Bloomsbury Elementary School

STUDENT & PARENT HANDBOOK

2021-2022

This handbook is provided to keep you informed of policies, procedures, and general information pertaining to our school district. All information presented in this handbook can be found on the district website at: ***www.bburyes.org.***

OFFICE

Bloomsbury Elementary School
20 Main Street
Bloomsbury, NJ 08804
Telephone: 908-479-4414
Fax: 908-479-1631

Dr. Jenniffer Marycz, Chief School Administrator
Mr. Tim Mantz, School Business Administrator
Ms. Lisa Hutchison, School Secretary

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 their full academic potential and to develop the social skills necessary to become life-long learners and responsible, productive members of the school, community, and society. Growth and development of the student as a whole require the need to address the social and emotional development of students as well. Therefore, in addition to challenging students academically, we will focus on the core values of respect, responsibility, tolerance, caring, trustworthiness, and citizenship.

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SCHOOL CALENDAR

Bloomsbury School District

2021-2022 School Calendar
Board Approval Date: January 12, 2021

July '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August '21						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						2

September '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						20

October '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						20

November '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						18

December '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						17

January '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

February '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
						18

March '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						23

April '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						18

May '22						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						21

June '22						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						8

Total: 185

- Extended School Year
- Early Dismissal
- PD Day (No School for Students)
- First and Last Day of School For Students
- School Closed/Holidays
- NJSLA Assessments
- Built-in Snow Days

*Five built-in snow days were added to the calendar. The last day of school will be adjusted according to the number of days used. Please see the above table for the proper order. We do not know if virtual snow days will be permissible for next year.

SCHOOL PERSONNEL

Dr. Jenniffer Marycz	Chief School Administrator
Mr. Tim Mantz	Business Administrator
Ms. Lisa Hutchison	Administrative Secretary
Mrs. Kaitlin Kels / Troudai Ayoub	Preschool
Miss Brooke Moyle	Kindergarten
Mrs. Sally Pulcini	First Grade
Mrs. Dianna Pulcini	Second Grade
Ms. Auburn Donaruma	Third Grade
Mrs. Shannon Williamson	Fourth Grade (4th and 5th ELA and Science)
Ms. Laney Lemasters	Fifth Grade (4th and 5th Math & Social Studies)
Mr. Michael Fortino	6th Grade Homeroom,Middle School English Language Arts
Ms. Jen Berge	7th Grade Homeroom,Middle School Social Studies&Science
Ms. Kim Rohrer	8th Grade Homeroom, Middle School Math
Mrs. Michele Duerring	Special Education
Mr. Michael Thompson	Special Education
Mrs. Lauren Vasko	Special Education
Ms. Gabrielle Bloshuk	Special Education
Mrs. TBD	World Language (Spanish)
Mr. Zachary Moyer	Physical Education/Health
Ms. Kelsey Nemeth	Art
Mrs. Karen Bolmarcich	Music/Technology Specialist
Mrs. Jennifer Linthwaite	Paraprofessional/Library Aide
Mrs. Grace Chang	Paraprofessional
Mrs. Nancy Vitale	Paraprofessional
Mrs. Angela Matus	Child Study Team/School Social Worker
Mrs. Katie Scuderi	School Nurse
Mrs. Gayle Lewis	Occupational Therapist
Mrs. Corinne Harris	Speech and Language Therapist
Mrs. Terri Finnigan	Physical Therapist
Mr. Duane Morris	Head Custodian
Mr. Albert Boatman	PM Custodian
Ms. Allie Weghofer	Cafeteria Manager

ACADEMICS

ONCOURSE

The Parent Portal provided by OnCourse allows for consistent and ongoing reports of student grades and attendance online in a secure format. Parents/Guardians have access to OnCourse and are encouraged to view the Parent Portal regularly. Please contact teachers directly should a question or concern arise regarding your child's academic standing. Your parent log-in and password are the same from year to year. If you have never received a log-in or password, please contact Mrs. Karen Bolmarcich at kbolmarcich@bburyes.org. Please remember to keep the password and log-in in a secure place.

PROGRESS REPORTS

Progress reports will be provided at the midpoint of each marking period to the parents of students in grades 4-8 who are in danger of failing. Students with grade point averages in the range of 75 and below are considered in danger of failing. However, parents and teachers are encouraged to be in communication with each other at various times throughout the year. Students in grades PreK-2 do not receive numerical averages. However, if a teacher has a concern regarding your child(ren)'s performance, a progress report will be issued.

REPORT CARDS

Report cards for students in grades PreK-8 shall be issued quarterly. Report cards indicate the grade achieved in each subject area for a particular marking period and become part of each student's academic record.

REPORT CARD KEY

Students in grades PreK-2 will not receive numerical grades. However, they will receive a report card based specifically on the Common Core/New Jersey Learning Standards. The report card will show progress, growth, and/or concerns in specific areas of study.

Students in grades three and four receive both numerical and letter grades to assist in the transition into middle school.

Students in grades 5-8 will receive a numerical grade with a letter grade equivalent. The numerical grade indicates student performance for each of their classes. Please see the key below for the BSD grade range:

A	B	C	D	F
100-93	92-83	82-75	74-70	69-Below

REPORT CARD/PROGRESS REPORT SCHEDULE

Report Cards and Progress Report Dates

Marking Period 1 – Begins August 30, 2021

- Mid-point-September 29, 2021
- Progress Reports mailed for those in danger of failing-October 4, 2021
- End of Marking Period 1-October 29, 2021
- Report Cards handed out to parents during conferences-November 3, 2021

Marking Period 2 – Begins October 30, 2021

- Mid-point-December 14, 2021
- Progress Reports mailed for those in danger of failing-December 17, 2021
- End of Marking Period 2-January 14, 2022
- Report Cards sent home-January 18, 2022

Marking Period 3 – Begins January 15, 2022

- Mid-point-February 16, 2022
- Progress Reports mailed for those in danger of failing- February 23, 2022
- End of Marking Period 3-March 25, 2022
- Report Cards sent home-March 30, 2022

Marking Period 4 – Begins March 26, 2022

- Mid-point-April 29, 2022
- Progress Reports mailed for those in danger of failing-May 4, 2022
- End of Marking Period 4-May 31, 2022
- Report Cards sent home-June 3, 2022

HONOR ROLL

The Bloomsbury School District has also set a high standard of academic excellence for its students and celebrates such academic achievements through the accomplishment of Honor Roll and Distinguished Honor Roll. In order to qualify for Distinguished Honor Roll, students in grades five through eight must earn a 95 or better in every single class. In order to qualify for Honor Roll, students in grades five through eight must earn a 90 or better in every single class. Honor Roll and Distinguished Honor Roll are determined at the end of each marking period. Qualifying students will be recognized at a Board of Education meeting for marking periods one through three and at the end-of-the-year awards ceremony for marking period four.

HOMEWORK

Homework is a valuable tool in helping students generalize and retain information taught during the school day. Homework assignments shall be designed to:

- Reinforce previously taught concepts;
- Individualize instruction;
- Improve student performance;
- Develop effective study habits;
- Provide a daily link between home and school;

The Bloomsbury School District does not provide paper agenda books for students. However, teachers will provide homework on OnCourse Connect listing student homework. The website will be updated on a daily basis by the end of the school day. Students and parents should check the website daily for a listing of the homework assignments, worksheets, links, textbooks, and other helpful information. This is an online agenda book for students to reference. However, if students prefer to bring in their own agenda books to use during the school day, they may do so.

