

2018-2019

WILSON ELEMENTARY SCHOOL

PARENT - STUDENT HANDBOOK

**CARMEN M. DAVIS
PRINCIPAL**

**65 DANE STREET
SAYREVILLE
NEW JERSEY 08872**

**MAIN OFFICE (732) 525 – 5240
SCHOOL NURSE (732) 525 – 5237**

WILSON ELEMENTARY SCHOOL
2018-2019
WELCOME PARENTS AND STUDENTS

We are pleased to welcome you to Wilson Elementary School. The facility and its programs are designed to meet the needs of kindergarten through third grade students. Our school community has been selected to guide the academic, social, and emotional growth of your child. We are committed to helping students have a wonderful learning and social experience. We encourage parents to participate in all aspects of school life. Please feel free to contact our guidance counselor, social worker, teachers, and school administration to assist you in meeting the individual needs of your child.

Students, as you grow in your ability to make constructive decisions and solve problems, you will be encouraged by your teachers, support staff members, and the administration to attain the best education possible. The success you attain during this school year will be directly related to the effort you put forth. A comprehensive explanation of the district’s core ethical values can be found in the **Sayreville School District Code of Student Conduct** which is posted on the district website.

Parents and students are required to read this handbook and refer to it prior to calling the school.

***Please note that this handbook is subject to change and the most current copy can be found on the school’s website: <https://wilson.sayrevillek12.net>**

GENERAL SCHOOL INFORMATION

ELEMENTARY SCHOOL TELEPHONE NUMBER..... 732 – 525 – 5240
Guidance Extension732 – 525 – 5240 then press 5
Nurse732 – 525 – 5237
School Website.....<https://wilson.sayrevillek12.net>
District Website.....www.sayrevillek12.net

ABSENCE

Every pupil absence must be verified by a note from a parent or guardian. This note should be presented to his/her homeroom teacher upon return.

After a child has been absent for three or more consecutive days, a doctor’s note (certificate) may be required before the child is readmitted to school. In the event of three or more absences, make-up work will be provided. If a child is absent for more than three consecutive days because of an illness, parents may contact the teacher or send a note with another child requesting make-up work. The work will be collected and ready for parents or another child to pick up in the main office. Absences from school amounting to greater than five non-sequential days require a meeting with administration and an action plan to be implemented.

Please note that a child absent for less than three consecutive days will be given make-up work upon returning to school. A student who is absent from school during the day cannot attend after school programs or activities on that day.

PARENTS ARE ALSO REQUIRED TO CALL THE ATTENDANCE LINE AT 732 – 525 – 5237 TO INFORM THE SCHOOL OF THEIR CHILD’S ABSENCE.

ACCIDENTS

Students should report all accidents, minor and major, to the teacher in charge. If a teacher is not present, the student must report the accident immediately to the nurse or an administrator.

ARRIVAL

Students are not permitted to be dropped off and/or arrive on school property earlier than 8:50 a.m. When dropping off children in the morning, parents must follow the directions of the teachers on duty in the driveway. Always give the school buses the right of way.

Please find additional information under **STUDENT ARRIVAL AND DISMISSAL**

Lateness: Students arriving **after 9:05 am** (or after 10:35 am on a delayed opening) **must be** signed in by a parent/guardian. For their safety, students are **not** allowed to sign themselves in. Late students must then proceed to the class period in progress with a late pass. No students will be admitted to class without obtaining a late pass.

ATTENDANCE INFORMATION

Under the New Jersey Administrative Code (6:8-4, 2), Boards of Education shall establish pupil requirements for the minimum number of days in attendance in order to receive a passing grade in a subject. Sayreville Board of Education Policy #515, Promotion and Retention directs that parents of pupils who have been in attendance **fewer than 162 days** during the school year be notified of **possible retention**. These regulations recognize that the learning experience which takes place in the classroom environment is an essential part of the student's responsibility and to realize that time lost from class in terms of educational opportunity is irretrievable. Students with excessive absences over a period of time may be required to attend an administrative meeting with their parents to develop a corrective action plan.

It is recognized that there are unavoidable circumstances, which may prevent a student from attending school; however, all of the work missed must be made up at the initiative of the student within **two days** of each missed class period.

