



Student Handbook

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BRADLEY BEACH ELEMENTARY SCHOOL

Mission Statement

The mission of the Bradley Beach Elementary School is to provide a supportive learning environment to a diverse student community, where student success is defined through the demonstration of academic, emotional, and social growth. Our students will develop critical thinking skills to become valued members in today's society, while mastering the skills necessary to pursue future educational achievement.

Administrative Offices

Stephen T. Wisniewski, Ed.D.
Superintendent/Principal
732-775-4413, ext. 110

Mrs. Sarah A. Seeley
Director of Curriculum & Instruction
732-775-4413, ext. 123

Mrs. Alison Zylinski
Supervisor of Special Services
732-775-4413, ext. 212

Mr. David Tonzola
Business Administrator/Board Secretary
732-775-4413, ext. 111

Mrs. Kelli O'Keefe
School Nurse
732-775-4413, ext. 117

Main Office/Attendance
732-775-4413, extension 115 or 110
Fax: 732-775-2463

Board of Education

Dr. Elizabeth Franks, President
Dr. Susan Monroe, Vice President
Mr. Donald Warnet
Mrs. Barbara Carlucci
Mr. Dwight Gerdes
Mr. Stephen Lozowick
Mrs. Margaret Merenda
Mrs. Bridget Devane
Mr. JohnEric Advento
Mr. David Tonzola, Business Administrator/Board Secretary

Calendar of Board Meetings

2020-2021

September 15, 2020

October 20, 2020

November 16, 2020

December 15, 2020

January 6, 2021

Meetings are held at 7:00 p.m.

Parent Organizations

See school website for calendar of meeting dates

Bradley Beach Elementary Parent Teacher Organization (PTO)

PTO_bbes@yahoo.com

The Bradley Beach School PTO conducts monthly meetings. For additional information, meeting schedule, and PTO events, you may visit the PTO site by clicking the PTO link on the Bradley Beach School website at www.bbesnj.org. All PTO meetings are on Wednesdays at 6:30 pm.

English Language Learner Parent Advisory Committee

Organizers: Christina Boyle, Lucy Newberry

Special Education Parent Advisory Committee (SEPAC)

County Counsel for Young Children (CCYC) & Early Childhood Education Advisory Committee (ECEAC)

Organizers: Jenna Sisdad & Alison Zylinski

School Staff

Staff Member	Grade Level/Subject
Mrs. Amy Roth	Pre-K
Mrs. Laurel Degnan	Pre-K
Mrs. Marissa Finch	Pre-K
Mrs. Diana Rodrick	Kindergarten
Ms. Ashley Bancroft	Kindergarten
Mrs. Heather Keith	First Grade
Mrs. Isabel Segoviano	First Grade
Mrs. Cindy Aurilio	Second Grade
Mrs. Kathryn Skribner	Second Grade
Mrs. Lisa D'Amore	Third Grade
Mrs. Jennifer Pingitore	Third Grade
Ms. Kristen Goldsworthy	Fourth Grade
Ms. Lisa Meil	Fourth Grade
Ms. Chloe Grady	Fifth & Sixth Grade ELA
Mrs. Cara Vilardi	Fifth & Sixth Grade ELA
Ms. Amanda Bialek	Fifth & Sixth Grade Science
Ms. Morgan Maclearie	Fifth, Sixth & Seventh Grade Math
Ms. Courtney Hammell	Fifth, Sixth & Seventh Grade Math
Ms. Christina Boyle	Fifth Grade Social Studies/ESL
Ms. Jeanne Acerra	Sixth, Seventh & Eighth Grade Social Studies
Ms. Heather Sauer	Seventh & Eighth Grade Science/Math
Mrs. Kirsty Sucato	Seventh & Eighth Grade ELA
Mrs. Marissa Vitale	Seventh & Eighth Grade ELA
Ms. Ashley Fox	Sixth, Seventh, & Eighth Grade Math
Mr. Scott Taylor	Fifth, Seventh & Eighth Grade Math
Mr. Kevin Cosgrove	Special Education
Mrs. Amanda Silverstein	Special Education
Mrs. Alisyn Morder	Special Education
Mr. Kristen Halleran	Third Grade Inclusion
Ms. Marissa Raia	ESL/Bilingual Instruction
Mrs. Lucia Newberry	ESL/Bilingual Instruction
Mrs. Yolanda Roeder	World Language