ACADEMIC PROBATION

In order for students to do well and achieve success, a high standard of excellence must be set. Therefore, students who are in danger of failing will be placed on Academic Probation. Students will qualify for academic probation if they have an "F" equivalent in any single class or a "D" equivalent in two or more classes. Such determination will occur at the mid-point and end point of any marking period. Students will remain on probation until the next mid or end point of a marking period. Teachers, parents and students will work together to assist students in improving their grades. This may include, but is not limited to, holding parent/teacher/student conferences to create an action plan as well as possibly providing extra help during the school day. If grades do not improve, students will remain on probation and administration may intervene to create an additional action plan.

Students in grades 4th – 8th, who are on academic probation will be required to stay after school three days a week to attend academic sessions. During this time, students will have the opportunity to begin their homework and work with teachers, if they request it, during the session times. Sessions will run Mondays, Wednesdays, and Thursdays from 3:05 PM to 4:05 PM.

Students on Academic Probation will not be permitted to attend any Bloomsbury School District activities, which include but are not limited to school dances, before or after school functions run by BES, Yearbook Club, Student Council, Drama Club, Peer to Peer activities, and/or other club activities.

PROMOTION/RETENTION

Pupils will be promoted to the next successive grade level when they demonstrate grade level proficiencies through earning a final grade point average of a 70 or higher in each of their content classes (math, English language arts, science, and social studies) AND when they attend school more than 155 days.

Students who do not meet the requirements to be promoted to the next grade will be required to attend summer school either through classes held in another district or through the New Jersey Virtual school. The cost of the classes will not be covered by the district and will be the responsibility of the pupil's parents.

Students who do not pass their elective classes, such as PE/Health, Spanish, Music, and Art, will be required to complete at-home summer work provided by their teachers. This work will be turned in the first day of the following school year.

The Chief School Administrator, with input from appropriate faculty and staff, will make the final decision regarding the promotion or retention of pupils. In the case of pupils with fewer than 155 days in attendance, the Chief School Administrator will confer with the school nurse and teachers.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

The Bloomsbury School District affirms its responsibility to ensure all students equal educational opportunities and all employees equal employment opportunities regardless of sex, race, color, religion, national origin, and social or emotional status. The Bloomsbury School District is an Equal Opportunity/Affirmative Action institution. In compliance with relevant federal and state civil rights legislation, the system does not discriminate on the basis of sex, race, color, religion, national origin, age or physical capability in the operation of its educational programs or activities (enrollment, access to programs, physical education, counseling, use of facilities and school sponsored extracurricular activities.)

The Bloomsbury School District shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment is prohibited.

Any questions regarding Affirmative Action/Equal Opportunity should be addressed to Dr. Jenniffer Marycz, Affirmative Action Officer, Bloomsbury School District, 20 Main Street, Bloomsbury, NJ 08804 (908) 479-4414 x 5, jmarycz@bburyes.org

APPEALS PROCESS

It is the intent of the Board of Education, the administration, and the faculty to ensure the rights of all students. Any parent who questions the application of a consequence may request to discuss the matter with the teacher. If the situation continues to be a concern, the parent may request to discuss the matter with the Chief School Administrator. Please go to the teacher first.

ARRIVAL AND DISMISSAL GUIDELINES

AM DROP OFF PROCEDURES

{Changes to this section of the handbook may arise during the 2021-2022 school year due to the ongoing Covid-19 pandemic. Please refer to the Safe Start Opening plan for additional information.}

Students are permitted to line-up outside the building no earlier than 8:15 a.m. PreK-2 at the main entrance and 3-8 on the playground, as teacher supervision is provided at this time. Please note, there is no teacher supervision or entrance at the Church Street entrance.

1. Morning arrival time begins at 8:15 am and ends at 8:30 am.
2. All cars pull up in front of the school along the sidewalk. This is a drop off and pick up zone **ONLY**.
3. **ALL students must be able to exit the car independently and from the right side only. *Students are not permitted to exit the car from across the street or from the middle of the street.***
4. For safety reasons, all parents are to stay in their cars during morning arrival.
5. The students must exit the car, carefully close the door and proceed to their designated entrance of the school.
6. **Please observe the posted speed limit signs, other traffic signs, and the crossing guard at ALL times.**
7. To reduce emissions, please no idling while dropping off your children.

PM PICK UP PROCEDURES

{Changes to this section of the handbook may arise during the 2021-2022 school year due to the ongoing Covid-19 pandemic. Please refer to the Safe Start Opening plan for additional information.}

1. Dismissal time is 3:00 p.m.
2. Kindergarten-2 is dismissed through the main entrance. 3rd – 8th grade is dismissed through the playground entrance. Parents must locate the children they are transporting and gather them for departure.
3. Parents and students will then return to their cars carefully and promptly.
4. Safety is our priority! Our staff has been instructed not to release Kindergarten, First, and Second grade students until their parent/guardian has arrived or unless we have documentation stating they may be released to another designated individual. Please be respectful and courteous to our staff and to fellow parents/guardians.
5. If you are picking up your child early or need to change his/her dismissal procedure, please send in a note on our dismissal form (located on the website under "Useful Forms") to notify us of this change. School office should be notified of **ALL** last minute changes via phone. **Please be aware office staff may not be able to answer calls or receive messages after 2:15PM.** We want to ensure students go home with the proper person.
6. **Please observe the posted speed limit signs, other traffic signs, and the crossing guard at ALL times.**
7. Be aware that there is no coverage at the end of the day. Students are to report home before coming back to play or congregate on school grounds. They are not permitted to go directly to the playground without going home first.
8. To reduce emissions, please no idling while picking up your children.

EARLY PICK-UP PROCEDURES

Early pick-up is discouraged and should be requested in emergency situations only. In such cases, either a note from the parent/guardian or our dismissal form (located on the website under "Useful Forms") is required and must be presented to the office and teacher at the beginning of the school day. Students shall not be permitted to leave school early unless they are met in the school office by a parent/guardian or a person authorized by the parent to act on their behalf. For safety reasons, proper identification is necessary and no exceptions will be made. Children will not be released early to any individual without a note from the parent or guardian regardless if the person is listed on the contact list.

ASSESSMENT SCHEDULE

Date	Grade Level	Type of Assessment	Assessment
Sept. 7-17	K-8	Math, Reading, and Writing Assessments	Big Ideas Online Testing Journeys/Collections Online Testing, Writing Prompts
Jan 4-Feb 4	K-8	Math, Reading, and Writing Assessments	Big Ideas Online Testing Journeys/Collections Online Testing, Writing Prompts
TBD	3-8	State Assessment / ELA and Math	New Jersey Student Learning Assessment
TBD	5+8	State Assessment/Science	New Jersey Student Learning Assessment Science
May 16-27	K-8	Math, Reading, and Writing Assessments	Big Ideas Online Testing Journeys/Collections Online Testing, Writing Prompts

******Parents are encouraged to avoid scheduling appointments or other activities during the weeks listed above.**

ATTENDANCE AND PUNCTUALITY

{Changes to this section of the handbook may arise during the 2021-2022 school year due to the ongoing Covid-19 pandemic. Please refer to the Safe Start Opening plan for additional information.}

Attendance: It is mandatory under New Jersey law that pupils regularly attend school. Accordingly, there are rules and regulations regarding student absenteeism. The State of New Jersey excuses absences for **ONLY** religious holidays and "Take Your Child to Work Day" on April 28, 2022.

