

Livingston Elementary School  
Parent Handbook



Livingston Elementary School  
960 Midland Boulevard  
Union, N.J. 07083  
(908) 851-6440/6441

## **LIVINGSTON SCHOOL PHONE DIRECTORY**

Benjamin Kloc, Principal, (908) 851-6446

Margaret Conforti, Secretary, (908) 851-6441

Diane Lupo, Secretary, (908) 851-6440

Rosemary Nardo, School Nurse 851-6444

Monika Roberts, School Counselor/Anti-Bullying Specialist/I&RS Coordinator, (908) 851-6786

Library/Media Center (908) 851-6443

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Fax (908) 810-0417

Livingston Elementary School  
960 Midland Boulevard  
Union, New Jersey 07083

Benjamin Kloc  
*Principal*

Dear Parents and Guardians,

The faculty, support staff and I extend a warm welcome to you and your child as we begin the new school year at Livingston School. As principal, I will do my best to ensure that your child is provided with a safe and supportive learning environment, as well as a quality educational program.

Livingston School has historically enjoyed a proud tradition of academic excellence. We have an experienced instructional staff and an array of specialized programs that are designed to meet the diverse needs of our students. However, in order to ensure that students get the most out of their school experience, the development of a strong partnership between home and school is essential. With this in mind, the teachers and I pledge to keep the lines of communication open through personal contacts, telephone conversations, newsletters, a monthly calendar of events, progress reports, report cards, as well as various informational notices. We ask that you assist us by closely monitoring your child's homework on a daily basis, taking time to talk to your child about his/her school day, maintaining ongoing communication with your child's classroom teacher, and reinforcing the development of good study habits within the home. Joining and becoming active in our school's PTA is also highly recommended.

This handbook is intended to provide you with information about our school's philosophy, goals, curriculum, expected rules of conduct, and general procedures. It also contains some important district-wide policies that have been developed by the Union Township Board of Education. Please review this handbook carefully and maintain it for future reference. It may clarify any questions that you or your child may have during the course of the year.

If you have any questions or concerns regarding your child, I suggest you contact your child's teacher(s) as soon as possible. Feel free to contact me if you have any questions, suggestions and/or concerns regarding any aspect of our school program. I look forward to meeting you and your child.

Best wishes for a great school year.

Sincerely,

***Benjamin Kloc***

Benjamin Kloc  
Principal

## **LIVINGSTON SCHOOL TIME SCHEDULE**

Pre-K, K, 1 and 2                      8:45am- 3:00pm

Grades 3 and 4                        8:45am - 3:05pm

### **LUNCH SCHEDULE**

Grade 4                                      11:15am – 11:55am

Grade 3                                      11:40am – 12:20pm

Grade 2                                      12:05pm – 12:45pm

Grade 1                                      12:30pm – 1:10pm

Grade K                                      12:55pm – 1:35pm

## **LIVINGSTON SCHOOL MISSION STATEMENT**

The Mission of Livingston School is to provide a safe, well organized, child-centered environment which enables each student to reach his/her fullest potential. The foundation of our efforts is a belief that all children can learn and that the partnership between parents and teachers is essential in helping each student to achieve in school and become a life-long learner.

## **DISTRICT-WIDE RULES OF BEHAVIOR**

The following behaviors are strictly prohibited and will result in disciplinary action:

- Fighting, profanity, abusive language, obscene gestures, disruptions and/or misconduct in class and any insubordinate act directed towards an employee of the Board of Education.
- Any action that endangers or threatens to endanger the health, safety and/or welfare of others. Such behaviors may result in notifying the local police department.
- Vandalizing, destroying, damaging or defacing personal or school-owned property.
- Behaviors that are disruptive to the normal school routine, which does not conform to the school's established regulations, will not be permitted.
- Tape recorders, radios, camcorders, and live animals are not permitted in the building without the principal's approval.