Ms. Erin Healy-Kuper	Physical Education/Health
Mrs. Jennifer DiZefalo	Art Education
Mr. Anthony LeProtto	Music Education/Band
Mr. Paul Mulligan	Math/Remote Learning
Mrs. Marjorie Zaccaro	Remote Learning
Mrs. Jenny McCann	LDT-C
Ms. Jessica Stephan	School Psychologist
Mrs. Kellie O'Keefe	School Nurse
Mrs. Patricia Hunter	Kitchen Manager
Mrs. Sonali Khatri	Occupational Therapist
Mrs. Julie Ferwerda	Speech Language Specialist
Mrs. Barbara O'Boyle	Physical Therapist
Mrs. Amanda Fahy	Guidance Counselor
Mr. Brian Auriemma	IT Coordinator

(See school website for email addresses of staff)

Instructional Schedule

NOTE: The Instructional Schedule is impacted by our Restart and Recovery Plan which is in effect during the COVID 19 pandemic. A copy of the plan can be found on our website on this link.

Regular Daily Schedule:

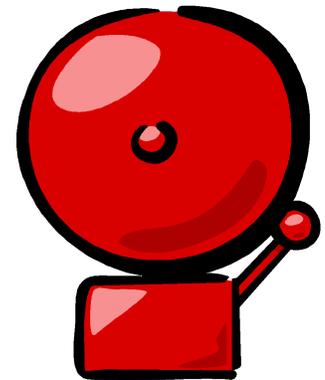
Preschool through Grade 8 8:40 a.m. – 3:10 p.m.

Half-Day Schedule:

Preschool through Grade 8 8:40 a.m. – 1:00 p.m.

Delayed Opening Schedule:

Preschool through Grade 8 10:10 a.m. – 3:10 p.m.



Grading & Homework

Grading Scale:

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69
F	<65

Homework:

Bradley Beach Board of Education believes that homework relevant to material presented in class provides an opportunity to broaden, deepen, and reinforce a pupil's knowledge. Homework is generally given to reinforce the lesson taught that day – completing it at a later date would not serve the same purpose. The next lesson is usually dependent on the practice from the previous night. The work handed in also helps the teacher know if the student understands the lesson or needs more help. The student is expected to complete homework neatly and accurately, and to submit it on the due date. More specifically, the philosophy and expectations for each school level are outlined below:

Homework Should:

1. Reinforce and extend concepts as needed by the student.
2. Include “real experiences” as well as recreational reading.
3. Be assigned only if necessary and meaningful.
4. Help students to be responsible and organized.
5. Show parents what the child is studying.
6. Emphasize the quality rather than the quantity of effort.

Further Thoughts About Homework:

7. There is life after school, on weekends, over vacations.
8. Long-Term assignments should be remembered when other homework is given.
9. Family homework can be assigned. This helps with communication and helps parents assess student understanding.

Homework is 10% of a student's grade in grades 4-8

Should you find that your child is spending inordinate amounts of time in completing homework, please inform your child's teacher immediately.

Attendance

Something exciting happens in your child's class every day. Please make every effort to see that your child is in attendance and arrives on time for school each day. We strongly suggest that whenever possible, you schedule family vacations during scheduled periods when school is not in session. (ATTENDANCE POLICY 5200 attached)

Unacceptable reasons for tardiness or absence:

- Sleeping late
- Vacation
- Baby-sitting responsibilities

Parents/guardians are to call the main office (732) 775-4413, Ext. 115 before 8:30 a.m. to report an absence. Voicemail is on this line so calls can be received at any time. When reporting an absence, please state: the student's name, your relationship to the student, the date and expected duration of the absence, and the reason for the absence.

If your child is going to be absent from school for an extended period of time during which classes are in session (more than one week, for any reason other than a medical one), please contact the school secretary or attendance officer. It may be

necessary for you to complete paperwork in order to ensure your child's smooth reinstatement upon your return.

When your child returns to school, it is important to send him or her with a note explaining the reason for the absence. Schools are now required by the state to report numbers of unexcused absences. In the case of illness, an absence is usually considered as excused with a doctor's note. Bringing in a doctor's note is especially important in the case of an extended absence. Parent notes should be submitted in the case of student illness when the child is absent for one day and does not go to the doctor; however, the ultimate determination of absences as excused or unexcused is, according to policy, left to the principal's discretion.

Attendance Monitoring Procedures:

In accordance with adopted policy and administrative procedures, all student absences must be monitored on a cumulative basis beginning on the first day of school. Absences are to be recorded and monitored. Specific action(s) to improve attendance patterns for each child will be required as the number of absences increases throughout the year.