When a student is absent from school, a parent must contact 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 eighth grade who is in school for **less than** four hours will be considered absent. If a student is absent, the student or parent should make arrangements to have their homework collected by another student, not the teacher.

As per school policy (5200) and state law, the administration will adhere to the following procedures as student absences accumulate:

- Five (5) unexcused absences: Parents will receive a letter from school and will also be required to attend a meeting with the Chief School Administrator and other necessary faculty members to develop an action plan to ensure the student's regular attendance increases.
- Seven (7) unexcused absences: Parents will receive a letter from school and will also be required to attend a meeting with the Chief School Administrator, necessary faculty members, and outside resources to develop a second action plan to ensure the student's regular attendance increases.
- Ten (10) or more unexcused absences: The Bloomsbury School District may take legal action against the parents/guardians. Retention of the student in the current grade will be left to the discretion of the administration.

Tardiness

Student punctuality is not only crucial to your student's achievement and success, but it also teaches children responsibility and respect. Students are required to arrive **no later than 8:30 am.** Students who arrive after the expected time are required to report to the main office with a note explaining the reason for being tardy.

As per school policy (5200), the orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activity. Pupils are expected to arrive to school and class on time. Any pupil in grades K-8 who is tardy to any class will be subject to disciplinary action as outlined in Board Policy. Consequences for accumulated occurrences will be as follows:

- Five (5) unexcused tardies: Parents will receive a letter from school. Students in grades K-8 will serve a lunch detention.
- Seven (7) unexcused tardies: Parents will receive a letter from school and will and will also receive a phone call from the Chief School Administrator to develop a plan to ensure student punctuality increases. The student will receive an after school detention.
- Ten (10) unexcused tardies: Parents will receive a letter from the school. The Bloomsbury School District may take legal action against the parents/guardians. The student will receive an after school detention for this tardy and following each future tardy. For every three future tardies, the student will receive one unexcused school day absence.

ABSENCES

Parents/Guardians are required to call the school secretary to report absences. The school secretary will contact those parents who fail to report an absence. This practice will allow us to account for every student under our supervision.

Reporting an Absence

- **Call the school secretary AND**
- **State the reason for and the anticipated length of absence.**

Bloomsbury School District Secretary (7:30 am – 9:00 am) 908-479-4414 x 213

MAKE-UP WORK

Students absent for three or more days may request make up/homework to be sent home by means of sibling or another student.

Pupils absent for any reason must make up assignments, class work, and tests within a reasonable length of time. A reasonable length of time is considered to be within the same number of days missed.

If a student is absent, the student and/or parent should make arrangements to have their homework collected by another student or sibling, not the teacher. It is suggested students pick a homework buddy at the beginning of the school year who will be responsible for collecting the student's work when he/she is absent.

VACATIONS DURING SCHOOL

Parents/Guardians are asked to avoid family vacations during the school year. Parents/Guardians are required to submit a letter to the office indicating the reason for and length of absence.

Teachers may provide a list of material to be covered during the absence and will not provide specific detailed work. It is not practical to provide detailed work assignments in the absence of instruction. Students are required to make up all tests, homework, and quizzes within the same number of days missed.

BOARD OF EDUCATION

The Bloomsbury Board of Education consists of five members who are elected for three-year terms. BOE elections are held in November.

The Board typically meets on the second Tuesday of each month at the Bloomsbury Elementary School to conduct business on a predetermined, published schedule unless posted otherwise. Additional special public meetings are scheduled as may be necessary and are advertised in accordance with the New Jersey Open Public Meetings Act.

The Board has four main functions – policy-setting, providing for a program of quality instruction, effective management oversight, and two-way communication. Occasionally, the board serves as a judicial body, hearing and determining such matters as personnel concerns and student disciplinary issues presented by the administration.

PURPOSE OF BOARD MEETINGS

Board of Education meetings are held in public for the conduct of public business. The public business includes the presentation of reports, discussion of the recommendations of the Chief School Administrator, and the adoption of formal resolutions as set forth in the printed agenda. The Board may enter into executive (closed) session only upon a majority vote of the members present for specific reasons prescribed by law, such as personnel matters, discussion of collective bargaining agreements, pending or anticipated litigation, etc. For a complete list, see N.J.S.A. 10:4-2 to 10:4-6.

COMMUNITY ATTENDANCE

The Board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak, as set forth in the agenda. Agendas for Board meetings are available on the district website at www.bburyes.org, 24 hours in advance of the scheduled meetings. In general, regular and special meetings of the Board of Education are open to the public and representatives of the media. Effective conduct of the public's business requires that each Board member and the general public adhere to common rules of courtesy and meeting organization.

BOE Public Sessions will be held at 7:00 pm, unless otherwise noted.

CODE OF ETHICS FOR SCHOOL BOARD MEMBERS [N.J.A.C. 18A:22-24.1]

A school board member shall abide by the following Code of Ethics for School Board members:

a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that the schools are well run.
e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
i. I will support and protect school personnel in proper performance of their duties.
j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

CAFETERIA

FOOD ALLERGIES AND THE CAFETERIA

{Changes to this section of the handbook may arise during the 2021-2022 school year due to the ongoing Covid-19 pandemic. Please refer to the Safe Start Opening plan for additional information.}

Peanut free tables will be available at all lunches. Elementary students with nut allergies are required to sit at these tables but may invite a friend to sit with them who has purchased a lunch from our cafeteria. Middle School students may do the same or sit at a non-peanut free table as long as they have **written doctor and parent permission on file**.

HOT AND PACKED LUNCHES

{Changes to this section of the handbook may arise during the 2021-2022 school year due to the ongoing Covid-19 pandemic. Please refer to the Safe Start Opening plan for additional information.}

The Bloomsbury School District will be participating in the USDA program which allows students to receive school meals free of charge. Daily snack options and extra pizza slices on Fridays are available for s tudents to purchase for a minimal cost. Breakfast will be handed out to the students at the end of every day for them to enjoy the next morning.

If you are not able to afford lunch for your child, please see the forms for application for Free and Reduced Lunch online at www.bburyes.org or contact Mrs. Karen Bolmarcich at kbolmarcich@bburyes.org.

Students who bring their own lunches may purchase milk and other items in school and are reminded to pack utensils. The district does not have the capacity to allow students to warm up their food. **Please pack food that doesn't require reheating.**

NUTRITION

The Bloomsbury School District remains committed to providing your children with healthy and nutritious foods. The Board of Education has established Policy 8505 School Nutrition (located on the district website www.bburyes.org) that defines the nutritional parameters of foods that are sold or distributed by the school district. The policy focuses on reducing the amount of sugar and fats served to students. Parents are encouraged to monitor the amount of sugar and fats included in packed lunches and substitute fresh fruits and vegetables for candy and soda.

School lunches will not be served on early dismissal days.

CLASS PETS

Due to potential allergic reactions to various animals, the inclusion of pets in the classroom needs prior approval by the school nurse and is carefully monitored. Prior to including a pet in the classroom, parents will be notified and asked to identify any potential health issues that the animal might present for his or her child. In turn, parents are not permitted to send in any pets. Also, we ask that personal pets are not brought onto school grounds during school hours.

CODE OF CONDUCT

District administration, faculty and staff have the goal of establishing an instructional atmosphere in which children will feel safe, secure, happy, and respected. We believe that all students have the right to learn and all teachers have the right to teach.