**Weapons of any kind are not permitted in any Union Township school building. Any student in possession of such an item will be reported to the local police department and will be subject to disciplinary action. Please note that toys that resemble weapons are also strictly forbidden. This includes pen knives, water pistols, and the like are prohibited.**

## **ABSENCES FROM SCHOOL:**

It is of the utmost importance that any absences of a student at Livingston School be reported to our school nurse, Mrs. Nardo, between the hours of 8:05 am and 9:20 am on the day of the absence at **908-851-6444**. This must be done for each daily absence. If a prolonged period of illness is indicated, please notify Mrs. Nardo at this time.

If you wish to report an absence prior to 8:00 am, an answering machine is available. Parents using the answering machine must give the following information:

- Name of the student
- Teacher and grade
- Reason for the absence

Every school day is important to your child's academic progress and his/her overall school program. Therefore, families should refrain from planning vacations while school is in session.

## **ARRIVAL TIMES:**

**Grades PreK-4 can arrive by 8:30am, NOT any earlier.**

Students are to report directly to their designated line-up area upon arrival in the morning. Room numbers will be used to indicate line-up areas on the playground. Any child not in the classroom by the late bell will be considered tardy. **The late bell is 8:50am.** Please do not allow your child to arrive before the times indicated above. There are no staff members on duty to supervise the students before 8:30am and the school is unable to guarantee their safety.

- Children must be supervised by an adult until the time they are permitted to enter the school yard or auditorium (on inclement weather days).
- Tardiness- **Students who arrive to school late must be signed-in by a parent/guardian in the main office.** Please do not drop off your child without seeing that he/she enters our school building safely.
- Inclement Weather - In the event of inclement weather or extreme cold, students will report to the auditorium in the morning. A flag will be displayed at the front of the building to indicate that students will be indoors.

## **ASSERTIVE DISCIPLINE PLAN:**

In order to provide your child and his/her classmates the educational climate they deserve, a school-wide discipline Plan is in place at Livingston School. Each teacher will establish and review the classroom rules of behavior with the students on the first day of school and it will be reviewed during the year as needed.

## **BATHROOM:**

Students are to use the bathroom in their section of the building or nearest to their classroom. Students are not to play or bring pencils, pens or markers into the bathrooms. In grades 2-4, students are to sign out when leaving the classroom and sign in upon returning.

## **BEFORE/AFTER SCHOOL PROGRAM:**

For a fee, the Five Points YMCA provides a morning and after care program at Livingston School. For additional information contact the YMCA at 908-688-9622.

## **BREAKFAST PROGRAM:**

Our school participates in the National School Breakfast Program. The breakfast offered is a hot or cold breakfast and satisfies the National Breakfast Program dietary requirements. A monthly lunch and breakfast menu will be provided to you on a regular basis.

The cost of the breakfast is determined by Pomptonian Food Services. There is no cost for those students who are eligible for free lunch under the National School Lunch Program, but a new application must be submitted every year for such determination of eligibility.

## **BREAKFAST TIMES:**

**Grades Pre K through 4th: 8:25am - 8:45am**

**\*Unfortunately, Pomptonian Food Services is unable to provide breakfast for pupils that do not have money with them or in their account.**

Students participating in the breakfast program are to enter the school through the front door and then walk to the rear door of the cafeteria. They will be supervised by a



Livingston School staff member. When the students are done eating breakfast, they will be directed to report to the playground or auditorium, depending upon the weather conditions.

### **CAFETERIA RULES AND REGULATIONS:**

- Students are to enter the cafeteria in a quiet and orderly manner.
- Running, pushing, and/or cutting in line are strictly prohibited.
- Students must sit within their assigned classroom areas.
- Students are not permitted to move from table to table.
- Glass containers are not permitted.
- Students are to show respect and courtesy to the aides at all times. The aides are in charge during lunchtime.
- Students must acquire permission from a cafeteria aide in order to leave the cafeteria for any reason.
- Food is not to be taken out of the cafeteria unless it is in a lunchbox, etc.
- At the cafeteria aide's signal, students will line up in their designated areas.
- Weather permitting, the students will be allowed to go out to their assigned playground areas for outdoor recess. When the bell rings, students are to walk, not run, to their designated line-up area.
- Students are to leave the cafeteria or playground area after lunch period in a quiet and orderly manner.
- Students who have no money available for lunch will receive a cheese sandwich and container of milk, courtesy of Pomptonian Food Services. Unfortunately, there will not be an option for any other entrée on the menu.
- Students may pay daily for lunch or apply money from their individual accounts.

