Mrs. Jill Dobrowansky, Principal
Welcome Parents/Guardians

I hope that you find our Bayberry Elementary School Parent Handbook informative and helpful. The purpose of our Parent Handbook is to provide parents with the most important “need to know” school information. More importantly, we want you to know how much we appreciate your support and partnership during this educational journey that your child experiences while attending Bayberry Elementary School. It is our goal and personal mission to educate the “whole” child in a safe and secure school setting and ensure that our students are learning to be successful readers, effective communicators, thoughtful problem-solvers and responsible, caring members of the school and community.

Thank you for giving us an opportunity to educate your child and the chance to make a difference in their lives.

Respectfully,
Jill Dobrowansky
Principal
Bayberry Elementary School Mission Statement
The mission of Bayberry School is to introduce the young child to formal
learning by building a foundation of knowledge and skills (NJSLS) within a
nurturing environment that promotes self-confidence, encourages a love of
learning, and celebrates the uniqueness of each child.
Principles of Powerful Learning

We believe that people learn best when:

What they learn:
❖ Is personally meaningful
❖ Is relevant
❖ Is appropriate to their developmental level
❖ Challenges them to reach their next level of understanding or personal learning goal
❖ Promotes exploration of new ideas/concepts/problem-solving

How they learn:
❖ Involves the freedom to make choices
❖ Bridges the gap from the known to the new
❖ Incorporates a variety of approaches, such as music, movement, modeling, visuals, and hands-on activities
❖ Encourages creative problem-solving
❖ Promotes risk-taking, reflection, revision, and redoing
❖ Includes opportunities for social interaction
❖ Provides opportunities to practice new skills and revisit old ones

The setting in which they learn:
❖ Provides a positive emotional climate that fosters respect
❖ Promotes enthusiasm and good humor
❖ Support the intended learning goals
❖ Celebrates accomplishments
❖ Is clean, comfortable, and safe
❖ Extends beyond the classroom to include the home community
Bayberry Elementary School Telephone Directory

Main Office Number 908-755-8184
Principal’s Office Extension 1104
Guidance Office Extension 2130
Nurse’s Office Extension 1103
Library Extension 1104
Child Study Team Office Extension 1114

Professional Staff Directory

Jill Dobrowansky .................................................................Principal
Loretta Joyce .................................................................Administrative Asst.
Camille DiNardo .............................................................Administrative Asst.
Lisa Mohan .................................................................Child Study Team Secretary
Trudy Manturich .............................................................School Nurse
Kristen Heller .................................................................Reading Specialist
Stacey Imbimbo .............................................................Interventionist
Kara Fleming .................................................................Guidance Counselor
<table>
<thead>
<tr>
<th>Grade</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K</td>
<td>Kristin Reid, Leanne Salerno, Debra Kerr</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>Krystal Cianci, Christine Miller, Sara Thompson/Kristen Stack, Rachel Tolomeo</td>
</tr>
<tr>
<td>1st Grade</td>
<td>Melissa Bianca, Jennifer Dursee, Kristen Casorio/Jamie Knight, Anne Melleno/Judith Wall</td>
</tr>
<tr>
<td>2nd Grade</td>
<td>Jackie Pine, Jacqueline Meyers, Elizabeth Salinger, Diane Mahoney</td>
</tr>
<tr>
<td>3rd Grade</td>
<td>Rebecca Bleck, Ashley Freitas, Michelle Klier</td>
</tr>
<tr>
<td>4th Grade</td>
<td>Cynthia Deegan, Alison Korner, Kristina Smith</td>
</tr>
<tr>
<td>Special Education Instructors</td>
<td>Kirsten Perfillo, Eileen Petrusky, Tara Stevens, Stephanie Tasco, Chelsea Velez, Caroline Weinstein</td>
</tr>
<tr>
<td>Child Study Team</td>
<td>Dr. Maliha Shiekh, Psychologist, Debra Rosenson, Social Worker, Patricia Howe, LDTC</td>
</tr>
</tbody>
</table>
Program Description
Bayberry Elementary School houses approximately 350 students from pre-kindergarten through fourth grade. The elementary school strives to provide the best educational classroom environment possible for all students and to develop each child socially, emotionally, and academically according to his/her particular needs, talents, and abilities.

Student Expectations
Bayberry Elementary School staff strives to create a happy and safe learning environment. We encourage students to be themselves and to learn in a manner that is best for them. Certain student expectations coincide with this goal.

(Policy 5500)

Quality of Work - Students should work to the best of their ability each day and complete all class lessons, homework, and assignments missed because of absence.

