

2019-2020

Mildred Barry Garvin Elementary School

Parent and Student Handbook



As Tigers We **ROAR!**
As Tigers We **SOAR!**

1 Grove Place
East Orange, NJ 07017
973-673-5410

<https://nj02207379.schoolwires.net/Garvin>

Principal Ivy Peeples

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PRINCIPAL'S MESSAGE

Dear Parent/Guardian,

Welcome to the 2019-2020 school year at Mildred Barry Garvin Elementary School! I hope each of you were able to enjoy and had a great summer. I would like to take this opportunity to welcome you back and to introduce our new parents and students to Mildred Barry Garvin Elementary School. Our goal has remained the same: which is; we are committed to ensure an excellent education for all students and we will accomplish this task by providing rigorous lessons and instruction that will bring out the greatness that dwells within all of them. Our mission is always to encourage and educate students to be confident, knowledgeable, responsible and productive citizens in an ever changing world. It is with your assistance that we will be able to accomplish this task.

Our staff utilizes various teaching techniques to meet the student's learning styles in order to best educate them in the foundational skills such as mathematical computations, reading fluency and comprehension. We use technology to assist in the instruction of our lessons. Smart Board technology and Renaissance Learning tools are just some tools we use to compile data to help prepare lessons that will advance our students academically and to help them think more critically about what they are learning.

We are extremely proud of our "Tiger of the Month" program. Each month a positive character trait is highlighted, and students who exemplify that trait may be nominated from their class to become the "Tiger of the Month". Students are honored with their picture displayed in the foyer of the building and join me in "Lunch with the Principal Event". Some other programs we take part in are: International Peace Day, Career Day, and 5th Grade Buddy reading (to our 1st and 2nd grade students) just to name a few.

As the school year progresses, you will come to realize that I am your child's biggest advocate here in the school. I will work tirelessly to ensure that they are welcomed here and will provide an atmosphere that is positive, caring and focused on learning, which are my top priorities. Their journey will be one that I truly hope they will enjoy and look forward to on a day to day basis.

Parents you play such an integral part of this journey. I ask that each day you take time to discuss the day your children had at school. To review homework with them and to ensure that they get enough sleep and are prepared for the challenges that await them during the next school day. I ask the students to come to school each day with their minds and thoughts set for learning, to be ready for the aforementioned challenges that will await them at Garvin.

Let us all work together to ensure a great school year, my door is open, ideas are welcomed and I again look forward to a great school year.

Sincerely,

Mrs. Ivy Peebles, Principal
Mildred Barry Garvin Elementary School

EAST ORANGE MISSION & VISION

Vision Statement

To prepare all of our students for college, careers, and life in high performing East Orange Public Schools

Mission Statement

The East Orange School District is committed to and will prepare all of our students for college, careers, and life. We will provide a safe, clean, positive, and supportive learning environment in which all students can successfully develop socially, emotionally and academically into lifelong learners and responsible, productive citizens. We will continually strengthen and align our curriculum with state, national, and international standards that are engaging, rigorous, relevant, and implemented consistently. We will ensure that all students, parents, staff, and community members are respected and informed in our family- friendly schools. We will strive to motivate and engage all of our students through various innovative instructional strategies, methods, and techniques. Utilizing students' skills, talents, and unique abilities, we will prepare them to meet the demands of an ever-changing competitive 21st century global society.

GARVIN MISSION & VISION

Mildred Barry Garvin School



SCHOOL MISSION STATEMENT

Our mission is to develop students with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. We stress the total development of each child: moral, intellectual, social, emotional, and physical.

SCHOOL VISION STATEMENT

Mildred Barry Garvin School will prepare and motivate our students for a rapidly changing world by instilling in them critical thinking skills, a global perspective, and a respect for core values of honesty, loyalty, perseverance, and compassion.

SCHOOL MOTTO

Students will have success for today and be prepared for tomorrow.