### **CELLULAR PHONES:**

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

### **CLASSROOM RULES:**

Students are expected to:

- Follow Directions – In or out of class, in assembly programs, in special classes, in the cafeteria, in the school yard, in hallways, etc.
- Raise Hand – They are to seek and receive permission before leaving seat, speaking, leaving room, or asking questions.

- Keep Hands, Feet, and Objects to Self – This prohibits fighting, pushing, pinching, kicking, and /or throwing objects.
- Use Proper Language At All Times – Classroom, hallways, playground, etc.
- Be Prepared for Class – This includes homework, textbook/workbook, notebook, supplies, etc.

Students who demonstrate positive behaviors at school will receive: positive notes home, certificates, free time classroom activities, and other positive rewards selected by the teachers.

### **CONSEQUENCES:**

Should a student violate any of the above rules, the teacher will invoke one of the following disciplinary actions:

- Warning
- Time-out (The student will be directed to a designated area on the playground for a short period of time or may lose his/her outdoor privilege for the remainder of the period.)
- The student will be reported or sent (depending upon the seriousness of the infraction) to the principal.
- This will result in a warning, temporary or long term loss of playground privilege, parent notification, and/or suspension.

### **CURRICULUM:**

**DISTRICT CURRICULUM CAN BE FOUND ON THE DISTRICT WEBSITE**

### **DISMISSAL:**

Pre-K students will be dismissed through the front portico doors. A parent/guardian or other authorized adult must be present to receive the child.

Students in grades K through 4 will be dismissed by their teachers from their designated exit door to a parent/guardian or other authorized individual. K-2 classes are dismissed at 3:00pm. Third and fourth grade students are dismissed at 3:05pm. Parents must provide a signed written note to the teacher if they choose to permit their 3<sup>rd</sup> or 4<sup>th</sup> grade child to walk home without a parent or other authorized person at dismissal time.

Bus students are to report to the main hallway immediately upon dismissal before boarding the bus.

If an individual other than a parent/guardian is to pick up your child after school at the designated exit location, it is necessary for you to notify your child's teacher in writing. That person's name, address and phone number should be listed on the back of your child's emergency card.

Unless accompanied by a parent/guardian, students are to leave school grounds at dismissal and go directly home. They are not to go anywhere else without parental permission.

Children who do not have parental permission to walk home alone after school or walk with a sibling attending Livingston School will not be released by the teacher at dismissal time. The child will be returned to the main office to await the arrival of their parent/guardian or other authorized person.

Students will be dismissed only to a parent/ guardian or authorized person(s) listed on the emergency card unless written permission is received prior to dismissal time. Please be sure to update information on your child's emergency card(s) if changes occur during the school year.

**Unless it is absolutely necessary, parents/guardians are discouraged from taking their child out of school early as it interferes with a child's instructional program and may potentially be disruptive to the teacher's lesson.** If you must pick up your child before his/her regular dismissal time, please send a note to the teacher or call the office stating the dismissal time as well as the reason for leaving school early.

### **DRESS CODE:**

Everyone connected with the school should help create and maintain the best possible atmosphere for learning. Good taste in the choice of clothing contributes to this atmosphere, therefore, every student should select clothing that is in good taste and appropriate for school.

Appropriate attire is as follows:

- All shoes must have backs or heel straps. No flip flops.
- All sneakers must be tied at all times.
- All shirts must have sleeves.
- Shirts with inappropriate and/or indecent expressions, pictures, and slogans are unacceptable.
- No hats permitted in the building, unless otherwise authorized by the Principal.

- No bandanas, headbands, or head coverings are permitted except for religious purposes
- Heelies (sneakers with wheels) are not permitted at any time.

