

John P. Faber School

Dunellen, NJ

2018-2019

Student/Parent Handbook

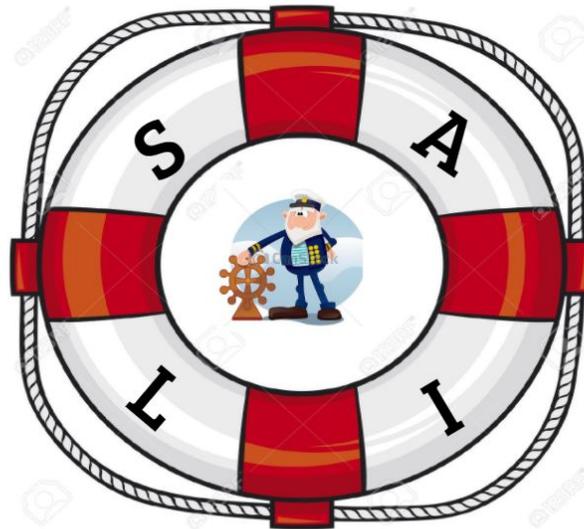
Faber Fleet Sets S.A.I.L.

Show Respect

Act Responsibly

Lead by Example

Include Others



High & Lehigh Streets
Dunellen, NJ 08812
(732) 968-5311

Our Mission

Our mission is to prepare our students to meet the academic, emotional, and social challenges of the future by providing adults and children a safe, caring, and stimulating learning environment where students respect themselves and others, share their talents with the wider community and recognize the need to pursue excellence in every area of their lives.

BOARD OF EDUCATION

President	Mr. Jeffrey M. Portik
Vice President	Mr. George Johnson

BOARD MEMBERS

Mr. Jason Anderson	Dr. Kenneth Sanders
Mrs. Lisa Howard	Mrs. Faith Thompson
Mrs. Barbara McGuane	Mr. Gerard Trotta
Mr. John Paul Osborn	

FABER ADMINISTRATION

Principal	Mr. Gary Lubisco, Jr.
Assistant Principal	Mr. Brendan Tennant

DISTRICT ADMINISTRATION

Superintendent of Schools	Mr. Gene Mosley
School Business Administration	Mr. Brian DeLucia
Director of Curriculum & Instruction	Mrs. Sandy Hoy-Weiberth
Director of Special Services	Ms. Amanda Lamoglia

Student-Parent Handbook

John P. Faber Elementary School

WELCOME MESSAGE

It's time for school! I want to welcome our new and returning students to Faber Elementary School. I hope you are excited and ready for a great year filled with learning and fun! This handbook contains essential information regarding our school and school rules. Please read and discuss with your child.

You can review our web site www.Dunellenschools.org on a regular basis to keep informed on information and upcoming events. Some key areas are:

- Genesis Parent Portal – create an account and access your child's report card and academic progress at any time.
- Faber Backpack – Summer Packets, Supply List by Grade, Monthly Events, Menus and Calendars.
- Faber Home Page – Live Calendar with upcoming events and announcements.
- Honeywell & Genesis emails

As always, please feel free to contact my office with any questions or concerns.

Sincerely,
Gary Lubisco, Jr.
Principal

School Schedules for 2018-2019

Full Day Schedule

<i>Period</i>	<i>Time</i>
Homeroom	8:15 - 8:25
1st Period	8:27 - 9:08
2nd Period	9:10 - 9:51
3rd Period	9:53 - 10:34
4th Period	10:36 - 11:17
5th Period	11:19 - 12:00
6th Period	12:02 - 12:43
7th Period	12:45 - 1:26
8th Period	1:28 - 2:09
9th Period	2:11 - 2:52
Pack Up/Dismissal	2:53 - 3:00

Half Day Schedule (No Lunch)

<i>Period</i>	<i>Time</i>
Homeroom	8:15 - 8:21
1st	8:22 - 8:47
2nd	8:48 - 9:13
3rd	9:14 - 9:39
4th	9:40 - 10:05
5th	10:06 - 10:31
6th	10:32 - 10:57
7th	10:58 - 11:23
8th	11:24 - 11:49
9th	11:50 - 12:18

Pre-School Schedule

Instruction Begins	8:30 a.m.
Dismissal	2:10 p.m.
Half Day Arrival Time	8:30 a.m.
Half Day Dismissal Time	12:00 p.m.
Delayed Opening Arrival	10:30 a.m.
Delayed Opening Dismissal	2:10 p.m.

Full Day Lunch/Recess Schedule

<i>Grade</i>	<i>Time</i>
Pre-K	10:25-10:55
Kindergarten	10:36-11:06
1st Grade	11:08-11:38
2nd Grade	11:41-12:11
3rd Grade	12:13-12:43
4th Grade	12:13-12:43/ 12:56-1:26
5th Grade	12:45-1:15/ 1:05-1:35

Delayed Opening Lunch Schedule (No Recess)

<i>Grade</i>	<i>Time</i>
Pre-K	Period 3
Kindergarten	Period 4
1st Grade	Period 4
2nd Grade	Period 5
3rd Grade	Period 6
4th Grade	Period 7
5th Grade	Period 7

Delayed Opening Schedule

Arrival Times: Staff =10:00 Students =10:15

No Breakfast on Delayed Openings

<i>Period</i>	<i>Time</i>
Homeroom	10:15 - 10:21
1st	10:22 - 10:52
2nd	10:53 - 11:23
3rd	11:24 - 11:54
4th	11:55 - 12:25
5th	12:26 - 12:56
6th	12:57 - 1:27
7th	1:28 - 1:58
8th	1:59 - 2:29
9th	2:30 - 3:00

Faber Fleet Sets S.A.I.L.

A letter from our Principal

Dear Students and Parents,

Welcome to John P. Faber School. Our school is committed to creating a positive learning environment where students are academically and socially successful. As part of our strategic plan, we have implemented Positive Behavior Interventions and Supports (PBIS), a nationally validated framework for creating a positive school climate.

At John P. Faber School we refer to this approach as Faber Fleet Sets Sail. Positive Behavior Interventions and Supports framework is associated with increases in positive student outcomes (e.g., increase in instructional time) and decreases conduct infractions as measured by office conduct referral and suspension data. In New Jersey, consistent high fidelity implementation of PBIS has resulted in average of 21% decrease in referrals to the office for conduct infractions and 30% average decrease in out of school suspensions.

Through a collaborative team process, we have determined that Faber Fleet Sets S.A.I.L is a priority at John P. Faber School and all staff are expected to implement the procedures described in this manual. Only through consistent and genuine implementation of the practices described will we be able to achieve the types of positive outcomes we want to see at our school.

I look forward to our continued collaboration. You are welcome to email me to discuss your suggestions and provide feedback.

Thank you for your commitment to our students and working as part of an educational team to make John P. Faber School the best it can be.

Gary Lubisco, Jr.
Principal
John P. Faber School
lubiscog@dunellenschools.org

Code of Conduct

For learning to take place, a school climate must exist that promotes a commitment to maintain and sustain high educational standards and the development of appropriate attitudes and behaviors. Specific student behaviors and attitudes have a direct and positive effect upon the overall school environment.

It is expected that students will demonstrate respect and show good citizenship for the rights of others. Additionally, students will demonstrate respect for the school building and the school grounds. By doing so, we may provide a safe, caring and stimulating learning environment.

RECOGNIZING OUTSTANDING STUDENT BEHAVIOR

Students who exhibit outstanding, consistent, and positive behavior shall receive recognition. The understanding is that following a proper code of behavior will become its own reward in the future. Our staff believes that recognition of appropriate behavior reinforces a more positive attitude toward responsible behavior.

PBSIS Team

Gary Lubisco	Principal
Brendan Tennant	Assistant Principal
Mary Bolcar	Guidance Counselor
Poppy Elliott	BSI Math K-2
Laura Maiorana	5th Grade
Laurie Mann	4th Grade
Laura Palmer	4th Grade
Alanna Zeller	Resource Room

Faber Fleet Sets S.A.I.L. Student Expectations by Location

Hallway/Staircases	
<i>Keeping our Hallway/ Stairs in order is important so we can have a safe and enjoyable atmosphere for staff and students. We'll learn what we all need to do in the hallway and stairs to ensure that we are showing respect, acting responsibly, including others, and leading by example.</i>	
Examples	Non Examples
<p>In the Hallway/ Stairs expectations we expect students to:</p> <ul style="list-style-type: none"> ● Walk to the right ● Single file in Line ● One step at a time ● Quiet voices ● "My hands, My body" 	<p>In the Hallway/Stairs students do not:</p> <ul style="list-style-type: none"> ● Walk in the middle of the hallways ● Walk side by side ● Jump, run, hop, skip, etc. ● Talk loudly or yell ● Put your hands on other people

Cafeteria	
<i>Keeping our cafeteria a safe and enjoyable experience for staff and students is important. We'll learn what we all need to do in the cafeteria to ensure that we are showing respect, acting responsibly, including others and leading by example.</i>	
Examples	Non Examples
<p>In the cafeteria expectations we expect students to:</p> <ul style="list-style-type: none"> ● Walk in single file to your seat ● Stay in Seat/Wait to be Called ● Quiet on adult's signal ● Use Quiet Voices ● Keep area clean ● "My hands my body" 	<p>In the cafeteria students do not:</p> <ul style="list-style-type: none"> ● Walk or run to your seat out of line ● Get up from seat without permission ● Talk after teacher signal ● Yell or scream to talk to friends ● Leave garbage on the table and floor ● Put your hands on other people

Recess	
<i>Keeping Recess a safe and enjoyable experience for staff and students is a Faber expectation. We'll learn what we all need to do during recess to ensure that we are being respectful, acting responsibly, including others, and leading by example.</i>	
Examples	Non Examples
<p>During Recess expectations we expect students to::</p> <ul style="list-style-type: none"> ● Follow Adult Directions ● Stay in Assigned Areas ● Be a Friend, Include Everyone ● Line Up on Teacher's Signal ● "My Hands My Body" 	<p>During Recess students do not:</p> <ul style="list-style-type: none"> ● Ignore adults ● Leave designated area ● Treat students unkindly by not allowing them to play with you ● Ignore whistle signal

Classroom

Keeping the classroom a safe and enjoyable experience for staff and students is important. We'll learn what we all need to do during class to ensure that we are showing respect, acting responsibly, including others, and leading by example.

