



# **Elementary School Parent/Student Handbook 2025-2026**

## **Gregory Elementary School**

Ms. Makeida Hewitt, Principal

## **Hazel Elementary School**

Mr. Joel Castillo, Ed.S - Principal

## **Kelly Elementary School**

Mr. David Marion, Principal

## **Mt. Pleasant Elementary School**

Mr. Marc Lawrence, Principal

## **Redwood Elementary School**

Ms. Kimya Jackson, Principal

## **St. Cloud Elementary School**

Mr. Eric Price, Principal

## **Washington Elementary School**

Ms. Marie DeMaio, Principal

## **Message from the Principals**

Dear Students, Parents, & Guardians,

The faculty, staff, and administration welcome you to the West Orange Elementary School family. This parent/student handbook is designed to provide information on policies and procedures in our schools. We are committed to providing your children with an exciting, challenging academic experience in a safe nurturing environment. Since families are the most important people in a child's life, we welcome and applaud your commitment and involvement in your child's education!

We, as educators, work to foster a community of lifelong learners. Education for the 21<sup>st</sup> century must encourage collaboration and relationship building as well as creativity and critical thinking skills in every child. We believe that all children can succeed. With your help, and that of a dedicated faculty, our children can accomplish greatness!

On behalf of all of the elementary school principals and staff, we wish you and your children a successful, joyful school year!

Sincerely,

*Ms. Makeida Hewitt*

Ms. Makeida Hewitt, Principal  
Gregory Elementary School

*David Marion*

Mr. David Marion, Principal  
Kelly Elementary School

*Joel Castillo*

Mr. Joel Castillo, Principal  
Hazel Elementary School

*Marc J. Lawrence*

Mr. Marc J. Lawrence Principal  
Mt. Pleasant Elementary School

*Ms. Kimya S. Jackson*

Ms. Kimya S. Jackson, Principal  
Redwood Elementary School

*Eric Price*

Mr. Eric Price, Principal  
St. Cloud Elementary School

*Marie DeMaio*

Ms. Marie DeMaio, Principal  
Washington Elementary School

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## **ALLERGIES**

If your child has any food allergies, please contact the School Nurse with the specific information. If your child is lactose intolerant and will need to receive a juice instead of milk with the daily lunch, a doctor's note must be provided to the school

## **ARRIVAL AND DISMISSAL**

Students may be picked up from school only by their parent or by another non-student adult who has been authorized by the student's parent in writing or by designation on the school's emergency contact form. Prior authorization must be submitted to the Main Office and signed by the student's parent. Authorized adults must come to the Main Office with photo identification. No student will be released by telephone request.

### **ARRIVAL TIMES**

#### ☐ **Breakfast Program:**

**GREGORY** ⇨ 8:00 a.m. - 8:35 a.m.

**HAZEL** ⇨ 8:05 a.m. - 8:25 a.m.

**KELLY** ⇨ 8:15 a.m. - 8:35 a.m.

**MT. PLEASANT** ⇨ 8:00 a.m. - 8:35 a.m.

**REDWOOD** ⇨ 8:15 a.m. - 8:35 a.m.

**ST. CLOUD** ⇨ 8:00 a.m. - 8:30 a.m.

**WASHINGTON** ⇨ 8:00 a.m. - 8:30 a.m.

#### **\*\*NO BREAKFAST WILL BE SERVED AFTER 8:30 a.m.**

- ☐ **Daily Arrival Time:** 8:40 a.m. - 8:45 a.m.
- ☐ Parents should be sure NOT to drop their children off at school prior to 8:40 a.m., as no certified staff will be available to supervise students before that time.
- ☐ **Students arriving after 8:45 a.m. must be escorted by a parent to the main office to sign-in.**
- ☐ **Students that arrive to their classrooms after 8:50 a.m. will be considered tardy.**

### **DISMISSAL TIMES**

- ☐ **Daily Dismissal Time:** 3:23 p.m.
- ☐ Students will only be released to their parent/guardian at dismissal, unless the parent/guardian has submitted prior written permission.
- ☐ Parents/Guardians must submit written permission if they wish to allow their child to walk home alone after school without a designated escort. Only students in grades 3 through 5 may walk home alone. K-2 students will not be released without a designated escort.
- ☐ Parents/Guardians must submit written permission if they wish to allow someone other than a parent/guardian to escort their child home from school. Only individuals designated as "Emergency Contacts" may escort the student off school property. Students will not be released to any individual who is not listed on this form, or who is unable to provide photo ID.

## **ASSEMBLIES**

Assemblies take place periodically during the school year. They are intended for educational purposes as well as entertainment.