School Rules - Each student must abide by classroom/school rules and regulations, and accept the direction of teachers, school officials, and others who have been assigned supervisory responsibilities. Students must also abide by school rules when they are on the way to and from school. Serious and/or continuous problems are referred to the elementary school administration.

Developing Relationship to Self - Students are encouraged and guided to develop into contributing members of the school community by establishing positive self-esteem.

Developing Relationship to Others - Students are encouraged and guided to respect the rights, feelings, and needs of each person in the school. This includes respect for the property of individuals and of the school.

School Expectations
Bayberry Elementary School has developed certain school expectations to ensure the safety and cooperation of staff, students, and visitors. These expectations are listed below.

1. Establish and enforce reasonable rules for the safety and welfare of the students and staff.
2. Expect respectful cooperation from parents/guardians regarding the educational process of their child.
3. Expect students to come to school healthy and properly dressed.
4. Require respect from all individuals, for staff, students, and school property.

**Parent Expectations**

We value parent involvement and feel it is the key to the academic success of students. We encourage parents to keep an open line of communication with classroom teachers and the administration. Having parents serve as active partners in the home-school relationship will only enhance a student’s school experiences. Listed below are several suggestions for how parents can be actively involved with the school.

1. Maintain an active interest in your child’s daily work. Make it possible to complete assigned homework, particularly by providing a quiet place and suitable conditions for study.

2. Attend conferences set up for exchanging information on your child’s progress in school.

3. Require your children to follow all school rules and regulations, and accept responsibility for his/her actions.

4. Comply with school requests. This includes careful reading of all communications and signing and returning them as requested.

5. Make sure your children come to school on a daily basis, dressed appropriately and ready for learning.

6. Use proper channels to express concerns regarding your child’s education. Respectfully speak first to your child’s classroom teacher, and, if the issue cannot be or is not resolved, contact a building administrator for possible intervention.
Discipline Policy
At Bayberry Elementary School, we view discipline as a learning experience and an opportunity for students to grow and acquire skills that they will be able to utilize throughout their lives. We follow a six-step “Win! Win!” conflict resolution model that teaches students to take responsibility for their actions and/or words, promotes listening skills, and offers time to forgive and affirm. The process is facilitated by a staff member that has been trained in assisting students through the steps.

The six steps to resolve a conflict are:
1. Take time to cool off.
2. Use “I” messages to state feelings,
   * No blaming.
   * No name-calling.
   * No interrupting.
3. Each person states the problem as the other person sees it.
4. Each person says how they are responsible for the problem.
5. Brainstorm solutions together - choose a solution that satisfies both.
6. Affirm, forgive, or thank each other.

We feel that it is important for students to understand that everyone makes mistakes and that the most important piece to this process is that they learn from their mistakes. We believe that taking the time to speak with students about their choices and using the six-step “Win! Win!” guidelines help facilitate this process.

Depending on the nature of the situation, students may receive one or more of the following consequences:
- Lunch/Recess meeting with Principal
- Removal from class or special activity or event
- Removal from school
- Other consequence as determined by the administration

Please know that parents will be notified when there is a discipline situation involving a student being removed from class or school. In addition, parents will
be notified when there has been a physical interaction between students with an
intent to harm.

**Harassment, Intimidation, Bullying Policy**

*Please visit the Watchung Borough School District website to view the updated
Harassment, Intimidation, Bullying Policy (Policy 5512).*

Students at Bayberry Elementary School are expected to interact with one another
in a positive and respectful manner. Any form of bullying, harassment, or
intimidation will not be tolerated. Therefore, an action that disrupts the harmony
and safety of Bayberry Elementary School will incur actions from the
administration.

The following statements have been excerpted from the Board of Education Policy
regarding harassment, intimidation, and bullying:

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or
physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14,
whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived
characteristic, such as race, color, religion, ancestry, national origin, gender, sexual
orientation, gender identity and expression, or a mental, physical or sensory
disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school
bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the
rights of other students; and that
   a. A reasonable person should know, under the circumstances, that the act(s)
will have the effect of physically or emotionally harming a student or
damaging the student’s property, or placing a student in reasonable fear of
physical or emotional harm to his/her person or damage to his/her property;
or
b. Has the effect of insulting or demeaning any student or group of students; or
c. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct

Factors for Determining Consequences – Student Considerations
1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Harassment, Intimidation, and Bullying Reporting Procedure
The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal’s designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.
A complete copy of the Board of Education Policy 5512 is available upon request. This policy is also available to view on our district website, www.watchungschools.com

Management of Life-Threatening Allergies in Schools Policy 5331
The Board of Education recognizes students may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a serious allergic reaction that may be rapid in onset and may cause death. Policy 5331 has been developed in accordance with the Guidelines for the Management of Life-Threatening Food Allergies in Schools developed by the New Jersey Department of Education.

