

**BLOOMSBURY ELEMENTARY SCHOOL**

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# **Student Handbook**

**2009-2010 School Year**

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September 2009

Dear Parents and Guardians,

On behalf of the entire Bloomsbury School family, I am proud to present you with our 2009-2010 student handbook. We are certain that you will find the information has been included in an effort to keep you well informed as to the important aspects of your child's school day.

Here at Bloomsbury Elementary School, we will continue to provide a student-focused learning environment with challenging and rewarding educational experiences for all students. Throughout the course of the school year, your child will be actively involved in a variety of learning activities designed to meet individual needs and interests. However, our work here is impossible without your continued support. We recognize how important your child's education is and guarantee to provide opportunities for your child to succeed. In order to maintain a positive home-school connection, your participation in your child's education is essential. We strongly urge you to join our Parent/Teacher Organization, participate in school functions, and volunteer in the building. We also encourage you to keep in contact with your child's teachers.

You'll notice that the format of this year's handbook looks a bit different. Our expectations for your students can now be found in our code of conduct. We are honored to be able to work with your children. We look forward to another exciting school year.

Yours sincerely,

Michael Slattery  
Chief School Administrator  
Bloomsbury School District

## **BLOOMSBURY SCHOOL DISTRICT MISSION STATEMENT**

The Bloomsbury School District, in partnership with parents and the community, will provide challenging educational programs that enable all students to achieve academic excellence and to develop the social skills necessary to become contributing members of the school, community and society.

### **PARENTAL GUIDELINES**

We recognize our partnership with parents in the education and welfare of your children. Our school has always welcomed visits from parents and will continue to do so. In order to maintain a productive and secure building for your children, we would appreciate it very much if parents would:

1. be sure that your child's homework is completed and handed in on time;
2. contact school if your child will be absent:
  - call our attendance office at 479-4414, extension 7, in the event that your child is absent from school;
  - please send the student back to school with a note explaining the nature of the absence;
3. not allow your child/children to arrive at school before 8:15 a.m., since there is inadequate supervision before that time;
4. be aware that there is no coverage at the end of the day; students are encouraged to report home before coming back to play or congregate on school grounds
4. provide the office with the circumstances that your child is to be released from school at dismissal time;
5. be sure that we have your correct address and telephone number;
6. keep in mind that only the nurse may dispense medication, provided that a physician's prescription is provided;
7. report to the main office immediately upon entering the building to obtain a visitor's pass;
8. not allow your child to bring valuables or toys unless requested by the teacher, and
9. if your child needs to leave prior to dismissal, sign your child out of school from the office prior to 3:00 p.m. Your child can not be released without your signature.

## **BEHAVIORAL EXPECTATIONS**

We, the staff of Bloomsbury Elementary School, recognize our responsibility to provide an atmosphere of order and discipline necessary for effective learning. To establish a positive learning environment, it is important that a set of rules and guidelines be provided to all teachers, parents, and students. The purpose is to instill responsible behavior in every student.

These guidelines are necessary for the safety and protection of all students as well as the efficient operation of the school. However, good discipline originates in the home. The parents are the first teachers and should develop in the child good behavior and proper attitudes toward school. To help the child, parents must:

1. teach the child respect for the law, authority, the rights of others, and for private and public property;
2. show an interest in school by attending school functions and by taking part in parent/teacher meetings (PTO), Board of Education meetings, Open House, fundraising projects, and other school-related activities;
3. stress the importance of being ready for school by keeping up with materials, books, student agendas, and everything else necessary for good schoolwork;
4. ensure that the students are acting safely on their way to and from school;
5. teach the child the importance of getting to school on time every day (8:30 a.m.);
6. explain the importance of traffic safety to the children and model appropriate behaviors by crossing at the corners;
7. teach the child to be tolerant of teachers and classmates whose culture may be different from theirs -- embrace each other's uniqueness;
8. trust teachers to treat your children with the same respect that we expect from them, and
9. ensure that their children are dressed in an appropriate manner for school adhering to the standards set by the Bloomsbury Board of Education.

- a. Student dress (including, but not limited to, footwear) shall not create a potential health or safety hazard to the individual or other persons.
- b. Student dress shall be clean enough so as to be non-offensive to others.
- c. Student dress shall be within the bounds of good taste and standard practices. It should not be distracting or disrespectful to the individual or to others.
- d. Clothing advocating or promoting alcohol, drugs, or tobacco, or are sexual (actual or implied) in nature are disruptive and not conducive to the school's environment.
- e. General parameters for the enforcing the dress code include:
  - neat and clean clothing
  - length of shorts, dresses, and skirts shall reach the fingertips
  - lycra shorts or other form fitting materials are prohibited
  - bare midriff tops are prohibited
  - student footwear must allow students to travel freely through the building

The administration will ultimately determine the appropriateness of student dress.

In accordance with state law (Chapter 94 PL 1992), the Bloomsbury Board of Education has adopted a “Zero Tolerance Policy” [5131.7] with respect to bringing any item to school that could be dangerous. Items that you may consider being harmless may be classified as dangerous instruments if they are brought to school. These may include, but are not limited to: penknives, play guns, pointed objects, etc. The Board recommended actions include notifying authorities and student suspension even though the items may not be intended for deliberate harm. It is our intent to provide a safe environment for all of the students in our school. Dangerous instruments, even though brought to school for innocent reasons, could result in accidental injury. Kindly speak to your child to make sure that any such items remain at home.