Students will go to all assemblies with their homeroom class and sit as a group with their teacher. Entering and departing from the gymnasium and/or cafeteria should be done quickly and quietly. Students are expected to be attentive and courteous at all times during the presentation. Anyone not adhering to proper assembly etiquette will be removed from the assembly.

## **ATTENDANCE/TARDINESS #5200.00 & 5240.00**

According to state law, the West Orange Board of Education has an obligation to require that the pupils of this district maintain regular and punctual attendance.

- ☐ Absences from school should be held to an absolute minimum. Excused absences are permitted for religious holidays, student illness, or a death in the immediate family. If a student is going to be absent, parents are to notify the school prior to 8:30 a.m., by following the prompts when calling the school.
- ☐ There may be times when parents choose to keep children out of school for other reasons, such as traveling and family vacations. **We discourage this practice, asking that you plan your vacation during scheduled school vacations.** All other absences (including extended vacations) will be recorded as unexcused.
- ☐ Students who are absent for 10 consecutive days or more, due to vacation or travel, will be dis-enrolled. These students will need to be re-registered by the parents/guardians upon their return.
- ☐ Tardy and absence notices will be sent home to parents as necessary in 5-day increments.
- ☐ **All students must complete four (4) hours of instruction to be considered present for the day.**
- ☐ The West Orange Elementary Schools utilize the "School Messenger" program to notify parent/guardians of daily absences and tardiness.

## **BEFORE/AFTER SCHOOL CARE**

West Orange Public Schools sponsor the **West Orange Community House** and **West Essex YMCA (SACC)** Extended Day Programs.

- ☐ **West Orange Community House services** ⇒ Gregory, Hazel, Kelly, Mt. Pleasant, Redwood & Washington Elementary Schools
- ☐ **AM Hours:** 7:30 a.m.- 8:35 a.m. **PM Hours:** 3:23 p.m.-6:00 p.m.
- ☐ For further information, please visit their website <https://www.bgcwo.org/> or contact Mr. John Peterson at 973-736-1282 ext. 19
- ☐ **West Essex YMCA (SACC) services** ⇒ Redwood & St. Cloud Elementary Schools
- ☐ **JCC** ⇒ Redwood
- ☐ **AM Hours:** 7:15 a.m.- 8:35 a.m. **PM Hours:** 3:23 p.m.-6:00 p.m.

- ❑ For further information, please visit their website <http://www.westsexmca.org> or contact Ms. Ava Collazo at 973-992-7500 ext. 103

## **CAFETERIA**

All eating takes place in the cafeteria. Food and drink are not permitted to leave this area without permission from a staff member. Students are expected to demonstrate good table manners and talk in low conversational tones at all times. All garbage is to be disposed of in the many trash containers located throughout the cafeteria. Tables and surrounding areas are to be left clean. Remember that fellow students use the cafeteria as well, so keep it clean.

**NOTE: STUDENTS ARE NOT PERMITTED TO CHEW GUM OR EAT CANDY ANYWHERE OR AT ANY TIME IN THE BUILDING.**

## **CODE OF CONDUCT & DISCIPLINE**

Fair and consistent discipline reinforces expectations for acceptable behavior and individual accountability. Students in a school environment with high standards and respect for themselves and others learn behaviors conducive to high-level learning and caring interactions.

The staff and administration understand the importance of discussing discipline problems and disciplinary actions with parents/guardians. Parents/Guardians who wish to discuss any situation may contact the school and request a conference with the teacher or administration.

The student is a member of both the educational and local community. If an infraction occurs and disciplinary action is necessary, the school's intent is educational not punitive. We hope to help each student develop self-discipline. If a student forgets his/her responsibility to the extent that discipline is necessary, the school will address each case individually. Please review [Appendix B: Elementary Administrative Discipline Matrix](#)

## **COMMUNICATIONS**

We often communicate with parents by sending notices home with children as well as School Messenger. You are encouraged to establish a routine whereby notices and notes from school are removed from your child's backpack daily. This practice will keep you informed about events, programs, classroom and school happenings. We also post information and school events on our website.

## **DRESS CODE**

1. Clothing should fully cover the chest, shoulders, and torsos. Any top without full shoulder coverage must have at least 1 inch straps. Skirts, shorts, and pants should sit at the waist and be at least **mid-thigh length**. Attire should be sufficient to conceal undergarments and without rips above the mid-thigh. No tube tops.
2. Students may not wear apparel that promotes or endorses illegal substances (e.g., drugs, alcohol or tobacco products) or violence (e.g., weapons). In addition, students may not wear clothing with messages deemed offensive, profane or inappropriate as judged by the administration.

