

# ALT Parent Handbook

## Dolphin Pride



### **Angelo L. Tomaso School: Mission Statement**

As a community of children, parents and educators we seek to provide our students with an educational environment that is enriched, safe, stable and productive. Our goal is to maintain an instructional setting that stimulates curiosity and sensitizes children to the world in which they live. In order to achieve these objectives, we place a great deal of emphasis on shared opportunities to participate in all aspects of the teaching / learning process. Our yearly School Wide Theme Project is an example of the many group projects that form the fabric of who we are and what we do. All the members of our educational community therefore share some role in providing our students with programs and surroundings that will encourage them to engage in a lifetime of learning.

## WARREN TOWNSHIP SCHOOL DISTRICT

Angelo L. Tomaso School

46 Washington Valley Rd.

WARREN, NEW JERSEY 07059

908-753-5300 ext. 5300

Web Address: [www.warrentboe.org](http://www.warrentboe.org)

### Welcome

The purpose of this handbook is to provide you with the information and guidelines necessary to be a good school citizen. Everyone in our school—students, teachers, parents, staff, and the administrator—must share the responsibility of establishing and maintaining the standards for a successful school experience. Student involvement and participation in our school is critical to their success. We hope you will become an active and productive member of our ALT School family. Have a successful school year.

### General Information

**School Colors: Blue and White**

**Mascot: Dolphin**

**Grade Levels: K - 5**

**School Hours: 8:00 - 2:50**

### Weather Watch

Snow or another emergency may require a delayed opening or closing of school. Stations WOR(710), WCTC(1450), WBUD(101.5) and WERA(1590) will broadcast notification of such emergencies beginning at 6:30AM. School closings will appear on the district web page:

[www.warrentboe.org](http://www.warrentboe.org). Please register to receive e-mails and for the reverse 911 system. A school closing will also be announced on the local cable channel. The schools will open **two hours** later than the regular schedule **on delayed opening days**. Lunch is served on these days. On delayed opening days (weather/snow emergency), please do not drop children off ahead of the scheduled beginning of school. Staff as well as students will be arriving late. Bus pick-up on these days will be two hours later than usual. School will begin at 10:00 a.m.

### School Attendance

Students should be present each day school is in session UNLESS ILLNESS or other legally bona fide reasons prevent attendance. Automated absence verification telephone lines are at each school. If a child is going to be absent, the parent is asked to call

the School Nurse's Absence Line at any time prior to 8:30AM, giving the child's name, grade, reason for absence, and date of absence. **On the second day of an absence, a parent may request homework.**

If a parent has not called the absence verification line, a written note of explanation signed by the parent is to be submitted. **Parents are asked not to request that students be excused early except when an emergency makes early dismissal unavoidable; such requests, with reasons, must be in writing.** (For more information please refer to Board Policy # 5113)

### ARRIVAL/DISMISSAL

A.M. Staff is on duty to supervise children beginning at 8:00 AM. Children will go directly to their classroom hallway. Students will be admitted to homerooms at 8:10.

Students arriving by busses will enter through the side door of the building, while those being dropped-off by parents will enter through the front doors of the building.

**Safety is a priority. When dropping off children in the AM, parents are asked to use caution and good judgement. If your child needs more time getting out of the car, please use the faculty parking lot for the drop-off. It is important to keep the flow of traffic moving. Parents should not be using cell phones, or become distracted during drop-off time.**

P.M.- Children will be dismissed from their classrooms to the busses. Students being picked up by parents or guardians will report to the pick-up room to be signed-out for dismissal.

### Outdoor Play

Weather conditions permitting, we prefer that the children be outdoors. During the cold weather months, children should wear outer clothing (gloves, caps, etc.) that will allow them to play comfortably outdoors. If children are not adequately dressed for weather conditions, students may not be allowed to take part in recess activities.

## Visitors

In order to ensure safe and orderly conduct, the following procedures will be followed:

1. **At all times visitors will be buzzed into the building by a staff member in the main office. Do not open the door for any visitors. Upon entering school, visitors are to report to the main office.**
2. Students will be dropped off in the lobby. Do not walk them to their classrooms. Students who are tardy must report to the office to sign in.

## Student Behavior

It is the student's responsibility to obey school regulations and the school authorities. This responsibility extends to conduct to and from school, at school sponsored activities, on field trips, and at all times within the school building.

## General Rules

Students are expected to conduct themselves using the Six Pillars of Character as a guideline. These consist of Respect, Responsibility, Trustworthiness, Fairness, Caring, and Citizenship.