A student who is absent is **required** to present to the homeroom teacher a written excuse **upon returning** to school. The excuse must be dated, must give the reason for the absence, and must be signed by a parent or legal guardian. Extended and/or frequent absences require a note from a doctor.

PARENTS ARE ALSO REQUIRED TO CALL THE ATTENDANCE LINE AT 732-525-5237 TO INFORM THE SCHOOL OF THEIR CHILD'S ABSENCE. Parents will also receive an automated confirmation call at home when their child is not present in school. Please ensure that all phone numbers on record are current.

BACK TO SCHOOL NIGHT

This evening will give parents/guardians the opportunity to follow their child's daily schedule. The schedule is designed so that you have the opportunity to meet all of your child's teachers which include specials teachers. This evening will not only provide parents with an opportunity to meet the teachers and see the school, but it will also be an evening to hear from the PTO which sponsors many exciting and interesting educational programs for the students at Wilson Elementary School.

BIRTHDAYS AND OTHER CELEBRATIONS

Food treats of any kind cannot be sent in or served to students due to dietary, religious, and health concerns. That said, if you feel like you would like the entire class to indulge in a special treat, an excellent alternative to food would be stickers, pencils, or erasers.

CAFETERIA

Students are required to eat lunch in the school cafeteria. Hot and cold lunches, milk, and drinks are available for purchase. If your child is buying lunch, please send him/her to school with the smallest amount of money possible. This will help prevent a child from losing a large amount of money. It is strongly suggested that parents **pre-pay** their child's lunch. This may be done by sending in a check made payable to the Wilson Elementary School or you can pay on-line at www.myschoolbucks.com. This eliminates having to send money in on a daily basis. Students may bring their own bag lunches. We do not allow glass containers. Soft drinks or water bottles in the hallways are not allowed. If your child forgets his/her lunch, an IOU will be granted. It is expected that payment be made the next school day. Please be conscientious of this, as during the last few days of school, it is necessary that all accounts be paid in full.

While in the cafeteria, students are expected to practice the Wilson Elementary School **Code of Conduct**. When finished eating, students are required to return their trays and leave the tables and eating area clean in consideration of the students who will be eating during the next lunch period.

To provide for a safe cafeteria environment, students must obey the following rules:

- Follow and obey the directions of the teaching staff and cafeteria aides.
- Children are to remain in their assigned areas at all times and in full view of the teachers.
- No food or drink may be shared with other students. Lending money to others is not appropriate.
- No food or drink may be taken out of the cafeteria.
- No name-calling, bad language, or teasing! Treat everyone with respect. Follow the **Code of Conduct**.
- Contact activities of any kind are not permitted. Examples are: tackling, pushing, tripping, or grabbing other students' clothing.
- During inclement weather specific activities are provided for students by the teaching staff. No electronic devices or electronic games are permissible.
- A peanut free table available for students during each lunch period.
- No outside food should be delivered to the school for the students during the course of the school day.

CELL PHONES/ELECTRONIC DEVICES

Students at the Wilson Elementary School are discouraged from bringing cell phones, tablets, and smart watches to school. If, for whatever reason, a parent would like their child to have a cell phone in school the following guidelines must be followed.

1. The cell phone must be turned off during the school day. (8:50AM – 3:20PM). **At no time during the school day, including district transportation to and from school, will phones be used to take pictures or videos of any kind.**
2. **Students should leave their phones in their book bags at all times.** Should a student need to call home, the student will make a request of the teacher to use the classroom telephone.

3. While the administration will make every attempt to locate a lost or missing cell phone, **the parent and student assume all responsibility for the phone**, including, but not limited to, financial obligation that may be incurred from a lost/missing cell phone.
4. Any student using a cell phone during the school day is subject to administrative discipline which includes, but not limited to, confiscation of the cell phone. Please see the full list of disciplinary consequences on the district's website.

Under no circumstances shall a student be permitted to have a walkie-talkie. Any student found having a walkie-talkie in his/her possession will face disciplinary action. No walkie-talkie will be returned to a student. A parent may come in and request the walkie-talkie back from administration.

CHANGE OF STUDENT INFORMATION

Accurate student information is essential; therefore, any change of address or home/work telephone number(s) must be updated promptly in your Parent Portal account.