Excuses for a child's absences, such as sleeping late, family vacations, babysitting responsibilities, etc., will not be recognized as valid by the school. The New Jersey Department of Education recognizes the following allowable reasons for absence:

- Religious observance (N.J.A.C 6A:32-8.3(h));
- "Take Our Children to Work Day" (pursuant to the memo issued by the commissioner to all districts on April 25, 2017);
- Participation in observance of Veterans Day (N.J.S.A.18A: 36-13.2).

Additional to the NJ DOE allowable reasons for absence, the Bradley Beach School District recognizes excused absences due to:

- illness (followed by a physician's note)
- death in the family (followed by a parent note).

The following guidelines/procedures have been established to monitor both **excused** and **unexcused** absences.

1st- 4th Absence - Attendance Officer telephones to home.

5th Absence - Warning Letter No.1

6- 9th Absence -

- A. Child placed on Absence Control
- B. Administrative Phone Call Home to Parent

10th-14th Absence - Warning Letter No.2

15th Absence - Appearance of parent and student before the School Improvement Plan (ScIP) Committee where 5-day legal notice may be provided and/or referral to Division of Child Protection and Permanency (DCP&P) for cases of educational neglect.

Late Arrivals to School:

All students are encouraged to arrive at school on time and be ready to start their day; however, we realize that there are times when a student may occasionally arrive at school late. **Should your child arrive late to school, please bring the child directly to the Main Office, where a late pass will be issued.**

The following guidelines/procedures have been established to monitor late arrivals to school.

10th Tardy- Warning Letter No. 1

15th-20th Tardy- Warning Letter No. 2

21st Tardy- Appearance of parent and student before the School Improvement Plan (ScIP) Committee where 5-day legal notice may be provided and/or referral to Division of Child Protection and Permanency (DCP&P) for cases of educational neglect.

Student Entry & Dismissal

NOTE: All Handbook policies on Entry and Dismissal are impacted by our Restart and Recovery Plan which is in effect during the COVID 19 pandemic. A copy of the plan can be found on our website on this [link](#).

Entry:

Each class will enter and leave via the following exits:

Gym and East Stairwell (Church)	Grades 5-6-7-8
Northwest Stairwell (Hammond Ave.)	Grades 3-4
Southwest Stairwell (Hammond Ave.)	Grades Kdg-1-2

A primary grade teacher (K-2) will pick students up each morning on the playground.

Teachers on duty on Upper Yard will be responsible for letting the 6-8 grade students in at 8:35 am to go to their lockers and then wait outside their homerooms until the teacher greets them at 8:40 am.

Dismissal:

Pre-School-3rd Grade

All students in pre-school through the 3rd grade must be dismissed from school to a parent/guardian, older sibling, or other individuals who have been designated in writing on the school dismissal form. If a situation arises when someone other than these individuals is to pick up the student, the parent/guardian must contact the school either in writing or by telephone.

4th Grade

Parents of students in 4th grade must also state in writing the adult(s) and/or responsible sibling designated to meet the student after school and then escort them home. At the 4th grade level, parents also have the option to request that the child can be dismissed to walk home on his/ her own. Parents must state this request in writing.

5th Grade-8th Grade

Students in 5th through 8th grade levels will be dismissed at the end of the school day to go home on their own. If a parent/guardian or other designated individual is to meet the child after school, those arrangements must be made directly with the student.

Students are generally dismissed at 3:10 pm each day. In the event of an early dismissal due to holidays, weather, parent-teacher conferences or other special circumstances, these same procedures will apply.

Visitor Entrance Procedures

All visitors must now call ahead to make an appointment to enter the school. The school will not accept walkup visitors without an appointment. If a visitor is coming to the school to drop off a forgotten book bag, instrument, or lunch, the visitor will enter the first set of doors and leave the forgotten item in the bins provided with a note stating the student's name and grade level. The item will be retrieved once the visitor exits the building. Any parents wishing to pick up a child early from school will have the ability to enter the vestibule and a staff member will bring that child to the front door. Parents will not have access to the main office to pick up their child. If you know ahead of time that you must pick up your child early, please call ahead the morning of pickup.

Emergency School Closing

If the need arises (usually weather), to either close school or schedule a delayed opening, students and parents will be informed by a telephone call to your home from the school's automated communication system (Honeywell Notification System). A notice will also be posted on the school website, www.bbesnj.org. **NJ.com and New Channel 12 will also be notified of an emergency school closing.**

Please refer to the directions below for the instant alert system to register or update your contact information. Please contact the office if you need assistance.