An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each student at risk for a life-threatening allergic reaction. Self-administration of medication, the placement and the accessibility of epinephrine, and the recruitment and training of designees who volunteer to administer epinephrine during school and at school-sponsored functions when the school nurse or designee is not available shall be in accordance with N.J.S.A. 18A:40-12 and Board Policy and Regulation 5330. School staff will be appropriately trained by the school nurse or designee to understand the school’s general emergency procedures and steps to take should a life-threatening allergic reaction occur.

The school district will develop and implement appropriate strategies and prevention measures for the reduction of risk of exposure to food allergens throughout the school day, during before and after-school programs, at all school-sponsored activities, in the cafeteria, or wherever food is present.

A description of the roles and responsibilities of the parent(s) or legal guardian(s), staff, and students to prevent allergic reactions and during allergic reactions are outlined in Regulation 5331.
Every incident involving a life-threatening allergic reaction and/or whenever epinephrine is administered throughout the school day, during before- and after-school programs, and/or at all school-sponsored activities shall be reported to the school nurse or designee. The school nurse or designee shall be responsible to notify emergency responders, the Principal or designee, the school physician, and the Superintendent of Schools. The Superintendent shall inform the Board of Education after every incident including a life-threatening allergic reaction or whenever epinephrine is administered by the school nurse or designee. In addition, in accordance with the provisions of N.J.S.A. 18A:40-12.5.e.(3), the school nurse or designee shall arrange for the transportation of a student to the hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student’s symptoms appear to have resolved.

There will be occasions where food and/or beverages will be served as part of classroom experience, field trip, and/or celebration. Because the ingredients of these food and beverage products may be unknown to the food preparation person and/or server, a student with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide, whenever possible, advance notice of the classroom experience, field trip, or celebration in order for the student to bring a food or beverage product from their home so they may participate in the activity.

When a parent(s) or legal guardian(s) informs the Building Principal and the school nurse the student may have an anaphylactic reaction to a substance other than food, the Building Principal will work with school staff to determine if these substances are on school grounds. The Building Principal will inform and work with the parent(s) or legal guardian(s) and the student to avoid the student’s exposure to these substances if present on school grounds.

School staff will be appropriately trained by the school nurse or designee to understand the school’s general emergency procedures and steps to take should a life-threatening allergic reaction occurs. The school nurse or designee will provide appropriate training to school staff to understand allergies to food and other substances, to recognize symptoms of an allergic reaction, and to know the
school’s general emergency procedures and steps to take should a life-threatening allergic reaction occurs. The school nurse will work with appropriate school staff to eliminate or substitute the use of allergens in the allergic student’s meals, educational/instructional tools and materials, arts and crafts projects, or incentives. Policy and Regulation 5331 should be annually reviewed, evaluated, and updated where needed. Policy and Regulation 5331 will be included in the online Student Handbook which shall be available to all parent(s) or legal guardian(s) of students.

Adopted: 19 October 2016

**Management of Life-Threatening Allergies in Schools**

Please be aware that we have a number of students that have a severe life-threatening allergy to nuts and dairy. **These children cannot be exposed to or inhale any peanut allergens contained in products such as peanut butter sandwiches, peanut butter, dairy, crackers/cookies, peanuts, peanut oil, Cheetos, Doritos and Cheez-its.** If the child should come into direct contact or even be in the same vicinity where peanut and dairy products were present, she/he would have a life-threatening reaction involving immediate airway restriction.

In keeping with Board Policy 5331, we are asking all parents to voluntarily cooperate with ensuring that you will refrain from sending in any peanut products for snack, lunch and class parties/special activities. These guidelines will help to create a school environment that is safe for all students with nut allergies. A specific policy was adopted by the Board of Education encouraging parents to follow these guidelines. Please know that we greatly appreciate your flexibility and cooperation with ensuring that you refrain from sending in any peanut products for snack, lunch and class parties/special activities in our nut-free classrooms. A safe snack/lunch list is available on our school website for all parents to help with identifying safe foods.
**Electronic Devices in School**

The use of personal electronic devices such as video games, video players, MP3 players, iPhones, iPads, iPods, smartwatches, DSi’s and/or cameras are not permitted in school or on the bus. We ask that parents remind students that these electronics are not permitted in school or on the bus at any time. If students are found to have these electronics and are using them during school hours, the child will be asked to place it in their backpack and will be reminded not to bring it back to school. A call home will be made to alert parents that the electronic device was brought to school. The school is not responsible for any personal electronic items lost or damaged.