DAILY OPENING EXERCISES AND ANNOUNCEMENTS

In accordance with State Law NJSA 18A:36-3, pupils in each school in the district on every school day should salute the United States flag with the right hand over the heart, except that pupils who have conscientious scruples against such pledge or salute, shall not be required to render such salute and pledge. Students who refuse to stand for the Flag Salute or the National Anthem to make a political statement or act out of some discernible religious belief are exercising rights of free expression.

Opening exercises will be recited over the loudspeaker by administration and students. Any person not in front of a flag when the opening exercises begin should stand in place, wherever they are, until the Pledge of Allegiance has concluded. Students should listen carefully during the morning announcements for information on upcoming events and activities.

TIME SCHEDULES

Days scheduled for early dismissal are listed on the school calendar.

Early Dismissal Schedule

9:05	9:34	Homeroom
9:35	10:04	1st period
10:05	10:34	2nd period
10:35	11:04	3rd period
11:04	10:33	4th period
11:33	12:02	5th period
12:02	12:31	6th period
12:32	1:01	7th period
1:02	1:31	8th period
1:31	1:35	Homeroom

Delayed Opening

10:35	11:05	Homeroom
11:06	11:36	1st period
11:37	12:07	2nd period
12:08	12:38	3rd period
12:39	1:09	4th period
1:10	1:40	5th period
1:41	2:11	6th period
2:12	2:42	7th period
2:43	3:13	8th period
3:14	3:20	Homeroom

Daily Time Schedule

9:05	9:45	Homeroom
9:46	10:26	1st period
10:27	11:07	2nd period
11:08	11:48	3rd period
11:49	12:29	4th period
12:30	1:10	5th period
1:11	1:51	6th period
1:52	2:32	7th period
2:33	3:13	8th period
3:14	3:20	Homeroom

DRESS CODE

It is our intent to leave students with enough freedom of choice in clothing to allow individual creativity and expression while, at the same time, limiting the scope of acceptable clothing to accomplish the goal of providing an equal educational opportunity for all.

Students and parents need to be aware of the importance of good grooming and its effect upon the learning environment. Good taste is knowing where and when to wear the appropriate clothing and accessories. Since the home provides the funds, guidance, and upkeep of the student's clothing worn in school, it is the responsibility of the parent to see that grooming reflects the modesty and good taste expected in school. The following dress and grooming requirements are to be followed by all students. The administration reserves the right to restrict or prohibit any manner of dress or apparel judged to be inappropriate. Other requirements may be made to avoid disruption of the educational process.

1. Safe footwear shall be worn at all times. No flip – flops or bedroom slippers shall be worn.
2. Halter tops, tube tops, short shorts, muscle shirts, midriff or backless shirts and blouses shall not be worn. Shoulder coverings must be at least two inches in width. No bare skin should be exposed at the waist or abdomen area. Cleavage should not be exposed.
3. Hats or other head coverings shall not be worn in the school building. Exceptions may be made by the Principal for head coverings worn for religious purposes.
4. Intentionally altered clothing or unbuttoned and ill-fitted garments are not acceptable. Ill-fitted garments include, but are not limited to, garments that are too small so as to reflect immodesty or too large so as to appear to be falling off the body. Transparent, mesh, or see-through clothing may not be worn without other appropriate clothing underneath. Ripped jeans are considered inappropriate.
5. Clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, or artwork.
6. The length of skirts/dresses and shorts shall reflect modesty and good taste and be monitored by regulations enforced at each school. If a student's fingertips touch skin when the arms are held straight at sides, then the clothing item is too short and may not be worn.
7. Costumes, sleepwear and/or clothing adornment that create a distraction are not permitted.
8. Shorts/pants must be fitted and cinched so as not to slip.

EMERGENCY CLOSINGS

Children should be instructed prior to an emergency or school closing where to go and what to do in the event that someone is not home. This is particularly true for working parents. Please make necessary arrangements for your children in the event of an emergency early dismissal. Students will be dismissed to go home at 1:35 p.m.

EMERGENCY STUDENT INFORMATION

Accurate student emergency information is essential to help us provide your child with a safe and responsive school environment. Often parents or guardians need to be contacted with regard to schoolwork, student behavior, illness, or emergency situations. **If there are any changes to the emergency contact information, please update your information in the Parent Portal immediately.**

FIRE DRILLS / EMERGENCY MANAGEMENT DRILLS

Fire and emergency management drills are required by law and are an important safety precaution. During a fire drill, it is essential that when the alarm sounds, everyone obeys it promptly, clears the building in **silence** by the assigned route & proceeds to an area of safety. Lines should not cross or stop. If an exit is blocked, students should go to the alternate exit available. Students not in a class should join a classroom that is exiting and report to that teacher. When re-entering the building, talking is not permitted and good order is mandatory. The Wilson Elementary School Code of Conduct should be followed at all times. Students should also follow the directions of the teacher during an emergency management drill.

