

Weston Elementary School

2020-2021 Student Handbook

Mr. Aldo Russo
Principal
(908) 231-8500, ext. 8548
Fax: (908) 429-0280

Mrs. Tina Riga
Administrative Assistant to the Principal

Mrs. Danielle O'Donnell
Office Assistant

Mrs. Marcie Varona
School Nurse

Mrs. Dana Correnti
Guidance Counselor

Ms. Kristin Brons
Guidance Counselor

Important Contact Information

Weston Main Office, Mrs. Tina Riga

triga@manvillesd.org

Telephone: (908) 231-8500, ext. 8548 Fax: (908) 429-0280

Office Hours.....7:30 am – 3:30 pm

dodonnell@manvillesd.org

Telephone: (908) 231-8500, ext. 8548 Fax: (908) 429-0280

Office Hours.....9:30 am – 3:30 pm

Weston School Nurse, Mrs. Marcie Varona

mvarona@manvillesd.org

(908) 231-8550

Nurse's Hours.....8:20 am – 3:05 pm

Staff Directory: <http://manvilleschools.org/directory>

PTA Home Page

<http://manvilleschools.org/domain/1222>

School Hours for Students

Regular School Day.....8:30 am – 2:55 pm

Shortened Session.....8:30 am -1:00 pm (lunch served)

Delayed Opening.....10:30 am - 3:00 pm

All students enter through the front doors at the Main Entrance; doors open at 8:10 am.

School Closings/Emergencies

www.manvillesd.org

www.NJ1015.com

<http://www.wctcam.com/StormClosings.aspx>

School and Community Resources

Manville Board of Education, Administrative Offices

(908) 231-8545

Manville Police Department

(908) 725-1900

Manville Fire Department

(908) 725-1900

Manville Health Department

(908) 725-3504

Child Abuse Hotline

(877) 652-2873

Poison Control

(800) 222-1222

Child Protection and Permanency, CP&P (formerly the Division of Youth and Family Services, DYFS)

(800) 392-2734

Important Information and Procedures

Alerts

Watch for information on how to register for District Alerts through the school or web-site.

Arrival and Dismissal

- All students enter school through the main front doors.
- Drop-off time is 8:10 am. School begins at 8:30am. Please have your children to school on time.
- Pick-up time is 2:55 pm. Students who are not picked up before 3:15 pm will be placed in emergency aftercare and charged \$30.00.
- No student will be dismissed early unless picked up by a parent, guardian, or other appropriately designated adult. Please present a picture ID when signing out a child. Early dismissal ends at 2:40 pm.
- No parent may be in the building without first (1) signing in at the main office and (2) wearing School ID tag.
- Drop off and pick-up of students is not permitted in the staff parking lot.
- Students may be dropped off anywhere on the school side of Newark Avenue between existing signs. Make drop offs quickly; do not park your car; do not leave your car; be courteous to other drivers.
- Students will only be dismissed to persons authorized by the parents through written permission.

Attendance (ATTENDANCE COUNTS-EVERY DAY)

School attendance is by far one of most critical influences on a child's success in school. As parents, you need you to do everything possible to make sure your children are in school and on time each and every day. Parents of students with chronic absences will have their names submitted to the Manville Municipal Court.

If your child must miss school, please call the **attendance line at (908) 231-8550**. If your child is seen by a health care provider, please bring in a signed note from the health care provider to excuse the absence.

Calendar

<http://manvilleschools.org/Page/2>

Dress Code

All children are expected to come to school clean and neatly dressed with safe footwear. Good grooming is important. For safety, NO FLIP FLOPS OR OPEN TOED SANDALS

Extended Services Available

- Before and Aftercare – The Jointure, 908-722-0233
- Child Study Team (Learning Consultant; School Psychologist; LDTC) (908) 231-8500 ext. 8536
- English Language Literacy (ELL) to help students whose first language is not English, or who do not speak English
- Free and reduced lunch programs (pick up forms in the Main Office or from the School Nurse)
- Guidance Services –
- Harassment, Intimidation and Bullying Intervention Specialist
- Speech

Field Trips

- Field trips are educational trips, and all trips must also be approved, well in advance, by the Board of Education. Permission slips can be found at <http://manvilleschools.org/Page/3950>
- All students must have a signed permission slip or they are not permitted on the trip.
- If a parent/guardian is having a financial struggle and cannot afford the cost of the trip, please contact the principal to discuss the matter privately.

Homework

Homework is assigned regularly by teachers to extend and enrich the school day.

Kindergarten: 15-30 minutes per day

Grade 1: 15-30 minutes per day

Grade 2: 30 minutes per day

If you have questions regarding the length of homework, the time allocations, or the value of the respective homework, please contact your child's teacher. Summer reading and math will be assigned and is expected to be completed.

Intervention and Referral Services (I&RS)

A school based group of selected school professionals that meet to review the needs of children who are having academic or behavior difficulties in school. They are here to help parents and teachers develop strategies that might improve learning, behavior or related health needs. They often recommend additional support services.

