functioning of our school and enhance the overall instructional program. Feel free to contact our PTA regarding these important activities. We urge every family to join the Livingston School PTA.

Additional Information and Links

- I. [☰ Safe Reopening 2021-2022 FAQ](#)

- II. [Code of Conduct Book](#)

- III. [📄 Chromebook User Agreement for Distance Learning.docx](#)