

LUTHER LEE EMERSON ELEMENTARY SCHOOL

DEMAREST, NEW JERSEY



Parent Handbook

2009-2010

DEMAREST PUBLIC SCHOOLS

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Mission Statement

To develop in each student a love of learning, strong self-esteem, ethical values, and respect and appreciation for diversity to enable every student to reach his/her maximum potential. To accomplish this, the Demarest Board of Education will develop a nurturing supportive educational environment which will:

- *provide knowledge and skills needed in a changing society;*
- *foster creativity, independence, adaptability, citizenship and the ability to work cooperatively;*
- *utilize technology.*

Principal's Message

This handbook has been prepared to help acquaint you with the Luther Lee Emerson School.

***As the days of summer come to an end,
Your child to school you will send.
This handbook has been made with you in mind,
It is filled with important information you will find.
I ask you to read this book carefully,
If you have questions, just call me.***

Gladys Grossman, Principal

Welcome to Luther Lee Emerson School!



DAILY SCHEDULE

Arrival Time	8:10 am - 8:20 am
Classes Begin	8:20 am
Lunch	11:45 am-12:35 pm
2 nd & 3 rd graders eat lunch from:	11:45 am-12:10 pm
4 th graders eat lunch from:	12:10 am-12:35 pm
Dismissal	3:05 pm

Arrival Time 8:10 - 8:20

Between 8:10-8:20 am, school personnel monitor the students' arrival. Children are to proceed to the All Purpose Room. All students may enter through the front entrance or take the walkway from Lenox Avenue to the All Purpose Room. At 8:20 am students are sent to their classrooms. **Please do not send your child to school earlier than 8:10 am as there is no supervision.**

Traffic Flow Procedures

Our primary goal is to ensure that children arrive and leave our school safely. Cars should pull forward to the furthest cone placed on the sidewalk. This allows ample space for numerous cars to pull up to the sidewalk and disperse children. Children will proceed to the All Purpose Room. School personnel are on duty each morning to facilitate the traffic flow. **If your child is dropped off or picked up on Lenox Avenue, please make sure to use the school side of the street only. Remember Lenox Avenue is a residential area.**



Dismissal Time 3:05 pm

The same traffic procedures should be followed for dismissal. School personnel facilitate dismissal until 3:15 pm. Please be sure to pick-up your child on time.

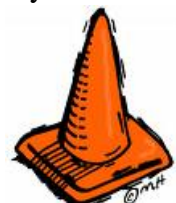


PM pickup procedure:

Drivers in the pickup lane in the afternoon should remain in their cars and pull up to the furthest cone. If parents wish to leave their cars for any reason, please park in the parking areas provided.

(PARENTS, PLEASE PULL FORWARD AS FAR AS POSSIBLE). Cars that stop, leaving room in front of them, disrupt the system and create dangerous situations.

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SAFETY AND SECURITY FIRST!



For safety and security reasons, the doors will be locked until 3:05 pm. Please do not enter the hallway. Your child will be escorted outside. If you wish to wait outside the school, please do not congregate in front of the main entrance. Students are to remain on the sidewalk until their parents enter the loading zone. The pickup system requires that children enter their cars from the sidewalk.

DOUBLE PARKING IS PROHIBITED because it creates a dangerous situation for children as they attempt to go between cars and are not visible to drivers. Parents are encouraged to park on nearby streets and come pick up their children. This will help alleviate congestion.

If you are picking up your child on Lenox Avenue, please make sure to pick up on the school side of the street only. Once again please be mindful that Lenox Avenue is a residential area.

Attendance

Our school's district attendance/absentee regulations ensure the safety of our students.

These regulations make us aware of your child's whereabouts. A student **must be in attendance for 160 or more** school days in order to be considered to have successfully completed the instructional program requirements of the grade to which he/she is assigned.

Parents/guardians are responsible for notifying the school by **9:00 am** that a child will be absent and for informing the school of the reason for



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the absence. If your child is absent more than 3 days during a marking period our attendance program will generate a letter reminding you of the attendance policy.