GUIDANCE COUNSELOR INFORMATION

At the Wilson Elementary School, the guidance counseling program is designed to facilitate and foster a rapport among students, teachers, administration and parents with the goal of student success academically, socially, and emotionally. This is accomplished through regular conferences with parents, teachers, administrators and students, as well as with individual and small group counseling sessions. Proactive classroom lessons also take place with regard to academic, social, and career awareness. The program employs requirements based on the National Standards for School Counseling. If a student is recommended for outside counseling, community resources will be available upon request from the school counselor in order to help facilitate the student's academic, social and emotional growth.

Our counselors have an open door policy for students with permission from their teacher. Students may also participate in counseling groups during their lunch period or throughout the school day. The focus of these groups includes, but is not limited to, conflict resolution, friendship, and study skills. Upon request of the student, the counselor will send home a permission slip to the parents/guardians explaining the school counseling program and will set up times to conduct the sessions with the input of the teachers involved to maximize the learning process.

Parents, teachers, and students alike can request counseling services from Ms. Mahony, Guidance Counselor. Students are encouraged to ask their teacher to come to the Guidance Office when he or she feels they need assistance socially, academically, or personally. In addition, parents are encouraged to contact the Guidance Counselor directly via email or telephone. Typically, the school counselors meet with students to provide encouragement and support for academic and social-personal topics.

The Response to Intervention (RTI) Committee is formed by the administration to help the regular classroom teacher brainstorm additional differentiated techniques and instructional practices that will help their students who are struggling to master the grade level curriculum. Within a multi-tiered system of support, teachers will monitor student behavior and progress in Math and/or Language Arts and provide intervention when necessary. Please see a Guidance Counselor with any academic concerns that you may have to start this process.

HARASSMENT, INTIMIDATION, BULLYING

Wilson Elementary School will conform to the NJ Anti-Bullying Law/Bill of Rights Act, which can be found at: <https://www.state.nj.us/education/students/safety/behavior/hib/>

HEALTH OFFICE – SCHOOL NURSE

The following rules and regulations are to be observed by teachers and students with regard to the health office.

1. Students are not permitted into the health office without a pass from the sending teacher.
2. Students must sign the health office log sheet.
3. Students must take **medicine** in the health office only under the supervision of the school nurse. A doctor's written order is necessary for medication to be administered by the Health Office. Medicines must be sent to the school in the container bearing the pharmacist's label and identifying the substance being administered.

HOMEWORK

Education is a cooperative effort between the home and the school. Teaching strategies designed to meet the goals and objectives of the curriculum become more effective when strong home support is evident. Homework is an important daily part of your child's grade and should be checked by parents whenever given. Parents/guardians are asked to help develop student study skills and work habits. It is the student's responsibility to make up assignments and tests when they are absent. Daily homework assignments will be provided by the teacher.

LIBRARY/MEDIA CENTER

Students are encouraged to use this facility and to observe the library rules. Fines for overdue books must be paid before taking out additional books. Please refer to the library regulations that may be found in the library.

LOST AND FOUND

Report the loss of any valuable article to the main office. All other articles are to be placed in the "Lost and Found" area located outside the auditorium. Any clothing remaining in "Lost and Found" for a period of a month or longer will be donated to charity.

MEDICATION

For the full policy regarding the Administration of Medication see Board of Education Policy #R5141.21 posted on the district website.

The Board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of medication to students during the school day or at a school function or activity shall be governed by board policy and regulations and only when the student's attendance is contingent on such arrangement. The regulations apply to both prescription and nonprescription medicines, including aspirin, hay fever tablets, and cough preparations. All medicines shall be kept by the school nurse, except in specific, required and approved instances of self-medication.

Before any medication may be administered to or by any pupil during school hours, the Board shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, the Board requires the written order of the prescribing physician. All documents shall be kept on file in the office of the school nurse.