Directions for Honeywell Instant Alert System:

Website URL: <https://instantalert.honeywell.com>

Minimum Requirements

Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.

2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. Complete the student information form. Click 'Submit.'
4. Complete the corresponding screen. Click 'Submit.'
5. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
6. Note: Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself and your family members

1. Upon successful login, click on 'My Family.'
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

Configure alert settings for yourself

1. Click on 'Alert Setup.'
2. Click on the check boxes to select alert type you would like to have sent to which device.
3. Click on 'Save' when complete.
4. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
5. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

View History of Alerts

Click on 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

Identify key contacts for your children

1. Click on 'Other Contacts.'
2. Click on 'Add New Contact' and complete the form.
3. Click on the 'Pick Up Rights' checkbox if you wish to allow this person the right to pick up your child from school. This person's name will appear on a report for the school.
4. Click on 'Save' when complete.
5. If you would like this person to receive Alerts from the school, return to the 'Alert Setup' page to configure this person's alert settings.

Emergency Drills

To ensure preparedness for emergencies, the State of New Jersey requires all schools to conduct two emergency drills each month. These drills include one fire drill, as well as one other drill which includes lockdown drills, as well as evacuation drills.

During fire drills: Students file out of the school by class and assemble off school property until a bell sounds to call students and teachers back into the building

During lockdown drills: Students are secured inside classrooms to ensure safety in case of potential danger either inside or outside the school.

During evacuation drills: Students and staff leave the school to ensure safety in case the school is no longer a safe place to be. By class, students and staff walk together to our evacuation site at a location to be announced at a future date. Students assemble briefly and then return to the school.

Food Service

MENUS POSTED ON SCHOOL WEBSITE

NOTE: All Handbook policies on Food Service are impacted by our Restart and Recovery Plan which is in effect during the COVID 19 pandemic. A copy of the plan can be found on our website on this link.

BREAKFAST PROGRAM

Only children in PK-8 who are purchasing breakfast will be allowed in the cafeteria in the morning. The cost of breakfast is \$1.50 daily.

Breakfast is served in the cafeteria from 8:15 until 8:40 a.m. No students will be admitted after 8:30 a.m. Breakfast is important to all students. Research has shown that children have better test scores and are more attentive after a nutritious breakfast.

LUNCH PROGRAM

If your child is purchasing lunch from the school cafeteria, please note that it costs \$3.25 per day. You may put money on account for students in Preschool-8. Please send money in an envelope that is clearly marked with your child's name, class and the amount you are enclosing. If you are paying by check, please make the check payable to Bradley Beach BOE Cafeteria Fund.

Monies put on account may only be used to purchase complete lunches at a cost of \$3.25 per lunch (\$.40 for reduced) or complete breakfasts at a cost of \$1.50 per

breakfast (\$.30 for reduced). All other items, including snacks, must be paid for in cash at the register.

You will be advised when your child's account balance is low.

Lunch Sessions

Preschool – Grade 1	11:04-11:44 a.m.
Grade 2 - Grade 4	11:45-12:25 p.m.
Grade 5 - Grade 6	12:26-1:06 p.m.
Grade 7 – Grade 8	1:07-1:47 p.m.

Cost		Daily	Weekly
Breakfast	Paid	\$1.50	\$7.50
	Reduced	\$0.30	\$1.50
Lunch	Paid	\$3.25	\$16.25
	Reduced	\$0.40	\$2.00

Nutrition

Continuing in the 2019-2020 school year, schools across the country must follow United States Department of Agriculture regulations. Schools cannot serve through their lunch programs or distribute through special events (class parties, Halloween, holidays, birthdays and/or fund-raising) any food or beverage listing sugar in any form as its first ingredient. These foods are considered 'foods of minimal nutritional value'. Such foods would include candy, soda and water-ices. Cakes and cupcakes with icing are discouraged.

Promoting Improved Student Nutrition

Some healthy snack ideas to consider for school, classroom and birthday celebrations would include:

- * Fresh fruit
- * Baked chips
- * Juice boxes (100% juice)
- * Bottled water
- * Pizza
- * Cheese & crackers
- * Pudding
- * Popcorn (low fat)
- * Baby carrots or other vegetables (and dip).
- * Dried fruit
- * Granola bars
- * Trail mix
- * Pretzels
- * Bagels
- * Yogurt

Since our school is governed by both federal and state nutritional laws and guidelines, any foods of 'minimal nutritional value' sent to school for distribution, will be sent back home with the student.