Mrs. Allen

SCHOOL DIRECTORY

<p>PRINCIPAL Mrs. I. Peeples</p> <p>SECRETARY Ms. K. Glover Mrs. S. Russell</p> <p>GUIDANCE Mrs. S. Walton</p> <p>DATA COACH/TECH LEAD Mrs. J. Allen</p> <p>CULTURE & CLIMATE SPECIALIST Ms. L. Beaumont</p> <p>LITERACY COACH Ms. M. Mincer-Hunter</p> <p>MATH COACH Ms. Y. Williams-Smith</p> <p>TECHNOLOGY Mr. K. Hinton</p> <p>ART Mr. J. Emigh</p> <p>MUSIC Mrs. R. Dolahan</p> <p>PHYSICAL EDUCATION Ms. M. Moore</p> <p>WORLD LANGUAGE - FRENCH Vacancy</p>	<p>PRE-KINDERGARTEN Ms. L. Craighead Ms. S. Greeley Ms. S. McLennon Ms. N. Silvera</p> <p>KINDERGARTEN Ms. T. Scott Ms. R. Blackburn (Inclusion)</p> <p>FIRST GRADE Ms. B. Murriell (Inclusion) Ms. T. Armstrong Ms. T. Auerbach</p> <p>SECOND GRADE Mrs. B. Lombardi (Inclusion) Ms. S. Chambers Mr. S. Rock</p> <p>THIRD GRADE Ms. Ashikwei (Inclusion) Vacancy</p> <p>FOURTH GRADE Ms. E. Barber Vacancy</p> <p>FIFTH GRADE Mrs. T. Galayda Ms. M. McZorn</p> <p>SPECIAL EDUCATION Vacancy (3-5) Ms. S. Barron (3-5) Ms. M. Velez-Mitchell (K-2) Ms. Elmera (Pre-K)</p>	<p>SCHOOL NURSE Dr. Nworu</p> <p>TEACHERS ASSISTANTS Ms. V. Raysor Ms. T. Torres Ms. R. Barber Mr. K. Butler Ms. M. Rodriguez Ms. Pitts Ms. Palmer Ms. M. Watts Ms. H. Barner Ms. Rogers-Walker Ms. Lomax Ms. K. Smith Mr. J. Alsbrook Ms. Clark Ms. A. Ogoubi Ms. K. Perez Ms. Porterfield Ms. E. Gabriel</p> <p>CAFETERIA Ms. Daniels</p> <p>BUILDING CUSTODIANS Mr. C. Hunter (Head) Ms. D. Walker Mr. A. Reed Mr. Priester</p> <p>CHILD STUDY TEAM Ms. Kaba Ms. Stolberg Ms. Lopez Ms. Baptiste</p> <p>SPEECH Ms. D. Waithe</p>
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School Calendar

MILDRED BARRY GARVIN | 2019-2020 CALENDAR

<p>SEPTEMBER 2019</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>2 Labor Day 5 First Day of School 25 Early Dismissal (4-Hour Day)</p>	<p>FEBRUARY 2020</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	<p>14 SCHOOL CLOSED 17 Presidents' Day</p>							
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****Please check Class Dojo Frequently for Monthly Updates****

Disclaimer: Mildred Barry Garvin School reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.

Class Schedule

2019-2020

On half days opening school exercises will begin at the regular time (8:15am) on scheduled half-days. Children will be dismissed at 12:45pm on half days. Arrangements should be made in advance to have students picked up (on time) at school or at their assigned bus stop locations.

<u>FULL DAY CLASS SCHEDULE</u>			<u>HALF DAY CLASS SCHEDULE</u>		
Period	Time	Minutes	Period	Time	
Homeroom	8:18-8:32	7	Homeroom	8:18-8:28	
1	8:34-9:14	40	1	8:30-8:56	Activity PREP
2	9:16-9:56	40	2	8:57-9:23	PRE-K PREP
3	9:58-10:38	40	3	9:24-9:50	K-PREP
4	10:40-11:20	40	4	9:51-10:17	3rd- PREP
5	11:22-12:02	40	5	10:18-10:44	Lunch - Pre-K, K (Barron- PREP)
6	12:04-12:44	40	6	10:45-11:11	Lunch - 1st, 2nd & 3rd (1st Grade-PREP)
7	12:46-1:26	40	7	11:12-11:38	LUNCH - 4th & 5th (2nd Grade/3-5 Autism -PREP)
8	1:28-2:08	40	8	11:39-12:05	4/5th Grade PREP
9	2:10-2:50	40	9	12:06-12:32	NO COMMON PLANNING
Dismissal	2:55		Dismissal	12:33-12:45	Dismissal

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Parent Information

VISITORS

Anyone who is not a current student or staff member of Garvin school must report directly to the security desk or office upon entering the building. A **driver's license or other official NJ ID** must be presented to verify the identity of the visitor, and the visitor must sign the visitor's log. **THIS INCLUDES PARENTS/GUARDIANS AND SCHOOL VOLUNTEERS.** All visitors must obtain a visitor's badge. Visitors who are not volunteers are not allowed in the building unless prior arrangements have been made with the principal. **Unscheduled visits to the classroom are not permitted.**

For safety reasons, younger siblings may NOT accompany parents who are visiting or volunteering in a classroom. During school hours, visitors should use street parking. Please do not park in the bussing area.

STUDENT ATTIRE

Mildred Barry Garvin School will expect all students to comply with the [District Uniform Policy](#).

PRE-KINDERGARTEN - FIFTH GRADE

- Shirt-Gold/Yellow polo or button up with school logo
 - Pants-Navy blue (NO skinny jeans, jeggings etc.)
- Skirts/Skorts-Navy blue (reasonable length are permitted)
 - Sweaters-Navy blue with school logo
 - Belt- Solid black
 - Socks- White or Navy
 - Shoes/Sneakers-Black Only
- Gym- Navy sweatpants & sweatshirt with logo or navy gym shirt with logo

Spaghetti straps are not appropriate for school. Sandals, flip-flops, or shoes with high heels, Heelys or other shoe/skates are not permitted in school for safety reasons.

SCHOOL ARRIVAL

Students will not be admitted into the school building before **7:45 a.m.** Bussing and Pre-K students will be dropped off at the back doors on Greenwood Ave. K-5 students must enter through the Grove Pl. entrance.

BREAKFAST BUDDIES PROGRAM

Breakfast buddies is a free breakfast program at Garvin. Doors open at 7:45am. All students that arrive prior to 8:10am MUST order a school breakfast. This is an optional program. Students must adhere to the Garvin Code of Conduct when attending breakfast or they may face dismissal from the program on their first offense. Dismissal from the program means that the student will not be allowed into the school building until 8:15 am. We encourage reinstating students that have been dismissed, but a parent meeting with the Breakfast Captain will be requested prior to reinstatement.