Harassment Intimidation and Bullying (HIB)
Regulation/Policy 5512 - HIB Policy Statement

The Board of Education shall maintain an instructional and working environment that is free from harassment of any kind. *Harassment, intimidation or bullying means any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property or placing a student in reasonable fear of harm to his or her person or damage to his or her property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.*

Please report all alleged situations of harassment, intimidation, and bullying; Forms are available in the Main Office.

HIB WESTON ELEMENTARY SCHOOL/DISTRICT CONTACT INFORMATION:

Mrs. Dana Correnti
Weston Elementary School
Anti Bullying Specialist
600 Newark Avenue
Manville, NJ 08835
908-231-8500 ext. 6814
dcorrenti@manvillesd.org

Mrs. Laura D'Amato
District Anti-Bullying Coordinator
Alexander Batcho Intermediate School
100 North 13th Avenue
Manville, NJ 08835
908-231-8500 ext. 8536
ldamato@manvillesd.org

Lunch and Recess

- Children eat with their own grade level and are supervised by cafeteria aides and/or instructional assistants
- Currently children have a fifty minute (50) minute lunch and recess.
- We encourage nutritious food selections.
- No glass or cans.
- No soda.
- A "nut-free" table is provided for children who have nut allergies.
- Children may talk with friends at their table and are expected to be respectful of one another.
- Menus can be found at <http://manvilleschools.org/Page/387>
- On days of inclement weather, students will remain indoors for recess.
- No toys are permitted and the school will not be responsible for lost, stolen, or broken toys/games. These items will not be permitted at lunch or recess.
- On days when grass is wet or fields are muddy, children will have recess on the blacktop.
- Students are provided with a short recess every day before or after lunch.
- All students are expected to behave appropriately (no rough play; no fighting; no arguing; no cursing; no toys or games from home; no toy guns or toy knives).
- Recess is not mandatory and may be taken away for misbehavior or if school work is not completed as assigned.
- Dress your child warmly for outdoor recess.

Medication

State Law (Title 18A) and NJ Administrative Code, limit first aid for school children to protecting life, and providing comfort until authorized treatment is secured. School personnel may not provide medical or dental treatment, beyond basic service prescribed by law, and no prescriptions or over-the-counter medication can be administered unless prescribed by a doctor and accompanied by written approval from the prescribing-physician. A medication authorization form must be filled out by the prescribing physician and signed by a parent in order for medication to be given out in school. This includes any oral medications, topical treatments, asthma medications and epi-pens. Medication authorization forms are available in the Health Office. If a student may need any type of medication, even cough drops, the nurse must be involved.

(Manville Board of Education Policy 5141.21)

The school nurse maintains a record of all medications and prescriptions.

Nursing Services

If your child gets sick or injured, he/she will receive basic services from our school nurse. When a student becomes ill during school hours, the nurse will contact the parent/guardian to arrange to have the child picked up from school. If the parent/guardian cannot be reached, one of the people listed on your emergency contacts will be called. **It is most important for the safety of your child that the school has your current telephone number and at least two other contacts that may be called in case of an emergency.** These contacts should be aware that they would be asked to transport your child in sickness or an emergency. If any phone numbers or contact information changes over the year, please alert the main office.

Please notify the Health Office if your child has any health issues including chronic illnesses, allergies or dietary restrictions.

Illness

Students should not be sent to school if they are ill with a fever (100.0 or greater), have symptoms of flu (fever accompanied with body aches, chills, and/or cough) or have GI symptoms such as vomiting or diarrhea. Students must be fever free for 24 hours without the use of fever reducing medications prior to returning to school.

Asthma

If your child uses an inhaler to manage his/her asthma, an asthma action plan and treatment orders must be on file in the school Health Office. Forms are available in the Health Office. Students may not carry asthma inhalers. Asthma inhalers must be kept in the Health Office.

Epi-pens

If your child has been prescribed an epi-pen for an allergy, please bring an epi-pen to the Health Office along with the Epi-Pen Authorization form which is available in the Health Office

Head lice (pediculosis)

This is a condition that can occur with anyone at any time and should be treated quickly as delays will only spread the infestation to other family members and other students. If anyone in your family has lice or comes in contact with someone who does, please notify the nurse immediately. Your child will need to be treated with a lice shampoo prior to returning to school. The school nurse will inspect excluded students prior to their reentry into school. We also check the other students in the class as needed, as well as siblings of the student having head lice. If more than 2 students in one classroom have lice, a notice will be sent home to the students in that classroom. If your child had head lice, check the hair every day for at least two weeks. Do emphasize with your child not to share combs, brushes or hats.