Pupil Self-Administration of Medication

Self-administration of medication by a student may only be permitted for asthma, a life-threatening allergic reaction, or potentially life-threatening illnesses. A parent request to allow a student to self-administer medication, during the school day or during a school function or activity, must be made in writing in accordance with the rules for administration as listed in board policy #R5141.21.

Emergency Administration of Epinephrine

The school nurse shall have the primary responsibility for the emergency administration of epinephrine via a pre-filled auto-injector mechanism to students suffering from anaphylaxis. The school nurse may designate, in consultation with the board, employee(s) to administer the epinephrine via a pre-filled auto-injector mechanism when the nurse is not physically present at the scene. Such individuals shall be properly trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health.

Asthma Policy

According to N.J.A.C. 6A:16-2.3 each school in the district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every pupil that is authorized to use asthma medication or a nebulizer must have an asthma treatment plan

prepared by the pupil's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the Department of Education.

PARENT/TEACHER CONFERENCES

Formal conferences are scheduled once each school year. We encourage our parents/guardians to request a conference at any time during the school year when they consider it to be necessary.

PARENT/TEACHER ORGANIZATION

The P.T.O. exists to promote the welfare and education of the children. They sponsor many educational opportunities for the students; they also provide special activities, assembly programs, and gifts for our school. They work with the administration and faculty to enhance the positive atmosphere of the Wilson Elementary School.

The P.T.O. sponsors after school clubs and activities. Sign-up and club information can be found on the WES PTO website. All parents are welcome and encouraged to join.

PASSING IN THE CORRIDORS

Courteous behavior should be practiced in the hallways and on the stairwells. To ensure safety, students are requested to walk to the right, to refrain from shouting and pushing, and to keep in mind that other classes are in session. The Wilson Elementary School **Code of Conduct** should be followed at all times.

PERSONAL PROPERTY

All personal items of financial or sentimental value should remain at home. Items such as, but not limited to, smart watches, iPods/iPads, tablets, cameras, electronic games and devices, and large sums of money should all remain at home. None of these items are permissible for use during the school day, and parents/students assume all responsibility (financial and otherwise) for any items brought to school. Additionally, students shall not lend money to other students.

Students at the Wilson Elementary School are discouraged from bringing cell phones to school (see the "**CELL PHONES/ELECTRONIC DEVICES**") section for more details).

PHYSICAL EDUCATION

Physical education is an important part of a child's school career. Because of the physical nature of the activities done in class it is extremely important that students listen to the teachers and follow directions at all times to prevent injuries from occurring. The following rules must be followed in order to maintain a safe classroom environment for physical education.

1. **Follow the WES Code of Conduct which is posted on the school website.**
2. Dress appropriately for activity.
3. Safe, secure sneakers, tied properly, must be worn to participate. Sneakers must fit completely around the heel and the top of the foot must be covered.
4. Quietly enter the gymnasium and sit in your assigned squad. Line up orderly and exit quietly.
5. Follow all safety rules. **These include general gymnasium rules AND activity-specific rules.**
6. **Candy and gum is NOT** allowed in the gymnasium at any time.
7. Any student not allowed to participate for medical reasons, must bring their doctor's note to the nurse during homeroom. Any long term medical will be given written assignments to earn credit for physical education.
8. Any student not allowed to participate in physical education classes for medical reasons will not be allowed to participate in outdoor recess or Field Day activities. A student **MUST BE** cleared medically for physical education classes in order to participate in outdoor recess or Field Day activities.
9. Homework assignments and quizzes will be given each marking period as per Board of Education policy.

PROMOTION/RETENTION

Students must meet the criteria set forth by the district and defined within Board policy.

REWARD ACTIVITIES

Throughout the year, numerous and varied events, such as, but not limited to, assemblies, parties, and field trips, are scheduled. All students are afforded the opportunity to participate so long as they are behaving appropriately in school. Students may be excluded from participation if they have had 5 administrative detentions or have received one suspension (bus/in-school/or out-of-school suspension) within twenty (20) school days of the event. That determination shall be made by the administration team at Wilson Elementary School. Teachers and/or administration will inform parents prior to the student's exclusion.

In addition, if a student has missed an excessive amount of assignments, an opportunity to make up the work can be provided by the teacher during a reward activity. Teachers will inform parents if their child is missing a reward activity to complete missing assignments.