Excused absences:

An excused absence is one for which there is a valid reason for the absence as defined by school policy. In order for an absence to be excused:

A. The parent/guardian must notify the school no later than 9:00 am that the pupil will be absent and the reason for the absence. Such notification must take place each day the pupil is absent from school.

B. The parent/guardian must provide a written excuse clearly stating the reason for the absence when the student returns to school. This note is to be given to the classroom teacher who will send it to the office.

C. If a pupil is absent for 5 consecutive days or more, the parent/guardian must provide a written note from a doctor clearly stating the reason for the absence. The following are acceptable excused absences:

- A. Illness or accident.
- B. Required court attendance.
- C. Death in the family.
- D. Religious observance in accordance with statute.

In order that we may be certain that parents are aware of their children's attendance and to provide greater assurance that children arrive at school safely, parents are required to call and notify the school by **9:00 am if their child will be absent. Requests for homework should be made at that time** by calling **(201) 784-2084, Ext. 369. This line is available on a 24 hour basis. In reporting your child's absence, please state your child's name, grade level and teacher's name. All homework should be picked up after 3:05 pm. If calling after 9AM please do not leave a message, call the office directly (press 1).**



As a parent, it is your responsibility to make sure your child attends school and be aware of his/her attendance record. If there are

extenuating circumstances or should you have any questions, please call the principal's office to discuss this matter. Be aware that should absences continue the principal will pursue this matter and inform the superintendent. If the absence will be for several weeks because of a disability, home instruction can be arranged. It is necessary that the attending physicians and the school medical personnel inspect or certify that the child cannot attend school to establish home instruction eligibility.

Parents are advised that the decision to remove children from school because of vacations or trips may have adverse consequences on the child's instructional progress. If an extended absence cannot be avoided, parents are expected to notify the building administrator at least two weeks prior to the anticipated absence.

If a child is in attendance during the morning session and must be absent for any reason during the afternoon session, parents are required to notify the school of this absence and the reason for it. Parents are advised to make every effort to schedule medical or dental appointments at times other than school hours.

GOOD ATTENDANCE IS CRITICAL IN ORDER TO SUCCEED IN SCHOOL.

For further information refer to Demarest Board of Education Policies/Regulations. (File Code 5113 - Board Policy)

Late Arrival/ Early Dismissal

It is recognized that from time to time certain circumstances will require that a student will be late to school or dismissed before the end of the day. *If you bring your child to school late, please bring your child to the office.* At that time, you can give the office staff the reason for

being late and the attendance records can be changed. Your child will be given a late pass and directed to his/her classroom. When children come late to school, they miss valuable instructional/organizational time for themselves as well as disrupt the teaching and learning of the other students in the class. **Parents are not to go to the classroom during the school day. Our office staff will gladly help you.**

When a student is tardy three times during a marking period, our system will generate a letter reminding you of the attendance policy. When a student is tardy five times during the school year, the building principal may apply consequences such as, but not limited to, detention, a conference with the parents/guardians, or other legal recourse involving the parent as is appropriate. When possible, parents/guardians are to notify the school in advance of such absences by written request which shall state the reason for the absences, tardiness or early dismissal.

Justifiable reasons may include:

- A. Medical or dental appointments which cannot be scheduled outside of school hours.
- B. Medical disability.
- C. Family emergency.
- D. Court appearance.

No student shall be permitted to leave the school before the close of the day unless he/she is met in the office by his/her parent/guardian or a person authorized by the parent/guardian to act on his/her behalf and signed out.

FOR SAFETY AND SECURITY ALL VISITORS MUST SIGN IN AND OUT AT THE OFFICE!



Lunch Time 11:45 - 12:35

The Demarest Public Schools provide a complete lunch to all children who desire to purchase lunch. Sheets of tickets are available and checks (pg 3)

should be made out to: **DEMAREST BOARD OF EDUCATION-LUNCH ACCOUNT.**

Check the menu for prices. Milk is available for purchase in 1/2 pint containers for children who wish to bring their lunches.



The lunch period at Luther Lee Emerson School is from 11:45 am -12:35 pm.