### **EMERGENCY CARDS:**

Parents will be required to complete an emergency card for their child. It is critical that the information on a child's emergency card is current and accurate. Any changes in a home, cell, or work phone number must be reported to the teacher promptly.

### **EMERGENCY SCHOOL CLOSINGS:**

The school district has implemented a Global Connect (reverse 9-1-1) phone system to notify parents and staff of emergency school closings, as well as other important information.

In the event that school is closed, notification will continue to be made available on Channel 34 (Cable), as well as, on the district's website: [www.twpunionschools.org](http://www.twpunionschools.org)

In the event of a delayed opening, school will begin one hour later than usual. All bus service and police protection will also start one hour after the usual time. Lunch and dismissal time will remain the same.

In the event of rain, sleet, snow, or extreme cold, students will enter the school building via the main entrance on Midland Boulevard and report to their assigned line-up areas inside the school building. The vast majority of the students report to the auditorium. Designated classrooms will report to the cafeteria on inclement weather days. A decorative flag will be hung out the window of the classroom directly above the school's main entrance to indicate that the students will be indoors.

### **ENVIRONMENT:**

- A nurturing environment will be provided which allows children to grow and develop self-confidence.
- Livingston School will provide a safe, clean, and structurally sound environment which is conducive to the learning process.
- Individual dignity and a sense of self-worth will be fostered in students and staff.
- The students will understand and appreciate social and cultural diversity.
- Community resources will be identified, developed and utilized.
- By modeling the values of good citizenship, the students will develop pride in our country, community, and school.

- Above all, we will strive to maintain an environment which encourages, recognizes, and rewards academic progress and achievement at all levels.

### **GUIDELINES FOR PARENTS:**

- Parents are welcome to visit our school. However, all visitors must show proper photo identification and must enter the building via the main entrance and report directly to the office.
- Please be sure that your child has money for lunch or money in his/her lunch account.
- For safety's sake, and to avoid traffic gridlock, please do not park in drop-off areas or in the area designated for our school buses. Please drive very slowly by the school, stay out of no-parking zones in the street, and do not allow your child to exit your car on the driver's side.
- Encourage your child to cross at crosswalks. Please set a good example for child by doing the same.

### **HALLWAY SAFETY:**

- Students are to walk quietly through the halls and up and down the stairs. Avoid skipping stairs.
- Students are to walk on the right side of the hallway and staircase in single file.
- When passing as a class, students are to stop at designated areas and wait for their teacher.
- Students are to take the shortest route to and from their destination.
- Congregating/socializing with other students is not allowed in hallways or bathrooms.
- No running, chasing, horseplay, or other inappropriate behavior is allowed in the hallways.
- Students are expected to hold the door for the next person.

### **HEALTH AND SPECIAL MEDICAL CONDITIONS:**

The health and safety of your child is of major 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. **This includes any allergies, be it seasonal or food allergies.** Please read the information below regarding procedures for medication given in school. If you have any questions please feel free to call our school nurse, Mrs. Nardo, at 908-851-6444.

## **HOMEWORK WHEN ABSENT:**

When you call in your child's absence, you may request homework for your child. The homework will be ready in the office by 3:00p.m. for you to pick up, or you may request to have it brought home by one of your child's classmates or neighborhood friends. Parents are not permitted to go to the classroom to pick up homework, materials or books on their own.

## **I.&R.S. (INTERVENTION AND REFERRAL SERVICES) COMMITTEE:**

An Intervention and Referral Services Committee is a school-based team that works cooperatively with parents to design and monitor the implementation of strategies for assisting pupils who are referred because they are experiencing difficulties at school. Students may be referred to this committee by a teacher, school administrator, or by a parent/guardian.

## **MEDICATION IN SCHOOL:**

The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, and the student would not be able to attend school if the medicine were not made available during school hours. The certified school nurse or parent/guardian is the only one permitted to administer medication in the school or on school trips.