SAFETY

Anyone visiting the school must enter through the front doors, by receiving permission from the main office. Please be prepared to show a valid picture ID. Any visitor bags are subject to a search by school security personnel. Security cameras are in use in public areas and outside grounds of the building.

According to the Gault decision, the safety of the student outweighs the rights of the student. Children in school may be searched based on individualized reasonable suspicion. Reasonable suspicion is generally defined as when a combination of articulate facts and the person's own experience feels that the degree of intrusion is warranted in terms of all the surrounding circumstances.

SCHOOL CLOSINGS

When it is necessary to close our school due to inclement weather or other emergencies, announcements will be made on Central New Jersey's leading radio stations or the school district website at www.sayrevillek12.net. An automated phone call will also be sent through the district. Please ensure that the school has your most current phone number on file.

Listen To NJ 101.5 FM

Watch News 12 NJ or FIOS 1

Follow us on: Twitter or Facebook

Check the district website at www.sayrevillek12.net

Please do not call NJ 101.5 for information. Please do not call the school or district switchboard operator so that phone lines may be kept open for emergency calls.

STUDENT ACADEMIC REPORTS

Interim Progress Reports

The school recognizes the need for communication with the student and parent. An **INTERIM PROGRESS REPORT** is issued to all students as deemed necessary.

Report Cards

Three (3) times during the school year, students will receive a report card that will indicate their levels of proficiency in each of the academic standards set forth by the school district for their particular grade level. Report cards can viewed on the Parent Portal.

STUDENT ARRIVAL AND DISMISSAL

Arrival:

Parents dropping off students should remain in the drop off lane, in front of the school building and only release children once a teacher is on duty at 8:50 am. Children should exit the vehicle on the right hand side onto the sidewalk. **Under no circumstances are vehicles to park/stand in the bus lanes which are on the blacktop side of the building.** Unless a student is attending the *Springboard* program, no student should be dropped off at the building before 8:50 am. This is to ensure student safety, as teachers are not on duty prior to this time.

Dismissal:

Students will begin dismissal to their buses at 3:20 pm. Students that are walkers will be escorted out of the building by their teachers beginning at 3:20pm. If you wish to change your child's regular dismissal routine, please send a note to your child's teacher. Please do not email dismissal changes to a teacher. In the case of a last minute emergency, please notify the main office via a phone call.

STUDENT EARLY RELEASE FROM SCHOOL

All requests for a student's early release are handled through the Main Office. Please send the official "**Early Pick-Up Form**" not available on the school website, to your child's homeroom teacher indicating what time the child will be picked up if you plan on picking up your child from school before 3:20 pm. This will help the teacher have your child ready to be dismissed from the main office at the time specified on the notice. It is the policy of the Board of Education that a permanent record book is kept of all Wilson Elementary School students leaving school before the scheduled dismissal time. The authorized adult must present ID and write-in the time of pick-up, reason, and sign the record book. **A child will be released only to someone as an emergency contact.** Please make certain that all information is correct. All students must be met in the Office by the adult assuming responsibility.

A student must be present for four (4) hours exclusive of his/her lunch period in order to be recorded present for the day in the school register. Please note that if a student arrives at school after 10:35 am or leaves school prior to 1:35 pm on a full school day, he/she will be marked absent. Additionally, if a student arrives late or leaves early during an early dismissal or delayed opening day, the student will be marked absent.

Parents/guardians must go to the office to sign out their child even if their child is en route to their bus. No child will be permitted to leave the bus line unless they were properly signed out.

TEXTBOOKS

Textbooks are issued to every student. There is no initial fee, but students are responsible for any damage or loss of the book assigned to them. Each book will have an assigned number and the student is responsible for that book at the end of the year. No other book will be accepted from the student.

TRANSPORTATION/BUS SAFETY

Bus safety is vital to your child's well-being and requires the cooperation of the student and parents, as well as school personnel. The school bus driver shall be in authority with regard to pupil behavior and conduct in or about the vehicle. Students who are disruptive and who violate bus safety rules will be subject to the school's regular disciplinary policy. Students are expected to follow the Wilson Elementary School **Code of Conduct**. Students are permitted to ride only their assigned bus to and from school. Please review "School Bus Safety" found in the District's "Our Schools Information Guide." The following safety rules are in effect on every bus:

1. Remain in your seat, facing forward.
2. Seatbelts must be worn snugly across the lap at all times.
3. Keep all parts of your body and all objects in the bus.
4. No pushing, shoving, or fighting at any time.
5. No eating, drinking, or spitting.
6. Speak in a low voice at all times. No shouting. No inappropriate language.