Nutrition

- Lunch: Students have the choice to bring their lunch or lunches may be purchased on a daily basis. Students purchasing lunches must have their accounts maintained and "paid up to date" by parents.
- School Parties: Manville Board of Education Policy 8505 prohibits foods of minimal nutritional value. Each class may celebrate one (1) birthday party during each month for all students who have a birthday during that respective month. Students with summer birthdays will be included with the single June or September birthday party. Please contact your classroom teacher before sending any food or snacks to school. Food sent in for class parties must be store bought and nut free
- Snacks: Parents are encouraged to send snacks that are nutritious and sent to school in a closed container or sealed bag. Glass bottles and soda is not permitted. Students may not bring in morning snacks containing nuts or peanut butter in nut-free classrooms.
- Menus are posted on the district web-site <http://manvilleschools.org/Page/387/>

Progress Reporting (Report Cards and Interim Report)

Student progress can be tracked through use of Home Logic (a portal for parents to check interim reports and quarterly grade reports). Register at www.manvilleschools.org. Click on PARENT PORTAL which will take you to the page that allows you to login to Genesis to access your student's grades, attendance, etc.

You are encouraged to contact your child's teacher(s) with any questions or concerns that you may have. They can be contacted by email, phone or note. E-mail information can be found on each teacher's web page at the Weston Home page at <http://manvilleschools.org/Domain/11>

PLEASE DO NOT stop in during the morning when children are entering the building to ask about your child's progress.

The teachers are working with students as soon as they arrive and it is better if they have time to prepare for the conference.

Parent Guidelines

- Exercise respect for all staff and students at all times; abusive language, cursing, threats or obscene gestures will not be tolerated
- Call the nurse/school every day when your child is absent.
- Check your child's teacher's web page for homework and important updates.
- Check your child's backpack and lunch bag/box every day.
- Do not send a sick child to school.
- Never remove another parent's child without written permission from the parent.
- Party invitations are not to be passed out in school.
- Register for Home Logic and school district alerts.
- Use the crosswalks during arrival and dismissal.
- Write your child's name clearly and prominently on notes, lunchbox/bag, coats, and money envelopes
- Do not come to school, or a school program, under the influence of drugs or alcohol
- Smoking is not permitted anywhere on school property (that includes playgrounds and parking lots).
- Pets/animals are not allowed on school property.

Safety and Security

- All parents, guardians, and guests must sign in with the hallway monitor or at the main office.
- For reasons of safety and security, anyone entering the building in the morning will be screened by a hall monitor. Special items can be left with the monitor and will be delivered to your child's classroom.
- To protect the safety of every student, regular drills will occur during the year, including fire drills, lockdown drills, active shooter drills, bomb threats, and relocation drills.

School Records

School records and standardized test scores on your child are available for review by parents/guardians. Please contact the principal for an appointment if you would like to review these materials. Photocopies are available at no charge.

NJ State standardized test scores for third grade students will be distributed once they are received from the state.

If you have changes in your family such as a new baby, someone moving into or out of your home, changes in custody and/or visitation orders, a new home address, a change in employment or a new home/work/cell telephone number, please write a note to your child's teacher and to the main office so that records can be updated. It is very important that we have accurate information in order to reach you in an emergency.

Transfer

If you are moving, please make sure to notify the main office and make arrangements to pick up a transfer card.

Language Arts

"So her strong young mind continues to grow, nurtured by the voices of all those authors who had sent their books out into the world like ships on the sea." ~Roald Dahl (Matilda)

- Story Online is a great website where your child can go to have many popular stories read to them by famous actors
 - www.storylineonline.net
- Starfall is an exciting websites that allows students to brush up on many key strategies that are needed to for great readers and writers.
 - www.starfall.com/
- Here are a few apps that will shake the creative genius out of any learner, allowing students to create their own stories and bring them to life.
 - iPad Apps-Story Creator, Explain Everything, iMovie, Trading Cards
- Kidport is a wonderful, grade specific resource that allows students to work through different levels of reading and writing strategies.
 - <http://www.kidport.com/>
- This website offers a plethora of grammar games and more for the students to learn and review.
 - <http://www.mrcpl.org/literacy/lessons/sight/index.html>
- TumbleBooks is a fantastic resource where learners can go to interact with books that are read to them. If you have a library card you will be able to sign up for this website through your library ID.
 - <http://www.tumblebooklibrary.com/>

- Somerset County Library System – Manville Branch
 - <http://www.somerset.lib.nj.us/manville.htm>

Policies and Regulations referenced in this handbook are identified below. District policies are located on the district website: <http://www.manvilleschools.org/bylaws-policies-regulations>

Number	Title
2340	FIELD TRIPS
2624	GRADING
5111	ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS
5200	ATTENDANCE
5230	LATE ARRIVAL/EARLY DISMISSAL
5240	TARDINESS
5511	DRESS CODE
5512	HARASSMENT, INTIMIDATION, OR BULLYING INVESTIGATION PROCEDURE
5561	USE OF PHYSICAL RESTRAINT
5600	PUPIL DISCIPLINE/CODE OF CONDUCT
5610	SUSPENSION