Examples	Non Examples
In the classroom expectations we expect students to: <ul style="list-style-type: none">● S.A.I.L. into Class● Follow adult directions● Quiet on Adult's Signal● Use Quiet Voices● "My hands My body"	In the classroom students do not: <ul style="list-style-type: none">● Ignore adult directions● Continue to talk after teacher's signal● Talk loudly/yell● Put your hands on other people

Morning Line-up

Keeping the morning line-ups a safe and enjoyable experience for staff and students is essential. We'll learn what we all need to do during morning line-up to ensure that we are showing respect, acting responsibly, including others, and leading by example.

Examples	Non Examples
During the Morning Line-up expectations we expect students to: <ul style="list-style-type: none">● Stand/Sit in Assigned Line● Listen to Safety Patrol● Use Quiet Voices● "My Hands, My Body"	During Morning Line-up, students do not: <ul style="list-style-type: none">● Run out of line● Ignore safety patrol● Yell and scream● Hit and touch other students

Bathroom

Keeping the bathrooms a safe experience for staff and students is important. We'll learn what we all need to do in the bathroom to ensure that we are showing respect, acting responsibly, including others, and leading by example.

Examples	Non Examples
In the bathroom expectations we expect students to follow: <ul style="list-style-type: none">● Use Quiet Voices● Flush Toilet● Wash Hands● Keep Area Clean● Return to class Quickly and Quietly● "My Hands, My Body"	In the bathroom students do not: <ul style="list-style-type: none">● Scream and yell● Throw things on the floor● Destroy items in bathroom● Take too long● Turn the lights off● Put your hands on other people

PBSIS Recognition System Procedure

<ul style="list-style-type: none"> ● Buoy Bucks 	<p>All students in grades Pre K through 5th grade will be receiving caring coupons from all staff members for modeling positive behavior as highlighted by previously defined expectations.</p>
<ul style="list-style-type: none"> ● Weekly Class Level Drawings 	<p>All Pre K through 5th grade classrooms will conduct a weekly drawing from their classroom coupon bin.</p>
<ul style="list-style-type: none"> ● Monthly Grade Level Drawings 	<p>All Pre K through 5th grade classrooms will participate in the monthly grade level drawing</p>
<ul style="list-style-type: none"> ● End of the Year Drawing 	<p>At the end of each month, all student coupons will be emptied into the yearly bin. A drawing will be held in June and a winner for the entire school will be chosen.</p>

ASSEMBLY PROGRAMS

- Enter the gym quietly in an orderly fashion and remain seated.
- Raise your hand to be excused if necessary.
- Leave the gym quietly and in an orderly fashion by grade level.
- Applaud politely; do not whistle or yell.

FIELD TRIPS

- Follow all safety rules established by both the bus driver and classroom teachers.
- Remain in designated seat.
- Keep noise at a level where it does not interfere with the safe operation of the bus.
- Listen carefully to the directions of all supervising adults.
- Be respectful in the place you are visiting.
- Wear seat-belts when directed.

BICYCLE USE

- **New Jersey state law requires that students under 17 years of age wear helmets.**
- Students must walk their bicycles on school property.
- Students will not cut across grass or school parking lots.
- Hoverboards are NOT allowed on school property.
- Only 3rd, 4th, and 5th grade students ride their bikes to school.
- Students must lock their bicycles in the racks.
- The Dunellen Board of Education is not responsible for damage or theft of bicycles.

PARENT AND GUARDIAN RIGHTS AND RESPONSIBILITIES

- Make every effort to provide for the needs of the children, including the bathing and proper dressing of the children for school and school related-activities.
- Teach and stress the need to pay attention and obey school and classroom rules.
- Ensure that children attend school each day and arrive on time. Report all absences and tardies immediately.
- Encourage development of proper study habits at home and oversee completion of homework and independent reading.

- Keep the school current about changes in home, work, and emergency contact information so that the office can properly respond as needed.
- Become informed about school policies.
- Bring to the attention of the school staff any learning problems or conditions that impact upon the children's ability to learn.
- Discuss learning progress and homework assignments daily with your children.
- Work together with the administration, teachers and staff.

ELECTRONIC DEVICES

Including, but not limited to Tablets, iPods, Cell Phones, smart watches, electronic games, cameras, or any other personal communication device. In addition, earphones, headphones, earbuds, etc., unless used for educational purposes in class.

It is recommended that students do not bring any type of electronic device to school. Dunellen Board of Education assumes no responsibility in any circumstances for the loss, destruction, or theft of any electronic or personal communication devices brought to school at any time or to any extracurricular or after school activity.

If a student brings any of the above listed devices to school, it must remain turned off and in his/her backpack. They will be taken away from those students who do not follow this rule. In these situations, parents will be notified before the phone is returned. Disciplinary measures will be enforced for repeated non-compliance. Students may use their cell phones outside of the school building after dismissal. In the case of an emergency, parents should contact the main office if they need to speak with their child.

DISCIPLINARY ACTIONS

Acts of misconduct are those that interfere with orderly school procedures and the student's learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the administration. Parents will be notified at the appropriate intervals. Penalties for acts of misconduct include the following:

- Warning
- Conference with student
- Alternative seating
- Peer mediation
- Loss of recess or other free-choice activity
- Time out in classroom
- Time out in the administrator's office
- Time out in another classroom
- Lunch or teacher detention
- Conference with parent/guardian, teacher and/or administrator
- Development of an action plan or contract
- Out of school suspension
- Other consequences deemed appropriate by the administration

A student who has been suspended on more than one occasion for major violations, or has had repeated violations resulting in 10 days or more of suspension, will meet with the administration to determine whether child study team evaluation or expulsion proceedings should be recommended.

The school administration reserves the right to discipline, suspend, or expel a pupil for conduct away from school grounds where such action is reasonably necessary for the student's physical or emotional safety and well-being, or for reasons relating to the safety and wellbeing of other students, teachers, or public property.

BULLYING POLICY

Please refer to the BOE policy# 5512 for definitions and procedure of investigation.

The Dunellen Board of Education prohibits acts of harassment, intimidation, and bullying. A safe environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, and bullying are conducts that disrupt both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

In addition, retaliation is an equally prohibitive behavior. Students who choose to retaliate will receive consequences which may range from positive behavioral interventions up to and including suspension or expulsion.

DISCIPLINARY INFRACTIONS AND CONSEQUENCES

The following consequences are the **minimum** for the infraction listed; however, the building principal or designee may enhance the penalty as necessary, in the reasonable exercise of their discretion, to reflect the severity of the offense. In exercising discretion whether to enhance the minimum penalty, the entirety of a student's disciplinary record throughout his or her enrollment in the school system, to the extent relevant to the proper consequence for the infraction at hand, may be considered. With all infractions, the age, intent, and maturity of the students, will also be taken into consideration when determining the appropriate consequence.

To assure effective reinforcement of positive student attitude, behavior and responsibility, parent and school cooperation is essential. Parents are expected to provide support in matters of discipline and should consider a call from the school serious. Usually teacher or administrator contact will be made only after prior attempts to correct the inappropriate conduct have been unsuccessful. When an infraction occurs, the problem will be discussed with the student, by the teacher and/or principal, in a positive atmosphere that enables the student to explain his or her side of the situation. Whenever possible, the discussion will be held in private. An effort will be made to counsel the student as to alternate strategies/behaviors that could have been used in this situation.

ALL DISCIPLINARY ACTIONS ARE SUBJECT TO ADMINISTRATIVE DISCRETION.

OFFENSE	1ST	2ND	3RD
Assault on a school staff member: Any intentional crime of violence against another person	<ul style="list-style-type: none">- Parent notification- Police Notification- Suspension- Other consequences deemed appropriate by school administration	<ul style="list-style-type: none">- Parent notification- Police Notification- Suspension- Other consequences deemed appropriate by school administration	<ul style="list-style-type: none">- Parent notification- Police notification- Other consequences deemed appropriate by school administration
Bullying, Harassment & Intimidation/Hazing: As defined by BOE Policy #5512	<ul style="list-style-type: none">- Parent notification- Counseling- Loss of Privileges- Investigation- Possible suspension	<ul style="list-style-type: none">- Parent notification- Counseling- Possible suspension	<ul style="list-style-type: none">- Parent notification- Short-term suspension- Possible School Transfer- Other consequences deemed appropriate by school administration
Cheating: Lying, deceiving, fraud, trickery, imposture or imposition to create an unfair advantage in one's own interest and often at the expense of others	<ul style="list-style-type: none">- Parent notification- Detention- Possible suspension- Loss of academic credit	<ul style="list-style-type: none">- Parent notification- Detention- Possible suspension- Loss of academic credit	<ul style="list-style-type: none">- Parent notification- Long-term suspension- Loss of academic credit- Other consequences deemed appropriate by school administration