Cell Phone - If it is necessary for a child to bring a cell phone to school for after school use, it must be turned off and kept in the backpack. If it rings during class, a warning will be given and a parent will be called. If there is a second occurrence, the cell phone will be brought to the main office, the parent will be notified, and the cell phone must be picked up by a parent or guardian.

**Special Education Parent Advisory Group (SEPAG)**

The Watchung Special Education Parent Advisory Group is a state-mandated group for parents/families of district students with disabilities. SEPAG encourages parents/guardians to advocate for children with disabilities. Collaboration with the district promotes academic excellence and equity for all students.

**SEPAG Executive Board**

Kelly Newsome, President
Smita Saraswat, Vice President
Berry Lai, Secretary

**Watchung Education Foundation**

The Watchung Educational Foundation (WEF) is a non-profit tax-exempt organization that raises funds to independently finance enhancements that support student experiences in the Watchung School District. We have awarded grants, delivered programs, and hosted community events, e.g., Trunk or Treat and Golf Tournaments, and Dodgeball Game. All the proceeds raised benefit the students and teachers. Through the generosity of our major donors, we proudly supported
the construction of the new playground at Bayberry Elementary School and the STEM lab at Valley View Middle School. WEF always welcomes new members and has an incredible appreciation for our trustees, volunteers, and donors. To learn more, volunteer or make a donation, email us at Wefundwatchung@gmail.com

**WEF Executive Board**
Gina Pontoriero Cocchiara, President  
Marina Mankovetskiy, Vice President  
Angela Miele, Treasurer  
Amy Zweiman, Secretary

**Parent-Teacher Organization**
The Parent Teacher Organization (PTO) provides an effective means for parental involvement in school activities. It is an avenue for community members to voice their opinions about school programs.

The Executive Board and various organized committees of the PTO, as representatives of the entire school parent populations, meet throughout the year. The PTO helps coordinate volunteer activities and involves parents as project advisors.

The PTO is organized to enhance community-school relations. The PTO will help you know your school and support the bridge between the home and school in an effort to meet the needs of your children.

**PTO Executive Officers**
Michele Posehn, President  
Sonia Woods, 1st Vice President  
Sonia Matinho, 2nd Vice President  
Jennifer Kasanof, Treasurer  
Berry Lai, Recording Secretary  
Kathleen Ruperto-Ferraro, Corresponding Secretary

For additional information about PTO events or meeting schedule, please visit [https://www.watchungpto.com/Whg/index.cfm](https://www.watchungpto.com/Whg/index.cfm)
General School Procedures

Pre-K School Schedule 9:00 am – 2:30 pm (Full Day)
Grades K-4 Schedule 8:45 am – 3:20 pm
Pre-K Delayed Opening 11:00 am – 2:30 pm
Delayed Opening (2 Hour Delay) 10:45 am – 3:20 pm
Pre-K Single Session Day 9:00 am – 12:30 pm
Grade K-4 Single Session Day 8:45 am – 1:00 pm

Arrival/Pick-Up Procedures

Morning Drop-Off
In an effort to ensure the safe arrival of all of our students, please be advised of the following procedures for morning drop-off of students:

● Buses will be the only vehicles permitted in front of the building. This area will have cones restricting access from 8:10 am - 8:50 am. There will be a staff member directing parents/guardians to the appropriate student drop-off area.

● Parents/Guardians dropping students off will enter at the upper driveway and follow to the side of the building where a staff member will assist your child(ren) into the building. Children must exit the vehicle on the right side of the car. Practice unbuckling the seat belt independently. It is imperative that parents/guardians stay in their vehicles and follow the exit route in a timely manner. Student drop-off will occur between 8:20 am - 8:40 am. Please do not drop your child off prior to 8:20 am as there will not be supervision at that time.

● Only students who are enrolled in and attend B.E.S.T. will be permitted into the building prior to 8:20 am.

● In order to ensure the safety of our students and maintain the security of our building, any student arriving after 8:40 am must be escorted into the school building.
by a parent/guardian. Parents/Guardians may park in the lower lot and escort their child(ren) into the school. Students arriving after 8:50 am will be considered tardy (see Board of Education Policy 5240) and must be signed in for the day.

- Pre-K students should be escorted into the main lobby between 8:50 am - 9:00 am to await the arrival of a staff member to escort the students to class.