Board Regulation 5600 Code of Conduct is located on the district website. The regulation defines the behavioral expectations held for each student attending the Bloomsbury School District and is reviewed annually by the School Advisory Committee and the Board of Education. The expectations have been developed through dialogue with parents, teachers, and students. The Code of Conduct provides the objectives/rules for the school, the classroom, the cafeteria, recess and the bus and includes rewards, supports, and consequences for students. The expectations are founded in the concept of respect for self and others. The effectiveness of the Code of Conduct is directly related to the support and cooperation of the parents. In situations where disciplinary action is taken, parental support, including attending scheduled meetings, picking up students from detention, etc., is anticipated. This support enables us to work more directly with the student in the school environment. The absence of this support may necessitate the suspension of the student from school.

ZERO TOLERANCE POLICY

In accordance with state law (Chapter 94 PL 1992), the Bloomsbury Board of Education has adopted a "Zero Tolerance Policy" [5611] 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.

COMPUTER AND INTERNET USE POLICY

Students **will not** be allowed to use the computer network and the Internet without a signed consent form filed in the main office. Consent forms must be signed by the student, and parent/guardian. Please refer to Board Policy 2361 Acceptable Use of Computer Networks/Computers and Resources located on the district website.

CLUBS

{Changes to this section of the handbook may arise during the 2021-2022 school year due to the ongoing Covid-19 pandemic. Please refer to the Safe Start Opening plan for additional information.}

A variety of after school clubs are offered throughout the year. Clubs provide after school opportunities for students to explore additional interests. Times will be determined once the school year begins. Parents/Guardians and students will receive club information via the virtual backpack, including the clubs offered and if there is an associated fee. A list of our clubs is also provided on our school website for parents to view. Parents are responsible for transportation from school to home following club participation. As a reminder, the school nurse is not on duty during after school clubs. In addition, parents are required to provide all appropriate medical documentation and medications in order to provide for health and safety of the pupil during the time the pupil is attending extracurricular activities, as per school policy. Please note, any student placed on Academic Probation will not be allowed to participate in extracurricular activities.

DEPARTMENT OF CHILD PROTECTION AND PERMANENCY (DCP&P) REPORTING REQUIREMENTS

N.J.A.C. 9:6-8.10 places the responsibility of reporting suspected cases of child abuse or neglect on district faculty and staff. As such, district personnel will contact DCP&P to report suspected cases of abuse or neglect.

Any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report the same immediately to the Department of Child Protection and Permanency by telephone or otherwise. Such reports, where possible, shall contain the names and addresses of the child and his/her parent, guardian, or other person having custody and control of the child and, if known, the child's age, the nature and possible extent of the child's injuries, abuse or maltreatment, including any evidence of previous injuries, abuse or maltreatment, and any other information that the person believes may be helpful with respect to the child abuse and the identity of the perpetrator.

DRESS CODE

{Changes to this section of the handbook may arise during the 2021-2022 school year due to the ongoing Covid-19 pandemic. Please refer to the Safe Start Opening plan for additional information.}

School Dress Code Policy

Parents should 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 and jewelry) shall not create a potential health or safety hazard to the individual or other persons.
b. Students wearing tank tops shall ensure that the straps will be at least three fingers in width.
c. Student dress shall be clean enough so as to be non-offensive to others.
d. Student dress should not be distracting or disrespectful to the individual or to others.
e. Clothing advocating or promoting alcohol, drugs, tobacco, or are sexual or violent (actual or implied) in nature is disruptive and not conducive to the school's environment.
f. General parameters for 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 and/or cleavage-revealing tops are prohibited*
    - *Footwear must allow students to travel freely through the building*
    - *Flip flops and water shoes are prohibited*
    - *Sandals must have a strap around the heel*
    - *Undershirts or other undergarments may not be worn as regular garments and should not be showing*

The administration will ultimately determine the appropriateness of student dress to ensure compliance with the school dress code and policies.

While student dress will be monitored at all grade levels, older students found to be dressed in an unacceptable manner will be provided with the opportunity to call home for other clothing to be brought to school or to wear alternative clothing provided by the school nurse.

ELECTRONIC DEVICES

Students **are not permitted to use personal electronic devices** such as cell phones, iPods, music players, electronic games, Apple watches (or similar devices), etc. during the school day or during school sponsored activities. Electronic devices must be kept in teacher boxes and turned off during the instructional day. They may not be kept in the lockers. Students who need to use the phone during the instructional day may ask a teacher to call from the classroom. If a student has out or uses an electronic device during

the instructional day, it will be confiscated until the parent comes to school to pick it up. The district is not responsible for lost, damaged, or stolen electronic devices or other personal items students choose to bring to school.

EMERGENCY CLOSINGS/DELAYED OPENINGS/EARLY RELEASES

The Administration may be required to close school, delay the opening of school, or release students early in the interest of student safety as a result of extreme weather conditions, the failure of building systems, and/or additional unexpected emergencies. We will notify families using the Blackboard Connect voice blast system, post a notice on Facebook, and announce school closings and delayed openings between 5:45 am and 7:30 pm on the following radio and TV stations:

- ✓ Channel 69 (WFMZ)
- ✓ www.wfmz.com

EMERGENCY RESPONSE PLANS

In conjunction with the District's School Safety Committee and local, county and state agencies, the Bloomsbury School District has developed a response plan to ensure the safety and well-being of our students and staff members. The response plan is based on the understanding that our first goal is to move the students to a place of safety, i.e., in the classroom, outside the school facility, or home. In most situations, our preferred response is to get the students home to their families. Additionally, in light of uncertainties surrounding emergencies, decisions may be made at the time in response to the specific nature and location of the emergency. Responses may also be affected by information and direction received from local, county and state agencies.

All emergency messages will be sent to parents via our Blackboard Connect voice blast, email, SMS message and radio/TV. Emergency Blackboard Connect voice blast messages will be referenced by "This is an emergency message from the Bloomsbury School District."

Any and all visitors are not permitted to enter the building without a scheduled appointment. This includes all parents/guardians, community members, deliveries by vendors, PTO drop-offs, etc. Of course, exceptions will be made for students who need to go home due to illness. If parents need to pick up a child for a doctor's appointment or any other reason, the office is to be notified in writing on or before the specific date. This will be logged as an appointment with the District, and the parent will then have access to the building. All visitors are required to go directly to the office to be signed in by the school secretary regardless of the reason for the visit. If students have forgotten lunches, textbooks, binders, etc. at home, parents will place them in the bin located outside the main doors of the building. Parents will ring the buzzer to let Ms. Hutchison know they are placing something in the bin.

FIELD TRIPS

{Changes to this section of the handbook may arise during the 2021-2022 school year due to the ongoing Covid-19 pandemic. Please refer to the Safe Start Opening plan for additional information.}

Field trips, which are an integral part of the instructional program, are scheduled by classroom teachers to ensure compliance with district and state curricular standards. Teachers will contact parents/guardians to chaperone field trips as needed. Chaperones are asked to cover the cost of admission.