<p>Disorderly Conduct/Disruption of School: Any act or behavior that disrupts the orderly conduct of the school function, learning environment, poses a threat to the health, safety and/or welfare of students, staff or others</p>	<ul style="list-style-type: none"> - Parent notification - Lunch detention - Meeting with counselor - Possible suspension 	<ul style="list-style-type: none"> - Parent notification - Possible suspension 	<ul style="list-style-type: none"> - Parent notification - Long-term suspension - Possible expulsion - Other consequences deemed appropriate by school administration
<p>Electronic Devices: Open display or use of any electronic device not sanctioned by the school district</p>	<ul style="list-style-type: none"> - Parent notification - Item confiscated and returned at the end of the day 	<ul style="list-style-type: none"> - Parent notification - Item confiscated and returned at the end of the day - Lunch Detention 	<ul style="list-style-type: none"> - Parent notification - Item confiscated & parent must pick-up device - Possible suspension - Other consequences deemed appropriate by school administration
<p>Fighting: Initiating or responding to physical confrontation</p>	<ul style="list-style-type: none"> - Parent notification - Detention - Possible suspension 	<ul style="list-style-type: none"> - Parent notification - Possible suspension 	<ul style="list-style-type: none"> - Parent notification - Long-term suspension - Other consequences deemed appropriate by school administration
<p>Food Fighting: Inappropriate handling of food anywhere on school grounds</p>	<ul style="list-style-type: none"> - Parent notification - Detention 	<ul style="list-style-type: none"> - Parent notification - Possible suspension 	<ul style="list-style-type: none"> - Parent notification - Possible suspension - Other consequences deemed appropriate by school administration
<p>Inappropriate Behavior: Actions that interfere with the educational process inside or outside of school.</p>	<ul style="list-style-type: none"> - Parent notification - Lunch detention - Meeting with counselor 	<ul style="list-style-type: none"> - Parent notification - Possible suspension 	<ul style="list-style-type: none"> - Parent notification - Possible suspension - Possible expulsion - Other consequences deemed appropriate by school administration
<p>Profanity/Inappropriate Language: Use of obscene language, gesturing, profanity, suggestive comments, either written or verbal</p>	<ul style="list-style-type: none"> - Parent notification - Possible suspension 	<ul style="list-style-type: none"> - Parent notification - Lunch detention - Possible suspension 	<ul style="list-style-type: none"> - Parent notification - Possible suspension - Other consequences deemed appropriate by school administration
<p>Snowball Fighting: Throwing of snowballs anywhere on school grounds</p>	<ul style="list-style-type: none"> - Parent notification - Lunch detention 	<ul style="list-style-type: none"> - Parent notification - Lunch detention 	<ul style="list-style-type: none"> - Parent notification - Possible suspension - Other consequences deemed appropriate by school administration
<p>Terrorist Threats: Criminal threat to commit one of the following offenses: homicide, assault, sexual assault, robbery, kidnapping or arson with the purpose of placing others in imminent</p>	<ul style="list-style-type: none"> - Parent notification - Possible suspension - Police complaint - Possible prosecution 	<ul style="list-style-type: none"> - Parent notification - Police notification - 45 day interim placement out of district - Possible expulsion 	<ul style="list-style-type: none"> - Parent notification - Police notification - 45 day interim placement out of district - Possible expulsion - Other consequences deemed appropriate by school administration

fear (The age & maturity of the child should be taken into consideration)			
Theft: Unauthorized taking of another's belongings or school property	- Parent notification - Detention - Possible suspension	- Parent notification - Possible suspension	- Parent notification - Long-term suspension - Police complaint - Other consequences deemed appropriate by school administration
Vandalism: Deliberately damaging or defacing of school property or any individual's property	- Parent notification - Detention - Possible suspension	- Parent notification - Possible suspension	- Parent notification - Possible suspension - Other consequences deemed appropriate by school administration
Weapons and Dangerous Instruments: Criminal possession or transmitting of any kind of weapon on school grounds. (See page 13.) BOE Policy 5131 & 5131.7	- Parent notification - Suspension - Police notification	- Parent notification - Police notification - 45 day interim placement out of district - Possible expulsion	- Parent notification - Police notification - 45 day interim placement out of district - Possible expulsion - Other consequences deemed appropriate by school administration

II. Attendance Policy

ATTENDANCE POLICY AND CONSEQUENCES

All Faber Elementary School students are expected to be in attendance each day. The regular school day begins at 8:15 a.m. and ends at 3:00 p.m. Parents or guardians must report their child's absence through the Parent Portal on Genesis or to the attendance office before 8:30 a.m. at 732-400-5900. Students may not call themselves out of school. If the parent or guardian fails to notify the school, the student may be considered truant.

Per school policy, letters will be sent to parents/guardians via Genesis for any student reaching 5 absences or more. Any student exceeding 18 absences during a single school year will be at risk of becoming ineligible for promotion to the next grade level. Per state policy, all absences are now considered unexcused, with the exception of "Take Your Child to Work Day" and certain religious holidays. We do, however, strongly suggest that parents provide doctors excuse notes, when applicable, so that these situations can be taken into consideration if circumstances dictate.

The Compulsory Education law of the State of New Jersey requires "every parent, guardian or other person having custody and control of a child between the ages of six and 16 years shall cause such child regularly to attend public schools of the district," (N.J.S.A. 18A:38-25). The State of New Jersey has established that "a parent, guardian, or other person having charge and control of a child between the ages of 6 and 16 years, who shall fail to comply with any of the provisions of this article relating to his duties, shall be deemed to be a disorderly person and shall be subject to a fine of not more than \$25.00 for the first offense and not more than \$100.00 for each subsequent offense, in the discretion of the court." (N.J.S.A. 18A:38-31).

For any questions, please review school policy #5200, which is available online at www.dunellenschools.org.

Lateness to School

Students should be in their homeroom seat at 8:15 a.m. If a student arrives to school late, he/she must report to the main office for an admittance slip and sign in with the attendance secretary. Students and parents must recognize that a parental note of explanation does not automatically excuse the lateness. Reasons such as car trouble, personal business, heavy traffic, needed at home, etc., while understandable, are not acceptable excuses, and will be listed as unexcused. If a student's lateness becomes excessive, the situation will be reported to administration for any necessary action. If the student is not in school for more than the required 4 hours, then it will be considered an absence from school.

- 5 lates: Letter posted in Genesis
- 10 lates: Letter posted in Genesis and a call/meeting from the Guidance Counselor
- 15 lates: Letter posted in Genesis and a call/meeting from the Assistant Principal
- 20 lates: Possible court action.

III. School Procedures and Policies

MORNING ARRIVAL PROCEDURES

- Students can begin entering the school through the Primary Door entrance (Door #2) at 8:10 a.m. Students in grades K-2 are expected to form lines by their classrooms. Students in grades 3 -5 will assemble in the All Purpose Room. Students should not arrive before 8:05 a.m. as they will not be permitted entry into the building until that time. For building security, all entrances will remain locked.
- Students arriving 8:14 a.m. or later must enter through the Main Office and obtain a late pass.
- **Preschool-** Enter through the doors near the Teacher's Parking Lot (**8:30 a.m.**)

Students may not arrive before 8:05 a.m. unless attending the Breakfast Program, Before Care Program or other specified before school functions or class. Please see our website for registration information regarding our Before Care Program and/or payments for Breakfast. Supervision of students does not begin until 8:05 a.m. The school cannot and will not accept responsibility for the welfare of students dropped off prior to this time.

When dropping off your child for school, please **drive your car to the furthest point possible along the horseshoe driveway. This includes the exit end of the horseshoe (High St.)**. Parents are requested to stay in their vehicle while staff members and safety patrol officers will greet the students and direct them to their designation locations. This will eliminate a backup of traffic in the street causing students to arrive late for school.

To ensure the safety of all students, please adhere to the following a.m. Drop-Off Safety Rules:

- Parents are to remain in vehicles at all times.
- Parking along the horseshoe for any reason is **NOT** permitted.
- Children should exit the vehicle on the same side as the sidewalk.
- Caution should be used while traveling in a school zone (speed limits must be obeyed).
- Vehicles are to stop at curb side only. Stopping in the middle isle of the horseshoe is a safety hazard.

Walking parents please refrain from lingering in the parking lot/black top or sidewalks as it causes overcrowding in the area.

CAFETERIA PROCEDURES

- Please review the lunch menu at home with your child, as teachers will take lunch count first thing in the morning. **The breakfast/lunch menu can be viewed at www.dunellenschools.nutrislice.com**. If there is a food item that your child cannot have for dietary and/or religious reasons, please put it in writing so that information can be forwarded to the kitchen staff.
- Snacks such as chips, cookies, and ice cream are available for sale each day.
- Students will be escorted to the cafeteria at their designated lunch times by their classroom teachers.
- Each grade will have an assigned section in the cafeteria.
- Once students are seated they they will be called by tables to get their lunch. Students should be getting the

same lunch that they ordered at the beginning of the school day in their homeroom classes.

- Students will be picked up by their classroom teachers at the end of their lunch period.

***Note: There are peanut allergy tables in the lunchroom. Any child with an allergy will be asked to sit at these tables. All other students are permitted to bring lunches of their choice.**

DISMISSAL PROCEDURES

Children can be dismissed in the following ways as described in the paragraphs below:

- 1) Standard Procedure: Students are released to an adult by their teacher or staff member after the teacher or staff member sees the parent or known caretaker.
- 2) Officially Signed Out: Parent/Guardian/Caregiver comes to the Main Office of the school to sign out the student (this will not be permitted after 2:45 p.m.).
- 3) Dismissed to Footprints or Aftercare (located in the AP Room).

- A dismissal form will be provided for each child. **Students will only be dismissed according to the information on the form. Any changes must be communicated with the child's teacher and school office in writing.**
- Students should walk in line to the correct exit location with their teacher. Parents should pick up children at specific locations. Children walking should stay on sidewalks and report home.
- Students being picked up should walk with their parents to cars. **Note: There is no double-parking on High Street. Please be reminded it is a one-way street.**
- Students are expected to listen to the instructions of teachers and safety patrol. Please know that children are not permitted to play on the playground until after 3:15 p.m. and only when a parent is present.
- **We reserve the right to use the emergency enrollment into the aftercare program for any students who are not picked up on time at dismissal. The fee will be your responsibility and payment should be made directly to after care at the time you pick up your child.**
- Students must have written parental permission to stay after school. Parents must pick up and sign-out such children. When students are picked up, only the parents or adult designated may be permitted to sign out the child. Please realize crossing guards are only on duty until 3:30 p.m.

DRILL REGULATIONS/CONDUCT

Fire Drills

New Jersey schools are required to have at least one fire drill each month. The purpose of fire drills is to practice evacuating the building quickly and safely. No running or talking is permitted during a fire drill.

Other Drills

Emergency drills for various other situations that could occur will take place at least once a month. It is important that these procedures are practiced and understood by children and staff in the event that one of these situations should arise.