SCHOOL DISMISSAL

Dismissal time is 2:55 p.m. for Grades K-5. Students will be dismissed at designated exits. Parents/guardians are not to enter the building to pick up their children. Children who are bused to and from school are expected to ride their assigned buses home.

Any change in dismissal procedure **MUST** be arranged prior to the start of the school day and **MUST** be confirmed in writing with a note from the parent sent to the school with the child that day.

If an emergency arises after the child has gone to school and dismissal plans need to be changed, the parent/guardian must call the office **PRIOR TO 2:00 p.m.** Text messages are **NOT** acceptable methods of communication regarding changes in dismissal. Students are not allowed in the building after school unless they are with a teacher or participating in an after school activity.

LEAVING SCHOOL EARLY

To minimize interruption of the school day, a note must be brought to the teacher in the morning prior to leaving school early. While we encourage you to arrange medical or dental appointments after school hours, we recognize this is sometimes difficult. Students will not be excused from school early unless their parent or other designated adult comes to school to pick them up. The parent should report to the security desk to sign out the child. If someone other than a parent/guardian will be picking up the child, a note giving permission is necessary. Identification may be requested by the building principal. When you must pick-up your child prior to dismissal, please do so no later than **2:15.**

Please be mindful that children leaving early more than once a week without a medical excuse will be reported to the Superintendent's office and may face an investigation from DCPD.

SCHOOL LUNCHES

School lunches are available daily, starting with the first day of school. East Orange Board of Education utilizes the PayPams.com online school payment method for student lunch accounts. All information regarding this program is found on the district website.

For specific questions regarding Garvin's school lunch program contact Beth Coleman at beth.coleman@eastorange.k12.nj.us.

During the first week of school, children will bring home the annual survey to determine eligibility for free and reduced priced meals for the current school year. Students approved for free or reduced priced meals for the previous school year will continue to receive them until the new survey is completed. If the new form is not returned by September 30, the program will stop.

INSTRUMENTAL MUSIC

In the fourth and fifth grades, students can further develop their musical ability by participation in the Instrumental Music Program. The program includes small group lessons, band practices when proficient and may include a concert for students and parents/guardians.

FIELD TRIPS

Field trips are planned with a specific purpose. Students must have a signed permission slip for each trip. They will remain at school on the day of the trip if a permission slip is not returned. The cost is funded by the PTA/O and Board of Education. Money for extra expenses should be placed in an envelope with the child's name, teacher's name and amount. Students going on field trips are representing their school. All rules of proper behavior and courtesy are expected. Parent/guardian chaperones are not permitted to bring other siblings/children with them. When necessary, chaperones

are selected through a random lottery selection process. All chaperones must abide by the district chaperone and volunteer policies.

EMERGENCY SCHOOL CLOSING

Notice of school closings due to inclement weather or other reasons can be found on www.eastorange.k12.nj.us. **Families will also be notified through the district's automated calling system, using the home phone number on file.**

The decision to close school is made as early as possible. Please do NOT call the radio stations, police headquarters or the school about school closings.

If it appears probable that weather and road conditions will improve, there may be a **DELAYED OPENING**. Delayed openings will be broadcast in the same manner as School Closings.

Cancellation of non school-hour programs and athletic programs outside of regular school hours due to inclement weather or other reasons will be communicated by building administration once the decision is made by the proper authorities. The general rule states if school has been closed.

In the unlikely event that there is an **EARLY DISMISSAL** during the day, parents/guardians should use common sense in planning for their child's care on these days. Emergency closings will be posted on the district website and broadcast via the automated phone dialer. Working parents/guardians should make their own backup plans beforehand for use during these days. Children should know these plans and be reminded of them periodically. **After school programs will be cancelled.**

SPECIAL EDUCATION

Programs in special education, which vary by building, include pull-out resource, resource with in-class support, self-contained classes and speech/language services.

Included within the staff are educational specialists representing the following disciplines: learning disabilities, psychology, social work, speech, nursing, and medicine. The Child Study Team is composed of a Learning Disabilities Consultant, a Psychologist and a Social Worker. Members of the team are available to assist students with social needs, personal/family problems affecting their learning, and crisis situations.

SPEECH

Speech services fall under the New Jersey Administrative Code Title 6A, Chapter 14 Special Education. Students may be eligible for speech services if their speech problems will have an educational impact. This is discussed during a pre-determination meeting with the parent/guardian, teacher and speech language specialist. A decision is made whether or not to implement specialized speech testing.

SPECIALS SCHEDULE

The specials at the elementary level include French, Art, Music, Technology, Library/Media, Physical Education and Health.

TEXTBOOKS

- Books should be kept dry.
- The habit of lending and borrowing books should be discouraged.

CELL PHONES

Any cell phones brought to school must be turned off and kept in backpacks at all times. Electronic devices, such as iPods, portable games, etc., may not be used in school and the school takes no responsibility for them.

CLASSROOM CELEBRATIONS AND GIFTS

Celebrations may occur for holidays and at the end of the year. Gifts to teachers should not be of significant monetary value. Letters of appreciation from students or parents/guardians are considered more appropriate.