Chaperones must follow the guidelines outlined below:

- Be with assigned students at all times
- Sit in the designated seat on the bus
- Will not purchase food, snacks or souvenirs for students or self outside of the designated time
- Call attendance by name (not a head count) of assigned students when arriving, during, and leaving a destination
- Follow instructions given by teachers in charge

- Make sure that the assigned group and chaperone remain in assigned seats and/or activity
- Notify the teacher in charge if any problems/questions arise
- Actively supervise assigned students during transportation to and from destination
- Wear seat belts on bus
- Accompany students back to school for sign-out (students may not be taken directly from field trip locations)
- Will not partake in or allow students to partake in activities that violate school policies

Chaperones who do not adhere to any/all of these guidelines will not be permitted to chaperone future BSD trips.

FORBIDDEN ITEMS

Students may not possess items or substances that are disruptive to the learning environment in school or on the bus. These items include, but are not limited to, electronic devices, water pistols, sling shots, sharp objects, trading cards, laser pointers, handheld games, etc. Additionally, possession of anything deemed a weapon, tobacco product, drug, alcohol or any sexually explicit materials will result in parental contact, confiscation, police notification, and disciplinary action.

GUM

Gum chewing is prohibited in school. Students found chewing gum will be asked to dispose of it.

HEALTH SERVICES

{Changes to this section of the handbook may arise during the 2021-2022 school year due to the ongoing Covid-19 pandemic. Please refer to the Safe Start Opening plan for additional information.}

Our certified school nurse, Mrs. Katie Scuderi, is available to conduct health screenings, administer medication as permitted, plan and teach health programs, record health and accident information, and monitor the health and well-being of school children. It is imperative that the school nurse and parents/guardians work in collaboration to promote the health and safety of our students.

ADMINISTRATION OF MEDICATION

{Changes to this section of the handbook may arise during the 2021-2022 school year due to the ongoing Covid-19 pandemic. Please refer to the Safe Start Opening plan for additional information.}

The Nursing Practices Act of New Jersey prohibits nurses from giving prescription and/or over-the-counter medication without a doctor's order. Parents/Guardians are required to submit information and medication as indicated below.

Medication Guidelines

- **Doctor's order on file;**
- **Administration of medication form on file with parent signature; AND**
- **Parent/Guardian must deliver medication to the school nurse in the original container.**
- **Students are NOT permitted to deliver medication to the nurse.**

Parents/Guardians must pick up all medication on the last day of school from the school nurse.

Forms are available online at www.bburyes.org under the "School Nurse" tab.

CONTAGIOUS ILLNESS GUIDELINES

{Changes to this section of the handbook may arise during the 2021-2022 school year due to the ongoing Covid-19 pandemic. Please refer to the Safe Start Opening plan for additional information.}

The following guidelines were approved by the school physician with the intent to provide information relative to students' return to school following illness. A note from a medical doctor indicating a child is able to return to school is required in certain situations. The school nurse will notify parents/guardians if such a note is required. **A student must be fever free for 48 hours without the use of fever-reducing medicines.**

- **Chicken Pox** – Students must be fever free (<100˚) for 48 hours and blisters must be crusted over
- **Common Cold** – Students must be fever free (<100˚) for 48 hours and be able to function in the classroom
- **Diarrhea** – Students must be fever free (<100˚) for 48 hours and stools must be normalized for at least 48 hours
- **Fever** – Students must be fever free (<100˚) for 48 hours without fever-reducing medicines
- **Coxsackie Virus (a.k.a. Hand, Foot, and Mouth Disease)** – Students must be fever free (<100) for 48 hours and sores must be crusted over
- **Impetigo** – 24 hours after the start of treatment and effected area must be covered
- **Conjunctivitis (a.k.a. Pink Eye)** – 24 hours after the start of eye drop treatment
- **Ringworm** – After the start of treatment and lesions must be covered
- **Scabies** – 24 hours after the start of treatment
- **Strep Throat** – 24 hours after the start of treatment
- **Influenza** - 48 hours after symptoms resolve
- **Vomiting due to contagious illnesses such as stomach virus -** 48 hours without vomiting

EMERGENCY INFORMATION

Each year parents are required to complete the school emergency form, health record update, and over the counter medication release. For students requiring Asthma medication and/or Epi-pen, parents should complete and return the applicable forms located on our district website at www.bburyes.org.

FOOD ALLERGIES

Since students with food allergies do not have to eat a food product to have an allergic reaction, it is imperative that faculty members, staff members, and parents comply with district food allergy guidelines. Life threatening reactions can also occur from smelling or inadvertently touching an item which was touched by another student who has consumed an allergic food. To prevent the accidental contact with allergic products in the classrooms, the following food allergy guidelines will be followed.

Food Allergy Guidelines

1. ***Party food items must be purchased from the cafeteria or store bought, provided in the original container, and include a list of ingredients. All other items will be returned to parents. Food items, for which sugar is the first ingredient or second ingredient following water, may not be served at parties.***
2. ***If room parents provide goodie bags after a class party, it may not contain any food. Only non-edible items are permitted.***
3. ***All outside items for parties must be given to and approved by the school nurse, Mrs. Scuderi, no later than one week before the intended party. No exceptions will be made.***
4. ***Party foods containing allergens will be returned to parents.***
5. ***The School Nurse will determine whether an allergy free area will be maintained in each classroom during parties.***
6. ***Teachers are required to notify parents with students who have allergies when parties will occur so parents can check ingredients with the School Nurse or provide a separate food.***
7. ***The school nurse will notify teachers and send home letters in the beginning of the school year identifying allergens in each classroom.***

Latex Allergies: Latex balloons and water filled latex balloons are not permitted during parties.

PHYSICAL EXAMS

Physical examinations are mandated by the State of New Jersey upon enrolling your child into school, entering Pre-K, K, as well as any other grade from an out-of-state school. It is also very important to have additional check-ups during each developmental stage your child goes through, such as:

- Early childhood (preschool-grade 3)
- Pre-adolescence (grades 4-6)
- Adolescence (grades 7-12)

YEARLY SCREENINGS – STATE MANDATED

Students in prekindergarten through Grade 8 undergo annual state height and weight screenings conducted by school nurses. In addition to height and weight, school nurses conduct additional screenings as indicated below:

Preschool & Kindergarten	vision, hearing, blood pressure
Grades 1 & 3	hearing, blood pressure
Grade 2	vision, hearing, blood pressure
Grade 4	vision, blood pressure
Grade 5	blood pressure, scoliosis
Grade 6	vision, blood pressure
Grade 7	blood pressure, hearing, scoliosis
Grade 8	vision, blood pressure

The Board of Education is required to conduct biennial scoliosis examinations on every pupil between the ages of 10 and 18 in accordance with standards jointly established and promulgated by the Departments of Health and Education. School nurses shall conduct scoliosis examinations and notify parents/guardians of any pupil suspected of having scoliosis. Any pupil shall be exempt from the examination upon receipt of written request from his or her parents/guardian.

INSURANCE

At the beginning of each academic year, parents/guardians are given the opportunity to purchase insurance covering any accidental injury to their children on school property, while traveling to and from school, or while on a school-sponsored trip. Please check the website http://www.bobmccloskey.com/ for more detailed information.

INTERNET USE AND AGREEMENT

When using school computers and the internet, students are expected to be respectful of the rights, ideas, information, and privacy of others. Students are not permitted to send or receive information that can be hurtful or harmful to others. This includes discrimination by race, religion, ethnic origin, sex, and sexual orientation. It is understood that this includes the sending or receiving of sexually explicit material. Personal emails, Facebook, Twitter, Instagram, and any other social media are not to be accessed on school computers or any device at any time during the school day. Students are not permitted to distribute unauthorized copies of copyrighted software.