The Board of Education's policy that pertains to students leaving school at lunch is devised for their safety. Students shall be permitted to leave school for lunch only if they are met in the school office and signed out by a parent or guardian. *If any child is signed out by anyone other than parent or guardian, the child must submit a note to the office signed by the parent or guardian indicating their approval.* A sign-out sheet will be on the counter in the office for your use.

It will also be necessary for you to sign your child in upon returning to school.

Any child in the district may elect to eat his or her lunch in school provided he/she abides by the school's rules and procedures. The school reserves the right to limit, suspend or remove entirely, the lunch privileges of children who are not cooperative in helping to maintain an orderly, safe and sanitary environment. Notification of lunchroom infractions will be provided to the parent before lunch privileges are revoked. Parental support in establishing and maintaining such an environment is greatly appreciated.



Lunchroom Rules

1. Students should **walk** into the lunchroom and sit at the assigned class table. Every Friday is Free Friday; students may sit at any table.
2. Students who are purchasing lunch get in line first and sit at a table after purchasing lunch.

3. Students are to remain seated to eat lunch. Students who require permission to use the lavatory during lunch period should raise their hand and request permission from one of the lunchroom aides to leave the gym. The student(s) will be given a pass.

4. Students are to discard all trash and recyclables in their appropriate containers and make certain that their table area is clean.

5. When any adult in the room raises his or her hand, students should refrain from eating, raise his/her hand and discontinue talking until the adult is finished speaking.

6. The lunchroom aides will help monitor the dismissal of students from the cafeteria. When most or all of the students are ready for dismissal at each table, he/she will direct the students to line up and walk to the playground.

When the children are not eating, they will have recess outside unless the weather is inclement. During the winter months recess will be outside unless the temperature is below freezing, then recess will be held indoors.

Please dress your child appropriately for the weather. This means coats, hats, gloves and warm shoes as needed. It is recommended that your child keep a complete extra set of clothing in his/her backpack in case of emergency.



7. Students will be dismissed only when the staff member in charge feels they are ready to leave in an orderly fashion.

8. Students who are disruptive will be:
- a. Provided with a warning of which a record will be kept.
 - b. Removed to a designated table if the situation persists.
 - c. Referred to the principal.
 - d. Suffer the loss of cafeteria privileges.

Playground Rules

1. STUDENTS MUST RECEIVE PERMISSION FROM SCHOOL PERSONNEL BEFORE ENTERING THE SCHOOL BUILDING.

2. Students must play in designated areas - the upper playground area, the basketball court, and the soccer field.



3. Ball throwing is allowed only on the playing field. Ball playing is NOT allowed near the playground apparatus area.

4. When an adult requests that a student stop any action or activity, the student is to stop immediately. Students are expected to treat all school personnel with respect. Students who do not comply with this request will be addressed by the Principal.

5. **Contact games**, including tag, involving any physical action which could accidentally harm another child **are not allowed**.

Celebration Guidelines

We are complying with the mandate for healthy snacks and appreciate your cooperation and support.



From time to time during the school year there may be special celebrations-activities which may include some snacks or refreshments. All will follow these guidelines.

Celebrations include:

<i>Birthday</i>	<i>Valentine's Day</i>
<i>Halloween</i>	<i>Holiday</i>
<i>End of Year</i>	

Birthday celebrations will be celebrated in the afternoon. If you have frozen or other treats that need to be refrigerated, please make sure to provide them at the time of the event as **the school has no storage facilities for these items.**

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- There are to be no food and beverage items, which have sugar as the first ingredient.

*Other names for sugar:

Corn syrup	Malt
Dextrin	Maltose
Fructose	Maple syrup
High Fructose corn syrup	
Galactose	Sucrose
Glucose	Honey
Lactose	

- No candy at any time for any celebration or school activity.
- Any product containing more than 0% trans fat (hydrogenated or partially hydrogenated oils) per serving may not be served.
- No goodie bags or favors.

Please note:

Since many of our children have food allergies or special dietary needs, parents must discuss ingredients for any school celebration at least one week in advance with the school nurse.