Birthday Recognition

Birthdays are an important part of being a child. Every child should be recognized on their birthday or during the month of the birthday. There will be no food items allowed for birthday recognitions. Birthday invitations cannot be delivered during school hours unless every student in the class is invited.

Classroom birthday parties interpret academic instruction, therefore parties will not take place during the school day. Gift bags can be dropped off to celebrate a birthday. Bags will be passed out by the teacher at the end of the school day. There must be enough gift bags for every classmate in order for bags to be disturbed.

Foods of Minimal Nutritional Value

- Soda water
- Water Ices—those water ices which contain fruit or fruit juices are not included.
- Chewing gum
- Certain candies
 - Hard candy: Includes such food as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops.
 - Jellies and gums: Includes such foods as gumdrops, jelly beans, jellied and fruit-flavored slices.
 - Marshmallow candies
 - Fondant: Includes such foods as candy corn and soft mints
 - Licorice
 - Spun candy
 - Candy-coated popcorn

The above foods are considered by USDA Regulation and New Jersey State Administrative Code as “foods of minimal nutritional value” and cannot be sold or given away on school property at any time before the end of the last lunch .

A number of children have **severe allergic reactions** to certain foods or ingredients within foods. Other foods besides peanuts cause serious reactions. Prior to bringing in any food for the entire class for activities or celebrations, a parent/guardian should confer with the teacher and nurse to find out if food allergies exist in the class. Foods must have attached ingredients and food labels.

Elementary Level Chain of Command

This document is designed to offer you the most effective path to resolving any issue you may encounter with your child's educational experience. Please follow these important steps in our staff hierarchy to ensure your concern is handled in an efficient manner. We value continued collaboration at every level.

On Matters Involving Instruction	
1. Classroom teacher	
2. School Counselor	Ms. Walton
3. Principal	Ms. Peebles
Office of Student Services (Special Education Services)	
• Garvin CST Social Worker	Ms. Kaba
• District Director of Special Education	Ms. Santos
District Directors of Curriculum & Instruction	
• Student Programs	Mrs. Caruso
On Matters Involving Operations, Discipline and Attendance	
1. Garvin Operation Team	
Attendance Officer	Mr. Scott
School Counselor	Mrs. Walton
Data Coach	Ms. Allen
Climate and Culture	Ms. Beaumont
2. Principal	Mrs. Peebles
3. District Parent Liaison	
4. Director of Educational Support & Parent Relations Department	Dr. Watson
On Matters Involving Facilities or Buildings & Grounds (building maintenance / custodial / grounds)	

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1. Head Custodian	Mr. Hunter
2. Principal	Ms. Peeples
3. Custodial Supervisor	Mr. Santos
On Matters Involving Transportation	
1. Bus Captain	Ms. Pitts
2. Principal	Mrs. Peeples
3. Transportation Coordinator	
On Matters Involving Security	
1. Security Supervisor	Ms. Simpkins
2. Principal	Mrs. Peeples
2. Director of Security	Mr. Sims
2. District Director of Student Support Services	Mr. Rinella
Final Contact--Only after you have spoken to the administrators listed above	
Superintendent of Schools	Dr. Kevin West

GRADING POLICY

Pre-Kindergarten

Students in Pre-Kindergarten will receive progress reports at the end of each nine week period indicating student progress towards the Gold Teaching Strategies. Pre-Kindergarten students will receive the following marks:

NY	Not yet
IP	In Progress
P	Proficient

Kindergarten - Grade 5

The improvement of learning is the main function of evaluation; therefore, a letter grade should measure the degree to which educational programs have succeeded in helping students master material within the level assigned. This material may be on or below grade level. The proper function of a letter grade should be to assess knowledge and understanding and not for reward or punishment. Attitudes, abilities, disabilities, attendance, and work habits may have a bearing on the level of the student's mastery of material. The letter grade should reflect student performance as objectively and accurately as possible and be understood by the teacher, the student, and the parent.

GRADING SCALE:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

INTERIM REPORT PERIODS AND REPORT CARDS

Report Period	Marking Period	Mid- Quarter Posted	Report Cards Posted
1st Nine Weeks	9/5/19 - 11/15/19	10/23/19	11/25/19
2nd Nine Weeks	11/18/19-1/31/20	1/10/20	2/10/20
3rd Nine Weeks	2/3/20-4/3/20	3/16/20	4/21/20
4th Nine Weeks	4/6/20-6/19/20	5/26/20	6/19/20

PARENT-TEACHER CONFERENCES

A parent teacher conference will be held as needed with each child's parent(s) during the school year. Conferences can be arranged by emailing or Dojoing the teacher ahead of time to schedule a meeting. **Conferences can be held immediately before 8:15AM or after 3:00PM.** Due to safety concerns, unscheduled visits and/or conferences will not be allowed during the school day. Instructional time cannot be taken for conferences. Conferences should be held before or after school hours.

REPORT CARDS/FOCUS PORTAL

Report Cards are disturbed virtually four times during the year. Check the district website for release dates. To receive report cards you must be signed up for Focus. To receive support with Focus go to <https://eosd.focusschoolsoftware.com/focus/auth/>.