1. Respect for school property, and other peoples' property.
2. Students should walk in an orderly fashion in the halls and other areas of the school building. **Running, pushing, and horseplay are prohibited.**
3. Should a child require any medication during a school day, it must be brought to the health office by a parent. It must be in the original container and accompanied by a doctor and parent note stating dosage, time to be given, and permission for the nurse to administer it. **(Board Policy # 5141.21)**
4. **Chewing gum is prohibited at all times.**
5. The sale or purchase of any other item between students is not allowed on school premises.
6. Students may not use cell phones during the school day.

## Lunchroom

Students need to bring lunch to school. Milk and water is available for purchase.

1. All students are responsible for cleaning their tables before leaving the lunchroom.
2. Students should remain seated during lunch except to throw out trash.
3. All students will need to become silent and raise their hand when an adult's hand is raised to get attention and give directions.

## Bus Conduct

The bus ride to and from school is considered an extension of the school day, and the following regulations apply to students riding buses:

1. The driver represents an extension of the authority of the school. The driver is in complete charge. Orderly conduct is expected at all times.
2. When at the bus stop, students are reminded not to run toward the bus as it approaches. Wait for the bus to completely stop before moving toward it. While waiting for a bus, stay as far off the road as possible.
3. The driver may assign specific seats to students if he/she wishes. Students are to sit in the seats assigned.
4. Food, candy, etc. are not permitted to be eaten on the bus.
5. Bus patrol students will assist with evacuation drills and the boarding of buses.

Students who do not follow these rules may be referred to the office. **This may result in the withdrawal of bus riding privileges. (Board Policy # 5131.1)**

## Homework

Homework should...

1. Enrich the educational program and/or provide the student with practice;
2. extend and reinforce the learning experience;
3. help develop responsibility by providing for the exercise of independent work and judgment;
4. be clearly assigned and its product carefully evaluated.
5. a "rule-of-thumb" for the amount of time spent on homework each night would be ten minute increments for each grade level. Twenty to thirty minutes of independent reading should be encouraged and be a part of each night's work.

## Makeup Work

\* Students absent for any reason must make up assignments, class work, and tests within a reasonable period of time.

\* When students are absent for other reasons than a medical excuss (ex. vacation), parents may not request homework. **Students should plan to read a book and write about their vacation in a journal.**

**Please see Board Policy #6154 for additional information regarding homework.**

## Safe Environment

The public schools in the state of New Jersey are charged with creating a safe, non-hostile environment for students and employees. Any behavior which violates this regulation is punishable by school officials and may have legal implications for students and parents. Students are NOT permitted to post websites which create lists of students' names or staff names and/or use the school name, initials, or logo without prior authorization.

Possession of weapons on school property must be reported to the police. We believe it necessary to adopt this policy of "Zero Tolerance" in the interest of the welfare of all of the students and staff housed in our schools. I urge you to speak to your children about this issue. They must understand the automatic response of school officials that will result from behavior related to threats and/or weapons possession. I also urge you to be aware of what your children are doing and with whom they associate. (Board Policy # 5131.7)

The Warren School District and the Angelo Tomaso School are committed to providing a safe and positive learning environment for all students. To this end, the district has adopted policies specific to Code of Conduct and Harrassment, Intimidation, and Bullying. Each school has an anti-bullying specialist and the district has assigned an anti-bullying coordinator. Information about the HIB policy and the Code of Conduct can be found on the District's website.

Angelo L. Tomaso School Anti-Bullying Specialists:

Mrs. Kelly Maire, Guidance Counselor

Contact Information:

Email: [kellymaire@warrentboe.org](mailto:kellymaire@warrentboe.org)

Phone: 908-753-5300, Extension 5305

Warren Township School Anti-Bullying Coordinator:

Dr. Faye Brady, Director of Special Services

Contact Information:

Email: [fbrady@warrentboe.org](mailto:fbrady@warrentboe.org)

Phone: 908-753-5300, Extension 5716

## Dress Code

Footwear must be worn at all times. Footwear that is considered unsafe (included but not limited to loose sandals, beach or shower type footwear, thin heeled clogs, or roller shoes) are not permitted.

Hats or other head coverings, except in the case of religious observance, may not be worn in the building. Exceptions can occur on specific school spirit days.

Each student must dress in a manner that does not attract undue attention. Skirts/shorts must not be shorter than finger-tip length.

Clothing must not be tight, revealing or suggestive. Midriff, tube tops, strapless dresses, backless sundresses, tank tops, halter tops, off the shoulder blouses/dresses, see-through articles, slashed clothing, sheer lace, and tight spandex type clothing may not be worn.

No apparel may be worn that promotes or endorses illegal substances, i.e. alcohol or tobacco products. In addition, clothing with messages or graphics deemed offensive, profane, inappropriate, violent or derogatory, is not permitted. No undergarments may be showing.

No sunglasses may be worn during the school day unless medically prescribed. No chains of any type are allowed.

Any pupil who is in violation of the dress and grooming policy will be asked to make arrangements to correct the violation immediately, or that pupil will be excluded from attending school until his/her attire conforms to the policy.

