

# *Day-to-Day General Information*



- **ACCIDENTS**

If any child or adult is injured, an accident report (on website under Forms) must be completed and sent to the main office. This protects you. Please notify the nurse and Debbie immediately. If a student is sent to the office with an injury, always send another reliable student with him/her to insure that the injured child gets to the office and receives treatment.

The school nurse must administer all medication.

- **AFTERSCHOOL CLUBS**

Suspended during COVID

- **BOOK SELECTION/BOOK SYSTEMS**

The Eagleswood Township Elementary School Library is automated. Teachers will be required to take their students to the library each week for Book Selection.

Student Book Selection typically takes place once a week. Teachers are to work with a few students per week to make sure they are selecting books on an appropriate level. Students should be able to read and comprehend 90% to 95% of the material. They are allowed to select two books a week: **one should be fiction, and the other non-fiction.**

- **BIRTHDAYS**

During COVID, students may bring in a birthday treat for themselves to celebrate, but no food should be shared with the class.

- **CAFETERIA**

Students are limited to purchasing one snack from the cafeteria in addition to their regular lunch, unless accompanied by a parental or medical note. Also, opened food or drink may not be taken out of the cafeteria.

Review the **Lunchroom Code of Conduct** with all students:

1. Dispose of food properly
2. Sit properly on benches
3. Talk quietly to friends
4. Ask politely for permission to leave lunch table
5. Act responsibly at lunch table
6. Respect others

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7. Clean up after yourself
8. Keep hands, feet, and any object to yourself
9. Walk at all times in cafeteria
10. Use appropriate language
11. Listen to instructions and directions
12. When the lights are turned off, there is no talking

Pre-K students will not purchase snacks or ice cream.

- **CELL PHONES**

Pupils are not permitted to use cell phones when school is in session. The device must be turned off and in their book bag.

In the event a pupil violates this policy, the Chief School Administrator, or designee, will confiscate the device, take appropriate disciplinary actions and immediately notify the parent.

- **DRESS CODE FOR STUDENTS**

See the Dress Code below and the parent letter can be found under forms on the website. Each staff member is responsible for enforcing it. If a child is in violation for the first time, it is to be handled by the certified staff member who recognizes the violation. Send a copy of the signed & returned Dress Code letter to the Superintendent.

1. Shorts and skirts must be longer than fingertip in length.
2. Midriffs, spaghetti straps, halter tops and bathing suits are not permitted.
3. Shirts that have offensive sayings/slogans will not be permitted.
4. Shirts that advertise for alcoholic beverages, drugs, or tobacco products are not permitted.
5. Undergarments must not be visible.
6. Hats, caps or sunglasses may not be worn in the building.
7. Students should dress appropriately for the weather. For example, they should wear coats in the winter.
8. Students must have sneakers for Physical Education.

Repeat offenses are to be handled as outlined in the Code of Conduct (see website).

Children may be sent to the Nurse's Office to obtain sufficient clothing, or parents can be contacted, if necessary. (This applies even for the first offense.)

- **DRESS CODE FOR STAFF**

Staff is expected to dress professionally. Each Friday (or the last day of the work week) is "Jean Day". Please be sure to still dress business casual during jean days. Please do not dress down during Parent/Teacher Conferences.

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- **FIRE & SECURITY DRILLS**

Review procedure provided in the Policy and Procedure section with your students during the first week of school. We will have a fire drill and security drill each month. **Please show in your lesson plans when you are practicing for a fire drill and security drill.**

Every room in the building has a bin located on the wall near the door that contains the Critical Incident Sheet. When leaving the room when a fire alarm sounds, take everything from this bin with you. It will assist you in accounting for your students as well as troubleshooting in emergencies. When students are safely outside, please take attendance and prepare to report.

When evacuating the building take all materials from your bin with you, as well as your roll book.

If you are not in your classroom, and do not have your roll book, **DO NOT** return to your classroom for it.

Be sure to know the escape routes from classrooms you frequent. These routes are posted near each door. If you notice a classroom that does not have one, please inform the office immediately so that may be corrected.

The district has a Safety Team that meets as needed. Any concerns, please contact any committee member.

- **SECURITY**

As part of the ongoing effort to provide a safe school environment for all of the students of Eagleswood Elementary School, we are constantly reviewing and revising our security procedures. Please be sure to review Security Procedures, provided in the Policy & Procedure section of your handbook, with your students the first week of school.

**All doors that lead to the outside are to be closed and locked at all times.** If you would like temporary access to a key, please inquire at the Main Office.