Incomplete Work:

A grade of incomplete (I) will be entered on a student's report card when make-up work has not been completed, and the allowed make-up time extends across the end of a grading period into another. After make-up work is completed, a corrected grade will be submitted by the teacher. If the work is not completed by the established deadline, the incomplete will be changed to the computed average with the incomplete work averaged as a zero.

Intervention and Referral Services Process: (K-5)

What is Intervention and Referral Services (I&RS)?

The Mildred Barry Garvin Intervention and Referral Services Committee provides support for staff and families by proactively addressing the academic, behavioral, emotional, and health problems of students.

Focused interventions enable our students to function more effectively in the classroom, and facilitate his or her positive growth and development.

Purpose of I&RS

- Identify learning, behavioral, and health challenges of students.
- Assist teachers with students who are experiencing academic challenges due to academic, behavioral and health problems.
- Intervention and Referral Services is a team of staff members who assist students with learning, behavioral and health challenges.

What are the responsibilities of the I&RS Team?

- Completing all forms and providing data
- Remaining open to new ideas and ways of approaching educational challenges
- Actively participating in the problem solving process
- Supporting, implementing and evaluating the intervention-based Action Plan

I&RS Process

1. Request for Assistance - After identifying the measurable and observable concern(s), teacher can submit a formal request for assistance form.
2. Data Collection – Information is collected from the student’s teacher, as well as the nurse, school counselor, and parent/guardian
3. Parent/Guardian Notification - Considerate effort is made to involve the parents, as they are an integral part of the process. Nonetheless, the parents need not give permission for the intervention.
4. Problem solving - Takes place at a pre-scheduled meeting with the committee, referring teacher, and parent(s)/guardian(s). Solutions must be mutually agreed upon, focusing on one issue at a time.
5. Develop and implement Action Plan – This objective is to provide appropriate school as well as home or community interventions based on the information collected and the desired outcomes.

6. Review and Assess – The committee will reevaluate in a timely manner to provide ongoing support.

Attendance Policy

ABSENCE OR TARDINESS

Classes begin promptly at 8:30am. Regular attendance is essential to a student's' success. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Students returning from an absence must bring a written excuse signed by their parent/guardian that includes: name, days absent and reason for absence. The note should be given to the teacher. If the absence was due to a contagious illness, a note from the doctor is required. When tardy, children should report to the office to obtain an admission slip to class. Parents/Guardians will provide an explanation for the tardiness. Lateness at any time after 8:35 a.m. will be considered unexcused unless the student has a valid and verifiable reason for being late.

ABSENCES/ TRUANCY

Students are expected to be in school attending class 180 days per year. Removing a student from school for vacations and other non-emergency activity is NOT a legal absence. The NJ Department of Education defines Chronic Absenteeism as absences in excess of 18 days. A student who reaches Chronic Absentee status may be retained. Absences will be excused for:

- Observance of designated religious holidays
- Take your child to work day

A student will be considered truant when that child has deliberately missed school. Students who are truant (miss school for one (1) day shall be referred to the attendance officer.) **Any student absent from school may not participate in any after school activity (including practices on that day.)** Students must be in school for **four hours**, NOT including lunch, to receive credit for a full day of school.

Attendance Tiered Interventions - Absences

<p>4th Absence</p>	<p>Parent Contact, 3 consecutive days without contact notify School Attendance Officer</p>	<p>7th Absence</p>	<p>Parent Contact (phone), 3 consecutive days without contact notify School Attendance Officer Refer to I&RS, certified letter to parents</p>	<p>9th Absence</p>	<p>Parent Contact (phone), 3 consecutive days without contact notify School Attendance Officer, Refer to I&RS, certified letter to parents</p>
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Make-up work:

Any child out because of illness for one (1) day should spend the day recuperating; therefore work will not be provided for single day absences. If a child is out two (2) or more days due to illness, work will be provided upon request and can be picked up in the main office at the end of the school day. Parents/guardians are to request make-up work by 9:30 a.m.

HOMEWORK ASSIGNMENT REQUESTS

Parents are asked to contact the homeroom teacher via Class Dojo prior to 9:30 AM during the school day if they would like for teachers to have the assignments and make-up work ready by 2:15 PM.

RECOGNITION FOR OUTSTANDING ATTENDANCE

1. Outstanding School Attendance recognition will be presented at the end of each school year to students who have been absent no more than 5 days and tardy no more than 5 days.
2. At Garvin, Perfect School Attendance recognition will be presented at the end of each school year to students who have 0 absences and no more than 5 tardies.

HEALTH & SAFETY**ILLNESS/INJURIES AT SCHOOL**

If a student becomes ill or is injured at school, the school nurse is available to give immediate assistance. If it is necessary for an ill or injured student to be sent home, either the nurse or office will notify the parent/guardian to come for the student. If a parent/guardian cannot be reached, the people listed on the student information form will be contacted. When filling out the form, it is important to list people who are likely to be available for such pickups. IF FOR SOME REASON DURING THE YEAR YOUR JOB, RESIDENCE, OR THE PEOPLE YOU HAVE LISTED CHANGE, IT IS IMPERATIVE THAT YOU NOTIFY THE OFFICE IMMEDIATELY.