In cases of repeated and/or continuous misconduct, the offending student may be excluded from the school bus. Appropriate disciplinary action in accordance with board policy will be taken. The child's parent/guardian shall provide transportation to and from the school during any period of exclusion. Parents must follow drop-off procedures outlined in the STUDENT ARRIVAL AND DISMISSAL section of this handbook.

Information regarding the transportation of students may be obtained by calling the Transportation Department at 732-525-5200 X1307.

VISITORS

In order to ensure the safety of our students and staff, if you are planning to visit and enter the school, please make an appointment or send us advanced notice, preferably in writing (letter or email). Also, please make sure that you have photo identification, preferably your driver's license. Visitors who do not have an appointment or do not provide advance notice of their visit, as well as those who do not show photo identification to our campus security monitor, will not be allowed to enter the school.

In addition, all visitor bags and purses will be checked by the campus security monitor prior to being allowed in the building. It is recommended that such bags not be brought in to school at all.

WITHDRAWAL OF STUDENTS

When planning to withdraw a student from school, a parent/guardian must schedule an appointment with the main office. The parent must provide all related information necessary. A transfer card will be forwarded to the receiving district.

WEAPONS POLICY

Weapons of any type are strictly prohibited on school premises or at any Board of Education approved activity.

Definition:

For the purposes of this policy, "weapon" is defined as any item:

1. So defined by state statute 2C:39-1
2. Capable of causing harm or bodily injury for which there is no educational or instructional purpose.
3. Observed to have been displayed or used as a weapon.

This definition includes, but is not limit to:

Guns	Mace	Sharp rings and jewelry	Martial arts weapons	Stun guns
Knives	Tear gas	Blackjacks	Brass knuckles	

Penalties

Level 1: There shall be an immediate suspension pending a mandatory expulsion hearing before the Board of Education for any student:

1. Found to be in possession of a gun or knife or who has displayed a gun or knife on school premises or at any Board of Education approved activity.
2. Who has displayed or used as a weapon any item with the intent of threatening or causing bodily injury on school premises or at any Board of Education approved activity.

Level 2: A minimum of 10 days suspension will be required for any student found to be in possession of any weapon not defined under Level 1. In all cases of weapons possession, written notification shall be filed with the Sayreville Police Department. As appropriate, formal police complaints shall be filed.

ADMINISTRATIVE GUIDELINES / INFRACTIONS OF THE CODE OF CONDUCT

Following the **Code of Conduct** is an important part of a student's education at the Wilson Elementary School. Students who infringe upon a school rule or become a disruption are subject to disciplinary consequences to help prevent further occurrences. Any class work missed while a student is in the office will be completed at home. Parents will be notified of any disciplinary consequences via a telephone contact made by an administrator.

Wilson Elementary School Code of Conduct

RESPECT

Treat everyone with kindness, courtesy and respect.

- I understand everyone includes myself, peers, teachers, aides, custodians, bus drivers, and family.
- I will be honest with my words and actions.
- I will listen and follow all directions the first time they are given.

RESPONSIBILITY

Create and maintain a safe learning environment.

- I will keep hands, feet, and objects to myself.
- I will sit appropriately in class.
- I will walk quietly in the hallway and stay to the right when appropriate.
- I will come to class prepared with all homework and necessary materials.

RESOLVE

Resolve problems in an appropriate manner.

- Class Meeting
- Teacher Conference
- Peer Mediation
- Guidance Counselor
- Principal/Vice Principal Conference

DISCIPLINARY CONSEQUENCES

A full, updated list of disciplinary consequences for inappropriate behaviors can be found on the **district's website (Code of Conduct)**. Possible consequences for inappropriate behaviors include administrative detention (during students' lunch period), bus suspension, in-school suspension (ISS), and out-of-school suspension (OSS).

Please note that the consequences listed on the school's website serve only as a guideline and that the Administration reserves the right to interpret and consequence students beyond the score of the Disciplinary Consequences in order to maintain safety, order and discipline of the school.