School Playground Restrictions

NO WHEELS - inside the school and on all paved playground surfaces on school property, wheels are not allowed.

Bicycles - If students have been given permission by their parents/guardians to ride their bicycle to school, they are to get off their bikes at the edge of the school property and walk them to the bicycle racks provided. As security, all bicycles should be locked. The school is not responsible for any damage or theft to bicycles.

Skateboards - If students have been given permission by parents/guardians to ride their skateboard to school, they are to pick up their boards at the edge of the school property and carry it into the school. If a student is found skateboarding on school property, the skateboard will be confiscated and the parents will be called to come to the school to retrieve it.

Roller-Skates, Roller-Blades - All footwear that have wheels including roller-skates and roller-blades are not allowed at school at any time. If students bring these items to school, roller-skates, roller-blades and/or Heely wheels will be confiscated and the parents will be called to come to the school to retrieve them.

NO DOGS - Dogs are not permitted on school property. Although dogs are well liked by many people, not everyone likes them, regardless of size. Parents walking dogs to school to drop off or pick up students must remain outside of the school's fence on sidewalks with their dogs.

Lost & Found

We strongly suggest that you label all jackets, sweaters, lunchboxes, backpacks, etc. that your child brings to school each day. Our lost and found bin can be accessed by asking our main office staff. It often fills up with items that go unclaimed. Several times during the year we forward these items to a charitable organization.

Health Office

Our school nurse Mrs. O'Keefe works with all of us to make sure that we are all healthy and safe.

You should see the Mrs. O’Keefe if:

- You are injured
- You are feeling sick
- You need to take medicine

Your families need to let Mrs. O’Keefe know:

- When you receive any immunizations (please also supply doctor’s certificate)
- Who the school should call if we cannot contact them
- If you have had any serious accidents or illnesses or if you have allergies of any kind
- What medications you need to take at school so she can administer them (form available from the nurse)

Sports Team Participation & Physicals

NOTE: All Handbook policies on Sports Team Participation are impacted by our Restart and Recovery Plan which is in effect during the COVID 19 pandemic. A copy of the plan can be found on our website on this link.

Students wishing to participate on any of Bradley Beach’s sports teams require a physical examination by a doctor or advanced practice nurse, as well as a health history questionnaire completed by the parent/guardian. The school doctor is available for this examination if necessary (contact Mrs. O’Keefe).

This physical examination must be conducted within 365 days prior to the first practice session of the sport and must be documented on the N.J. Department of Education Pre-participation Physical Evaluation form which is available from the school nurse, coach or on our website in the Health Office Forms section.

Administration of Medication

Please see attached Policy 5330

Management of Life-Threatening Allergies in Schools

Please see attached Policy 5331

Student Assistance & Family Resources

Ms. Amanda Lapa, Guidance Counselor x213

Ms. Jessica Stephan, School Psychologist x119

Mrs. Alison Zylinski, Supervisor of Special Services/Social Worker x123

NJ Children's System of Care

PerformCARE 1-877-652-7624 www.performcarenj.org

Call PerformCare New Jersey regarding your child if you are concerned about an emotional or behavioral problem, or if a trusted person, such as a friend, family member, teacher or counselor, your doctor, or your clergyman, thinks your child, youth, or young adult needs help. There is no charge for calling PerformCare.

Atención: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Gracias por comunicarse con PerformCare. Queremos aprovechar esta oportunidad para dar la bienvenida a su familia al Sistema de Cuidado de Niños de New Jersey (CSOC). El CSOC atiende a los jóvenes con necesidades de atención de la salud emocional y del comportamiento, jóvenes con discapacidades intelectuales y del desarrollo, jóvenes con problemas de consumo de sustancias tóxicas y sus familias. No hay tarifa para llamar a PerformCARE.

2NDFLOOR New Jersey's Youth Helpline

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

Student Achievement

Honor Roll is awarded in grades 4-8

High Honor Roll

In order to be recognized as a “high honor roll” student for any marking period, a student must have all “A” grades in the major academic areas (Reading, Language

Arts, Spelling, Mathematics, Social Studies and Science). Grades not lower than “B” must be earned in all other subject areas.

Honor Roll

In order to be recognized as an “honor roll” student for any marking period, a student must have all “A” and “B” grades in the major academic areas (Reading, Language Arts, Spelling, Mathematics, Social Studies and Science). Grades not lower than “B” must be earned in all other subject areas.