Parents/guardians are asked to cooperate in helping the school district attain its objectives and foster pride and good taste in appearance by exercising positive guidance and authority.

**Please see Board Policy #5132 for additional information related to dress code.**

## **DRUG AND ALCOHOL POLICY**

All district personnel shall be alert to signs of alcohol, drug, tobacco and steroid use by pupils and shall respond to those signs in accordance with procedures established by the superintendent of schools. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Pupils suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A pupil who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises or while attending a school-sponsored activity will be subject to discipline that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be offered appropriate treatment and remediation. Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as substance awareness coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up. (For more information see Policy **5131.6**)

## **PERSONAL COMMUNICATION DEVICES / PDAS CELL PHONES / PERSONAL GAMING SYSTEMS**

Students are not permitted to bring or possess a remotely activating paging device on any school district property at any time, regardless of whether school is in session or other persons are present, except as allowed below. The bus ride to and from school is considered to be part of the school day.

Students are not permitted to use cellular telephones. This includes the use of text

messaging, internet access, and camera features of the cell phone while school is in session.

Cellular telephones or networkable devices must be turned off while the student is in the school building and may only be turned on after school has concluded for the day, or outside the building. The building Principal may confiscate cellular phones or networkable devices that are turned on in violation of this policy, and the student will be subject to appropriate disciplinary action.

Personal gaming systems (i.e. Nintendo DS) fall under the same guidelines as remote activating paging devices and cell phones due to the networkable capability of these systems. Students are encouraged to leave these devices at home because of they are expensive and cannot be taken out during the school day. **For more information, please see Board Policy #3515.1**

## **PHOTOGRAPHS TAKEN BY PARENTS / STUDENTS AT SCHOOL EVENTS**

The District does not endorse or assume liability for the distribution of photographs to other parents or students, and parents or students who distribute or post online such photographs take full responsibility for their distribution.

## **ALT Code Of Conduct**

The chart that follows is based on the work of Stan Davis, author of Schools Where Everyone Belongs: Practical Strategies to Reduce Bullying. Stan Davis states that schools reduce bullying through the “development and consistent enforcement of effective consequences for verbal and physical aggression which are predictable, inevitable, immediate, and escalating and based on uniform expectations for all. Consistent use of consequences will reduce bullying and are a necessary component of effective prevention. Inconsistent enforcement makes the problem worse. Effective consequences are small (so they can be used consistently), escalate with repeated aggression, and typically involve loss of unstructured times like recess, lunch with peers, or extracurricular activities.” Consequences should: commensurate with the student’s action, be perceived as a punishment to help student understand that what he/she did was wrong, and

be used as an opportunity to support the child in helping them understand how they can improve their behavior and respond to situations more appropriately in the future.

**Peer-to-Peer conflict will be handled in following way:**

ALT Peer-to-Peer Aggression Rubric				
Behavior	First time	Second time	Third time	
<ul style="list-style-type: none"> <li>➤ Teasing or exclusion*</li> <li>➤ Rumors*</li> </ul>	Written warning, Student calls parent	One inside recess. Student calls parent	Three inside recesses. Student calls parent.	After three incidents, develop individual plan.
<ul style="list-style-type: none"> <li>➤ Hitting*</li> <li>➤ Lying to or disrespecting staff member*</li> <li>➤ Taking possessions*</li> <li>➤ Defacing property*</li> <li>➤ Retaliation*</li> </ul>	One inside recess. Student calls parent	Three inside recesses. Student calls parent.	Five inside recesses. Student calls parent.	After three incidents, develop individual plan.
<ul style="list-style-type: none"> <li>➤ Severe hitting, threats of violence, or severe harassment</li> </ul>	Three inside recesses. Student calls parent.	Five inside recesses. Student calls parent.	Three supervised lunch and inside recesses. Student calls parent.	After three incidents, develop individual plan.

- \* Students in grades K-2 receive one additional warning.
- “Inside recess” means the student stays in at one recess each day, completes the Think-About-It form during that time, and goes outside at other recesses.
- “Supervised lunch” means the student eats lunch individually under supervision.

<p><b>Teasing</b> (name calling, insulting, or other behavior that would hurt others’ feelings or make them feel bad about themselves)</p> <p><b>Exclusion</b> (starting <b>rumors</b>, telling others not to be friends with someone, or other actions that would cause someone to be without friends)</p>
<p><b>Hitting</b> (pushing, slapping, grabbing)</p> <p><b>Retaliation</b> (comments or threats designed to intimidate or punish someone who reported behavior)</p>
<p><b>Severe hitting</b> (punching, kicking, and similar behavior that may injure others)</p> <p><b>Harassment</b> (racial, ethnic, or sexual name-calling or other severe harassment)</p>