For birthday celebrations all parents must contact the classroom teacher via email or note at least one week before the birthday/special class celebration to discuss the time of celebration, the food and beverage, which must meet the following:

Based on manufacturer's nutritional data or nutrient facts label:

- There are to be no food and beverage items, which have sugar as the first ingredient.
- No more than 8 grams of total fat per serving with the exception of nuts/seeds.
- No more than 2 grams of saturated fat per serving.
- Water or 100% fruit juice only.

Bicycle Safety

Children may bring their bikes to school and must park them in the bike racks provided in the school



courtyard. If your child will be riding his/her bicycle to school, please print and sign the Bicycle Permission Slip found on the website and return it to school. Bicycle privileges may be revoked for the following reasons:

1. Failure to have a current license.
2. Failure to wear a helmet.
3. Failure to obey the following rules:
 - a. No riders except the operator may use the bicycle.
 - b. Students must observe public road traffic regulations.
 - c. Students must give the right of way to walkers.
 - d. Students must walk the bicycle on school grounds.



Emergency School Closings

If schools are to be closed or have early dismissal for the day due to inclement weather or other emergencies, information will be given on the district website www.nvnet.org/k8/demarest/index.html and on radio stations WCBS and WOR and on Channel 12 News "As Local as Local News Gets." On those rare occasions when the decision for early dismissal is made, after we open school, we will implement the automated district emergency phone system to notify parents. Keep in mind we will make certain that all children are accounted for prior to closing the schools. In addition check school announcements by calling (201) 784-2084 EXT. 370. In the case of inclement weather and no announcement that schools will be closed, parents/guardians are advised to use their own judgment as to whether their children should be sent to school or picked up from school before regular dismissal.



Delayed Opening

If schools are to have a delayed opening due to inclement weather or other emergencies, all students are expected to be at school by 10:00 am and all staff are expected by 9:30 am unless

otherwise directed. Parents/guardians seeking verification of a delayed opening should use the aforementioned information. School will end at the regular time.

Field Trips

It is the policy to take students on field trips only with permission from parents/guardians and if children can exercise the needed decorum and self-control so important on an educational field trip. When a trip outside the district is being planned, permission slips will be sent home for approval of parents/guardians. There is a permission slip on the website for you to sign and return to school for trips to the other schools in the district or areas within the community. This permission slip will be kept on file for the duration of the school year.



Fire Drills/Practice

N.J. State Law requires schools to hold two fire drills per month. The following basic rules should be followed:

1. Absolutely no talking.
2. Students will leave the building in a single line led by the teacher.

Two fire signals may be given:

1. regular fire alarm
2. verbal alarm

We have a close working relationship with the Demarest Police Department and our school resource officer. From time to time, lockdowns and evacuations will be practiced.



Grading

Student Progress Reporting

Report cards are issued four (4) times during the school year. Please review the school calendar and website for important dates such as report card distribution, parent-teacher conferences and Back-to-School Night.



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Report card envelopes must be signed and returned to the homeroom teacher. If the envelope is not returned within ten days, there will be a \$1.00 fee for a new envelope. It is important that parents feel free to request conferences with teachers whenever warranted. Formal conferences are scheduled in the late fall and on an "as needed" basis in February. The progress of a child in school is the mutual responsibility of the home and school. Both must be ready and willing to work together to ensure the best possible instructional program for the child.

Guidance Services

The Luther Lee Emerson School provides a guidance counselor to work closely with students, parents and teachers to facilitate academic, social and emotional growth throughout the students' years at the school. Students and parents may direct their concerns to the guidance counselor. Our guidance counselor is *Arlene Hagendorf*.



Homework

Homework assignments are determined by individual teacher's judgment which takes into consideration the variables of student age and

ability, the pertinent subject area and the purpose of a specific assignment.

The following guidelines are used in determining homework assignments for Demarest students:

1. As the student matures and advances to higher grade levels, it is expected that total homework time per week will increase. In addition, the complexity of assignments, as well as the time span needed to complete individual assignments, may increase.