**Dismissal Procedures**

To ensure the safe dismissal of all of our students, please be advised of the following procedures for the dismissal of students:

- Parents/Guardians will not be permitted to enter the building to sign a child(ren) out for the day after 2:45 pm unless otherwise directed by the school nurse or building principal.
- Buses will be the only vehicles permitted in front of the building. This area will have cones restricting access from 3:00 pm - 3:45 pm. There will be a staff member directing parents/guardians to the appropriate pick-up area.
- Parents/Guardians picking up students will park at the lower lot and report to the side of the building where a staff member will check for appropriate credentials and radio into the building for your child(ren) to be released. Please note, pick-up will start once the buses have departed from the school.
- In order to ensure the safety of our students and maintain the security of our building, any parent arriving after 3:45 pm will be required to come into the building and sign his/her child(ren) out from the main office.
- Students will be called for dismissal in the following manner:
  - B.E.S.T.
  - Parent Pick-Up
  - Buses

**Lunch/Recess Procedures**

Hot lunches are available for purchase through the PTO website. All lunches must be pre-ordered. Parents will be contacted in the event that a student forgets his/her lunch.

Carbonated beverages and candy/gum are **not** permitted. For safety reasons, the school requests that lunch drinks not be brought in glass containers.
Lunches will not be served to students on single session days. Please send your child(ren) to school with a healthy, substantial snack.

**Recess**

Students will engage in age-appropriate activities and games: potentially dangerous play in any form is not permitted. In the event of inclement weather, students will participate in activities in the building. Students should come to school properly dressed for recess during cooler days. In warmer weather, students who wish to use playground equipment should wear appropriate footwear. This includes sandals with straps around the heel.

**Bayberry School Virtual Backpack**

In an effort to be more environmentally friendly and more efficient with parent communication, Bayberry Elementary School uses a Virtual Backpack system to communicate with parents. Information on Bayberry Elementary School Virtual Backpack is emailed every Friday. It can also be accessed on our website, [www.watchungschools.com](http://www.watchungschools.com).

*It is important that your contact information in PowerSchool is up-to-date.*

In order not to miss information being sent home, please update your contact information in PowerSchool, accessible through [www.watchungschools.com](http://www.watchungschools.com). If you do not have internet access or foresee any issues with receiving the weekly Backpack, contact the main office at 908-755-8184. We can make other arrangements if necessary.

Any notice that requires a parent/guardian signature or other information to be returned to school will be sent home with your child.

**School Safety Procedures**

The safety and security of your children are of paramount importance to the administration and staff of Bayberry Elementary School. All district employees wear photo ID badges. Numerous procedures are presently in effect to safeguard your child(ren) from potential incidents on our school campus.
Building Access
To maximize our awareness of all individuals entering the school, all doors will remain locked at all times. It is expected that all visitors enter at the Main Office entrance and report immediately to the Main Office for assistance. All visitors must wear a visitors/name badge while present in the school. Visitors are not permitted to speak to a student while visiting the school unless they have been granted permission from the Principal. Also, visitors are not permitted to enter a classroom unless there has been permission granted by the Principal.
(see Board of Education Policy 9150)

Volunteers
Parent volunteers must sign in at the Main Office. If you are entering school, all volunteers are expected to wear a visitor’s pass while present in the school. In addition, it is expected that volunteers will report to their assignment and not wander throughout the building or property. If a volunteer is found wandering the building or property, disrupting class, or interacting with students (Unless their volunteering requires them to) he/she could lose the right to volunteer.
(see Board of Education Policy 9150)

Emergency Contact Information
Emergency contact information must be updated regularly in PowerSchool. This informs office personnel and staff the names of all individuals to whom the school may release a child in the event of emergencies when the parent/guardian cannot be contacted directly.

Communication on the Playground
Parents/Guardians are discouraged from communicating with their children on the playground. Our teachers on recess duty cannot make immediate identification possible. Staff members are directed not to permit any adults to randomly enter the playground to meet with students. If it is important to communicate personally with a child on the playground, please sign in the Main Office and we will call for your child to be escorted into the building.
Sign-In/Sign-Out Procedures
If, for whatever reason, it is necessary to escort a student to school later than 8:45 a.m., the proper sign-in procedure should be followed. Parents are asked to escort students to the Main Office where clerical assistance will be available to properly admit the student to class.

If a student must leave school prior to the dismissal time of 3:25 p.m., a note alerting the office and the teacher of this fact should be submitted by the student during the homeroom period the day of the requested leave. Before the child is removed, an entry will be recorded by the authorized parent, guardian or designee in the Main Office. We cannot accept telephone requests for children to leave school alone for reasons of safety. Parents or designee must come to the Main Office to sign out their child. All students must be signed out by 2:40 p.m.

Parents should report to the Main Office first for assistance when removing students from school and wait in the main office until the child arrives.