Students will be issued a school Gmail account to use with their Google Classroom and submitting work to teachers and students in their groups. Students are not permitted to allow other individuals to use their account or passwords for Internet activities and school Gmail accounts.

Inappropriate conduct will be dealt with as deemed necessary by the administration. This may include, but is not restricted to, immediate revocation of Internet and Gmail access rights, detention, suspension and legal prosecution. The administrators of the network are not responsible for any misconduct or harm that students commit. Students are held fully responsible for all actions.

The Bloomsbury School District has taken precautions to restrict access to controversial materials. However, it may be impossible for the Bloomsbury School District to restrict materials acquired on the network. In addition, the Bloomsbury School District does not assume responsibility for the accuracy or quality of information obtained through the Internet.

Parent(s)/guardian(s) are asked to read and discuss the Internet and email guidelines with their children. When parents and students sign the online parent packet, they are releasing the Bloomsbury School District, its officers, employees, agents, servants, and representatives and all organizations and individuals related to the Bloomsbury School District Internet Connection from liability or damage that may result from the child's use of the Internet Connection.

MEMORANDUM OF AGREEMENT WITH LOCAL LAW ENFORCEMENT

The Bloomsbury School District and local state police department have a Memorandum of Agreement stating a mutual commitment to work together for the safety of the community. School officials are obligated to contact local state police when there is evidence that a student poses a safety risk to him/herself or others. Parents will be notified when the state police have been contacted and will be offered the opportunity to be present when their child is questioned, if at all possible. All incidents that are bias related will be reported to the state police.

MONEY AND VALUABLES

Excess money and valuables are discouraged on school property. Parents/Guardians will be notified when money is required for special events. Students are responsible for all personal possessions.

PARENT-TEACHER-STUDENT CONFERENCES

{Changes to this section of the handbook may arise during the 2021-2022 school year due to the ongoing Covid-19 pandemic. Please refer to the Safe Start Opening plan for additional information.}

Parent-teacher-student conferences help to open the lines of communication between school and home. Such conferences share how children are excelling as well as provide specific areas of how to improve a child's academic success. Such conferences are a great way to create bonds between families and teachers, which, in turn, motivate students to not only perform better but to take responsibility for their academic success. It provides ample support from both home and school.

Parent-teacher conferences will be held November 2nd for the 2021-2022 school year. At this time, teachers will give parents and students the first marking period report cards. This will provide the opportunity to discuss strengths, weaknesses, and growth. We strongly encourage parents and students to take part in these conferences. It is crucial for children to see that everyone is completely invested in their education. Students in grades 4-8 will attend conferences with their parents.

Although formal conferences are only held once a year, parents and teachers are also encouraged to contact one another throughout the school year to discuss growth and/or concerns. If a concern regarding your child's schooling should arise, the most expeditious method to resolve such a concern is to contact his or her teacher directly before contacting the Chief School Administrator. Teachers are asked to do the same should they have concerns. Communication between parents and teachers is the first line of response to resolve school-related issues. The Chief School Administrator should be contacted if a concern remains unresolved.

PARENT-TEACHER ORGANIZATION (PTO)

{Changes to this section of the handbook may arise during the 2021-2022 school year due to the ongoing Covid-19 pandemic. Please refer to the Safe Start Opening plan for additional information.}

The PTO is comprised of parents and teachers that seek to provide personal, educational, and cultural enrichment for all students. The PTO acquires the revenue for various assembly programs, field trips, recreational activities, and additional special school needs via fundraisers that are scheduled throughout the school year. Your involvement in the PTO and support of its programs are necessary for the continued success of the organization and the district. Please contact BES PTO President, Jada Decker, at bespto@bburyes.org or visit their website at bloomsburypto.org.

For more information, you may also utilize the "PTO" button on our website (www.bburyes.org) for upcoming events, contacts, and useful forms.

PARTIES

BIRTHDAY PARTIES

In light of past difficulties with students being left out during distribution of birthday party invitations, the following steps must be followed:

- Students must invite **ALL CLASSMATES** or **ALL BOYS** or **ALL GIRLS**
- Students **may not** hand out invitations to students in other classrooms
- Students **may not** hand out invitations during lunch or on the bus
- If a student brings in invitations, they must be handed to the teacher for distribution

Parents may celebrate their child's birthday by sending in a non-edible item such as a small toy, pencil, eraser, book, dollar store item, etc., or a food item may be purchased from the cafeteria.

Parents should notify the teacher of non-edible birthday treats coming into the school at least one week in advance.

CLASS PARTIES

{Changes to this section of the handbook may arise during the 2020-2021 school year due to the Covid-19 pandemic. Please refer to the Restart & Recovery plan for additional information.}

Class parties are scheduled by classroom teachers in collaboration with room parents and are limited to 90 minutes. Room parents identify parents to assist as party helpers for each scheduled party. **Parents may not bring younger siblings to classroom parties**. Questions concerning room parents should be directed to the PTO.

Food Allergy Guidelines

1. ***Party food items must be purchased from the cafeteria or store bought, provided in the original container, and include a list of ingredients. All other items will be returned to parents. Food items, for which sugar is the first ingredient or second ingredient following water, may not be served at parties.***
2. ***If room parents provide goodie bags after a class party, it may not contain any food. Only non-edible items are permitted.***
3. ***All outside items for parties must be given to and approved by the school nurse, Mrs. Scuderi, no later than one week before the intended party. No exceptions will be made.***
4. ***Party foods containing allergens will be returned to parents.***
5. ***The School Nurse will determine whether an allergy free area will be maintained in each classroom during parties.***

Latex balloons are NOT permitted for use during parties, ceremonies etc.

PHOTOGRAPHING AND/OR VIDEOTAPING

{Changes to this section of the handbook may arise during the 2021-2022 school year due to the ongoing Covid-19 pandemic. Please refer to the Safe Start Opening plan for additional information.}

Periodically during the school year, school activities, assembly programs and/or special events are videotaped or photographed for educational or publicity purposes. A reporter from the local newspaper may also be contacted to photograph special events. If you **DO NOT** want your child photographed, please be sure to write a letter stating your wishes and submit to the main office within the first week of school.

Parents/Guardians and any other family members visiting the school for any reason may not take any photos/videos of any kind of the school, classrooms, teachers, faculty, staff, or any other students within the school. They may take photos/videos of their child(ren) only. This is for the safety and security of all.

PHYSICAL EDUCATION/HEALTH

Students will take part in Physical Education during the first and fourth marking periods three times per week and one time per week during the second and third marking periods. During these marking periods, some physical education classes will take place in the Borough Park. Students will walk as a supervised class to the park to complete their physical education activities.

If you do not give permission for your child to attend physical education classes at the Borough Park, please submit a letter stating such to Ms. Hutchison within the first week of school.

Health education will take place twice per week during the second and third marking periods. Both the Physical Education class and the Health class will be taught by Mr. Zachary Moyer.

When a student is unable to participate in physical education, a parental excuse is acceptable but cannot exceed two consecutive calendar days before requiring a doctor's note.

POLICIES

The following school policies can be found on our school website (www.bburyes.org) under the "Parent Involvement" and "Student Resources" tabs. It is necessary for students and parents to read and be aware of the specified policies.