Parent-Teacher Conferences

Parent-teacher conferences will be conducted twice each school year. Conferences for all students will be scheduled November 23 & 24, 2020. Conferences will also be scheduled March 31, 2021 for specified students.

Parents are reminded that conferences with their child’s teachers can be requested at any time.

Student Achievement Reporting

Student achievement is reported quarterly. Although parent-teacher conferences are scheduled twice during the school year, parents may be contacted at any time if issues arise.

Marking Period & Report Card Dates

MARKING PERIOD CLOSES	REPORT CARD DATE
November 13	November 20
January 29	February 5
April 1	April 16
June 17	June 17

State Standardized Test Dates

The NJ Department of Education has not provided guidance on standardized testing at this time



Code of Conduct for Students



The Bradley Beach Elementary School community believes that a desirable teaching and learning environment is the work of many people – parents, pupils, teachers, administrators, members of the Board of Education, and members of the community. Student behavior is the responsibility of all of the school's stakeholders. Behavioral expectations, values and norms learned by a child at school and at home will be carried throughout that student's life.

Student behavior directly impacts the climate and culture of a school; thereby affecting everyone within that school community. Each student attends school so that he or she may develop socially, emotionally and academically and realize their full potential. In order for this to be possible, every student has certain rights that must be protected and certain responsibilities they must fulfill.

Since appropriate school behavior is essential to creating an optimal learning environment for the social, emotional, and academic growth of all students, each student is asked to discuss the attached behavioral expectations with his or her parents or guardians, providing families the chance to fully understand what is acceptable and what is unacceptable behavior.

Everyone in the Bradley Beach School Community is expected to demonstrate **SOLE which means everyone has RESPECT for **SELF**, **OTHERS**, **LEARNING & ENVIRONMENT**.**

Respecting SELF means:

- Coming to school on time every day
- Being prepared to learn
- Doing your best every single day
- Working hard on everything you in school and at home
- Do work that makes you proud
- Maintain a positive mindset
- Believe in yourself
- Ask for help when you need it

Respecting OTHERS means:

- Being respectful all students despite differences
- Think of how others may feel, then act
- Be helpful and kind to others
- Encourage and support classmates
- Solve disagreements in peaceful ways
- Include everyone who wants to be included
- Use manners

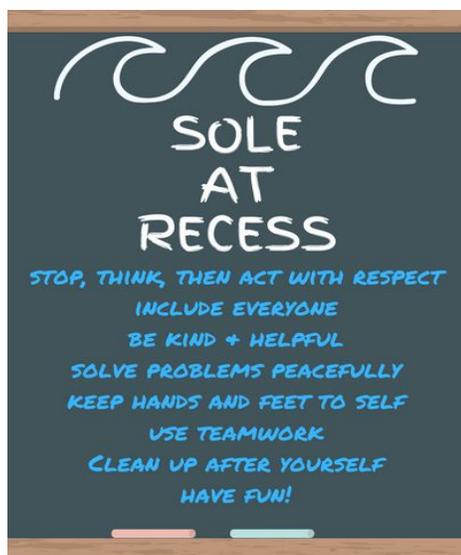
Respecting LEARNING means:

- Behave in ways that allows others to keep learning
- Walk quietly in the hallways
- Study and complete your assignments
- Ask for help when you need it
- Come prepared to class and ready to learn
- Pay attention in class and follow classroom rules
- Have a positive mindset - believe in yourself and your abilities!
- Keep school textbooks and materials damage free

Respecting ENVIRONMENT means:

- Disposing of trash and recyclables appropriately
- Keeping your learning environment clean
- Cleaning up after yourself
- Observing student work in the hallways
- Helping to improve the appearance of our school

How to Have **SOLE** Throughout the School



Consequences

When a student does not follow the behavioral expectations outlined & violates the Code of Conduct, one or more consequences may be given.

Parent Contact:

When a student makes poor choices, parents will be contacted. It is through teachers and parents working together that students effectively learn responsibility. Teacher or administration contact with parents will occur by telephone, email and/or conference here at the school.

Restorative Practices:

A meaningful consequence related to the inappropriate behavior exhibited which will help improve relationships with others, the school environment, and teach more responsible and respectful behavior. Self reflection and making better choices in an important aspect of restorative practices with the goal of learning and self-improvement.

Teacher or Office Assigned Detention:

Detentions may be assigned at the staff's discretion when a student chooses to: be disrespectful; behave inappropriately; be unprepared for class; disregard the dress code; or be disruptive.