3. Any jewelry or accessory that can be dangerous to the student in the learning environment, such as pocket chains or large hoop earrings, are unacceptable and are not to be worn by students.
4. Appropriate and safe footwear must be worn at all times. No flip flops, high heel shoes, or any shoes without a secure backing are not permitted for safety reasons.

If students or parents are unsure as to the appropriateness of an article of clothing or specialty item, please ask for clarification. Students are expected to dress in a manner that shows respect for themselves as well as for the school. Students who do not comply with the dress code will be directed to the school administration and a parent will be contacted to bring in a change of clothes. In the event a student does not have an appropriate change of clothes in school; the student will remain in the main office until proper clothing is brought in by their parent/guardian(s).

## **DROP-OFF/PICKUP**

- ❑ **GREGORY DROP-OFF** ⇨ Parents are asked to drop children off on Lowell Avenue using the Kiss & Go Lane. Do not drop children off on Gregory Avenue or pull into the staff parking lot.
- ❑ **GREGORY PICK-UP** ⇨
  - Kindergarten:** Exit through Door 7
  - Grade 1:** Exit through Door 15
  - Grade 2:** Exit through Door 11
  - Grade 3:** Exit through Door 15
  - Grade 4:** Exit through Door 18
  - Grade 5:** Exit through Door 19
- ❑ **HAZEL DROP-OFF** ⇨ Families are to walk students to the Front Entrance of the building or use the Hazel Ave drop off lane. Families are not allowed to stop on Mitchell Ave for drop off or pick up.
- ❑ **HAZEL PICK-UP** ⇨ Students are dismissed at the following doors:
  - Kindergarten:** Center front doors, Door #1.
  - Grade 1:** Center front doors, Door #1.
  - Grade 2:** Door #2
  - Grade 3:** Breezeway Door #8
  - Grade 4:** Gym doors Door #3
  - Grade 5:** Rear Parking lot, Door #5.
- ❑ **KELLY DROP-OFF** ⇨ Parents may use the Kiss and Go Lane, **if students are able to exit the car independently** on the right side of the vehicle. If not, drive up to Stanford Avenue, park the car, and walk the students to their designated arrival line in front of the building.
- ❑ **KELLY PICK-UP** ⇨ Students who walk home or are picked up by parents will be dismissed through the doors in the front of the building. Parents may park their cars on Stanford adjacent to the softball fields or on side streets and wait for their children. Parents may also use

the kiss and go lane. **Cars may not park in the Kiss and Go Lane or exit the car.** This is for students who are old enough to get into the car independently. **Under no circumstances should parents pick up students in the teacher parking lot.** This is a bus lane during arrival and dismissal. **Children will not be released to parents parked (illegally) on Pleasant Valley Way.** This poses a serious safety hazard for our children.

- ❑ **MT. PLEASANT DROP-OFF**⇒ Parents may drop children off at the Kiss and Go area in front of the staff parking lot. If using the Kiss and Go, children must exit their vehicles from the passenger (right) side only. All students must walk the yellow path on the perimeter of the staff parking lot. Students should not cut through the parking lot. If dropping off outside the school, parents must walk their children to the front of the school and enter through the main entrance. Children must not be dropped off in the oval by the main office since this is where our bus drop off.

- ❑ **MT. PLEASANT PICK-UP**⇒

Students will be dismissed through the following doors:

**Kindergarten:** Main entrance.

**Grade 1, 2 & 3:** Door #5

**Grade 4 & 5:** Door #7

- ❑ **REDWOOD DROP-OFF**⇒ Parents may drop children off at the Kiss & Go area or outside the school campus. If using Kiss & Go, children must exit their vehicles from the passenger (right) side only. If dropping off outside the school, parents must walk their children to the front of the school. Children must not be dropped off in the bus loop.

- ❑ **REDWOOD PICK-UP**⇒ Parents may pick up children at the Kiss & Go area or outside the school building on campus. If using Kiss & Go, children must enter their vehicles from the passenger (right) side only. Children must not be picked up in the bus loop.