Note: During COVID only, classroom doors should be locked but propped open to limit touching of common surfaces.

If you leave the building with your students, please notify the main office and make sure that you have a walkie-talkie & whistle with you. If you are leaving the building for any other reason, sign-out (and sign back in as you return) in the main office.

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Establish a sign-out/in sheet for your classroom for students using the restroom. Students must write down the time they leave and return to the classroom. Unless there is an emergency, only one boy and one girl may be out at a time.

Outside doors cannot be propped open. As stated above, you may gain temporary access to a key by inquiring at the Main Office.

There will not be visitors during COVID.

All staff members are to wear their employee identification badge at all times. Attached to this badge will be a classroom key. At the end of the day, this badge and key are to be left in your mailbox. If your key is not functioning properly or you do not have one, please see the office.

The security of our children is a high priority. The following procedures are in affect:

1. All persons must use the front door to enter the building. All open doors will be locked at all times including the interior front doors.
2. No one may enter building prior to 7:00 a.m.
3. The office will be staffed daily from 7:00 a.m. to 2:25 p.m.
4. School personnel who will enter the building prior to these hours may obtain a key from the main office.
5. Please make sure you lock the doors on entering and exiting the building.
6. At no time may any door be propped open.

**Key Policy** - An inventory of all keys are kept are kept in the main office. If you are a new employee, please read and fill out the key form (on website under Forms and Requisitions) and return to the main office.

- **HALLWAYS**

When walking through the hallways, students must be respectful of other classes in the building. To ensure that this happens, students are expected to follow the following rules:

**Traveling through hallways as a class:**

- Walk in a single line.
- Stay to the right of the hallway, to allow others to travel in the opposite direction.
- Students are expected to be as quiet as possible, to avoid disturbing other classes in the school.

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Please remind students not to do anything that they would not do if a teacher/staff member were present.

- **Students who demonstrate that they cannot use the hallways independently in a responsible fashion will not be allowed to leave the classroom without adult supervision.**

- **PARENT NOTES**

The Superintendent must approve all correspondence sent home to parents.

Any notes you receive from parents regarding early dismissal etc., please send to the main office; health issues forward to the nurse; and all other correspondence initial, date and keep in a file.

- **PROMETHEAN BOARD**

A promethean board is provided in every classroom. It is an interactive learning tool that allows students have hands-on practice and personal involvement with their learning while having fun!

- **RESTROOMS**

Students may use the restrooms in the A-Wing or B-Wing corridors when they request permission from the teacher. Except in an emergency, the teacher shall allow only one boy and one girl at a time from each classroom to use the facilities. Students must sign in and out when they are leaving the classroom.

The restrooms are to be kept clean and personal hygiene must always be of the utmost concern. Children using the restrooms should practice good health habits; wash hands and dry them before leaving. Used paper towels are to be placed in trashcans. No throwing of paper, soap, or water will be permitted as serious injury could result. Purposely throwing paper towels, toilet tissue or other inappropriate materials into a restroom facility can cause a most unhealthy and dangerous situation and will not be tolerated. **Inappropriate behavior in school restroom will result in disciplinary action.**

- **SCHOOL NUTRITION PROGRAM**

The Board is committed to providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains; supporting healthy eating through nutrition education; encouraging

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pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

The following items may not be served, sold or given out as a free promotion anywhere on school property at anytime before the end of the school day:

- Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations; this includes a ban on soda
- All food and beverage items listing sugar, in any form, as the first ingredient; and
- All forms of candy

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in ala carte lines, vending machines, snack bars, school stores, or fundraisers, shall meet the following standards:

1. Based on manufacturers nutritional data or nutrient fact labels;
  - a. No more than eight grams of total fat per serving, and no more than two grams of saturated fat per serving.
  - b. All beverages shall not exceed twelve ounces except water, or milk containing two percent or less fat.
  - c. Whole milk shall not exceed eight ounces.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

## • **STUDENT SERVICES (COUNTY)**

Ocean County Division of Child Protection and Permanency (DCP&P) and Mobile Response Stabilization Services are available at the following locations should you require their services:

Ocean South DCPP  
Baywick Plaza  
333 U.S. Routes 9  
Bayville, NJ 08721  
732-908-5900  
800-442-6232  
Fax: 732-269-8961

Mobile Response Stabilization Services  
1-877-652-7624

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- **CHILD ABUSE AND CHILD NEGLECT**

The law states that any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

The person shall report this information immediately to the Division of Child Protection and Permanency (formerly DYFS). To report suspected abuse or neglect call the DCP&P hot line, 1-877-652-2873 (1-877-NJ-ABUSE).