* Policy 2260 Affirmative Action Program for School Practices
* Policy and Regulation 5338 Diabetes Management
* Policy 5200 Attendance
* Policy 5512 Harassment, Intimidation and Bullying (HIB)
* Policy 5530 Substance Abuse
* Policy and Regulation 5600 Pupil Discipline/Code of Conduct
* Policy 5615 Suspected Gang Activity
* Policy 8601 Pupil Supervision After School Dismissal
* Policy 9713 Recruitment by Special Interest Groups

PRESCHOOL

Bloomsbury Elementary School offers a half-day tuition based preschool program for children ages three to five. The three year old program occurs Tuesdays and Thursdays, between the hours of 8:30 am to 12:00 pm. The four and five year old program occurs Monday Through Friday, between the hours of 8:30 am to 12:00 pm.

The Preschool curriculum includes:

- Development of Math and Literacy Skills
- Orton-Gillingham Methodology
- Inquiry-based
- Multi-Sensory Approach
- Focus on Kindergarten Readiness
- 21st Century and Cross-Curricular Infusion
- Strong Emphasis on Social and Emotional Development

Preschool tuition costs are $1700 for the 2 days a week program and $2850 for the 5 days a week program for the 2021-2022 school year. Tuition is due when the initial preschool contract is signed in August. Please contact the school secretary, Mrs. Lisa Hutchison for more information on Preschool registration.

SCHOOL BUILDING AND ENVIRONMENT

ASBESTOS

The Bloomsbury School District has been inspected for asbestos. Although minimal asbestos containing materials are present in the school, it has been determined not to be of danger to the occupants. A management plan, approved by the New Jersey State Department of Health, is on file in the Head Custodian's office and available for review.

INTEGRATED PEST MANAGEMENT (IPM) ANNUAL NOTICE

This notice is distributed to comply with the New Jersey School IPM Act. The Bloomsbury School District has adopted an IPM Policy and has implemented an IPM plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM policy. All schools in New Jersey are required to have an IPM Coordinator to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator in the Bloomsbury Elementary School District is Mr. Duane Morris, Head Custodian (Certified Educational Facilities Manager). The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) of each pesticide product that may be used on school property. The label, the MSDS and the IPM policy are available for review by a parent, guardian, staff member or student attending the school. Also, the IPM Coordinator is available to parents, guardians and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan, the Bloomsbury School District may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, people who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

If you have any questions regarding IPM, please address them to Mr. Duane Morris, IPM Coordinator, Bloomsbury School District, 20 Main Street, Bloomsbury, NJ 08804, (908) 479-4414 x214, dmorris@bburyes.org.

RIGHT TO KNOW

The New Jersey "Worker and Community Right to Know Act" (N.J.S.A. 34:5A-12 et seq.), effective August 28, 1984, establishes a comprehensive system for the disclosure and dissemination of information about hazardous substances in the workplace and the environment. Employers with a Standard Industrial Classification (SIC) code with major group numbers 20-39, 46-49, 51, 75, 76, 80, 82 and all state and local governments are covered by this act.

Pursuant to the Act, the Department of Health has adopted a Workplace Hazardous Substance List (N.J.A.C. 8:59-9), which includes 2051 substances that pose a threat to the health and safety of employees. The Act also required the State Department of Health to develop a Workplace Survey. Employers are required to report on this survey the substances on the Workplace Hazardous Substance list that are present at its facilities.

We have completed a thorough inspection of our grounds and school building and report to you that all hazardous substances present on school property are appropriately labeled and stored in approved containers.

The New Jersey State Department of Health requires that each Board of Education notify parents/guardians of any activity in the school buildings, which would involve the use of a hazardous substance. In order to comply with that requirement in the event that such a situation would exist, the Bloomsbury Board of Education will post such notice on the bulletin board in the front lobby of the school and will also make printed information on the substance in question available to all parents/guardians.

As part of the Right to Know Law, the Board has appointed a custodian of government records. Any request for the access of public records should be made to Mr. Duane Morris, IPM Coordinator, Bloomsbury School District, 20 Main Street, Bloomsbury, NJ 08804, (908) 479-4414 x214, dmorris@bburyes.org..

SCHOOL DAY SCHEDULES

STUDENTS – FULL DAY

Preschool	***8:30 am – 12:00 pm***
Grades K-8	***8:30 am –3:00 pm***

Homeroom	8:30-8:40
Period One	8:40-9:30
Period Two	9:30-10:20
Period Three	10:20-11:10
Period Four	11:10-12:00
Middle School Lunch	12:00-12:30
Primary Lunch	12:35-1:05
Period Five (Overlaps with Primary Lunch)	12:30-1:20
Period Six	1:20-2:10
Period Seven	2:10-3:00

STUDENTS – EARLY RELEASE

Preschool	***8:30 am – 12:00 pm***
Grades K-8	***8:30 am – 12:30 pm***

	No Lunch Served
Homeroom	8:30-8:40
Period One	8:40- 9:13
Period Two	9:13-9:46
Period Three	9:46-10:19
Period Four	10:19-10:52
Period Five	10:52-11:24
Period Six	11:24-11:57
Period Seven	11:57-12:30

STUDENTS – 90 MINUTE DELAYED OPENING

Preschool	***10:00 am – 12:00 pm***
Grades K-8	***10:00 am – 3:00 pm***

Homeroom	10:00-10:10
Period One	10:10-10:46
Period Two	10:46-11:22
Period Three	11:22-11:58
Period Four	11:58-12:34
Middle School Lunch	12:34-1:04
Primary Lunch	1:09-1:39
Period Five (Overlaps with Primary Lunch)	1:04-1:40
Period Six	1:40-2:16
Period Seven	2:16-3:00

SCHOOL FORMS AND CORRESPONENCE

In an effort to help our environment and utilize the technology we have, Bloomsbury School District does not send home paper correspondence with the exception of progress reports, academic probation letters, attendance letters, and report cards. Please utilize our website and the virtual backpack for all necessary information and correspondence.

Please Note: Our website is enabled to provide you with notifications any time something new is added to the virtual backpack. Please visit our website at www.bburyes.org and click on the Virtual Backpack tab where you may sign up to receive such notifications

SEARCH AND SEIZURE

We wish to provide students with a safe environment in which to learn. Toward that end, school administration retains the right to conduct searches of desks, cubbies, lockers, and/or other property, including property owned by students on school grounds. School cubbies and lockers remain the property of the district even when used by students. Inspections and searches may be conducted as often as may be necessary to maintain order and discipline and to protect the safety and well-being of the entire school community.

SUPPORT SERVICES

ENGLISH LANGUAGE LEARNERS (ELL)

Students whose primary language is not English will be provided support during regular school hours.

GIFTED EDUCATION

The Bloomsbury School District Gifted and Talented Program believes that a student is gifted all of the time and not only during times when access to a special program can be acquired. For this reason, the selection criterion is based upon consultation with educational staff members, multiple measures and cognitive evaluations, such as the Kaufman Brief Intelligence Test. Teachers then utilize the Renzulli School wide Enrichment Model to provide enrichment activities for students.

The model fosters a love of learning where a student's interests and abilities may be explored. In order to support this philosophy, classroom teachers work to differentiate instruction according to content, process, and product. Heterogeneous classrooms with clusters of students of like ability permit educational experiences matching each individual's learning needs and style. Our program follows a "push-in" approach where enrichment experiences take place within the general classroom. These experiences may include whole group instruction, small group work, and/or one-on-one conferencing.