Students in grades 4-8 can be detained up to 15 minutes after the close of school. When a teacher wants to detain a student longer, contact with the home will be made to seek parent support.

Teachers in grades 1-3 will make arrangements with parents in advance to detain students. When poor student decisions are made at recess or lunch, students will be assigned to the office to eat their lunch and/or for recess periods.

Suspension:

Suspension from school means the temporary denial of a student's right to attend school. Suspension will only be considered for very serious offenses. Students can be assigned either in-school suspension or an out-of-school suspension. Behaviors where suspension may be considered as a consequence include: significant disrespect to a teacher, fighting, bullying, willful assault and/or injury of another student, vandalism, theft, use of illegal substances on school premises, disregard and lack of corrected behavior resulting from office detentions, continued and willful disobedience.

A suspension in any marking period will result in denial to participate in any extra student activity, club, team, or school dance in that marking period.

Please refer to the 'Code of Student Conduct' and HARASSMENT, INTIMIDATION AND BULLYING POLICY 5512.01, at the back of this handbook, as well as on the school district's website at www.bbesnj.org.

Cell Phones:

Cell phones are discouraged in school.

If parents insist that students must bring their cell phone to school, the phone must be turned off during school hours and stored in students' lockers or coats. If a student is found with either the telephone turned on or is using it during school hours, the telephone will be confiscated, the parent will be called to pick it up from the office, and that student will not be permitted to bring a cell phone to school.

Dress Code

It is the purpose of the Bradley Beach Elementary School, in the matter of student grooming and dress, to enhance the health and safety of the students and to avoid distractions to the educational process. It is not the intention of the school district to neither usurp parental Prerogative in the determination of appropriate grooming for their children, nor to infringe on an individual's freedom of speech.

Throughout many school systems in the United States, schools have found a relationship between proper school dress and proper school behavior and grades. Therefore, students are encouraged to be neat, clean, and well-groomed when attending classes, representing the school on field trips, and at all school functions. Clothing must be neat and not distracting or offensive to the students, staff, citizens of the school community, or visitors to the school.

While Bradley Beach Elementary School does not have an official dress code for students, there are underlying guidelines as to what the administration believes constitutes "appropriate dress". You will find this philosophy as well as specific definitions listed below. Be advised that any students who are in violation of these guidelines will be asked to call their parents who would then have to bring in appropriate attire. In order to avoid that annoyance, be sure to familiarize yourself and have your children adhere to the following expectations:

1. PANTS/SHORTS:
 - a. Must be worn at waist level
 - b. Shorts are to be of an appropriate length (use the old "fingertip" rule)
 - c. Undergarments are not to be visible
 - d. No chains may be worn as belts or as accessories to pants/shorts.
2. DRESSES/SKIRTS:
 - a. Must be worn at waist level and be of an appropriate length (use the old "fingertip" rule)
 - b. Undergarments are not to be visible
3. SHIRTS/BLOUSES
 - a. Must be "tuckable", but not necessarily tucked in
 - b. No half shirts exposing the midriff or shirts that expose the midriff when hands are raised straight up above the person's head
 - c. If "spaghetti straps" are worn (more than sleeveless type of shirt), a double shirt must be worn. Appropriate undergarments are to be worn and not visible.

- d. Fishnet shirts (with holes or see through) – must have a shirt underneath any skin-tight tops (i.e. leotard, swimwear, spandex, etc.) must have a double shirt worn
4. FOOTWEAR/SHOES:
 - a. Must be firmly attached to the foot, minimally with a back strap
 - b. No flip-flops
 5. OTHER:
 - a. No coats are to be worn in class.
 - b. No sunglasses are allowed to be worn in the school building.
 - c. No hats or hoods are allowed to be worn in school building.
 - d. No articles of clothing which are markedly soiled with grease, paint or dirt are to be worn.
 - e. No articles of clothing which display indecent writing, pictures, slogans, inappropriate advertising (i.e. drugs, alcohol, tobacco products or of sexual nature), or slogans/pictorial effects degrading any cultural, religious, or ethnic values are to be worn.
 - f. No articles of clothing that could cause damage to other people or property are to be worn.
 - g. No clothing that is extremely torn, slit, drags on the floor or in a state of disrepair are to be worn.
 - h. Any other articles which may be deemed by the administration as distracting or disruptive to the educational process are also disallowed.