- The school does not provide medication to students.
- The parent/guardian must provide a written request for administration of the prescribed medication in school. (Signed Medication Authorization Form)
- Non-prescription medication: Written orders are to be provided to the school by the primary physician, detailing the name of the student, name of the drug, dosage, and time of administration. All non-prescription medication must be brought to school in the original container. (Signed Medication Authorization Form). It is recommended that medications be given between 11:30 AM and 12:30 PM, in order to maintain the continuity of the student's learning process.
- Prescription medication: Written orders are to be provided to the school by the primary physician, detailing the name of student, name of the drug, diagnosis and reason for administration of the drug, dosage, and time of administration. It must be brought to school in the original container with a current date, appropriately labeled by the pharmacy or physician indicating the student's name, name of medication, diagnosis and reason for administration of medication, dosage and time of administration. (Signed Medication Authorization Form)
- The school will provide safe storage of the medication.

- The records or documentation process is required to be maintained by the certified school nurse.

children who require daily medication will need special consideration when planning school trips. The following is a list of appropriate options. Of course, each of these would require approval of the child's parents/guardians and physician. They include:

- Altering the scheduled hours of administering the medication so the child is getting the first dose at school (about 9:00 am) and the second dose after the class returns (usually about 2:00 pm)
- Withholding medication during the course of that particular activity and giving it when the student returns to school.
- Requesting that a parent/guardian of the affected child accompany the group to administer the medication to the child.

### **METHODS OF BEHAVIOR MODIFICATIONS:**

Where appropriate, principals, teachers, the superintendent, and the Board of Education are authorized under law, policy or practice to prescribe and implement any one or combination of the following types of corrective disciplinary action in the case of students

committing any one or combination of the types of offenses listed in Section 1.

Individual assertive discipline rules – class

Student conference

Deprivation of privileges

Detention

Parent conference

Referral to Counselor

Suspension

Suspension with referral to superintendent

Other appropriate corrective actions deemed necessary in accordance with the law and due process.

### **PARENT/TEACHER CONFERENCES:**

All classroom teachers are expected to conduct at least one conference during the course of the school year with the parent(s)/guardian(s) of each pupil. A parent(s)/guardian(s) may request additional conferences with their child's teacher(s) as needed. Open

communication is encouraged. It is always the best policy to contact your child's teacher immediately if and when you have a concern. You will find the teachers helpful, supportive, and able to provide you with the information you need. The best way to contact your child's teacher is to leave a phone message in the main office, via e-mail, or send a note in with your child.

### **PLAYGROUND RULES:**

- Adults **may not** enter the playground at all during the scheduled school day. Parents are to report to the main office if it is important to see or speak to your child. Adults are also not permitted to enter the building through the playground doors. Please observe playground arrival times: 8:30am for grades 3-4, 8:45am for grades K-2.
- No ball playing of any kind is allowed near the line-up areas. Wall-ball is not permitted before school or at dismissal time. It is permitted during the lunch recess period only.
- A child must not leave or be removed from the playground without notifying a teacher on duty. Teachers and staff do not know all parents by sight and cannot allow adults to take children off the playground. If you need your child after she or he is on the playground, go to the office through the front door and we will have your child brought to you there.
- Upon arrival in the morning, children are to leave their backpacks by their playground line numbers.
- **Tag, football, soccer, or similar contact activities are not permitted.**
- No baseball bats, Skip-its, frisbees, softballs, hardballs, footballs, wiffle balls or superballs on playground at any time. "Nerf" type balls are acceptable. Jump ropes are to be used for jumping, not swinging around or tug-of-war.
- Children may bring "approved" balls to school for use on the playground during lunch recess.
- Ball should be clearly marked with the child's name. Balls must meet safety standards. Students should carry balls in their backpacks or in a bag. They should not be played with while walking to school as this presents a potential safety hazard should a ball bounce into or toward the street. If you have any questions regarding acceptable game balls, ask your child's teacher.
- Children are never permitted to leave the playground. If a ball goes over the fence, the student is to ask a lunch aide to retrieve it.
- If a student needs to enter the building to use the bathroom or to see the school nurse, he/she must secure the permission of one of the lunch aides on duty.
- Students are not permitted to write on the blacktop with chalk or any other writing tool.
- Students are to line up quietly and immediately when the bell rings. They are to walk to their line-up area, not run.
- No student may enter the building without permission from a teacher on duty.