CASTS/CRUTCHES

A doctor's note is required if a child must use crutches at school, has had a cast, brace, ace bandage, splint applied or otherwise needs special medical attention. **All students with a cast must see the school nurse before returning to school.**

RETURNING FROM CONTAGIOUS ILLNESS

Children who have had an elevated temperature **must** remain home until the temperature has returned to normal without medication for 24 hours. If a child is returning after having had a contagious illness such as strep or conjunctivitis, **a note from the child's doctor is required for re-admittance.** The note listing the illness, date treatment began, and doctor's signature should be delivered to the office by the child on the day of return. The child will then be sent to the classroom.

MEDICATIONS

Exceptional circumstances may require a child to take medication during school hours. This is allowed only if the child's attendance at school would not be detrimental to the health or physical well-being of others. Parents/guardians should come in and administer any required medication. Where medication is necessary, but a parent/guardian is unable to administer it, the school nurse may perform this function. The following conditions must be met:

1. The nurse must have a written statement from the parent/guardian giving permission to give the medication to the child.
2. The nurse must have a written order from the child's doctor including:
 - Child's name and name of medication
 - Purpose of the medication, dosage, and termination date
3. The medication must be in its original container.
4. The medication **MUST** be kept in the nurse's office.

EXAMINATIONS

Children are screened for vision and hearing yearly. The nurse weights and measures each child every year. Whenever the child subsequently receives any immunization boosters, this information must be added to the child's health records at school. A note signed by the doctor, indicating date and type of booster, should be sent to the school nurse.

All children ten years of age and older are screened for scoliosis (curvature of the spine) unless a parent/guardian requests that their child not be screened.

TB TEST OF VOLUNTEERS

Volunteers working in the school on a regular basis, i.e. library, need to bring in their record of a Mantoux (TB) test administered within the last 3 years. This procedure is mandated by state law.

PHYSICAL EDUCATION EXCUSES

Students who need to be excused from physical education for one day must bring a note for that day. Excuses for a long period of time or serious injury require a written note from the child's doctor stating the date the child may return to physical education.

Discipline Policy

Proper and reasonable behavior is expected from every student. The New Jersey law states that students shall submit to the authority of the teachers and others in authority at all times. This statute gives school authorities the legal right to govern all aspects of student behavior.

It is the student's responsibility to recognize that the principal, teachers, and other adults in the school are in complete charge of the students and their actions at all times. **Under no circumstances will defiant or disrespectful behavior be tolerated.** Fighting, harassment, and bullying will not be tolerated at Mildred Barry Garvin School. Breaking this rule will result in immediate punishment as

deemed fit by the principal according to district policy. **Failure to report to an assigned detention will result in an out of school suspension.**

HARASSMENT, INTIMIDATION, & BULLYING

[Click to see District Policy 5512](#)

Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

Student Code of Conduct **Garvin School Discipline**

All 2nd and 3rd offenses will be have a district referral on the Focus portal

<u>Type of Behavior</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Endangering the safety of others -- dependent on the nature of the offense and the severity	Conference between teacher and pupil, pupil warning, restriction school privileges, referral on Focus	*Detention with the teacher or principal, referral to the guidance counselor, parent notification,	Parent notification, possible suspension from school

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Unauthorized possession of non-school related paraphernalia, materials	Conference between teacher and pupil, pupil warning, parent notification, materials confiscated	*Detention with the teacher or principal, parent notification, restriction of school privileges, materials confiscated	Parent notification, *detention with the teacher or principal, referral to guidance counselor, and/or principal materials confiscated
Cheating	Conference between teacher and pupil. pupil warning. parent notification	Parent notification, principal notification, restriction of school privileges	*Detention with teacher or principal referral to guidance counselor, conference with principal, parent notification
Forgery of school materials, notes, letters, etc.	Conference between teacher and pupil, pupil warning, parent notification, restriction of school privileges, referral on Focus	Referral to principal, parent notification, *detention with teacher or principal,	Referral to principal, referral to guidance counselor, conference between principal, teacher and parent,
Disrespect or defiance of authority	Conference between teacher and pupil, pupil warning, parent notification, referral on Focus	Parent notification, restriction of school privileges, principal notification,	*Detention with the teacher or principal, referral to guidance counselor, possible suspension from school,
Disregard for school rules	Conference between teacher and pupil/pupil warning, principal notification	Parent notification, restriction of school privileges, principal notification	Parent notification, *detention with teacher or principal
Vandalism	Referral to principal, reference to Board Policy	Referral to principal., reference to Board Policy	Referral to principal, reference to Board policy
Fighting or attacking a student	Referral to principal, parent notification, suspension from school, referral to guidance counselor	Referral to principal, parent notification, suspension from school, referral to guidance counselor	Referral to principal, parent notification, suspension from school, referral to I & RS Team, referral to guidance counselor
Stealing	Conference between teacher and pupil/pupil warning, restriction of school privileges, parent notification, principal notification, referral on Focus	Parent notification, *detention with the teacher or principal, referral to guidance counselor, principal notification,	Parent notification, *detention with teacher or principal, possible suspension from school,
Harassment, verbal threats	Conference between teacher and pupil/pupil warning, restriction of school privileges, parent notification, principal meeting with consequences outlined, referral on Focus	Conference between teacher and pupil/pupil warning, parent notification, *detention with the teacher or principal, possible suspension from school, notification to police	Conference between teacher and pupil/pupil warning, parent notification , referral to guidance counselor, suspension from school, notification to police
Threatening or Attacking School Personnel	Referral to principal, parent notification, suspension from school, referral to guidance counselor, referral on Focus	Referral to principal, parent notification, suspension from school, referral to guidance counselor	Conference with principal and teacher, parent notification, suspension from school, referral to guidance counselor
Sexual harassment, bullying	Parent notification, referral to principal, guidance counselor, notify AA officer, refer to Board policies, referral on Focus	Parent notification, *detention with teacher or principal, referral to principal, referral to guidance counselor, notify AA officer, refer to Board policies	Parent notification, referral to principal, suspension from school, referral to guidance counselor, notify AA officer, refer to Board policies
Smoking or use of tobacco on school property	Parent notification, referral to principal, suspension from	Parent notification, referral to principal, suspension from	Parent notification, referral to principal, suspension from