- ❑ **REDWOOD DROP-OFF**

**Kindergarten:** Door 3

**Grade 1:** Door 4

**Grade 2:** Door 2

**Grade 3:** Door 1

**Grade 4:** Door 1

**Grade 5:** Door 23

- ❑ **REDWOOD PICK-UP**

**Kindergarten:** Door 3

**Grade 1:** Door 4

**Grade 2:** Door 2

**Grade 3:** Door 1

**Grade 4:** Door 1

**Grade 5:** Door 23

- ❑ **ST. CLOUD DROP-OFF**⇒ Parents drop-off children on the blacktop on St. Cloud Avenue. Grades 3-5 line up in front of door #11. Grades 1-2 line up in front of door # 8. Kindergarten students line up in front of doors # 9 and 10.
- ❑ **ST. CLOUD PICK-UP**⇒ Parents pick-up their children from the same doors they line up in front of at drop-off. Grades 3-5 dismiss from door #11. Grades 1-2 dismiss from door # 8. Kindergarten students dismiss from doors # 9 and 10.
- ❑ **WASHINGTON DROP-OFF** ⇒
  - Kindergarten:** Flag Pole Entrance
  - Grade 1 & 2:** Franklin Ave. Entrance
  - Grade 3 & 4:** Gym Entrance
  - Grade 5:** Brook Entrance or Trailers/Franklin Ave.
- ❑ **WASHINGTON PICK-UP**⇒
  - Kindergarten & Grade 1:** Flag Pole Entrance
  - Grade 2, 3 & 4:** Franklin Ave. Entrance
  - Grade 5:** Brook Entrance or Trailers/Franklin Ave.

### **EARLY PICKUP**

You are encouraged to make all doctor and dental appointments after school hours to ensure your child receives a full educational program. In the event that an early pickup is necessary, a note to the classroom teacher must be provided including the reason and time you will be picking up your child. Please note that your child must be in school for 4 instructional hours to receive credit for that school day.

**PLEASE NOTE:** We can only release a student to people listed in the student's file. Students will not be called from their classes, for an early pickup until parents arrive to the school. Any person picking up a child that is not the parent/guardian will be asked for a valid photo identification.

**\*\***No students will be released after 3:00 p.m. If you need to pick your child up early, please do so prior to 3:00 p.m.

### **STUDENT USE OF PRIVATELY-OWNED TECHNOLOGY #2363.20**

Cell phones are not to be used or carried during the school day. Students are to turn off their phones and place them in their book bags, during the school day. Using these items during the school day will result in confiscation by a staff member. A parent or guardian will be required to pick the item up from an administrator. If a student needs to contact their parents/guardians, they must utilize the phone in the Main Office or Nurse's Office.

I-Pods, handheld games, etc. are prohibited in school. If seen, they will be confiscated and a parent/guardian will be required to pick it up. The school assumes no responsibility for lost or stolen electronic devices.

## **EMERGENCY DRILL PROCEDURES**

Each building is required to hold two drills per month. One will be a fire drill and the other will either be an evacuation or a security drill. Specific signals and procedures have been established for these drills and safety areas have been designated. Teachers and staff are equipped with instructions and all drills will be practiced with students. During these drills, no one will be allowed to enter or leave the building. Please be patient and understanding of this important rule. Your child's safety is our priority.

## **FIELD TRIPS**

Field trips for educational purposes and aligned to our curriculum may be sponsored throughout the year. When a teacher plans a field trip, a permission slip must be signed by a parent/guardian, and payment must be made by check or money order within the allotted time frame. There will be no refunds to field trips, unless the trip is cancelled by the school.

## **FOOD SERVICES**

Food Services are provided for all students. Students may purchase them in the cafeteria. Both hot and cold lunches are available for purchase. **Credit will not be extended, so please remember your money.**

Children may also bring lunch from home. If lunch is forgotten at home and you wish to bring it to school, please label it with your child's name, grade/teacher, and place it in the bin in the front entrance corridor or to the Main Office, as applicable.

Parents can prepay for their child's meals on the website <https://www.payschoolscentral.com/> or in the morning from 7:30 a.m. - 10:00 a.m. in the cafeteria. Checks should be made out to **WOBOE-Food Services.**

## **HARASSMENT, INTIMIDATION, AND BULLYING POLICY #5512.00**

West Orange Public Schools has designed an Anti-Bullying policy that is consistent with the recently adopted state legislation. This policy has been implemented to address incidents involving harassment, intimidation, and bullying behaviors. Information regarding this policy will be provided to staff, students, and parents at the beginning of the school year, and can also be found on the district website.

## **HEALTH SERVICES #5310.00**

All elementary schools have a full-time certified nurse. In cases of illness during the school day, a student should ask permission to go to the nurse's office. If the student has a fever or serious illness, a parent or guardian will be notified. **Please understand we can only release your child to persons listed in Parent Portal/SNAP.** Please update all your phone numbers as soon as these change, especially cell phone numbers.