- Children in grades K and 4 may not enter the playground until 8:30 A.M.
- Students must leave the school grounds at dismissal. They are to go directly home and not to another child's home without parental permission.
- Bicycles, pets and ball playing are not permitted on the playground at dismissal time.
- The Tot-Lot will be opened each day at 3:30 P.M. The school is unable to provide supervision of students after normal school hours.

### **PHYSICAL EDUCATION:**

- Students are to wear comfortable clothes that are appropriate for the activities planned for physical education.
- Sweat pants, shorts, pants, or skorts are acceptable.
- Footwear-athletic type footwear (sneakers) with a flat sole (no heel), all sneakers must have laces or velcro.
- All jewelry must be removed before physical education class (i.e. earrings, rings, bracelets, necklaces, chains, and watches). The physical education teacher will not be responsible for holding any student's jewelry. The safest place for the student's jewelry on "gym day" is AT HOME.

Any student that is excused from physical education classes due to illness or injury must have a note written and signed by their parent or guardian explaining the reason for excuse and date of excuse. The note must be given to the physical education instructor and/or school nurse. If the excuse is for more than 2 days, a doctor's note is required.

### **PTA:**

Livingston School's PTA (Parent Teacher Association) is a vital component of our school community. All parents/guardians and staff are encouraged to join, support and participate in the activities sponsored by the PTA. Every activity is conducted for the benefit of the children.

### **REMEDATION (COUNSELING SERVICES)**

Mrs. Roberts is our school counselor. As a certified school counselor, she serves as our school's Anti-Bullying Specialist and is the chairperson of our Intervention and Referral Services Committee. Mrs. Roberts is prepared to support and assist students to develop socially, academically, and behaviorally. She will work with parent(s)/guardian(s), teachers, and students to create a supportive environment that will help the student to

function more effectively at school. Mrs. Roberts will be working with students individually and in small group settings. Parent(s)/guardian(s) are encouraged to contact Mrs. Roberts at (908) 851-6786 if you have a concern regarding your child.

### **REPORT CARDS:**

Students in grades K through 4 will receive report cards on a quarterly basis. Pre-Kindergarten students will receive progress reports in February and June. Parents may access their child's grades throughout the year on the districts by signing up on the Parent Portal, located on the school district's website home page.

### **RULES OF CONDUCT FOR PUPIL TRANSPORTATION:**

In order to insure a maximum degree of safety for students who are bussed to and from school by the Board of Education, each student is expected to abide by the following rules of conduct:

- Abide by the rules governing acceptable and polite conduct.
- Observe property rights by not defacing the property surrounding the bus stop.
- Do not crowd or push at the bus stop.
- Board the bus in single file, go immediately to a seat, and sit down.
- Remain seated at all times while the bus is in motion. If seat belts are provided, they must be fastened.
- Talk in conversational tones; do not become boisterous or loud.
- Follow the directions of the bus assistant, bus stop assistant and bus driver.
- Answer politely and accurately when questioned.
- Do not talk to the driver while the bus is in motion unless there is an emergency.
- Do not distract the bus driver through misbehavior.
- Do not eat or drink anything on the bus.
- Do not operate any equipment on the bus. If you wish to open a window, ask the bus assistant or driver for permission.
- Keep arms, hands, and other parts of the body inside the bus.
- Do not throw or propel in any way objects on or out of the bus.
- Remain seated until the bus has come to a complete stop.
- Exit the bus in single file and move away from side of the bus immediately upon exiting.
- Fighting, profanity, and smoking are forbidden on the bus.
- Alcoholic beverages and non-prescribed controlled substances are prohibited on the school bus.

- Radios/tape recorders and iPods are not permitted on the school bus.

Students in violation of any of the above rules are subject to suspension from student transportation or from school for a period of time to be determined by the building Principal in accordance with Board of Education policy.

