

**CONLEY ELEMENTARY SCHOOL
STUDENT HANDBOOK
2022-23**

ATTENDANCE

In order for the board of education to fulfill its responsibility to provide a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance. The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully.

Pupils are expected to attend school during the established school time of 8:40AM – 3:20PM. Students arriving after attendance has been taken are considered tardy and must report to the school office for admittance.

ABSENCES

If a pupil is going to be absent from school, the parents/guardians are to call the school no later than 11:00 on the morning of the absence.

Pupils returning from any absence must bring a note from a parent/guardian containing acceptable explanations. Furthermore, official notification to school officials must be submitted to document student absences caused by:

- Disabling Illness
- Recovering from an Accident
- Required Court Attendance
- Death in the Family
- Religious Observance
- Take Your Child to Work Day

Pupils shall be required to complete all work and exercises assigned during the absences. Arrangements to make up the work must be initiated by the pupil or parent/guardian. We invite parents to make requests to have schoolwork sent home if a student is going to be absent **three (3) or more days**.

The effect of excessive absences upon a grade, promotion, or awarding of credit toward graduation shall be determined by the building principal.

BUSING

While the law requires the school district to furnish transportation, it does not relieve parents/guardians of students from the responsibility of supervision. Once a student boards the school bus, and only at that time, does he or she become the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an **extension of the classroom**, the Bethlehem Township Board of Education shall require students to conduct themselves in a manner consistent with established standards for classroom behavior

The school administration reserves the right to assign consequences for infractions based upon the

circumstances and the severity of each case. The possible consequences for infractions are as follows:

1. Office Detention
2. Loss of bus privileges for an extended time period
3. In-School Suspension
4. Suspension from School

Parents/Guardians of students who have their bus privileges suspended are responsible for seeing that their child gets to and from school safely.

CELL PHONES, PERSONAL ITEMS, PHONE USE, MISC.

The use of headphones, ipods, radios and MP3 players in school is prohibited. Students may listen to music through headphones on the bus if permitted by the bus driver.

1. The use of cell phones in the school building during school hours is prohibited. Although we realize that many parents wish to provide cell phones to their children for various reasons **cell phones that are brought to school must be stored in a backpack and turned off at all times.** Any phone used during school hours will be stored in the office for pick-up at the end of the day. Repeated infractions will result in loss of cell phone privileges for an extended period of time.
2. **The use of all cell phone cameras and video recorders is prohibited in school AND on the bus for any reason.** Students who wish to take pictures or videos must obtain permission from the principal.
3. Office telephones may be used by students as deemed necessary by the administration. Students should not use classroom telephones to call home. It is the student's responsibility to come to school prepared for the day's work and activities.
4. If a parent brings in a "forgotten lunch" or lunch money, the office staff will make sure the student will receive it at the beginning of his/her lunch period.
5. Pets of any kind are not permitted in school without the approval of the administration.

DISCIPLINE

Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them. New Jersey Statutes, Title 18A: 37-1.

The school-wide environment at Thomas B. Conley School is designed to produce an orderly climate for the teaching and learning process. To ensure the proper environment, students are expected to exhibit appropriate behavior at all times. Examples of appropriate behavior include, but are not limited to:

1. following teacher directives
2. showing respect for self, others, and for school property
3. being prepared for class with books, writing utensils, and homework
4. following established classroom and safety procedures
5. using courteous and acceptable language.

These examples of appropriate behavior are also expected of students on the bus, during assemblies, while in the cafeteria, restrooms and hallways of the school during the school day and at all school sponsored activities.

Students must respect each other's rights and property both in school and at all school sponsored events.

The school administration reserves the right to assign consequences for infractions based upon the circumstances and the severity of each case.

Suspension from School

In all cases of suspension, a parent/guardian will be informed before a student is sent home during the day. If a parent /guardian cannot be contacted, the student will be sent home at the end of the school day with a letter explaining that he/she is suspended and the reason for the suspension.