- When the fire alarm sounds or an announcement is made via the public address system, pupils will immediately cease all activities and carry out proper drill regulations for that particular room or location.
- Absolute silence must prevail during all drills. It is essential that close attention be given to such announcements and instructions followed explicitly.
- Before students return to the building or resume classwork, a full accounting of everyone, including visitors, will be made by the principal, via the teacher's attendance count and school sign in sheets. Our safety plan is effective and protects all staff.

SCHOOL DELAYED OPENINGS/SCHOOL CLOSINGS

Where to look or listen for:

- The primary notification will come from the District's Honeywell instant alert system. This will be a recorded message from the Superintendent. Please listen carefully to the full message so the correct information is heard.
- You can listen to (WCTC 1450 AM, NJ 101.5 FM or WMGQ 98.3 FM) between 6:30 a.m. – 7:30 a.m.
***Please do not phone the police department.**
- It will be posted immediately on the Dunellen School District Website: www.dunellenschools.org

Delayed Opening Reminders:

- **On delayed openings, children may not be dropped off prior to 10:05 a.m.** The school cannot and will not accept responsibility for the welfare of students dropped off prior to this time. The school day begins at 10:15 a.m. on delayed openings. Breakfast is NOT served on the mornings of delayed openings.

Emergency Closings

If a severe storm or another emergency develops while school is in session, parents will be notified through the District's Honeywell instant alert system. Students will be dismissed when parents or guardians (as listed on the Student Emergency Dismissal Form) arrive to pick up and sign-out their children. No child will be dismissed until this procedure takes place. We ask that parents do not call the school so that phone lines can be used to make notification calls.

PARENT CONFERENCES AND VISITATION PROCEDURE

Parents are encouraged to contact the teachers to discuss any aspect of their child's performance or progress in school. Parents must make an appointment by contacting the teacher by email or phone and indicating in their message to the teacher what they wish to discuss to assist in preparation for the conference. The teacher will confirm conference arrangements. When a parent enters the building they must report to the main office and sign in for a visitor pass. When exiting, they must return to the main office and sign out. Parents are asked not to enter the building with their children and must never approach classrooms or teachers without first reporting to the office.

ENTRY DOOR ACCESS PROTOCOL

- No visitors are to enter the building with students during arrival time. All visitors will need to have an appointment to enter the building. (If you require assistance, please call the Main Office after 8:30 a.m. when the early morning arrival period has ended.)
- When you arrive at the front door, it is expected that all visitors will ring the doorbell and state the purpose of their visit and/or specify with whom they have the appointment.
- If the appointment is verified, the visitor will be buzzed in and must present themselves to the Main Office immediately upon entry.
- Visitors will be required to show photo identification, and sign in to obtain a visitor's pass.
- It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the doorbell/camera system.
- If you must drop off an item for a student (lunch, homework, etc.) you will be directed to deposit the item at the "drop off" site outside of the main entrance. There will also be a lockbox available for any payment you need to make. Entry into the school will not be permitted for this purpose. **Please ensure that each item is marked with student name/teacher name.** School Personnel will ensure that the items get to the student.
- If you are picking up your child early, you must notify the Main Office and Classroom Teacher in writing/email prior to dismissal. If it is an emergency, call the office prior to pick-up to notify the school.
- The Main Office secretaries will be required to call the police and notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening.
- Ultimately, failure to follow these procedures may result in a lockdown for the safety of our students and staff, and the Dunellen Police Department may be notified that an intruder is in the building.

We are saddened by the need to employ this protocol but the safety of our students and staff must remain our priority. Unfortunately, these are the times we are living in, and we are optimistic that our visitors will ultimately recognize our need to be as vigilant as possible.

If you should require clarification regarding the new protocol, please contact us. We will be happy to answer your questions to ensure your full understanding and adherence to our new procedures. With your cooperation, our schools will be more secure for students and staff. Your suggestions are important and always appreciated. Please forward any ideas or suggestions you may have, via written letter, to our Main Office, and they will be directed to our School Safety Committee for review and consideration.

COMMUNICATION

We believe that communication is key in maintain healthy and effective working relationships. In order to do this, we must have your correct and current contact information. Please see the chart below for most common vehicles used for communicating information to the parents. This is why it is imperative that you maintain and update your contact information in Genesis whenever there is a change.

<u>Information</u>	<u>Vehicle</u>
School Notices, Announcements, Letters	Honeywell Instant Alert Phone System Genesis Parent Portal School Website- http://www.dunellenschools.org/dps/Faber
School Attendance	Honeywell Instant Phone Alert System Genesis Parent Portal
Emergency Notices	Honeywell Instant Alert Phone System School/District website
Student Pick Up information and legal restrictions	Genesis Parent Portal Student Emergency Dismissal Form
Student academic progress, weekly assignments, report cards	Genesis Parent Portal

CHANNEL OF COMMUNICATION

Please check the school website for answers to general questions. However, if you can not find what you need on our website, please contact the school secretary in the main office at 732-400-5900.

If a parent or guardian has a question or concern related to your child and his or her educational program, they should feel free to contact the school.

When contacting the school for these issues follow the below protocol:

1. Call or email for an appointment with the teacher in regards to the issue. If not resolved go to the next step.
2. Call or email for an appointment with the Assistant Principal if the issue is at a teacher's level. If not resolved, please go to the next step.
3. Call or email for an appointment with the Principal if the issue is not resolved with the Assistant Principal. If not resolved, please go to the next step.
4. Call for an appointment with the Superintendent of schools.

At each stage when requesting an appointment, please leave your name, phone number, and a short description of the issue prompting your call.

It is district policy that problems be pursued through these channels and that each person will ensure that all previous levels have been contacted.

PARENT VOLUNTEERS

Parents are invited to volunteer in our school. There are different opportunities to volunteer in your child's classroom or for other grade level activities. Parents will be selected by classroom teachers on an as needed basis. While it is not a requirement to be a part of the PTO, we strongly urge all parents to become members. You **must** be a PTO member if you wish to be part of a PTO committee. The PTO website link is located on the school district website.

BICYCLES AND SCOOTERS

Students in grades 3-5 are permitted to ride bikes or scooters to school and are expected to observe the rules of bicycle/scooter safety. Students must WALK their bicycle/scooter when crossing the street. All riders under the age of 17 must wear an approved helmet and only one rider will be allowed on a bicycle/scooter. Students may not ride their bicycles/scooters on school property except to and from the storage racks.

We all share a concern for the children's safety. Please remember that a student who brings a bicycle or scooter to school does so at his/her own risk. Students must have a locking or security device for their bicycles/scooters. The school will not assume responsibility for any loss or damage incurred at school or on the way to or from school.

We require that all bicycle riders/scooter riders receive parental permission. Students will receive a permission slip the first week of school. If you would like your child to ride a bicycle/scooter to school, please complete the slip and return it immediately to the school. Hoverboards are NOT allowed on school property.

FIELD TRIPS

Every attempt will be made to offer yearly off-campus programs and/or enrichment activities to benefit our students at all grade levels. Our PTO plays a major financial role in making these experiences a reality. Trips at each grade level may vary from year to year, and will be directly linked to the New Jersey Common Core Standards and grade level district curriculum.

Any trip in which students leave the school grounds during a school day, no matter how short, requires a signed permission slip from parents. No student will leave without a signed permission slip. When a child goes on a class trip, the child must leave with the class on the bus and return with the class on the bus. Students are required to remain with the group and follow the instructions of teachers and chaperones.

A limited number of parent volunteers are needed for classroom field trips. Chaperones will be selected by the classroom teacher, who may use a lottery process, when there are more parent request than availability. PTO involvement is not required, in order to be a chaperone, however, it is highly recommended that chaperoning a field trip is not your only volunteering experience. Children love seeing their parents involved consistently throughout the year. As a field trip chaperone, it is important that the parent helps the teacher model appropriate behavior, organize and supervise small groups of students. Parent chaperones who have been chosen may not bring siblings on the trip.

If you are not chosen to chaperone, remember there will be other opportunities for you to share in your child's learning experience throughout your child's educational career at Faber School. Please do not ask to be an "unofficial" chaperone as this can cause problems for both the teacher and school. Remember that the field trip is a learning opportunity for the class, not a family outing. If you are a non-chaperoning parent, the best thing you can do is to be an eager listener when your child returns from the trip.

As representatives of the school, students are expected to dress appropriately and conduct themselves properly on field trips. Field trips are viewed as a privilege as well as a valuable learning experience which supports the curriculum. Field trips may be in or out of school. School policies and regulations are enforced on trips. Students displaying any lack of cooperation will be subject to disciplinary action and may forfeit the privilege of taking part in future trips.

LOCKER USAGE

Students in grade 5 will have access to student lockers. Students are reminded that lockers are school property and are on a loan-use basis to students. We acknowledge a student's right to privacy, yet the administration reserves the right to search lockers if conditions warrant search. Faulty lockers are to be reported to the office immediately. No locks of any kind may be used on school lockers.

School lockers are the property of the School District. At no time does the School District relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for reasonable suspicion and without a search warrant. The personal possessions of students

within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of the law or school rules.

ARTICLES WHICH SHOULD NOT COME TO SCHOOL

Students should not bring toys, games, card collections, fidget spinners, etc. to school unless directed to by the classroom teacher for academic purposes or recess. The school will not be responsible for the theft or loss of such objects. Such belongings present a liability issue for our school. It should be understood that no weapons of any kind, real or facsimile, should be brought onto school property.

LOST AND FOUND

All lost articles should be reported to the office and the office will place the items on the table in the main entrance hallway. Students are encouraged to check the table for lost items. All items will be held until the end of each marking period before these items will be disposed of according to district guidelines.

TEXTBOOKS

Textbooks are supplied by the Board of Education. If books are lost or damaged, fines will be imposed. Care of all instructional materials is expected.