Special School Procedures

Change of Address/Contact Information
The school should be notified immediately upon any change of address. Correct home and/or work numbers are extremely important in maintaining necessary communications with the home, especially in the event of emergencies. Please check Power School on a regular basis and make any necessary changes. Provide the school with a copy of the new deed, rental agreement, or tax bill.

Notice of Leaving the District
Parents/Guardians who are moving and/or plan to enroll children in another school outside the district should note the following procedures:
1. The Main Office and classroom teacher should be notified well in advance of the withdrawal date.
2. Return all classroom texts, library books, or technology. In the event an item is lost or damaged, settle all outstanding monetary obligations with the school.
3. Obtain and sign a transfer card at the Main Office.
4. Take home all personal belongings. The student’s records will be sent by mail when requested in writing by the new school district if all obligations to Bayberry Elementary School have been satisfied.

**Bus Guidelines**

In accordance with New Jersey Statute NJAC18A:39-1, school districts are mandated to provide transportation to elementary students living more than two miles from school and high school students living more than two and a half miles from school. Students living less than the required mileage are deemed ineligible for Transportation based on the state parameters. The Watchung Borough School District will continue to offer courtesy busing for our students.

The following guidelines for the behavior of students on the bus must be adhered to at all times in order to maintain a safe environment.

1. Follow the bus driver’s directions at all times.
2. Board and depart from the bus in a proper, orderly manner.
3. Remain in the bus seats at all times when the bus is moving or preparing to move.
4. Refrain from inappropriate behavior (e.g., fighting, pushing, tripping, etc.)
5. Refrain from the use of inappropriate language.
6. Use seat belts properly.
7. Refrain from throwing objects inside or out of the bus.
8. Refrain from hanging out the windows.
9. Maintain behavior that respects the safety of others.

Infractions will be handled by the administration.

**Transportation Coordinator**

All questions or problems regarding bus transportation (excluding discipline) will be handled by the transportation coordinator,

Mary Ann Sutphen, 908-755-8121 ext. 1030
Field Trips
All children attending field trips must submit a special school permission form signed by a parent/guardian prior to the departure of the trip. Students must return to school on district transportation and be dismissed from Bayberry Elementary School. Parents/Guardians are not permitted to sign out a child from a trip to bring home.

Student Pictures
Bayberry Elementary School provides parents/guardians the opportunity to purchase pictures taken by a professional photographer each year. Occasionally, pictures of students are published in various places. If parents/guardians do not wish their child’s picture in these publications, they should complete the photo release form available in the Main Office.

Closing of School for Inclement Weather
In the event school is closed because of inclement weather, any of the following news outlets will carry the announcement: NEWS 12 NJ, WNBC, WABC, FOX 5, and WCBS. In addition, the district will notify parents/guardians via the automated alert system, which will call your phone/emergency number directly.

Appropriate Dress For School
We would like to remind parents that students should come to school dressed comfortably, but ready for academic rigor. In addition to the intellectual pursuit of the classroom, students will also have regular opportunities to participate in activities such as physical education and daily recess. Sneakers and clothing designated for physical activity are required. Beach or pool party clothing is not appropriate for school. Students should not come to school with their midriff exposed or with words or slogans across their bottom. Clothing that bears obscene writing or promotes indecent or unacceptable behavior, whether stated or implied, is not permitted. Skirts, dresses, and shorts must be long enough for fingertips to reach the hemline when a student’s arm is extended along his/her side. Straps on tank tops must be “two fingers” in width and should not be worn on days that the student has physical education for safety reasons. Flip-flops and sandals expose students to potential toe, ankle and general foot injuries on the playground and
should be avoided. When it is determined that students are in violation of these guidelines they will be sent to the nurse’s office and provided with temporary clothing for the remainder of the day. Repeat occurrences will be handled by the administration. (See Board of Education Policy 5511)