2. Students who are legitimately absent should make up assignments, class work and tests within a reasonable time period which is determined by teacher discretion. (pg 7)

Parents should make **requests for make-up assignments before 9:00 am** when notifying the school of a student's absence.

3. Students who are excused to take part in field trips, concerts, competitions, or any other school-sponsored activity, must make arrangements with the teachers of the missed classes to make up the work.

4. Work brought home may also include unfinished homework and unfinished class work.

Lost and Found

The school does not assume responsibility for lost or stolen personal property. Lost and found articles are stored in a



bin outside of the All Purpose Room. Lost articles may be reclaimed before and after school each day.

A good way to prevent lost items is to label all personal items, i.e. jackets, coats, hats, gloves, sweatshirts, backpacks, lunch boxes, etc.

Nurse's office

The school nurse can be reached during school hours at (201) 784-2084 press 2. Please make



sure our information is up-to-date e.g. allergies, medications, etc. See *Mrs. Paspalas'* website.

Parental Involvement

One of the unique features of the Luther Lee Emerson School is the amount of parent participation in the educational program. Parents may become involved at Luther Lee Emerson School in a variety of ways. One way to become an active member of our school community is to join the Demarest Parent/Teacher Organization. Parents are encouraged to take part in a variety of school sponsored or PTO/School co-sponsored special events. Specific information regarding

upcoming programs and how to contribute will be sent to parents as the school year progresses.

Please consider sharing your special skills, hobbies or interests. Parental support and involvement are vital to the success of our



school. We look forward to continuing our relationship with those who have become involved and welcome those who wish to make new contributions to our school.

The administration and staff appreciate your involvement. **Unfortunately, for security and liability reasons, younger siblings cannot be brought to school with you when you volunteer in the classroom or for individual events such as Field Day or class trips/activities.** If a sibling attends a program held at the school, they must sit with their parent during the entire performance-program.

Student Dress

The basic responsibility for the appearance of the student rests with the parents. Please consider age, weather, community norms, safety

and the need to take the process of education seriously. Traditional standards for good taste and modesty are expected.



Please especially take note of what your child

wears to school during the warmer months. For safety reasons and playground play, no flip-flops or crocs are to be worn.

Physical Education (PE)

On the days your child is scheduled for PE, please have your child wear comfortable clothing and sneakers.

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Telephone Usage

It is important that your child come prepared to school each day. Please do not encourage your child to call home during



the day. The office phone is for school business. Please be sure that your children are aware of afternoon arrangements prior to drop-off in the morning. After 12 noon we will no longer interrupt classes with messages. In the past, we have been inundated with phone calls (especially in the late afternoon) and do not have the office personnel to deliver messages and the constant phone calls are very disruptive. In addition, for safety and security reasons, all requests should be in writing since it is difficult to ascertain who is giving verbal instructions. **Office personnel are not allowed to provide phone numbers or addresses of students, so please do not ask them to do so.**

Vandalism and Property Damage

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. All accidental damages should be reported to a teacher or office personnel immediately.

Student Code of Conduct Student Responsibilities

The administration believes that it is essential to help students realize that their own attitudes and acts are directly related to their school experiences and that of their classmates. All students can behave in ways that improve the social relationships in the school.

Safety is a constitutional right. Students, teachers, school staff, and parents need to work together to see that these rights are maintained and obeyed by everyone in our school district.

Students' rights and responsibilities are as follows:

Student Rights

Students have the right to:

- A free public education.
- Equal protection under school policies and regulations.
- A safe and orderly school environment in which to learn.

Student Responsibilities

Students have the responsibility to:

- Obey school policies and procedures and the school authorities who enforce them.
- Respect one another.
- Treat school property and the property of others with respect.
- Act in a way that does not interfere with rights of others and is not harmful to the health and safety of others.

Appropriate Behavior

Students will:

- ✓ Arrive on time prepared for the day's work and complete assignments as required.
- ✓ Exhibit self-respect and show consideration toward teachers, staff members, substitutes, parents, school volunteers, aides and fellow students.
- ✓ Use school property and equipment with care.
- ✓ Use considerate and safe behavior in classrooms, hallways, bathrooms, lunchrooms and other areas.
- ✓ Use appropriate language and behavior at all times.
- ✓ Wear clothing that is presentable and does not interfere with the educational process.
- ✓ Ask for teacher assistance when necessary.
- ✓ Demonstrate responsibility while participating in or attending school sponsored events on school grounds or elsewhere.