FINES

Fines are assessed during the school year for lost or stolen material, failure to return library books, and vandalism. Students will not be allowed to participate in co-curricular activities if they owe fines from the previous year. Fines should be paid during the school year. Access to a student's report card on Genesis will be suspended if these fines are not paid. Unpaid fines will remain on record and will continue through the next grade level/school until satisfied.

SNACKS/FOOD

Gum chewing and candy will not be permitted in school. Soda is also not permitted for lunch or snack. Grades 1-5 will have working snack periods. Please be mindful of what you are packing as a snack for your students as it is only for a brief period of time and children are expected to continue working while eating. Students are also allowed water bottles on their desks throughout the school day.

STUDENT BIRTHDAYS AND CLASSROOM PARTIES

Students may celebrate individual birthdays at school however, **NO FOOD** may be sent to school. Your child's teacher may have a list of special activities that your child may choose from to celebrate his/her birthday. This may include activities such as: having a parent come in to read to the class (during working snack time); selecting a gift from a treasure box; birthday crown or banner displayed.

Student invitations to birthday parties are not permitted to be handed out in school unless your child's entire class is invited. Alternative arrangements should be made for distribution if this is not the case.

Classroom Parties

Part of an elementary school learning environment is taking the time to celebrate learning experiences, traditions, history and culture. Classroom parties are held at various times throughout the school year. Every celebration will not include food, but may be a time when the school and/or grade level comes together to share experiences, information, projects, etc. Classroom parents will be notified in advance for specific requests or needs.

- Halloween Party *
- Winter Holiday Party *
- Valentine's Day Party (goodie bags and valentine's day cards may be distributed)
- 100th Day Celebration (school wide)
- Spring Party *
- End of the Year Party *

Note: The asterisks represent the only parties where food items may be needed. These parties may vary at the different grade levels.

FREE AND REDUCED BREAKFAST AND LUNCH

Applications for Free and Reduced Breakfast/Lunch are completed online. The online application is available on the Dunellen Schools website, under the Faber School tab, under the tab labeled “Cafeteria Services”.

STUDENT BREAKFAST AND LUNCH

Please access the Dunellen Schools website to view details on our student breakfast and lunch programs. Details of times and cost are provided, along with payment options.

BOARD OF EDUCATION POLICIES

Board of Education policy statements regarding students are available for review in the library and on the district website (www.dunellenschools.org).

FREEDOM OF EXPRESSION

Freedom of expression is part of the district’s instructional program; however, it may not be used to disrupt the education process nor interfere with the rights of others. Accordingly, no material may be distributed on school premises prior to being reviewed by the administration. A decision as to the acceptability of the material for distribution will be based on the criteria as stated in the Board of Education policy.

STUDENT DRESS CODE

Dress code is the responsibility of parents and students. However, the school affirms that acceptable standards for students are predicated on decency, neatness, cleanliness and safety. Dress code for school must not distract from nor disrupt the educational process. Clothing must be modest and appropriate for the school setting. Appropriate dress code does not include: any clothing with profanity and/or references to sex, violence, tobacco, alcohol, or drugs. Brief tank tops, spaghetti strap tops, bare midriffs, fishnet tops or any see-through tops, “short” shorts or skirts, cut, torn or tattered clothing, pajamas, chains, sunglasses, hats, gang related attire, beach clothing and beach footwear as well as backless shoes. Footwear is required for school. Students who are inappropriately dressed will be required to change. An Administrator will contact the parent/guardian to bring a change of clothes/shoes to school.

SUBSTANCE ABUSE

It is the policy of the Board of Education to take positive action through education, treatment, evaluation-assessment, discipline, parental involvement and police referral to prevent and intervene in incidents involving the possession, sale, distribution, use and/or abuse of dangerous substances (alcohol, controlled substances).

Suspected use or possession - Students suspected of using, possessing, abusing, or under the influence of dangerous substances will be subject to a complete assessment of his/her physical and/or mental condition.

Testing - The Principal may request of a student’s parent or guardian that an alcohol or drug screening through urinalysis be conducted. The student will be required to remain out of school until a written report of the medical examination is furnished. A student may not return to school until a physician certifies in writing that s/he is physically and mentally able to return.

AFFIRMATIVE ACTION

Equal Opportunity Policies

The Dunellen Public School system affirms its responsibility to ensure all students in Dunellen Public Schools equal educational opportunity, and all employees in Dunellen Public Schools equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, or social economic status.

Affirmative Action Officer

Mr. Brian DeLucia
Business Administrator

Dunellen Board of Education
400 High Street
Dunellen, NJ 08812
(732) 400-5900 ext. 1015

The District's Affirmative Action Plans are on file at the following locations:

Office of the Superintendent of Schools
John P. Faber School
400 High Street
Dunellen, NJ 08812

REGISTRATION

Registration of New Students

Parents who are new to the community and plan to register their children can find the registration application online. The online application is available on the Dunellen Schools website, under News and Announcements, Registrations.

Children who have attended school in another district or state prior to entry will be required to have a transfer card, a report card, and a health report from the previous school and must meet the entrance requirements as set forth by the Dunellen Board of Education.

ENTRANCE REQUIREMENTS

Age

Any child whose fifth birthday falls on or before October 1st may enter kindergarten at the opening of school in September of the same year. Any child whose sixth birthday falls on or before October 1st may enter First Grade at the opening of school in September of the same year.

Immunization

New students must show proof that they have met all applicable immunization requirements.

Note: The only exceptions to the above requirement will be those for religious reasons or those who are medically contraindicated with appropriate documentation.

Doctor's Examination

All students entering Kindergarten must have a current entrance physical examination by a "medical doctor".

Proof of Residency

Documentation indicating proof of Dunellen residency will be required at time of registration. Please contact Eileen @ 732-400-5900 ext. 1010 if you have any further questions.

Transfer Procedures

Parents moving and/or enrolling their child(ren) in another district/school must inform the Faber School Office as soon as possible prior to the transfer. The secretary will facilitate the necessary documentation which will include permission to release school records; a transfer card will be issued along with a copy of the health records to be taken by the parent to the new school.

Access to Records

Parents have the right to review all official records maintained by the school with respect to their child(ren). Requests must be made in writing and submitted to the building principal.

STUDENT EMERGENCY INFORMATION

The Emergency Information is collected online through the Genesis Parent Portal at the beginning of the school year. This must be done immediately with the correct information. Email addresses and phone numbers must be accurate in case parents or guardians must be reached. It is extremely important for your child's welfare that at least

TWO persons be designated as alternates who are available and do not work outside the home. It is important that emergency numbers and emails be kept up to date. The school should be notified immediately of any changes. It is the responsibility of the parent/guardian to make transportation arrangements for a child to be taken home during school hours because of injury or illness. In cases of medical emergencies, the school will call the nearest ambulance service and will make every effort to immediately contact the parent/guardian in order to ensure the necessary care of the student.

SCHOOL INSURANCE

Students can be insured for school time or full-time for a low premium. Parents are encouraged to enroll students in this program if they do not have comparable insurance protection. Please check our website for Student Accident Insurance forms or visit www.BollingerSchools.com.

IV. Elementary Curriculum Overview

INTEGRATED PRE-SCHOOL

The Integrated Preschool program provides an opportunity for a typically developing 4-year old and Special Needs preschool students to be educated together. The typically developing students are chosen by lottery and the Special Needs students are evaluated by the Child Study Team. The program is offered 5 days per week from 8:30 a.m. to 2:10 p.m. The program follows a state approved early childhood curriculum based on the New Jersey Core Curriculum Content Standards for preschool. The goal of the program is to provide a learning environment that meets the social, emotional, physical, cognitive and language needs of all the students.

SPECIAL NEEDS PRE-SCHOOL

The Preschool classroom for children with disabilities offers individualized instruction for students who are classified and receive special education services through their Individual Education Program (IEP). This classroom is geared toward teaching students how to become independent and motivated learners, play appropriately with peers, and use appropriate self-help skills. The students learn appropriate academic skills such as identification of numbers, letters, shapes, colors, and common objects. The students are provided with the necessary support to help them learn effectively in the least restrictive environment. The students also receive assistance with transitioning throughout the day with various activities and instructional staff.

INTEGRATED LANGUAGE ARTS

The reading and integrated language arts program used is McGraw- Hill Wonders. It is designed specifically for the Common Core standards. This program allows students to build a strong reading foundation, access complex text, find and use text evidence, engage in collaborative conversations, and write to sources. Each grade level is provided with leveled readers to help students to work on their own reading levels. This program also provides students with a digital component allowing them access to their books at their homes via computer. Students will be assigned usernames and passwords at the beginning of the year. If there are any issues, please contact your child's homeroom teacher.

WRITER'S WORKSHOP

Writer's Workshop is a writing program that is used to help students foster a love for writing. Students at the different grade levels focus on many genres of writing. Writer's Workshop allows teachers to understand specifically the different needs of students and based upon acquired data, teachers can gear their teaching to those strategies. There are different parts of the writing workshop program. Teachers begin their lessons using a mini-lesson. In this stage, teachers model the focus skill aloud for students using a book that portrays the skill. After teachers model the strategy, they allow students to independently write focusing on writing skills. Teachers use individual conferences and partner work to work with students on particular strategies that may provide difficulty for them. Through this process, children have the opportunity to share and celebrate their writing successes at the end of each unit.

MATHEMATICS

Students in grades K-5 use Pearson, enVisionmath 2.0. This is a math program with many different components. Ongoing diagnosis & intervention and daily data-driven differentiation ensure that enVisionMATH gives every student the opportunity to succeed. Students are expected at their grade levels to demonstrate problem solving as well as the understanding and use of mathematical concepts and calculation skills. Use of hands-on manipulative and digital tools are an integral part of helping students build a strong conceptual approach to math. This program allows that students think critically and writing open-ended responses to acquire grade level skills necessary to succeed. Students are able to access their textbooks and workbooks at home using www.pearsonsuccessnet.com. Students will be assigned user-names and passwords at the beginning of the year. If there are any issues, please contact your child's homeroom teacher.