**A parent/guardian or authorized adult must be present at the bus stop to receive and supervise our younger students as they exit the bus.**

### **CONSEQUENCES:**

**FIRST OFFENSE** -Generally, when a student has been reported by a bus driver, assistant or another student for 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 Pupil Transportation, the principal shall have a conference with the student and driver. A letter or phone call advising the parents/guardians of this incident shall 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 the case of the first offense. If the student has, through his/her misbehavior endangered the safety of others; the principal shall request a parent conference at the earliest possible date. Generally, The Rules of Conduct should be reviewed with the parents/guardians at this meeting as they relate to their child’s behavior, and reference should be made to the possible consequences of any future misbehavior.

**THIRD OFFENSE-** When the same student has been reported for the third time and the steps of verification and endangerment have been established by the principal, he/she may notify the parent(s )that the student will be suspended from pupil transportation for a period of **five days**. If the principal does, in fact, suspend the student from transportation, the principal should further advise the parent(s)/guardian(s) that they are responsible for providing transportation during the suspension period, and the student’s absence from school during the suspension period will be considered truancy unless the absence is due to some medical reason which can be supported by a doctor’s letter, or some other justifiable reason. In any event, absence during transportation suspension will cause the suspension period to be extended for the number of days of such absence. The student’s name, route number and suspension dates should be sent to the transportation department as soon as the principal has made this determination.

**FOURTH OFFENSE-** The procedure for this offense and subsequent offenses shall be handled in the same manner as a third offense, except that the suspension period may be from **ten days** to **twenty days**.

**18A:25-2. Authority over pupils.**

**A pupil may be excluded from the bus for disciplinary reasons by the principal and his/her parents/guardians shall be required to provide transportation to and from school during the period of such exclusion.**

**ADDITIONAL BUS INFORMATION:**

- All students who are eligible for bus transportation must carry and show their bus pass (which contains a photo ID) to the driver and/or bus aide.
- No student may change buses for any reason without the approval of the supervisor of transportation.
- No walking students may ride a bus for any reason.
- Bus students who are not going home on the bus for any reason (parents are picking them up when leaving school early, walking with a friend, etc.) must bring a note from their parents/guardian stating the reason. All notes are to be brought to the main office by 9:30 a.m. If a student forgets his/her note and we do not hear from the parent, the child will be required to go home on the bus.

**SAFETY / SECURITY DRILLS:**

Pursuant to N.J.S.18A:41-1, every school principal must have at least one fire drill and one school security drill each month within school hours. A school security drill is defined as an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

**SCHOOL RULES:**

- Students are expected to show respect toward others at all times.
- Bullying, teasing or intimidation of any kind will not be tolerated. Violators will be subject to a disciplinary response.
- Running is not permitted in any part of the school except during supervised physical education or playground activities.
- Bathrooms are to be used and maintained appropriately. Used paper towels are to be discarded in the proper receptacles.
- Loud talking or noise making that is disruptive to the good order of the school or classroom is not permitted.

- Students present in the building, outside of school hours, are subject to the same conduct requirements that are in effect during the regular school day.
- Talking or running during a fire drill or other emergency drill is prohibited. It is particularly important for students to be quiet, listen to and follow the directions of their teacher during these types of activities.
- Any child who has to leave school prior to the regular dismissal time must be picked up from the office and signed out by his/her parent/guardian. No student is allowed to leave the building during school hours without permission from the office.
- Inappropriate or disrespectful language, gestures, or behavior in school or on the playground will not be tolerated and will be subject to disciplinary action.
- Students are to obey the directions of the crossing guards, bus aides, and all Board of Education employees.
- Students should never open an exterior door for adults. If a child sees an adult outside by an exit door, he/she should immediately notify a teacher or other staff member.
- Electronic or computer games, toys of any sort, laser lights, and cell phones are not to be brought to school. If a parent allows a child to have a cell phone, it must be kept in the student's book bag and kept in the "off" position until the end of the school day. If a student's phone rings during class, it will be confiscated and the child's parent/guardian will be required to come to school to claim it.
- For security purposes, all visitors to our school must use the main entrance door when visiting our school and report directly to the main office. Parents are not allowed to go to their child's classroom without receiving permission from the main office.