## **ADMINISTRATION OF MEDICATION #5141.21**

School personnel may not provide medical or dental treatment and may not give any medication, including over the counter medication, **unless medication is prescribed by a physician and**

**written approval is obtained from the prescribing physician.** If a student requires medication during the school day, New Jersey State Law and district policy require the following:

1. Pupils requiring *any* medication at school, including over-the-counter, cough drops, and prescriptions, must have:
  - a. A written statement from the family physician, which identifies the type, dosage, and purpose of medication.
  - b. A written statement from the parent/guardian giving permission for the nurse to administer medication prescribed by the physician. The nurse will provide a district form to be filled out for their situation.
  - c. Medication in the original container.
2. Any medication to be administered during school hours **must be kept in the health office.** This medication will be kept in a special locked cabinet. This includes cough drops or lozenges, or any over-the-counter medications. A three day supply of medications should be provided to the school nurse, which might be needed during a major emergency.
3. Changes in times or dosage of medication must be confirmed by the physician in **writing.**

### **REMINDERS**

1. Students may not self-medicate, including cough drops.
2. Students may not be in possession of any prescription or over-the-counter medication.
3. The same policy applies to administration of medication during field trips.

**PLEASE NOTE:** If your child is on medication during school hours, please make arrangements to have an ample supply, refilled regularly, to avoid interruptions in the medication program. The school nurse may contact the home when prescriptions are low. **Medication must not be sent to school with children but delivered personally by the parent/guardian or a designated adult.** Medication that is not picked up by the last day of school will be discarded.

### **HOMEWORK**

Homework is a necessary and very important part of an educational experience. Students are required to complete all assignments and present them to their teachers when they are due.

### **FORGETTING HOMEWORK**

If your child has forgotten an assignment at home and you wish to bring it to school, we ask that you:

- ☐ **GREGORY** ⇨ Place it in the bin in the front entrance corridor with your child's name on it.
- ☐ **HAZEL** ⇨ Place it in the bin inside the main entrance vestibule with your child's name on it.
- ☐ **KELLY** ⇨ Place it on the desk in the vestibule of the main entrance with your child's name/teacher/grade on it.
- ☐ **MT. PLEASANT** ⇨
- ☐ **REDWOOD** ⇨ Bring to the Main Office with your child's name/grade on it.
- ☐ **ST. CLOUD** ⇨ Place the homework in the dropbox outside the main entrance with your child's name on it.
- ☐ **WASHINGTON** ⇨ Bring to the Main Office with your child's name/grade on it.

### **CHILD'S ABSENCE**

If you wish that homework is to be sent home on the day your child is absent, PLEASE CALL the main office in your school and leave the request when reporting the absence or call the office by 11:00 a.m. We cannot honor requests for homework made after that time.

### **INTERVENTION AND REFERRAL SERVICES COMMITTEE (I&RS)**

Intervention and Referral Services (I&RS) The I&RS team process is a collaborative effort between district-wide instructional personnel and parents/ guardians to intervene when a student has been identified as making minimal academic, social, and/or emotional progress in the general education setting. The team collects and evaluates relevant data to determine or identify specific barriers hindering student performance. Once these barriers have been identified, individualized interventions are determined and implemented through an action plan designed to alleviate the concerns. The progress of the identified student will be monitored throughout the remainder of the school year.

### **LOST AND FOUND**

The lost and found bin is located in a designated area in each school. Parents/Guardians are urged to check for lost items on a regular basis. Please label everything that your child owns, including clothing, backpacks and lunch boxes so that we can return these items to you.

### **SCHOOL CLOSING**

In the event that a regular school attendance day must be altered due to inclement weather or any other unforeseen emergency, the following should be noted.

1. **FULL DAY CLOSINGS:** Announcement will be posted on the district website (<https://www.woboe.org/Domain/4>) and phone calls will be made home via School Messenger.
2. **90 MINUTE DELAYED OPENINGS:** Parents will be notified of this situation via School Messenger. These calls will be made as early as possible.
  - ☐ School will start at 10:15 a.m. The building will not be opened for students until 10:05 a.m.
  - ☐ Bus students should go to their regular stop 90 minutes later than usual.
  - ☐ Breakfast will not be served on these days.
  - ☐ Dismissal for delayed openings will be at the regular time – 3:23 p.m.
  - ☐ Before-School Care is cancelled on delayed opening days.
3. **EARLY DISMISSAL:** If school must be closed during the school day, an announcement will be sent through School Messenger. Children will only be released to persons who have been authorized by the parent/guardian to do so. If you are sending a person to retrieve your child who is not listed on the emergency form, please send a letter of authorization or call the office to

identify such persons. Early dismissal will be at 1:15 pm, unless otherwise stated in the school messenger notification.

### **SECTION 504**

In accordance with with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the West Orange Public School district has the duty to provide Free Appropriate Public Education (FAPE) to each qualified student with a disability and to prohibit discrimination on the basis of disability in its programs and activities. Further, the West Orange Public School district provides you, as the parent or guardian, with the following procedural safeguards in relation to your child. For further information, please contact your School Counselor.