Remote Learning

To maintain a positive, productive learning environment and assure confidentiality for students and teachers during remote learning, all students & parents/guardians are asked to observe the following privacy guidelines:

Student Remote Learning Expectations:

- Find a quiet place free of distractions. Family members, including parents, guardians, siblings, should not be a part of the Google Meetings.
- Attempt to select an area in your home with enough space for necessary items- books, notebooks, computers, etc.
- Use your computer. Put your phone away. Don't be distracted by phones or games.
- Give your best effort online as you would in the classroom.
- Students should check their email daily.

Tips for Synchronous Morning Meetings or Google Meet Office Hours (Live):

- Morning Meeting will be live each day, so you can participate with your classmates.
- Turn cameras ON; show your face in the camera. Do not turn off your camera.
- Mute yourself until you are told to unmute.
- Use polite and appropriate language.
- Do not record Google Meetings to protect the privacy of all participants. You must have legal consent from all of the participants to record a meeting. Inappropriate use/behavior on Google Meets will be handled according to the district's Code of Conduct.

Parent Expectations:

- Google Meetings are designed for students to seamlessly transition to remote learning. To prevent disruptions to the learning environment, parents/guardians should not actively participate in sessions, although parents/guardians may assist their child with technology.
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Google Meeting, including not posting on any social media platform.
- Any confidential or personally identifiable information related to students participating in a Google Meeting should not be collected, discussed, or shared.
- Parents/guardians should not engage with students during Google Meetings.
- If a parent/guardian has a question, please email your child's teacher.

Health and Safety

The health and safety of our school will require a commitment from our entire school community. Please regularly:

- **Remind your student(s) they are to wear a mask to school. The school is providing one mask to all students daily. Masks only, please.**
- **Practice proper handwashing with soap or hand sanitizer for at least 20 seconds.**
- **Remind your students of the importance of social distancing in and out of the school.**

- **Remind and encourage your student(s) to avoid physical contact during the day.**

We are requiring all families to commit to daily symptom screening and daily potential exposure screening. Thank you for helping Bradley Beach Elementary School stay healthy and safe.

Parents/Guardians **must** screen each student daily for:

<p>Fever (100.4 or higher) Chills Rigors (shivers) Myalgia (muscle aches) Headache Sore Throat Nausea or Vomiting Diarrhea</p>	<p>Congestion or runny nose Shortness of Breath Cough Difficulty Breathing New Loss of Smell New Loss of Taste Fatigue</p>
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If the student is experiencing any of these symptoms, the student should not attend school.

Parents/Guardians must screen each student daily for potential COVID-19 exposure:

- **Has your child had close contact (within 6 feet of an infected person for at least 10 minutes) with a person with confirmed COVID-19?**
- **Has someone in your household been diagnosed with COVID-19?**
- **Has your child traveled to an area of high community transmission (refer to the current NJ list of states with travel restrictions to and from NJ)?**
- If the answer is Yes to any of the above questions, your child should remain home for 14 days from the date of exposure and/or the date of return to NJ.

Technology Responsibilities

Student Responsibilities:

- Students will be responsible to charge chromebooks at home.
- In-person learners will need to bring your CHARGED chromebook to school everyday.
- Students will take care of all chromebooks and technology equipment based on common sense and according to the guidelines and school policy 2361
- Students will not use the computer for use outside of academic purposes unless directed to do so by a teacher. (ex. “chat” online, download files, play Internet games, watch videos)
- All documentation acquired from the Internet needs to be cross-referenced and cited.
- Teachers have the right to review and edit student profiles and monitor chromebook use.
- Teachers will create student accounts to access online resources for educational purposes.

Parental Responsibilities:

- As parents/guardians, we encourage you to promote good values, particularly when encountering inappropriate websites. Despite the use of filtering software and supervision, it is possible for students to access material on the Internet that can be considered objectionable- either by accident or on purpose. It is recommended that you accept full responsibility of supervision when your child is using the Internet /chromebooks at home. Be aware of copyright laws that affect information found on the Internet. This information needs to be cited accordingly.

Any violation of this Acceptable Use Policy will result in appropriate disciplinary action and parents/guardians will be notified. Violation of this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline which includes (but not limited to): suspension/revocation of computer/network privileges, suspension from school, expulsion from school, and/or legal action and prosecution by the authorities.

Policies

- 5200 [Attendance](#)
- 5512.01 [Harassment, Intimidation and Bullying](#)
- 5330 [Administration of Medication](#)
- 5331 [Management of Life-Threatening Allergies In Schools](#)
- 5600 [Student Discipline/Code of Conduct](#)