SOCIAL STUDIES

The social studies program is centered on key themes across the grade levels. Students explore and begin to understand of the concepts of neighborhood, community, state, country, and the world. Grade level proficiencies include citizenship, map and globe reading and interpretation, the appreciation of different cultures, and the meaning of current events.

SCIENCE

The science curriculum develops comprehensive concepts through hands-on activities. Students form understandings and analyze data through a series of experiments and related experiences. They are continually challenged to make sense of acquired knowledge to create new and meaningful ways of representing sophisticated scientific concepts.

ART

The elementary art program offers students the fundamentals of art techniques and vocabulary as the basis of learning different media forms. Art instruction is integrated, whenever possible, with the overall classroom instructional programs. Students are expected to show application of art skills, an appreciation of art, and its history and social significance. Students are expected to develop a sequential body of work and select one art piece to show at the annual Art Festival.

LIBRARY - MEDIA SCIENCE

The librarian/media specialist develops the skills for using resource materials found in the school library-media center. Information searches are conducted and techniques for conducting research are taught. There are two full in-house computer labs that are available throughout the day for classes to use. Children are also provided opportunities to have literature read aloud and enjoy selecting books and materials of interest to them. There is a close alignment of library skills with classroom instruction at each grade level.

MUSIC

Students in grades K-5 are taught general music once a week. In general music, students receive instruction in music reading, vocal production, music history, performance experiences, and cross curricular activities. Third graders receive recorder instruction for the full year. Instrumental music begins in grade 4 for students who choose to play a band instrument. Group instrumental lessons are provided once a week. Both choir and band are available for students in grades 4 and 5. The rehearsals for these groups are held before and after school.

PHYSICAL EDUCATION

The Physical Education program strives to develop positive attitudes and self-image for all students regardless of their abilities. Students learn about healthy lifestyles and the pursuit of lifelong physical activities.

By capitalizing on children's' natural curiosities and their motivation to have fun, a successful learning environment is created. Each day the gymnasium becomes a place for the learner to practice and acquire basic movement skills. This is accomplished by the breakdown of movement into components which include; locomotor, non-locomotor, and manipulative skills.

Emphasis for the early elementary grades focuses on the introduction and then the ultimate acquisition of basic movement skills. This is accomplished through the use of simple games and activities, which are age appropriate. Upper elementary grades focus on the review of acquired skills and the introduction of cooperative activities, modified team games and individual sports and dance.

Physical Education Dress Requirements

In order to cut down on the loss of instruction time and ensure the children's safety, it becomes important that children's sneakers are properly tied. In most cases this means in a double or triple knot so that the laces remain tied throughout the day. Additionally, sneakers should fit snugly supporting the structures of the foot. Sneakers that have elevated soles or heels (fashion sneakers) are not acceptable.

Girls who wear dresses or skirts on P.E. days must have shorts or tights under their dresses or skirts. Children's midriffs should be covered at all times. Clothing should be loose fitting to allow movement. Baggy pants, which fall off the hips and pant hems that fall below the sneaker sole level, are not acceptable. If a student needs to wear footwear other than sneakers to school, they should have sneakers in their backpacks so they change and participate in P.E.

Students who are unprepared more than 3 times a marking period may have their grade lowered. If you have questions or concerns, please check with the P.E. teachers

Physical Education Class Excuses

Students may be medically excused from physical education if a physician's excuse is given to the school nurse.

Physician excuses must conform to the following:

- Written and signed by a physician with dates specified. "Until further notice" is unacceptable.
- Yearly physical education excuses must be renewed at the beginning of each school year.
- Limited physical education activities must be clearly specified.
- Medical clearance to return to physical education classes, before excuse is due to end, must be in writing by the physician giving the exclusion.
- If a student is medically excused from physical education class, s/he may not participate in any interscholastic sport or extracurricular activities until they return to physical education classes.
- A chiropractor's gym excuse is valid for conditions of the muscular-skeletal system only.
- Injuries without a doctor's note that affect Physical Education participation will be evaluated by the school nurse.

HEALTH AND FAMILY LIFE

Homeroom teachers are responsible for the delivery of *The Great Body Shop* health program. Each week children use student pamphlets that cover various age appropriate health topics.

Health teachers and the school nurse are responsible for the Family Life health component for fourth and fifth grades. This unit deals with hygiene, reproduction, and HIV/AIDS. Parents may choose to have their children removed from any or all of the covered topics. It's advisable to dialogue with the health teachers or school nurse so an informed decision can be made.

COMPUTERS

The district has its own wide-area network and each classroom has access to Internet, a wide range of instructional software, and opportunities for students to learn and practice computer technology skills. Interactive whiteboards have been installed in each classroom and teachers are actively using them throughout lessons. Faber School students receive computer literacy instruction once a week from the computer teacher. Students are expected to utilize technology to communicate, collaborate, connect and create. Students participate in different activities based upon grade level. They are expected to understand the components of a computer, technical terminology, and the proper keyboarding technique. They focus on skills like word processing, databases and spreadsheets, multimedia presentations, graphics/desktop publishing, Internet literacy, and understanding social and ethical issues related to the use of technology. Students are expected to practice responsible use of the computer which are listed in the Computer Acceptance Policy form reviewed and signed each year by students and parents.

V. Grading Information

GRADING STANDARDS

Students are assessed and graded for the purpose of:

- Informing teachers of student needs;
- Informing parents and/or legal guardians of the progress children have made in school;
- Informing children of their academic progress; and
- Provide a cumulative record of a pupil's progress through the educational system.

Please refer to policy R 5420, 5440, 2624, R 2624, 5410, and 2622 for more information.

GENESIS and PARENT PORTAL

Genesis is the student information system used to manage student records in our district. Your child's report card can be found through the Genesis Parent Portal. If you have not already done so, you need to create an account:

- Go to the John P. Faber website: <http://www.dunellenschools.org>
- Click on the "Parent Portal" link on the left hand side of the website
- Scroll down and follow the directions under "Genesis Portal Account Creation"
- If you have any problems with the process please email: parentportal@dunellenschools.org

Classroom teachers are expected to update Genesis on a regular basis. Parents will be able to access their child's grades through the use of this database. It is important to check this portal regularly as it is updated weekly and will assist you in obtaining current academic information on your child in a more consistent manner.

CLASS WORK EXPECTATIONS

- Students are responsible for completion of all assignments and submitting them when required.
- Students will have the same number of days they are absent to complete make-up work.
- Recess detentions may be used to complete missing work.

HOMEWORK POLICY

Homework is an integral part of the learning process. It provides additional practice in skills or application of concepts, helps prepare students for subsequent lessons, determines how well students understand skills and concepts, improves independent work habits and study skills, offers enrichment or remedial experiences, and maintains levels of previously learned skills. Homework is vital to academic success, and student achievement as measured by standardized tests, and meeting curriculum objectives and proficiencies required for promotion. Students in grades 3 through 5 are provided with a planner for writing assignments. Students in grades K-5 will maintain a folder to take home papers and return completed assignments.

If children are unable to complete the homework assignment due to a legitimate reason, parents should please send a note to the teacher.

Grade Level Guidelines

- Kindergarten: 10-15 minutes each + 10 minutes of reading - 5 days a week
- Grades 1 and 2: 15-25 minutes each night + 15 minutes of reading - 5 days a week
- Grades 3 and 4: 25-40 minutes each night + 20 minutes of reading - 5 days a week
- Grade 5: 40-60 minutes each night + 30 minutes of reading - 5 days a week

Note: These are estimated time lengths. If a child is investing more time in homework, a parent/teacher conference should be requested.

MISSED WORK DUE TO ABSENCES & HOMEWORK REQUESTS

For long-term illnesses or family emergencies, parents should notify the office twenty-four hours in advance of when the work will be picked up. Pick up should be arranged between 3:00 p.m. and 3:20 p.m. For short-term illnesses, the teacher will provide the student with the missing assignments upon return. Students will receive credit for work completed and turned in according to the stated time lines. The teacher will notify the parents of any

missing assignments; however, your first opportunity to view missing assignments is through Genesis and the class pages. Interim progress reports will be sent to parents indicating the missing homework having an impact upon the grade.

PROMOTION REQUIREMENTS

To be promoted, students must have demonstrated the level of proficiencies required for success in the next grade. Students must have attained the grade level objectives and proficiencies for the current grade and have shown the level of maturation needed for successful learning in order to be promoted to the next grade. Parents will be notified no later than the beginning of the fourth marking period if retention is a possibility.

VI. Student Enrichment and Support Programs

GIFTED AND TALENTED (G&T)

A pull-out program for one period a week is offered to select students in grades one through five who qualify through testing and multiple criteria. Students pursue learning activities that further develop interests and apply previously learned skills. Working individually and in small groups, students explore topics, problems, and develop demonstrations to gain a deeper understanding of concepts and develop their abilities to become sophisticated solvers of problems in the subject areas of Math, Science, Social Studies, and 21st Century Life and Career Skills.

BASIC SKILLS INSTRUCTIONS (BSI)

Students are selected for this academic support program based on teacher ratings, classroom performance, standardized test scores and Dibels assessments. Students who fall below the established levels of proficiency will receive assistance in Literacy and/or Mathematics. In grades Kindergarten through five the assistance is provided in Literacy and Mathematics through push-in programs during the school day as well as occasional small group pull-out for additional needed support.

RESOURCE CENTER AND SPECIAL CLASSES (i.e. self-contained)

Students are placed in either program based on individual needs determined by their Individualized Education Plan (IEP). Some students receive instruction in a small group setting for all or part of the school day while others are provided with supplementary aids and services in the general education classroom.

ENGLISH AS A SECOND LANGUAGE

Students in need of assistance in learning English are provided support through the English as a Second Language (ESL) program. Students in kindergarten through grade five are referred to the ESL teacher for screening by entrance documentation and/or homeroom teachers. Through the screening process, the ESL teacher determines if English language proficiency testing is needed. Students' eligibility for the program is based on the language proficiency test results and the following multiple criteria: standardized test scores, previous academic performance, and teacher input. A daily pullout program for English Language Learners (ELLs) is offered to those students who qualify for assistance. The program focuses on the skills of listening, speaking, reading, and writing through the content areas of Language Arts, Math, Science and Social Studies. The ESL teacher develops grade level and individual goals and objectives for the ELLs and monitors progress with the input of classroom teachers and parents. Students' eligibility in the program is reviewed annually at the end of each school year.