### **SPECIAL SERVICES**

The Child Study Team (CST) is part of the Department of Student Support Services. The CST is comprised of a learning disabilities teacher consultant, a school psychologist, a speech therapist, and a school social worker. The CST is available to provide services for students in preschool through grade 12. Parents/Guardians will be notified if a referral to the Child Study Team is recommended to assist the student. For further information, please contact the Director of Special Services, at (973) 669-5400, Ext. 20530

### **VISITORS**

All visitors to the school must use the front entrance. All visitors must report to the Main Office upon entering the building, sign-in, and obtain a visitor's pass. Upon your exit, please report back to the Main Office and sign out.

## **APPENDIX A: ELEMENTARY BUS RIDER'S SAFETY GUIDELINES**

### **INTRODUCTION**

The West Orange School District provides transportation for eligible students enrolled in the public schools from home to school each morning and from school to home in the afternoon. Eligible students must live 2 or more miles from school in which they are enrolled or must cross a defined hazardous route to be eligible. The "Bus Rider's Handbook" is designed to help provide a safe and enjoyable experience for the bus rider. Riding the school bus is a privilege provided by the school district and should be treated as such. It is important to note that additional information will be provided to families via West Orange transportation department regarding Bus Rider safety.

### **TO THE BUS RIDER**

Students who have the privilege of bus transportation to and from school are under the authority of West Orange School District and will obey and follow the instructions of the drivers. The school bus is an extension of the classroom. All rules that apply in the classroom carry over to the bus. Discipline will be administered by the Principal, Transportation Supervisor, or Director of Transportation. All school board policies that apply to student conduct and other student related activities apply to the school bus. It is the student's responsibility to make the trip pleasant and safe for all riders.

**Note: Disciplinary action depends on the severity of the violation.**

### **TO THE PARENT**

Please go over the "Bus Rider Handbook" with your child so that he/she will know that you, as well as the West Orange School District, expect them to follow the rules.

### **AT THE BUS STOP**

- ☐ Students must be at the bus stop at least 10 minutes before scheduled pickup time. Stand on the sidewalk or back from the roadway while waiting for the bus.
- ☐ In the event of inclement weather, please allow our vehicles extra time to get to their pick up points.
- ☐ When the bus approaches, stand clear until the bus comes to a complete stop.
- ☐ If you miss the bus, go home immediately.
- ☐ It is the responsibility of the parent to get the child to or from school if the child misses the bus.

### **LOADING THE BUS**

- ☐ Form a single file line and board the bus.
- ☐ Use the handrail as you go up the steps.
- ☐ Go to your seat.
- ☐ All students may be placed in assigned seating at the bus driver's discretion.
- ☐ Students will not be allowed to leave the bus at any point other than your school or home bus stop.

## **CONDUCT ON THE BUS**

- ☐ Remain seated while the bus is moving. Students should face forward for the duration of the trip, and shall keep their feet on the floor in front of them and out of the aisle. Students must wear their seat belts.
- ☐ The student will remain in their seat until instructed otherwise by the driver.
- ☐ Normal conversation is permitted. Any loud noises may distract the driver and create an unsafe condition.
- ☐ Scuffling, fighting, and the use of obscene, vulgar, or profane language or gestures are forbidden.
- ☐ Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person responsible. **The cost may vary due to the damage.**
- ☐ The emergency door and exit controls should be used only during supervised drills or an actual emergency.
- ☐ Students will not extend any part of their body or any article out the window of the bus whether the bus is in motion or not.

**NOTE:** The appropriate law enforcement agency will be called in regards to fighting on the school bus.

## **PROHIBITED ITEMS**

- ☐ Tobacco
- ☐ Glass Containers
- ☐ Matches or cigarette lighters
- ☐ Students are not allowed to eat, drink, or chew gum on any school bus. Bottles or cans whether full or empty will not be allowed on the school bus.
- ☐ Drivers and school officials are not responsible for articles left on the bus.

## **ZERO TOLERANCE**

**The primary goal of the West Orange Board of Education is safe and orderly transportation of eligible students to and from school.** To accomplish this philosophy, the district will not tolerate misconduct while students are loading, unloading, or on the school bus. Students who have the privilege of bus transportation also have the responsibility to make the trip safe, orderly, and pleasant for each student.