	school, referral to guidance counselor, referral on Focus	school, referral to guidance counselor	school, referral to guidance counselor
Written threat	Parent notification, referral to principal, suspension from school, notify police, refer to Board policy, referral on Focus	Parent notification, referral to principal, suspension from school, notify police, refer to Board policy on threat assessment	Parent notification, referral to principal, suspension from school, referral to I & RS team, notify police, refer to Board policy on threat assessment
Aggressive intent with a weapon	Parent notification, referral to principal, suspension from school, refer to Board policy on threat assessment, notify police	Parent notification, referral to principal, suspension from school, refer to Board policy, notify police, possible recommendation for alternate placement	Parent notification, referral to principal, suspension from school,, refer to Board policy, notify police, possible recommendation for alternate placement
Possession of a dangerous/offensive weapon	Parent notification, referral to principal, suspension from school, referral to guidance counselor, refer to Board policy, notify police, referral on Focus	Parent notification, referral to principal, suspension from school, referral to guidance counselor, refer to Board policy, notify police	Parent notification, referral to principal, suspension from school, referral to guidance counselor, refer to Board policy, notify police
Possession, distribution or under the influence of drugs and/or alcohol	Parent notification, referral to principal, suspension from school, referral to guidance counselor, notify police, referral on Focus	Parent notification, referral to principal, suspension from school, referral to guidance counselor, notify police	Parent notification, referral to principal, suspension from school, referral to guidance counselor, notify police
Hate or bias conduct	Parent notification, referral to principal, suspension from school, referral to guidance counselor, notify police, referral on Focus	Parent notification, referral to principal, suspension from school, referral to guidance counselor, notify AA officer, notify police	Parent notification, referral to principal, suspension from school, referral to guidance counselor, notify AA officer, notify police
False alarms and fires	Parent notification, referral to principal, suspension from school, referral to CST, notify police, referral on Focus	Parent notification, referral to principal, suspension from school, referral to CST, notify police	Parent notification, referral to principal, suspension from school, referral to CST, notify police, possible recommendation for expulsion
Cutting detention	Parent notification, referral to teacher, referral to guidance counselor	Parent notification, referral to teacher, referral guidance counselor	Parent conference, referral to principal, referral to guidance counselor
Extortion	Parent notification, referral to principal, referral to guidance counselor, referral on Focus	Parent notification, referral to principal, referral to guidance counselor	Parent conference, discussion with principal and guidance counselor, possible suspension
Disregard bus policies	Refer to handbook	Refer to handbook	Refer to handbook
Not following acceptable use for computer/Internet	Refer to handbook	Refer to handbook	Refer to handbook
Language misuse	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor, referral on Focus	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor
No cooperation (Inappropriate behavior)	Consultation with the teacher, parent notification, referral to the guidance counselor	Consultation with the teacher, parent notification, referral to the guidance counselor	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor, referral on Focus

Gambling	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor, detention as determined by the principal	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor, detention as determined by the principal
Dress Code	The student will receive a verbal reminder. Additionally written notification and a copy of our Dress Code will be sent home to parents/guardians. If available, students will be required to wear a clean uniform from the reserve closet at the school, unless a parent/guardian brings a uniform from home. The student is expected to return the uniform to the school office at the end of the school day. The cost of using the borrowed uniform for the day will be \$1	Parents/ Guardians will be called to discuss the Dress Code and problem-solve strategies to aid the family in complying. Parents/ guardians will be asked to bring an appropriate change of clothes. If they are unable to do so, students will be required to wear a clean uniform from the reserve closet at the school, if such a uniform is available. The cost of using the borrowed uniform for the day will be \$1.00. The student will meet with a peer review group to develop strategies to help the student comply with the policy.	At the discretion of the Principal.
Truancy	See attendance Board Policy	See attendance Board Policy	See attendance Board Policy

*Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.4.

SUSPENSION

Suspension is a last resort in dealing with serious discipline problems. When a student's behavior becomes such that the safety or well-being of others in the school is endangered, it will be necessary to exclude the student from school for an appropriate period of time.

Disclaimer: Mildred Barry Garvin School reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.

Building administration has the ability to exercise discretion relative to the Code of Conduct in order to support and maintain a safe and orderly school environment.

Based upon the frequency of infractions, Garvin's tiered intervention protocol will be utilized to address and improve the frequency and patterns of inappropriate student behavior.