Board policy also requires teachers to simultaneously report suspicions to the Superintendent and school counselor. They will notify State Police that a call was made.

When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family

Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

In addition, Board policy requires that district employees “fully cooperate with the DCP&P in the investigation of child abuse and/or neglect cases.” This cooperation includes reporting suspected abuse, releasing pertinent records, and permitting DCP&P to physically view the child, interview the child in the presence of a school official, and interview school personnel who may have relevant information. State regulation allows all of the above activities to be conducted without the knowledge and/or consent of the parent or guardian. However, school officials shall maintain strict confidentiality throughout the investigative process.

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.

- **HOMELESS CHILD’S RIGHT TO EDUCATION (MCKINNEY-VENTO HOMELESS ASSISTANCE ACT)**

The McKinney-Vento Homeless Assistance Act is the federal law that entitles children who are homeless or highly mobile to a free, appropriate public

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education and requires schools to remove barriers to their enrollment, attendance, and success in school.

The guiding principle behind the federal law and local policies for students facing homelessness is that schools should make every possible effort to help these students secure and maintain a stable educational setting with the same opportunities and services as other students.

Every school district is required to have a Homeless Liaison. Jaclyn DiCapua is the liaison for Eagleswood School District. All staff members have the responsibility to report a known or suspected case of homelessness to the liaison so that the district can assist the family and implement proper procedures as required by state law under the McKinney-Vento Homeless Assistance Act.

Homeless is defined as individual who lacks a fixed, regular, and adequate residence which includes children who are sharing the housing of other persons due to loss of housing economic hardship, living in motels, hotels, trailer parks or campgrounds due to lack of adequate accommodations. Students are also considered homeless if living in a transitional or emergency shelter, abandoned in a hospital or awaiting foster care placement. Homeless also includes children living in cars, parks, or public spaces not designed as a regular sleeping quarter for human beings.

The Eagleswood School District is committed to providing quality education for all of its students. This includes providing additional assistance to those children who are experiencing homelessness. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district's liaison for homeless students.

## • **TECHNOLOGY**

Technical support can be obtained by one of the following methods:

- **Email** the help desk at [help@mymanagedtech.com](mailto:help@mymanagedtech.com)
- **Call:** You can also call the tech team at 609-755-4216.

Please check your email daily. Our district's website is located at <http://www.eagleswood.org>. The web site includes general information about the school, list of faculty and staff, forms and requisitions, as well as utilities for the community, such as the lunch menu and the school calendar.

Please give your email address to parents to foster communication between home and school.

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**The Internet and computer networks are for educational purposes only.** Under *no circumstances* may students check their personal email, enter chat rooms, or “instant message” to anyone outside of the building. Staff members, too are not to use the computer for personal use. Please see the policy (Acceptable Use of Computer Network(s) and Resources by Teaching Staff Members; #3321 and . . . by Support Staff Members; #4321. The Internet and computer networks are filtered. This means that a safety measure has been implemented to prevent students from being exposed to inappropriate material. When a computer accesses a site that the filtering system believes may be inappropriate, the material will be substituted with an “Access Denied” message. The filtering system is set for a “better-safe-than-sorry” setting, which means that occasionally a legitimate page may be denied. It is important to note that filtering is not a substitution for supervision –no filtering system is 100% accurate. No one is permitted to disable the filtering from any computers on the premises. We are required by law to keep all computers filtered at all times.

- **TEXTBOOKS**

Make sure all books are numbered by set, on the inside cover with a black marker.

Record which student has received which numbered book and the condition of the book and retain for the end of the year.

Review with students what numbered book they have received and how to care for their book.

Inform students they will have to pay a fine for any lost or damaged book.

- **ATTENDANCE POLICY**

Good attendance helps children do well in school. Good attendance matters for school success starting as early as pre-kindergarten and throughout elementary school. Developing the habit of attendance prepares students for success in school, on the job, and in life.

Students are at risk academically if they miss too much school. **AVOID** unnecessary absences. Occasionally children get sick and **MUST** stay home. ***It should be our goal as parents to have our kids in school and on time every day.***

Our attendance policy is as follows:

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7 days absent –

An attendance letter is sent home with a copy of the Attendance Policy.  
Parent/guardian must sign and return a copy of the letter.

12 days absent –

Parent will meet with the Attendance Committee and create an action plan.

17 days absent –

Student must attend summer school at parent cost of \$250 and parents provide transportation (first week after school is out). Student may be referred to municipal court

20 days absent –

Student may be retained