***Riding the bus is a privilege and not a right. The privilege may be revoked for just cause. The privilege of being transported to and from school and on school trips depends on the rider's behavior and cooperation.***

This privilege may be withdrawn if the rider:

- ☐ Fails to observe proper safety rules.
- ☐ Disregards the authority of the bus driver or other adults in charge.
- ☐ Behaves in a disorderly, distasteful, or unsafe manner.
- ☐ Creates excessive noise, such as loud talking, screaming, or whistling, or by the playing of radios, tape players, or similar equipment.
- ☐ Abuses, defaces, and destroys property or equipment on the bus.

- ☐ Restitution may be required.
- ☐ Handles the emergency equipment inside the bus. (Emergency doors, fire extinguisher, etc.)
- ☐ Throws articles within the bus, out the window of the bus, or at any other vehicle.
- ☐ Behaves in such a manner that he/she jeopardized the safe operation of the bus.

### **ASSIGNED BUSES ONLY**

Students are assigned to a bus and a bus stop. No change in either bus or bus stop is permitted without authorization. Students must have a bus rider's pass from the Transportation Office in order to ride any bus other than his/her assigned bus. Failure to ride the assigned bus from the bus stop or school may jeopardize the student's safety and could result in disciplinary action.

### **ACCIDENTS OR EMERGENCIES**

- ☐ Follow the bus driver's instructions.
- ☐ If you must leave the bus, keep your hands free leaving everything behind. If you must jump from the bus, keep your knees bent slightly as you jump. Move quickly away from the exit and stay away from any point of danger.

### **VIDEO**

**Video cameras will be used on each bus. Viewing will be by the Director, Supervisor, Principal, and any other personnel from the administration. Video may also be viewed by the Local Law Enforcement Agency and may be subject to a release through a court-ordered subpoena.**

### **BEHAVIOR GUIDELINES AND CONSEQUENCES**

#### **OFFENSES**

- ☐ Excessive noise
- ☐ Rough Play/Mischief/Distracting Behavior
- ☐ Eating/Drinking/Littering on bus
- ☐ Leaving/Standing without permission from driver
- ☐ Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
- ☐ False identification/refusal to identify oneself
- ☐ Riding unassigned bus or using assigned bus stop
- ☐ Throwing objects out of the window
- ☐ Riding or attempting to ride any bus during a bus suspension
- ☐ Disobedient to the driver/para-educator/bus patrol
- ☐ Other offenses as reported by the driver or principal
- ☐ Hanging out of the windows
- ☐ Throwing/shooting of any object
- ☐ Bullying and/or physical aggression against any person
- ☐ Profanity/threats directed towards bus driver bus driver/para-educator
- ☐ Vandalism to bus (restitution will be made)

- ☐ Holding onto or attempting to hold onto any portion of the exterior of the bus or any “Danger Zone” infringement
- ☐ Lighting of matches, lighters, or any flammable object or substance
- ☐ Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
- ☐ Other offenses as reported by the driver or principal
- ☐ Possession/use of laser pens or pointers

**VIOLATION OF BUS CONDUCT MAY RESULT IN ANY OF THE FOLLOWING AT THE DISCRETION OF AN ADMINISTRATOR.**

- ☐ Moved to front of bus/relocated to front bus
- ☐ Warning
- ☐ Detention
- ☐ In-School or Out-of-School Suspension
- ☐ Loss of bus service for a specified number of days or loss of all bus services.

## **APPENDIX B: ELEMENTARY ADMINISTRATIVE DISCIPLINE MATRIX**

<b><u>Code</u></b>	<b><u>Type of Incident</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>3rd Offense</u></b>	<b><u>Subsequent Offenses</u></b>
<b>RULE VIOLATION INCIDENTS</b>					
R1	Dress Code Violation	A, B	A, E	A, E	→
R2	Inappropriate Use of Computers/Internet	A, B, C, J	A, C, J	A, C, J	→
R3	Cell Phone Violation	A, B, N	A, B, F, N	A, B, F, N	→
R4	Transmission of Inappropriate Content/Cell Phone/Social Media	A, B, C, G, P	A, C, G, L, P	A, C, G, M, P	→
R5	<b>Failure to Follow Cafeteria Procedures:</b> Throwing Food, Garbage, ect.	A, B	A, E	A, E, H	→
R6	<b>Failure to Follow Cafeteria Procedures:</b> Theft	A, B, C, O	A, C, G, O	A, C, E, H, O	→
<b>K-2 DISRUPTIVE/BEHAVIORAL INCIDENTS</b>					
D1	Disruptive (Unruly)Behavior/Rough Play	A, B, E	A, E, H	A, C, E, D	→
D2	Defiance of Authority (Habitual)/ Disrespectful to Staff	A, E, H	A, E	A, C, D	→
D3	Profanity-Use of insulting/obscene language	A, E, H	A, E	A, C, E, D	→
D4	Profanity (directed at staff)	A, E, H	A, F, D	A, C, K	→

### Action Legend

#### Administrative Consequences/Interventions

Documentation and parent contact is required for all violations requiring administrative action.