**Services & Responsibilities**

**Health Services/Procedures**

1. A full-time nurse is available for Bayberry Elementary School. The school nurse must be informed by parents/guardians of any on-going ailments, injuries, allergies, medical conditions, or any matter affecting the health status of your child(ren).
2. In order to be able to contact parents quickly in emergency situations, it is imperative that emergency information in Power School is updated in September. Current home and emergency phone numbers are included in the required information.
3. Parents/guardians reporting to school to pick up their child(ren) from the nurse’s office must report to the Main Office first.
4. The classroom teacher will not admit any child to their classroom who has been absent with or suspected of having a communicable disease. Parents will be responsible for transportation in the event a child must be taken home.
5. A teacher will refer any student to the school nurse from the classroom who appears ill or is suspected of having a communicable disease, or who has been absent for more than five (5) days, except by written permission from the school nurse or family physician. Parents are requested to send a note of absence each time their child returns to school.
6. All approved, prescribed medications must be brought to the nurse by the parent/guardian. All medication should be brought to the nurse in the original prescription container. The nurse will administer any medications sent from home within NJ Guidelines.
7. Children should be kept home when there are symptoms of illness (fever, vomiting, diarrhea, suspicious rash), should remain out of school for 24 hours following the initiation of antibiotic therapy for the treatment of strep throat and/or fever.
8. The school nurse can recommend the exclusion of a student who is returning to school before the 24-hour period has lapsed or who have not sought out medical treatment.
9. Students must provide medical documentation when returning to school after an extended illness supporting clearance to return to school.
10. Written requests for temporary exclusions from physical education classes, for health reasons, should be submitted to the school nurse and/or principal.
11. If a student is not present during the school day, he/she will not be permitted to attend after-school or evening functions.

**Parent Volunteer Opportunities**

There are many opportunities available to assist the school in better serving the needs and interests of our students. Please visit the PTO website for more information.

**Care of Property**

The students are responsible for the proper care of school books, technology, and furniture. Students are expected to appropriately cover all textbooks, and maintain that condition throughout the school year.

**Monetary Obligations**

Situations may occur during the year which may necessitate payments of money to the Main Office (example: trip money, student picture money, lost library books, etc.). Monies owed to the school should not accumulate over time. The school administration reserves the right to withhold report cards (each trimester) until an individual's account has been cleared.

**SPECIAL PROGRAMS**

**Character Education**

Values, the core of character education, are instilled in a number of ways. Teachers in grades K-4 follow the tenets of the Character Counts—a program that enables students to make decisions rooted in one of the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship.
**Pre-Kindergarten**
We are pleased to offer a pre-kindergarten program. We offer a full-day program for students who are eligible from 9:00 a.m. and will be dismissed at 2:30 p.m. Additional information can be found on the district website at [www.watchungschools.com](http://www.watchungschools.com)

**Art Education**
All students receive art education once a week. Our art program guides each child toward his/her greatest potential for creativity and self-expression through the weekly classes.

**Music Education**
All students receive music instruction once a week. The classes familiarize each child with the art of music including three spheres: vocal, instrumental, and theory. Special chorus and band sessions are available for students in grades four.

**Physical Education**
All students receive physical education from one of our physical education instructors. Instruction is provided in specific fundamental motor skills, as well as individual and team sports or activities.

To ensure the safety and welfare of each student in physical education, proper dress is required for participation. All students must wear socks and sneakers (at least 4 eyelets or sturdy velcro straps). *For health and safety reasons, jewelry is not permitted.* Gym clothes should allow for freedom of movement for all joints and conform with all other school dress policy; no dresses, tank tops or spaghetti strap shirts.

As per state guidelines, Bayberry Elementary School conducts instructional courses in health, safety, and physical education, adapted to the ages and capabilities of pupils in each grade level. Included in this comprehensive health curriculum are: Wellness drugs and medicine, human relations, and integrated skills.
Library
Students have access to a variety of genres and interests with our library books. We have book swaps on a regular basis and students are permitted to come to the library for research assistance throughout the year.

Intervention
There are times when students may struggle with foundation skills in reading, writing, or mathematics. We have staff members who are specifically trained to provide intervention instruction in a small group setting for a minimum of 6 weeks. Students are re-assessed after this time to determine if additional intervention is needed or if they can be exited from the program.

SOAR
The Gifted and Talented program is designed to provide differentiated enrichment based on students’ identified needs. Our program identifies students using multiple measures.

Guidance
Our school counselor will assist students in making proper decisions regarding adjustment to the total school program. The counselor works closely with parents, teachers, and the school administration regarding the social, emotional and academic needs of our students. Throughout the school year, our counselor visits classrooms delivering special lessons focused on friendship and problem-solving.

Computer Literacy
All students receive weekly computer literacy class in our STEM Lab. Children learn basic operating procedures, use of the keyboard and typing, the engineering process, coding, various types of technology, and critical thinking/problem-solving skills. Throughout the entire year, we stress the themes of using technology responsibly and internet safety.

School Safety Patrol
Students in 4th grade will have the opportunity to apply to be part of the AAA School Safety Patrol. The students will be responsible for assisting kindergarten
students at the end of the day, escort students to B.E.S.T., greet students on the bus, and be role models of responsible behavior.

**Peer Mediators**
4th-grade students have the opportunity to be selected as a peer mediator. Students are taught how to listen to both sides of a conflict and work to solve a problem. This is accomplished through training of peer mediators under the supervision of the guidance counselor.