### **STUDENT BEHAVIOR:**

Appropriate student behavior is necessary to ensure that the physical and mental health, safety and welfare of students are protected and an orderly environment conducive to learning is maintained. With this in mind, students will be expected to conduct themselves in an appropriate manner with respect to their developmental level of maturity.

Parents/guardians are expected to guide and direct their children toward standards of good conduct in the total school environment and cooperate with the school officials in preventative and corrective measures regarding their children. The principal and teachers shall afford parents adequate opportunities to work with school staff in helping,

supporting, and modifying the behavior of students who demonstrate by their conduct, in school, that they require such intervention.

### **SUPERVISION BEFORE & AFTER SCHOOL:**

Children must be picked up daily at 3:05pm sharp at their designated dismissal area. In addition, emergency cards must have up-to-date phone numbers that connect directly to adults who are available to come to school within minutes should it become necessary. For a fee, the Five Points Branch of the Y.M.C.A. offers a Morning and After-Care program here at Livingston. Information regarding this program can be obtained by calling the Y.M.C.A. directly at 908-688-9622.

### **TESTING:**

During the school year, standardized tests are administered to students in grades 2 through 4. They include the administration of the Cognitive Abilities Test for students in grade 2 as well as the state's new PARCC Test (Partnership for Assessment of Readiness for College and Careers) for students in grades 3 and 4. Locally developed mid-year and end of the year skill proficiency assessments will also be administered to students in grades K thru 4 in January and June in the areas of language arts literacy and mathematics. The locally developed proficiency assessments are graded by the teachers. The PARCC and the Cognitive Abilities Tests are sent out for scoring by an outside vendor.

### **TEXTBOOKS:**

Each student is responsible for the care of the books loaned to them by the Union Township Board of Education during the school year. Textbooks must be covered at all times. Book inspection will be conducted regularly by the classroom teacher. If a book is lost or damaged, a fine will be imposed and should be paid immediately. Students who have outstanding obligations at the end of the year will not receive a report card until the fine is paid.

### **TRIPS:**

During the year, teachers may schedule field trips to supplement and enrich our school's curriculum. A signed permission slip from parents or a legal guardian is required in order for students to participate. As representatives of Livingston School, students are expected to be well-behaved, appropriately dressed, and prepared for a unique educational experience. Any money for field trips should be sent in to school in a sealed envelope with the child's name and room number on it.

### **VALUABLES AT SCHOOL:**

Students should not bring jewelry, radios, ipods, toys, cameras, live animals or similar delicate or expensive materials to school without permission from the principal. Keep in mind that the school has no provisions for replacing lost or broken items.

Never give a child more money than needed and put money in a sealed envelope with your child's name clearly marked. Using a marker or pen, always label all coats, gloves, backpacks, lunch boxes, hats, etc., with your child's name. All too often, our lost and found area is full of unmarked clothing and belongings.

### **VISITORS & BUILDING SECURITY:**

Parent(s)/guardian(s) are welcome at Livingston School. However, to ensure the children's safety, building security, and uninterrupted instruction, certain rules must be followed.

1. When you arrive, you must show proper photo identification, enter through the main door on Midland Boulevard and then report directly to the main office.
2. All visitors, including parents and other adults, must stop in the office first in order to sign the visitor form, communicate your reason for the visit, and obtain a Visitor's Pass. The secretarial staff will call the person you wish to see and confirm your visit.
3. Visits are by appointment only and are managed by the office.
4. 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.
5. Office staff will advise the principal or school nurse of any emergency situation requiring the need for an unscheduled appointment with any Livingston staff member.
6. Please sign-out at the end of your visit and return the Visitor's Pass to the office.

### **VOLUNTEER SERVICES:**

Volunteers provide valuable services for the children and the staff. Parents/guardians and other approved adults must register to volunteer through the district's Office of Volunteer Services and consult with the principal and/or classroom teacher.