A parent/guardian will be required to accompany the child upon his/her return to school so that a parent-administrator conference may be held. **Parents/guardians are encouraged to request assignments for students assigned to more than one day of suspension.**

DRESS CODE

Students should be dressed in a neat and socially acceptable manner. The purpose of our dress code is two-fold. The first is safety. Our responsibility is to ensure, as best we can, a safe environment for our students both emotionally and physically. Consequently, clothing that we deem unsafe should not be worn in school. The second purpose of our dress code is to encourage a well-developed educational environment by minimizing distractions. Our purpose is not to infringe upon any individual's right to express themselves through dress and style. We **do** intend to establish reasonable guidelines within which an atmosphere of safe learning can prosper.

The dress code is:

- **all clothing should be worn in an appropriate and tasteful manner**
- no chains or appendages that hang from clothing
- no "outer" wear worn inside school
- no hats
- no sunglasses
- no clothing that promotes or illustrates topics relating to: drugs, alcohol, tobacco, sexual activity, violence
- and any piece of clothing, jewelry or accessory on a student's person that presents a real or perceived

safety risk or is deemed unsuitable as defined by administration.

This set of guidelines is dependent on a collaborative effort between the home and school.

EARLY MORNING PROCEDURES - DROPPING CHILDREN OFF AT SCHOOL

- Students should not be dropped off at school before the start of the normal school day unless there are formal arrangements with a specific teacher or staff member. Homeroom begins at 8:40 AM.
- All children should be dropped off at the north side of the building by the gym.

EARLY DISMISSALS

Students requesting early dismissal must have a note from their parent/guardian. This note should be given to the classroom teacher or brought to the office. The student will be called to the office, where the parent will sign him/her out, and if returning, sign him/her back into school. Students who do not feel well must see the school nurse and obtain permission before leaving school. If permission is granted, the nurse will contact the student's parent/guardian. Students should call home for early dismissal using the office telephone, not their own cell phone or text messaging.

EMERGENCY CLOSING DELAYS

The Bethlehem Township School District will continue to utilize the School Messenger automated school communication system to establish a means of communication between staff and families. This system delivers prerecorded voice and text messages instantly to designated phone numbers that parents set-up in their online profile.

The types of messages that are currently delivered by our district are:

1. School-wide emergency
 2. Unscheduled school closings
 3. Special announcement
- 69News (wfmz.com) and the school website also broadcast emergency closings.

FIELD TRIPS

Field trips are an extension of the academic classroom and approved by the Board of Education. We encourage the scheduling of field trips that relate to our curriculum and provide a positive educational experience for our students. No student may take part in a field trip without a permission slip signed by his/her parent/guardian.

FINES

Each school year, all students are issued basic materials. Good care and proper usage of these items ensures them lasting for many years. Students will have all their books, iPads and their private possessions in their backpack and in their classroom. Items which are lost or damaged as the year progresses will be the responsibility of their owners. At the end of the year, assessments and fines are levied by the teachers.

HARASSMENT

Every individual, including students, staff and community members at Conley School deserve to exist in a harassment-free environment. Harassment can take on many forms. People are harassed based on everything from gender and gender issues, to appearance, religion, ethnic groups, age, athletic or academic ability and popularity. Oftentimes, harassment makes no sense and is not focused on one of the characteristics listed above. What is always present in harassment however, is that the victim of harassment is made to feel uncomfortable, hurt or unsafe.

We regard harassment of any category as a very important issue. **It will not be permitted.** People who feel harassed need to contact an adult immediately. The school must be made immediately aware of any and all harassment.

Part of growing up means absorbing a certain degree of social and emotional challenges. What separates this discomfort in the maturing process with harassment is repetition and severity. It is only through investigation of the circumstances that those two factors can be ascertained. If there are acts of potential harassment, or simply situations that cause social or emotional discomfort, parents and children should feel free to contact the school guidance counselor, Rebecca Billeraat extension 1227.

INTERSCHOLASTIC SPORTS AND AFTER SCHOOL ACTIVITIES

At our school, we believe that a well-rounded education includes participating in athletics and co-curricular activities. It is very important that our children form bonds and learn to work together to attain goals outside of the classroom. Both Conley Elementary School and Ethel Hoppock Middle School offer a variety of activities to meet the needs, interests, and talents of all students.