VII. Student Support Services

SCHOOL NURSE

The school nurse is located in the School Nurse's Office. The School Nurse's Office is open every day during school hours and addresses problems related to health or health records. Students becoming ill or injured during the school day must notify their classroom teacher and obtain a pass to go to the Nurse's Office. According to State Regulations, treatment by the School Nurse is limited to first aid care for injuries occurring at school. Injuries incurred other than at school must be cared for at home. The school medical inspector reviews the school's First Aid procedures, which are then reviewed and approved by the Board of Education on an annual basis. Whenever it

is determined that a student's condition warrants leaving school, a parent, guardian, or designated adult will be notified. It is important that emergency numbers and emails be kept up to date. The school should be notified immediately of any changes. It is the responsibility of the parent/guardian to make transportation arrangements for a child to be taken home during school hours because of injury or illness. In cases of medical emergencies, the school will call the nearest ambulance service and will make every effort to immediately contact the parent/guardian in order to ensure the necessary care of the student. The student must report to the Main Office to be signed out of school. If the student should return to school, s/he must report to the Main Office upon return. In the event the nurse is not available or the Nurse's Office is closed, students may report to the Main Office when there is an emergency.

HEALTH OFFICE PRACTICES AND STUDENT ILLNESS:

Student Illness:

- In the event your child becomes ill and is sent home by the school nurse, it is our practice that your child be symptom free (fever, diarrhea, vomiting) and without medication for 24 hours before returning to school.
- If your child is experiencing any of these symptoms the night before or early morning while at home it is strongly recommended that they do not come to school unless they are symptom free without medication for 24 hours.
- If a student is sent home from school by the school nurse due to becoming ill during the school day, they will not be permitted to attend any afternoon/evening function or event occurring at the school (unless cleared by the school nurse and school administrator).
- If a student is sent home from school by the school nurse due to becoming injured during the school day, they may be permitted to attend afternoon/evening functions with documented medical clearance from the physician and approved by the school nurse and school administration.

Attendance policy remains in effect as stated in Section II of the student handbook.

Student Medication:

- **DO NOT SEND MEDICATION TO SCHOOL.** No medication (prescription or over the counter) will be administered during the school day without written authorization from both parent/guardian and private physician. See Administration of Medication section of this handbook for instructions.

SPECIFIC HEALTH AND MEDICAL SERVICES

Our School Nurse is present every day in the School Nurse's Office during school hours. Specific Additional School Health Services are as follows:

- Physical examinations must be done upon entry into the district by student's private health-care practitioner and documented on an approved school district form, signed by the medical provider, and presented to the school nurse. It is strongly recommended that a physical exam be completed on ALL third grade students and submitted to the Health Office.
Please note: Students **will not** be permitted to attend school related activities unless the required forms are submitted and/or on file.
- Screening for visual acuity shall be conducted biennially for students in K through Grade 10.
- Screening for auditory acuity shall be conducted annually for students in K through Grade 3 and in Grades 7 and 11 pursuant to N.J.S.A. 18A: 40-4.
- Heights and weights of all students are taken once a year.
- Blood pressure screenings are done on students in Grades K, 3 and 5.
- Scoliosis screening (examination of the spine) is done biannually for students between ages 10-18, beginning with Grade 5.
- Tuberculin testing: Students in any grade who transfer from another country who have not had a Mantoux Test administered within the last six months **must** be tested. Students transferring from certain areas within New Jersey identified by the NJ Department of Health and Senior Services, or transferring into Grade K-5 from another state, who have not had a Mantoux test done after age 4, must be tested.

- If a child is sent home with an elevated temperature, please re-check the temperature and keep the child home until the temperature is normal for 24 hours without medication.
- A child may be excluded if she/he has a suspicious rash of unknown origin. The child must be checked by the family physician before re-admittance. Students diagnosed with strep throat must have a doctor's note of clearance to return to school. **Note:** Students suspected of having Conjunctivitis (Pink Eye), will be excluded until seen by a physician. The student may return to school 24 hours after the first dose of eye drops has been administered.
- Health records are kept for each child in a locked fireproof cabinet.
- Please note that our staff cooperates with all other agencies, such as, Child Welfare, Division of Youth and Family Services, Probation Department, Prosecutor's Office and other schools when there are appropriate questions about a child's health or welfare.
- Please know that exclusions from school will take place as required to control communicable diseases. Parents will be advised about the length of time required for readmission to school.

HEAD LICE

If "live" lice are found upon examination by our School Nurse a student will immediately be sent home. The student may return to school once a lice treatment has been given at home. The School Nurse must examine the student before he/she is permitted to return to school.

Live lice can cause an infestation to spread, therefore, we exclude any student from school who presents with live lice. This will help prevent the condition from spreading to other students.

As we learn more about lice, we have changed our protocol to ensure we have the best and smartest practices in place. Only live lice can move from person to person, usually through direct head contact. Nits (or eggs) can lay dormant for months and are not considered active or "live" and, therefore, should not be cause for alarm. We do not exclude a student from school if only nits are found. The School Nurse will, however, contact the parent/guardian advising them of the situation and recommending that the student be given a treatment as soon as possible.

For more information on lice management and treatments the following resources are available: Centers for Disease Control, the American Academy of Pediatrics, and The National Association of School Nurses. The following websites will also provide more complete information:

<http://www.cdc.gov/parasites/lice/head/>

<https://identify.us.com/>

www.aap.org

www.nasn.org

INCIDENT REPORTS

Incident Reports are completed and filed whenever an accident occurs. The person, usually the teacher or administrator/coach most familiar with the factual circumstances concerning the incident, will complete the report. All insurance forms are completed from information found on the Incident Report.

IMMUNIZATION REQUIREMENTS FOR ADMISSION

State law mandates immunization requirements. All students must provide written documented evidence of having been immunized against: Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella and Varicella.. Religious exemptions must be submitted in writing. Medical exemptions must be submitted in writing from a physician licensed to practice medicine or osteopathy. Students from out of country, out of state or from a high-risk area must also have proof of a Mantoux test for tuberculosis, within the past 6 months. Failure to comply with immunization requirements will result in exclusion from school.

In addition, students entering grades K/1 or 6 must have documented immunizations (3) against Hepatitis B as of September 1, 2001.

SPECIFIC IMMUNIZATION POLICY AND REQUIREMENTS

New Jersey Department of Health
Minimum Immunization Requirements for School Attendance
N.J.A.C. 8:57-4 Immunization of Pupils in School

Disease(s)	Meets Immunization Requirements
DTaP//DTP	Age 1-6 years: 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. Age 7-9 years: 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.
Tdap	Grade 6 (or comparable age level for special education programs): 1 dose
Polio	Age 1-6 years: 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. Age 7 or older: Any 3 doses
Measles	If born on or after 1-1-90, <u>2 doses</u> of a live measles-containing vaccine on or after the first birthday.
Rubella and Mumps	1 dose of live mumps-containing vaccine on or after the first birthday. 1 dose of live rubella-containing vaccine on or after the first birthday.
Varicella	1 dose on or after the first birthday
Haemophilus Influenzae B (Hib)	Age 2-11 months: 2 doses Age 12-59 months: 1 dose
Hepatitis B	K-Grade 12: 3 doses or Age 11-15 years: 2 doses
Pneumococcal	Age 2-11 months: 2 doses Age 12-59 months: 1 dose
Meningococcal	Entering Grade 6 (or comparable age level for Special Ed programs): 1 dose
Influenza	Ages 6-59 months: 1 dose annually

Additional vaccines are recommended by the Centers for Disease Control and Prevention (CDC). The chart above lists only the vaccines that are required for school attendance in NJ. Please note that unvaccinated children, including those with medical and/or religious exemptions, may be excluded from school during a vaccine preventable disease outbreak or threatened outbreak to ensure public health safety.

For the complete CDC Recommended Immunization Schedule, please visit

<http://www.cdc.gov/vaccines/schedules/index.html>.

For the complete list of “NJ Immunization Requirements Frequently Asked Questions”, please visit

<http://nj.gov/health/cd/imm.shtm>

ADMINISTRATION OF MEDICATION

No medication will be administered during school without **written** authorization from **BOTH** parent/guardian and private physician. This is required for all medication, including counter cough drops, aspirin, cold medicine, etc. Any student who requires medication during school hours on a permanent, temporary or whenever necessary basis must:

- Keep medication locked in the School Nurse's Office and have medication administered by the school nurse. Medications must be in original bottle/container with proper labeling from pharmacy and be brought to school by the parent/guardian.
- Parent/guardian must complete the Administration of Medication in School Form and have the form signed by the student's physician. This form must be on file in the School Nurse's Office for any medication including all over the counter treatments.

The procedure for medications when there is a field trip includes the following:

- If the school nurse accompanies the child on a trip, the nurse will administer medication as stipulated by the parent and physician
- If the school nurse cannot be in attendance, the parent or guardian will be invited to attend and will dispense the medication. **Certain medications (Classification 4) will require counting by the parent/guardian and nurse when first used and when refilled.**
- Daily medications will be given at the scheduled time as per doctor's instructions. Medications should be administered at home in the event that there is a half day schedule, delayed opening or early dismissal.
- Questions regarding medication should be directed to the School Nurse by calling 732-400-5900 ext. 6330.

PERMISSION FOR SELF-ADMINISTRATION OF MEDICINE

Self-administration means carrying and taking medication without the intervention of the school nurse and is restricted to students with asthma and other life-threatening illnesses. Permission for self-administration of such medication may be granted under the following conditions:

- Parents or legal guardians of the pupil must complete and sign the Authorization for Self-Administration of Medication Form as provided by the School Nurse
- The Authorization for Self-Administration of Medication Form must also be completed and signed by the student's physician stating that the pupil has asthma or another life threatening illness and is capable of, and has been instructed in, the proper method of self-administration of medication.
- Permission to self-administer one medication shall not be used as permission to self-administer other medications.
- Permission for self-administration of medications is only effective for the present school year.
- Students who do not have a signed Authorization for Self-Administration of Medication form on file in the School Nurse's Office may not carry medications on them.