Students with demonstrated high ability in mathematics and/or language arts are afforded a gifted and talented program. Gifted students are able to absorb abstract concepts, organize them more effectively, and apply them more appropriately. Utilizing Bloom's Taxonomy as a guide, teachers design lessons that focus on higher level critical thinking skills that include analysis, synthesis and evaluation. Additionally, teachers facilitate instruction encouraging students to "discover" information while completing assignments or projects that go beyond grade level curriculum expectations.

More details regarding this program are available in Policy 2464, Gifted and Talented Pupils on our website. If you have any concerns about the G & T program, first contact the teacher. If there are additional concerns, contact the superintendent.

INTERVENTION AND REFERRAL SERVICE (I&RS) TEAM

The I&RS Team functions under the direction of our Special Education teacher, Ms. Auburn Donaruma and our Child Study Team Coordinator, Mrs. Angela Matus. It is designed to assist students experiencing academic and/or social/emotional difficulty. Parents/Guardians will be notified when their child is referred to I&RS for assistance.

The Intervention and Referral Service team supports and encourages interventions which will bring positive outcomes on behalf of students at Bloomsbury Elementary School. All students can succeed contingent upon interventions which are a part of best practices within the educational domain. The Intervention and Referral Service team is fully committed to supporting teaching staff in this progress.

NEW JERSEY YOUTH HELPLINE

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board.

EVERY STUDENT SUCCEEDS ACT (ESSA formerly NCLB)

The *Elementary and Secondary Education Act* is our country's most important federal education law. On December 10, 2015, this law was reauthorized and is now called the Every Student Succeeds Act (ESSA).

The law requires that all schools receiving Title I funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our school receives Title I funding, and we are happy to share this information with you at your request. We believe that nothing is more important to your child's education at school than having a well-prepared, certified, and qualified teacher. The law requires that all teachers must meet a specific legal definition of certified in order to teach in schools that receive Title I funding. It states that the teacher must have the following:

1. A four-year college degree
2. A regular teaching certificate/license
3. Proof of his/her knowledge in the subject he/she teaches

New Jersey has some of the most qualified teachers in the country and we are extremely proud of the quality of the teaching staff in the Bloomsbury School District. All of our teachers have college degrees and some have advanced degrees. The state of New Jersey has always required a teaching certificate/license for all teachers. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to ensure their teaching skills remain at the highest possible level.

SCHOOL SOCIAL WORKER

The BSD School Social Worker, Mrs. Angela Matus, provides additional support to ensure that each student has a safe, positive, and affirming learning experience. Some of the services provided by the School Psychologist include:

- Individual and Group Counseling. Interpersonal and/or emotional difficulties can often negatively impact a student's ability to succeed at school. In these circumstances, counseling is available as needed. Parents are encouraged to contact the school psychologist when their child has a special need.
- Conflict Resolution Meetings. Student conflict is viewed as learning opportunities for students to acquire the necessary skills to prevent and/or solve future conflict. They, in turn, become role models for their peers.
- Behavioral Intervention Support. Behavioral intervention can be highly effective in modifying student behavior. Guidance is available in the development of intervention plans.
- Character Education & Anti-Aggression Programs. Character Education and Anti-Aggression activities are designed to help students learn and practice positive social skills to interact with one another and with their community, creating an environment that promotes, values, and observes integrity of character.
- Social Work Classes. The Bloomsbury Elementary School offers in-class discussion seminars that are provided up to four times each year on issues such as anger control, conflict resolution, tattling, safety, cheating, stealing, and physical, verbal, and social bullying. Seminars will be scheduled as needed.
- Middle School students are encouraged to call the School Social Worker @479-4414, ext. 219. This number is available via voicemail 24 hours a day for students who are uncomfortable reporting a concern during school hours. Quick, effective, and private responses to these reports empower students to rid their environment of "bully-like" behavior.

SECTION 504 COMMITTEE

Section 504 of the Rehabilitation Act prohibits discrimination against persons with a disability in any program receiving federal funds. The Act defines a person with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- Has a record of such impairment; and/or
- Is regarded as having such an impairment;

The purpose of the 504 Committee is to guarantee that an identified child is receiving an education comparable to that provided to the non-disabled student. The committee will formulate reasonable accommodations outlined in an accommodation plan, and will review this plan annually and tri-annually. The 504 Committee may consist of a member of the administration, a member of the Child Study Team, the school nurse, parent and a teacher.

SPECIAL EDUCATION

In accordance with N.J.A.C. 6A:14, the Bloomsbury School District provides a program of supports and services to those students eligible for special education and related services. The district employs special education teachers, an occupational therapist, a physical therapist, a speech and language specialist, paraprofessionals, a child study team, and a school psychologist. In addition, the district contracts with a board certified behavior analyst and learning disabilities teacher consultant to assist district faculty and staff.

CHILD STUDY TEAM (CST)

The CST consists of a School Social Worker, Mrs. Angela Matus. The School Worker is responsible for the identification, evaluation, and determination of eligibility for students referred for special education and related services. The School Social Worker's case management responsibilities are as follows:

- Coordinate the development, monitoring and evaluation of the effectiveness of the IEP;
- Facilitate communication between home and school; and
- Coordinate the annual review and reevaluation process.

INDIVIDUALIZED EDUCATION PLAN (IEP) TEAM

Required members of the IEP team consist of the CST case manager, parent/guardian, one general education teacher, and one special education teacher. The IEP team is required to review and develop the student's educational program annually. For this reason, it is vitally important that parents/guardians attend IEP meetings as scheduled. The IEP meeting is not meant to be a parent/teacher conference. It is designed to plan your child's program for a one year period. Any questions/concerns regarding your child's academic or functional performance in a given course should be discussed with his or her teacher immediately. Do not wait until the IEP meeting.

VISITORS

{Changes to this section of the handbook may arise during the 2021-2022 school year due to the ongoing Covid-19 pandemic. Please refer to the Safe Start Opening plan for additional information.}

All visitors **must** report to the main office upon entering the building and are required to sign in, present a picture I.D., and obtain a visitor's badge. Visitors are required to wear their badges at all times while in the building. When leaving the building, visitors are required to return their badge or sticker to the main office, sign out, and leave through the front door only.

Any and all visitors are not permitted to enter the building without a scheduled appointment. This includes all parents/guardians, community members, deliveries by vendors, PTO drop-offs, etc. Of course exceptions will be made for students who need to go home due to illness. If parents need to pick up a child for a doctor's appointment or any other reason, the office is to be notified in writing on or before the specific date. This will be logged as an appointment with the District and the parent will then have access to the building. All visitors are required to go directly to the office to be signed in by the school secretary regardless of the reason for the visit. If students have forgotten lunches, textbooks, binders, etc. at home, parents will place them in the bin located outside the main doors of the building. Parents will ring the buzzer to let Ms. Hutchison know they are placing something in the bin.

WATER BOTTLES

Students are encouraged to bring their own water bottles to school to use throughout the day. However, all water bottles **must be** clear in color.

WEBSITE

The district website provides pertinent, school-related information. Our website will be the primary method by which to obtain district and school information. We have included virtual backpacks, policies, news updates, teacher web pages/student wikis, contact information, parent portal access, calendars, Board of Education access, and many other features to provide real time information. Please visit our website at www.bburyes.org. Bloomsbury Elementary School does not send home paper or correspondence with the exception of progress reports, academic probation letters, attendance letters, and report cards. Please utilize our website and the virtual backpack for all necessary information and correspondence.