A. Parent Contact/Conference B. Verbal Warning C. Written Notification D. Social Restriction E. Lunch Detention F. General Detention	G. Referral to School Counselor H. Behavior Contract I. Intervention J. Suspension of Computer Privileges K. Loss of Privileges (ex. End of year activities) L. In-School Suspension	M. Out-of-School Suspension N. Confiscation O. Restitution P. Referral to WOPD (when applicable)
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The discipline matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School administrators have the discretion to deviate from these guidelines by assessing an appropriate consequence other than those stated in the matrix if he or she determines that there are mitigating and/or aggravating circumstances.

<u>Code</u>	<u>Type of Incident</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>Subsequent Offenses</u>
<b>3-5 DISRUPTIVE/BEHAVIORAL INCIDENTS</b>					
D5	Disruptive (Unruly) Behavior/Rough Play	A, F	A, F, D	A, C, K, M	→
D6	Defiance of Authority (Habitual)/Disrespectful to Staff	A, F	A, F, D	A, C, K, M	→
D7	Profanity-Use of insulting/obscene language	A, F	A, F, D	A, C, K, M	→
D8	Profanity (directed at staff)	A, F, M	A, C, D, M	A, C, K, M	→
<b>K-2 ACTS AGAINST PERSONS</b>					
P1	Bullying (Found to be HIB)	A, C, G, H, D	A, C, G, D, M	A, C, G, K, M	→
P2	Fighting (mutual altercation)	A, C, F, G, D, M	A, C, F, G, D, M	A, C, F, G, K, M	→
P3	Physical Altercation	A, C, F, G, I, D, M	A, C, G, D, M, P	A, C, G, D, M, P	→
P4	Inappropriate Physical Contact	A, F, G, H, P	A, C, F, G, D, P	A, C, F, K, M, P	→
P5	Threatening Behavior	A, G, H, D	A, G, I, D	A, C, G, K, M	→

Action Legend

Administrative Consequences/Interventions

Documentation and parent contact is required for all violations requiring administrative action.

A. Parent Contact/Conference B. Verbal Warning C. Written Notification D. Social Restriction E. Lunch Detention F. General Detention	G. Referral to School Counselor H. Behavior Contract I. Intervention J. Suspension of Computer Privileges K. Loss of Privileges (ex. End of year activities) L. In-School Suspension	M. Out-of-School Suspension N. Confiscation O. Restitution P. Referral to WOPD (when applicable)
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The discipline matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School administrators have the discretion to deviate from these guidelines by assessing an appropriate consequence other than those stated in the matrix if he or she determines that there are mitigating and/or aggravating circumstances.

<u>Code</u>	<u>Type of Incident</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>Subsequent Offenses</u>
<b>3-5 ACTS AGAINST PERSONS</b>					
P6	Bullying (Found to be HIB)	A, C, D, F, G, H,	A, C, G, D, M	A, C, G, K, M	→
P7	Fighting (mutual altercation)	A, C, G, H, M	A, C, G, I, M	A, C, G, K, M	→
P8	Physical Altercation	A, C, G, H, M	A, C, G, I, M	A, C, G, K, M, P	→
P9	Inappropriate Physical Contact	A, C, G, H, M, P	A, C, G, I, M, P	A, C, G, K, M, P	→
P10	Threatening Behavior	A, F, G, H, D	A, C, G, M, D	A, C, G, M, D	→
<b>PROPERTY INCIDENTS</b>					
PR1	Theft	A, B, C, O, P	A, C, F, O, P	A, C, M, O, P	→
PR2	Vandalism	A, C, O, P	A, C, F, O, P	A, C, M, O, P	→
<b>OTHER CRIMINAL INCIDENTS</b>					
C1	Possession of a Weapon #5131.70	A, C, D, M, P	A, C, D, M, P	A, C, D, M, P	→
C2	Threats	A, C, D, M, P	A, C, D, M, P	A, C, D, M, P	→

Action Legend

Administrative Consequences/Interventions

Documentation and parent contact is required for all violations requiring administrative action.

A. Parent Contact/Conference B. Verbal Warning C. Written Notification D. Social Restriction E. Lunch Detention F. General Detention	G. Referral to School Counselor H. Behavior Contract I. Intervention J. Suspension of Computer Privileges K. Loss of Privileges (ex. End of year activities) L. In-School Suspension	M. Out-of-School Suspension N. Confiscation O. Restitution P. Referral to WOPD (when applicable)
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