GUIDANCE

The counseling program at John P. Faber Elementary school is designed to be developmental and preventive. The counseling program is established to help students interact positively with others, form positive self-concepts and make responsible choices. In addition to seeing students individually and in classrooms, the school counselor teaches skills and information in small group settings. The primary purpose of counseling groups is to ensure the students are achieving the highest level of academic, social, emotional and behavioral growth at school. Topics that are taught in social skills groups include:

- Student success skills; academic and social skills needed for school success
- Communication and conflict management
- You in control: self-control and anger management
- Self-esteem and confidence
- Friendship; forming and maintaining relationships
- Positive behavior and decision making
- Students are aware that counseling groups are for everyone, and participating does not indicate a problem. Groups are structured and goal-focused. Students learn important life skills that enhance their ability to succeed academically and socially as well as cope with stressful situations.

INTERVENTION AND REFERRAL SERVICES (I&RS)

Intervention and Referral Services is a committee that designs and monitors the implementation of strategies for accommodating both general education students and students with special needs experiencing academic and

behavioral problems within their educational setting without a referral for special education services.

Any student that is struggling academically, socially, emotionally, physically and/or behaviorally in the classroom can be referred to the I&RS committee. Any member of the school community can refer a student to the I&RS committee, including a classroom teacher, special area teacher, school counselor, social worker, psychologist, administrator or parent.

The Intervention and Referral Services Committee was formed by the state of New Jersey with the primary mission of enhancing student achievement in a safe and disciplined learning environment. Constantly evolving social conditions and the changing educational needs that tend to emerge with these changes can pose dramatic barriers to student achievement. The purpose of the I&RS program is:

- To identify learning, behavior, and health difficulties of students.
- To collect thorough information on the identified learning, behavior, and health difficulties.
- To develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources
- To work with teachers and to assist in achieving desired outcomes.

The I&RS committee is comprised of core team members, and the individual who submitted the referral. The core team members include but are not limited to:

- School Counselor –Chairperson
- Principal or Assistant Principal
- Classroom Teacher(s)
- School Nurse (medical cases only)
- School Social Worker
- Basic Skills Teacher or Principal’s designee

I&RS Meetings are held according to need. Parents are invited to attend these meetings and are an integral part of the process. It is important that parents communicate with the school ahead of time, if they cannot attend, or need to be available by phone. At the completion of the meeting an I&RS Intervention plan is developed and monitored to help students obtain a greater level of school success. The I&RS intervention plans are reviewed and a second meeting will be held to determine if the strategies developed are not assisting the student to reach academic, social, or emotional growth.

SPECIAL EDUCATION ELIGIBILITY

Special Education and Related Services: All students age 3-21 found to have disabilities that require special education and related services are provided a free, appropriate public education (FAPE) through an Individualized Education Program (IEP). Parents may request an evaluation by the child study team to determine their child’s eligibility for such services. The eligible disabilities include: Autistic, Orthopedically Impaired, Hearing Impairment, Other Health Impaired, Preschool Disabled, Communication Impaired, Social Maladjustment, Emotionally Disturbed, Specific Learning Disability, Multiple Disabilities, Traumatic Brain Injury, Deaf-Blindness and Visually Impaired. The IEP includes goals and objectives and describes the nature of the program and services to be provided. The programs may include supplementary aids and services or specialized instruction within the general education class, through a resource program, or a special class in or out-of-district. Related services include counseling, occupational therapy, physical therapy, speech-language services, instructional aides and others as needed. To refer a student for determination of eligibility for special education, contact the Office of Student Education Services or the building principal.

CHILD STUDY TEAM/SPECIAL EDUCATION SERVICES

Members of the district’s child study team (CST) are assigned to the school. The members include a School Psychologist, School Social Worker and Learning Disabilities Teacher-Consultant. Children, who experience academic or social difficulties, may be referred to the CST by the classroom teacher or parents to determine if they have any disabilities. The CST evaluates these students to determine their eligibility for special education and related services. Together with parents and teachers, the IEP Team develops an Individual Education Plan for eligible students. Additional information on these services can be obtained by calling the Office of Student Services

at (732) 400- 5900 ext. 1050.

SPEECH

Speech instruction is provided on the basis of individual need based on an evaluation conducted by the speech language specialist. In accordance with the speech IEP, instruction is provided and each child's progress is monitored with the involvement of the classroom teacher and parents.

HOME INSTRUCTION

Home Instruction is offered to students who are unable to attend the regular school day for an extended period of time due to a medical, behavioral, or Child Study Team reason. Please see Board of Education Policy R2412 on our website Dunellenschools.org

VIII. Co-Curricular Activities and Clubs

Band

Band is offered to students in Grades 4 & 5. The rehearsals for these groups are held before and after school. Students are expected to attend each rehearsal on time. There will be two scheduled performances each year for parents to attend.

Chess Club

The Chess Club meets weekly from late September to May. The club meets one hour weekly. There are weekly games and lessons for students of all skill levels to participate in. Students will be encouraged to play each other, learn how to improve their skills and compete in an end of the year tournament. All students in grades 3-5 are encouraged to join.

Choir

Choir is offered to students in Grades 4 & 5. The rehearsals for these groups are held before and after school. Students are expected to attend each rehearsal on time. There will be two scheduled performances each year for parents to attend.

Student Council

Student Council is a service group for grades 3-5. The office positions of president, vice president, secretary, and treasurer are elected offices that are held by 5th graders. These candidates must write a speech, deliver it to the student body during an assembly program, and create posters. They must get signatures from current teachers attesting to their responsibility regarding homework, classwork, and behavior. Grade levels 3-5 hold elections in their classrooms for two student representatives. Monthly meetings are held and topics are discussed as to what projects the council wants to undertake. Some examples include collections for food pantry, soldiers, and other charities. Most years the students take turns making morning announcements, making posters for various collections, and running the school store. The council ends the year with a celebration.

Safety Patrol

Safety Patrol is a program that involves fifth grade students to patrol the morning arrival procedures. Additionally, there are special circumstances where select members of the safety patrol may be called upon to assist with afternoon dismissal procedures. The students serving on the safety patrol squad are nominated from their teachers. These students show responsibility, have excellent attendance records, and demonstrate behavior that is deemed suitable for caring for the safety of others. Each safety patrol member is assigned a location where they will monitor the safety of the students during A.M. arrival procedures. A patrol's post could be any location inside or outside of the school building. Each homeroom has a patrol assigned to them, to assist with coming into school. Safety Patrol is a highly regarded squad of dedicated students who put forth the effort to arrive at school every morning at 7:50 to protect the safety of our students.

Newspaper Club

The School Newspaper is for 5th grade students who are interested in publishing articles about current events. The

students meet to brainstorm and generate ideas. They then write, revise, and edit their articles. These articles are then put together to form a newspaper and distributed to all classrooms. Students are also in charge of creating the cover for the edition. The club publishes five editions yearly. Each time an edition is published, the club will have a small celebration as the final product is read.

Recycling Club

The Faber School Recycling Club was started in 2013 after concerned students and teachers noticed that recyclable plastic bottles were ending up in the regular trash containers. Appropriate blue recycle containers were ordered from the county, labeled “cans and bottles only,” and placed in each room in the school. Fifth grade students are invited to volunteer 15 minutes of their lunch time once per week to go classroom to classroom to empty the bins into much larger bins. From there, the custodial staff brings the bins to the curb for county pick up. The efforts of the Recycling Club results in a tremendous amount of plastic being kept out of landfills and recycled for other purposes

Homework Club

Homework Club is offered one day a week for students in grades K-5. Homeroom teachers recommend students who they feel will benefit from this after school club. Students who are recommended will receive a permission slip that needs to be returned before the student can attend. The advisers of this club are there to assist students if help is needed; however the nature of this club is to give students a structured working environment.

IX. PTO

PTO – Parent-Teacher Organization

The Dunellen PTO is a 501c3, non-profit organization committed to the welfare of Dunellen Students and bringing parents, teachers, staff and community closer together in support of our students’ educational needs. The PTO works to raise funds in order to provide our children with activities and events not supported by the school budget. This includes but not limited to: class trips, assemblies, scholarships, and various supplies as needed. We also provide donations and volunteer our time to assist teachers with school events.

Membership

Participation is the key to our success! Being involved in the PTO will bring new friends within your community, an insight into our schools, and a proud sense of accomplishment. Being a member is both personally rewarding and extremely beneficial to all of our students.

By joining the PTO, you will be helping our schools. The cost is minimal while having a maximum reward. For only \$15.00 per family, per year, you will have the opportunity to take part in many PTO sponsored events and be actively involved in your child’s classroom and school. This small donation increases our budget, allowing the PTO to better help our children and provide fun events and activities that otherwise would not be possible. Even if your time is limited, all PTO members are regularly updated on what is happening within our schools. While PTO sponsored events are open to all parents and students, in order to volunteer time or provide donations for these events, you will be required to become a member.

To become a member of this wonderful organization, please return the form sent home with your child at the beginning of the year. You can also join online at www.dunellenpto.weebly.com, then click on “Membership”. Check us out on FaceBook by searching for Dunellen PTO.

Team Leaders & Classroom Volunteers

Looking to become more actively involved in your child’s classroom? Consider becoming a Team Leader! Each classroom has a Team Leader who assists the teacher in numerous ways throughout the school year. He/She is primarily involved in organizing support to special events in the classroom: parties, holidays, field trips, etc. He/She further serves as a communication link between the teacher and the rest of the PTO classroom volunteers. Classroom volunteers may provide donations and/or attend in-class events held by the teacher, as needed. In order to become a Team Leader or volunteer for special events within the classroom, you must be a PTO member.