Tiers Based on Frequency/Progressive Pattern of Behavior

Tier I (1-3 Infractions)

- Administrative Conference (with due process)
- Parent Notification
- Code of Conduct

Tier II (4-6 Infractions)

- Administrative Conference (with due process)
- Parent Conference
- Code of Conduct
- Focus Group
- Referral to Support Services
- Student Improvement Plan
- Possible Referral to I&RS

Tier III (7+ Infractions)

- Administrative Conference (with due process)
- Code of Conduct
- Mandatory Parent Conference
- Automatic Referral to I&RS
- Consideration for Alternative Placement

Notes:

All behavior resulting in violations of Federal, state, and local laws will result in police notification as appropriate depending on the individual case.

A suspended student may not be on school property or attend any school-sponsored events for the duration of the suspension.

Multiple or egregious violations of the code of conduct may result in loss of privileges, including but not limited to class trips, school dances, extracurricular activities, and 5th grade celebrations and activities.

Additional School Policies

SCHOOL SECURITY/FIRE EVACUATION DRILLS AND BUS EVACUATIONS

One fire drill and one school security drills are held each month within school hours, including any summer months during which the school is open for instructional programs. Bus Evacuation drills occur

twice a year. All drills are important and every person in the school building or on the buses should act accordingly. The purpose of the drills is to practice leaving either the building or the buses, or securing the building, as quickly and efficiently as possible and to be prepared in the event of a real fire or other emergency. The following are the responsibilities of each and every student during drills

- Follow the directions of the teacher or adult in charge at all times.
- Proceed quickly and in an orderly fashion to the designated area or exit.
- **DO NOT TALK AT ANY TIME.**
- Stay in line, remain quiet and await further instructions.

Our only assurance of students safety is everyone's complete cooperation. Students who do not cooperate in observing the above responsibilities are endangering the lives of everyone in the building.

CARE OF SCHOOL PROPERTY

Vandalism of desks, walls or other equipment belonging to the school is a serious offense. Students are responsible for cleaning, repairing, or replacing any school property that they abuse and may be subject to disciplinary action. This policy also pertains to buses.

LOST AND FOUND

Students are responsible for all their books and belongings. Everything should be labeled with the student's name. Lost and found items will be held in the cafe for a reasonable length of time. Students are urged not to bring valuable items or excessive amounts of money to school.

TELEPHONE CALLS

The office phone may be used by children for emergency situations only. Parents/guardians are urged to avoid unnecessary calls to the school office. Any unusual circumstances, such as a parent/guardian not being home after school or a child going somewhere other than home, should be resolved with the child before the start of the school day. Last minute phone calls are highly discouraged. There can be no assurance that a child will receive any message arriving after 2:30 p.m.

PROMOTIONS AND RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are academic performance and frequent or chronic absenteeism.

Parents/guardians can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents/guardians will be involved in any retention decision.

PTO Fundraising

Parent/guardian groups conduct fundraisers in an effort to produce the necessary funds that will enhance the education and well being of our children. Examples of these may be a catalog sale, family portraits or a holiday shop. A Fundraiser Approval Form must be completed by the parent organization and submitted to the principal 6 weeks prior to the start of the fundraiser.

Please remember that the money raised is used only for the benefit of the children. Technology, playground equipment and cultural enrichment programs are all examples of the use of such funds. **No door to door solicitation is permitted.**

NO SMOKING

The Board of Education believes that the right of persons to smoke must be balanced against the right of the non-smoker to breathe air untainted by tobacco smoke. In accordance with the law, the Board prohibits smoking at all times anywhere in the school district buildings or on school grounds.

EMERGENCY SITUATIONS

In an emergency, immediate evacuation of the building and notification of authorities are the standard procedures. The staff, teachers and administrators are well prepared for a variety of emergency situations. Parents/guardians should feel confident concerning all emergency procedures at the school. Garvin acts "in loco parentis" (in place of parents) during evacuations and lockdowns. **It is extremely important for you to discuss this with your child.** Although we understand your anxiety, it makes it difficult and chaotic when parents/guardians appear at an evacuation site asking to take their own or other children home. **Students will remain with the persons in charge until contacted parents/guardians pick them up at a unification site or they are returned to school for dismissal.** Garvin's unification site is Oval Park.

INTERNET ACCEPTABLE USE POLICY

The school district may provide Internet access for students during school hours to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the East Orange Board of Education Policies. A form requiring signatures is sent home on a yearly basis with additional information.

Student/Parent Handbook Acknowledgement Form

The 2018-2019 Mildred Barry Elementary School Student/Parent Handbook contains policies with regard to attendance, dress code, technology and cell phones, student conduct expectations and discipline management, grading/reporting/testing, information, and more.

PARENT AND STUDENT ACKNOWLEDGEMENT:

I, the parent of (student name)_____ hereby confirm that I have access to or have received a copy of the 2019-2020 Mildred Barry Garvin Student/Parent Handbook, and further understand the responsibilities expected of Mildred Barry Garvin parents and students; the policies, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2018-2019 Mildred Barry Garvin School Student/Parent Handbook.

Student Printed Name:_____

Parent Printed Name:_____

Parent Signature:_____ Date:_____