Inappropriate Behavior

Please note inappropriate behavior will result in consequences for students who:



- Disturb any class or person within the school by being disrespectful or by refusing to obey any staff member or substitute.
- Break school or classroom rules (i.e. running in the halls, throwing objects, fighting, gum chewing or defacing school property).
- Harm any student by verbal or physical abuse, extortion or destruction of personal property.
- Commit any criminal act in or on school property.
- Bring alcohol, tobacco, illegal drugs or weapons to school.
- Use insulting, profane or offensive language or make obscene gestures or remarks.
- Wear clothing containing inappropriate language.
- Bring a pager, cellular phone, i-pod, walkman, discman, radio and /or electronic games to school.

Consequences:

Each student will accept the responsibilities included in the "Code of Conduct".

The following disciplinary action(s) have been established and may be used as needed:

1. Offenses **not related** to student/staff safety and well-being or destruction of the school and its property:
 - Verbal warning
 - Detention
 - Conference with guidance counselor
 - Parent/teacher conference
2. Offenses **related** to student/staff safety and well-being or destruction of the school and its property:
 - Referral to principal
 - Exclusion from extracurricular activities
 - School probation
 - School suspension
 - Expulsion

Equal Educational Opportunity

Sexual Harassment

The Demarest Public Schools shall maintain an academic environment that is free from sexual harassment.

Sexual harassment shall consist of unwanted and unwelcome sexual advances, requests for sexual favors and other inappropriate conduct or communication of a sexual nature when made by any staff member to a pupil, to any pupil to another pupil or by any pupil to a staff member.

Hate Crimes/Bias Incidents

Any student or other staff person who becomes aware that a hate crime was committed or is about to be committed shall immediately inform the building principal and chief school administrator. All incidents of hate/bias shall be reported whether they occur during school hours on school grounds or otherwise.

Anti-Bullying Policy

Students are expected to treat each other with civility and respect. Acts of harassment, intimidation or bullying against any pupil will not be tolerated.



Any employee or student who witnesses or has knowledge of harassment, intimidation or bullying must report the incident.

Alleged violations of the policy shall be reported to the principal and may be:

1. Made in writing on the Harassment Report Form available in the principal's office.
2. Oral. If oral, a written summary shall be prepared by the principal.
3. Anonymous, but no formal disciplinary action may be based solely on an anonymous report.

Pupil Grievance Procedure (File Code 5145.6-Board Policy)

Each school shall establish procedures for the consideration of pupil problems and for the processing of their complaints and appeals. These procedures should be developed through the cooperative efforts of pupils, faculty and administrators. The chief school administrator or designee shall establish and maintain procedures for appeals beyond the decision of the principal. Details of those procedures should be made known to pupils and staff, and pupils who wish to use them should be assured of access to the appropriate personnel within a reasonable period of time.

In the event a problem arises during school involving unfairness or student rights, the following procedures should be adhered to

1. Consultation with the teacher present at the time of the incident. [If the problem is not resolved at step #1, a student should proceed to the next step.]
2. Consultation with the school guidance counselor.
3. Consultation with the building principal.
4. Consultation with the superintendent of Schools.

For community complaints and inquiries, please refer to ***File Code 1312-Board Policy***.

Please note, the Demarest Board of Education Policies/Regulations are available online, in the Board Office and in the schools.

THANK YOU FOR HELPING US MAKE LUTHER LEE EMERSON SCHOOL A HAPPY AND SAFE LEARNING ENVIRONMENT FOR YOUR CHILDREN.

ALL THE MEMBERS OF THE STAFF AT LUTHER LEE EMERSON SCHOOL ARE LOOKING FORWARD TO WORKING WITH YOUR CHILDREN AND YOU IN THE 2009 - 2010 SCHOOL YEAR.