Prior to participating in any after school activity, a student must have a signed permission form.

A student who is absent from school may not attend or participate in any activities or games on that day. Any questions or concerns regarding health services and/or sports participation policies and procedures may be directed to the Hoppock Middle School school nurse, physical education teacher or administration.

Performing Arts

Students in 5th grade are invited to participate in the Conley School play.

Band

Instrumental music lessons are given in small groups to students in grades 4 and 5 during the school day. Students are pulled from classes for these lessons and required to make-up the work missed during their lesson.

Student Council

Student Council is a crucial element of our school. All 5th grade students willing to make the commitment are eligible to take part. The council meets at least once per marking period. The students are involved in fundraisers and various service projects throughout the school. They also are the channel of communication between the student body and the staff.

LIBRARY

The library is a place for research, reading and study. Quiet and order must be maintained. Students arriving at the library must have an appropriate pass and a definite purpose for being there. All materials signed out should be returned as soon as the students finish or within the sign out period. Students are accountable for lost or damaged items.

MEDICATIONS

All medications including "over the counter" medications must be dispensed by the school nurse. Students are to bring all medications to the nurse's office when they first arrive at school.

No child will be allowed to take or have administered any type of medication at school without 1) a note of permission from parents/guardians and 2) a doctor's order with doctor's signature. The note must state the name of the child, what the medication is for, the dosage and time to be taken, and the length of time this medication will be here at school. If we do not have this information, the medication will not be dispensed. All medications must be in THE ORIGINAL closed container labeled with the child's name and have the note attached to the container.

In-School Injuries

A student who is injured during the school day should immediately report that injury to his/her classroom teacher. The student should then report directly to the nurse's office so the injury can be treated and the proper procedure/reports completed by the nurse.

PHYSICAL EDUCATION

In the event of illness or injury a student may be excused from active participation in gym class. The student's parents or physician must submit a written explanation of why the student needs to be excused. The nurse will review each written request. A student must have

permission from the school nurse in order to be excused from active participation in gym class. Any extended exclusion from gym class, more than 3 days, is honored only with a physician's authorization. The failure to participate in gym excludes students from any sports involvement that afternoon.

PARENT PORTAL- GENESIS

The grades of 5th grade students are posted on the Genesis Parent Portal website and updated on the 15th and 30th of each month. To login, visit <https://parents.genesisedu.com/bethlehem>. Report cards are sent home through the Genesis Parent Portal four times annually. We highly encourage parents to contact their child's teacher with any concerns pertaining to their child's grades.

PICK UP PATROL

In order to streamline the dismissal process, Conley School uses Pick Up Patrol (PUP) to dismiss students at the end of the day. All parents picking up their children at 3:20 must sign into the Pick Up Patrol APP to inform the school of their decision before 2:30.

RETURNING TO SCHOOL AFTER DISMISSAL

If students leave the building at dismissal and go home, they must check in at the main office if they return to school. It is imperative that school personnel are aware of what children are in the school at all times.

SCHOOL INSURANCE

The Board of Education will provide basic school insurance for all students at no cost to the parent/guardian. This will cover the student during school time only. If you wish to purchase additional coverage, literature on this will be sent home in September and can be purchased directly from the insurance company.

TECHNOLOGY

At the start of the school year, all students will be issued and are held responsible for an iPad, cover, charger and cord.

Students must:

- Sign the iPad Pledge
- transport the iPad with the cover on
- bring the iPad to school fully charged
- store the iPad in their classroom when not in use

At the end of the school year, failure to return the school issued iPad and/or accessory equipment (case, charger, cord) will result in a fine to pay for the full replacement cost of each item. Please see the BTSD Technology Acceptable Use Policy for more detailed information.

TESTING

The progress of students in grades 3-5 will be measured by the State of New Jersey during the upcoming school year.

The dates for testing will be published at the beginning of the school year once they are scheduled.

VISITORS

All visitors must report to the main office and sign-in. All visitors must wear a visitors' pass. Students from other schools are not allowed to visit during school hours unless they have prior approval from the Principal.