## **IMPORTANT TO KNOW**

**Attendance** -- It is mandatory under New Jersey law that pupils regularly attend school. Accordingly, there are rules and regulations regarding student absenteeism. For record keeping purposes, we consider there to be two classifications of students' absences: Non-Cumulative and Cumulative. Non-Cumulative absences are absences covered by a doctor's note, a religious holiday, death in the immediate family, or an administrative waiver. All other absences, including family vacations, will be considered Cumulative absences. Both types of absences must be documented with a signed excuse. In the case of a doctor's note, the doctor must sign it and include the following information:

- the student's name,
- the reason for the absence,
- the date(s) of the absence, and
- a parent's/doctor's signature and date.

When a student is absent from school, a parent must call the school before 9:00 a.m. to give the reason for the pupil's absence. In addition, it is advised that a student return to school with a note from a parent stating cause of absence. Absence excuses should be presented to the homeroom teacher on the first day that a student returns to school. Students who are not in attendance during the school day will not be allowed to participate in any after school or evening events for that day. Please note that a student in grades Kindergarten through eight who is in school for less than four hours will be considered absent.

**Lunch Program** -- All students in grades Kindergarten through eighth may purchase a Type A lunch daily or bring a bag lunch and beverage to be eaten in the cafeteria. Menus will be sent home monthly. Forms to order lunch tickets are available in the front office and from the Cafeteria Manager. Parents are encouraged to join their children for cafeteria lunch every Wednesday beginning in October. Parents coming to school can call the school office by 10:00 a.m. if they wish to purchase a lunch.

**Emergency Closing of School** -- The closing of school for inclement weather or other emergencies will be announced during the early morning hours using the following formats:

- |              |  |
|--------------|--|
| * Television | WFMZ (TV 69)   |
| * Internet   | <a href="http://www.wfmz.com">www.wfmz.com</a>                                   |
|              | <a href="http://www.pennlive.com/lehighvalley">www.pennlive.com/lehighvalley</a> |
| * Radio      | 96.1 FM  |

In the event of a school closing during the course of the school day, the Emergency School Closing Procedure will be used. Under this procedure, radio announcements will be broadcast prior to dismissal, the block telephone chain will be activated, and parent contacts will be attempted as needed.

**BLOOMSBURY ELEMENTARY SCHOOL  
SCHOOL CALENDAR  
2009-2010**

		<u>Pupil Days</u>	<u>Teacher Days</u>	
<b>August</b>				
	26 (Wed.)	Teachers Report	0	1
<b>September</b>			19	19
	2 (Wed.)	All Students Report		
	3 (Thurs.)	School Open		
	4 (Fri.)	Labor Day weekend		
	7 (Mon.)	Labor Day weekend		
	16 (Wed.)	Back to School Night		
		<b>12:30 PM Dismissal – No Lunches</b>		
	25 (Fri.)	Teacher Inservice		
		<b>12:30 PM Dismissal – No Lunches</b>		
<b>October</b>			21	22
	12 (Mon.)	Teacher Inservice		
<b>November</b>			16	16
	2-4 (Mon. - Wed.)	Parent/Teacher Conferences		
		<b>12:30 PM Dismissal- No Lunches</b>		
	5 & 6 (Thurs./Fri.)	NJEA Convention		
	25 (Wed.)	<b>12:30 PM Dismissal – No Lunches</b>		
	26 & 27 (Thurs./Fri.)	Thanksgiving Recess		
<b>December</b>			17	17
	11 (Fri.)	Teacher Inservice		
		<b>12:30 PM Dismissal – No Lunches</b>		
	23 (Wed.)	<b>12:30 PM Dismissal – No Lunches</b>		
	24-31 (Thurs. /Thurs.)	Winter Recess		
<b>January</b>			20	20
	1 (Fri.)	Winter Recess		
	18 (Mon.)	Martin Luther King Day		
<b>February</b>			18	18
	12 & 15 (Fri./Mon.)	Presidents' Weekend		
<b>March</b>			22	23
	19 (Fri.)	Teacher Inservice		
<b>April</b>			16	16
	2 – 9 (Fri./Fri.)	Spring Recess		
<b>May</b>			20	20
	31 (Mon.)	Memorial Day		
<b>June</b>			12	12
	15 (Tues.)	<b>12:30 Dismissal – No Lunches</b>		
	16 (Wed.)	Last Day of School		
		<b>12:30 Dismissal – No Lunches</b>		
		<b>TOTAL DAYS</b>	<b>181*</b>	<b>184*</b>

*If the established snow days are exhausted at any time during the school year, the following schedule will be used to make up the missed days. Days will be used in this order:*

- Dr. Martin Luther King Jr.'s birthday (observed)
- Friday of President's weekend
- Days will be deducted from spring break, excluding Good Friday and the first Monday of spring break
- Days will be added to the end of the school year in June

## STUDENT BEHAVIOR CONTRACT

I care about and respect others and myself. I want to become the best that I can be. I want to be a responsible Bloomsbury School student. Therefore, I promise:

1. to do my classwork and homework; and
2. to follow classroom and school rules at all times.

All rules have been discussed with and explained to me by my classroom teacher. I will discuss them with my parents/guardian.

I understand that I am responsible for myself, and for what I do and say.

I accept the consequences for unacceptable behavior.

Student Signature \_\_\_\_\_

Class \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

*A parent's signature indicates that he/she has reviewed the contents of the handbook (including receipt of our school calendar) and discussed them with the student.*

Date \_\_\_\_\_