**Special Services**
According to NJAC 6A:14-3.3, all students with disabilities who are in need of special education and related services, including students with disabilities attending nonpublic schools, regardless of the severity of their disabilities, shall be identified and evaluated. It is further required that the procedures for implementation be provided to instructional, administrative staff and parents:

**I&RS (Intervention and Referral Services)**

1. Whenever any teacher is concerned about the progress of any student and has exhausted his/her repertoire of interventions, he/she or shall complete an I&RS (Intervention and Referral Services) Referral Form and send it to his/her administrator.

2. An I&RS committee representative is assigned by the Principal to facilitate the collection of data via the “Request for Assistance” packet, the “Health Information” form, and the “Pre-referral Checklist.”

3. At the next I&RS meeting, the referring teacher presents the concern(s), and the committee reviews the collected data. A case manager will be assigned to each referral. The case manager will contact the parent/guardian on an as-needed basis. Should the I&RS committee feel a parent meeting has warranted a representative from the I&RS committee will make arrangements.

4. The I&RS committee develops an “I&RS Committee Assistance Plan” which describes the interventions that are recommended, as well as their frequency and duration and the person(s) responsible for their implementation. A timeline is also developed.
5. At the next I&RS meeting, the progress of the intervention(s) is presented and an “I&RS Committee Follow-up Report” is submitted.

6. If the I&RS makes a determination that the interventions in the general education program have not been effective in alleviating the educational difficulties that the child is experiencing, a referral is made to the Child Study Team which then implements the identification procedures in NJAC 6A:14-3. The referral includes all of the information that has been collected and documented by the I&RS Committee. If the I&RS makes a determination that the presenting concerns are severe, a direct referral can be made to the Child Study Team.

Child Study Team Referral

1. An administrator at the elementary school shall facilitate all referrals.

2. The Intervention and Referral Services makes a determination as to whether the interventions in the general education program have been effective in alleviating the educational difficulties that the child is experiencing. If the I&RS determines that the interventions have not been effective, a formal referral is made to the Child Study Team, which includes all of the materials that have been collected and documented by the I&RS. If the I&RS makes a determination that the presenting concerns are severe, a direct referral can be made to the Child Study Team. Any child who has already been classified as disabled and advancing from grade to grade shall be referred to the case manager so that a program review can be conducted by the appropriate Child Study Team member.

3. The Principal puts the data into a package and completes a formal referral letter and sends it to the Child Study Team, which facilitates the entry of the child into the IEP Planner System.

4. If the Principal receives a request from a parent or teacher for a formal evaluation by the Child Study Team, the I&RS process is circumvented and step 5 (below) is immediately implemented. In that case, the Child Study Team case manager assigned to the case will facilitate the collection of all appropriate data: cumulative records, teacher concerns, parent concerns, classroom observations results, etc.

5. The Child Study Team logs the date of receipt of the referral and sends the parent a “Notice of Initial Evaluation Plan Meeting” letter which invites the
parent(s) to attend an evaluation plan meeting with the IEP team. All members of the team (psychologist, social worker, and LDTC) and anyone else who will attend the meeting are listed by position and name at the bottom of the letter. This meeting is scheduled for within 20 days of the receipt of the referral by the school or Child Study Team secretary or any member of the professional staff. The parent is given the opportunity to have input on the time and date of the meeting. A copy of Parents Rights in Special Education is available.

6. The Initial Evaluation Plan meeting participants will include the IEP team as described in NJAC 6A:14. The team will review the child’s present level of performance and educational needs; any indication that the child may have a learning disability; and any indication that the child may need special education and related services.
Dear Parents,
Thank you for reading the Parent Handbook and Code of Conduct. The handbook will be posted on the school website. If you have any questions during the year, please refer back to the online handbook. Please sign, date, and return his acknowledgment form to your child’s teacher. Your signature indicates that you have carefully read this handbook. It is expected that you have discussed with your child/children the appropriate items from the handbook and that you and your child/children agree to abide by the school procedures, regulations, and policies discussed in this book. The topics addressed in this handbook are not inclusive and are subject to discretionary interpretation by the principal. Bayberry Elementary School and/or the principal, do retain the right to amend this handbook for just cause. This form is due Friday, September 20, 2019.
Thank you for your cooperation,
Jill Dobrowansky, Principal

We have read and discussed the Bayberry Elementary School Parent Handbook and Code of Conduct. We agree to follow the school procedures, regulations, and policies in this Handbook.

Parent/Guardian Name (Please Print)

-------------------------------

Parent/Guardian Signature & Date

-------------------------------

Student Name & Classroom Teacher

-------------------------------