

# WARREN POINT ELEMENTARY SCHOOL

*Pride at the Point*

**2020-2021**



## Student Handbook

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Suzanne Gons, Principal

<http://warrenpoint.fairlawnschools.org/>

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# Warren Point Elementary School Directory

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## Warren Point Elementary School Parent/Student Handbook

### VISION STATEMENT

The vision of Warren Point Elementary School is to provide all students with the tools to become productive, responsible citizens. We are committed to achieving and maintaining the following goals:

- A school environment that fosters the “Six Pillar” character traits.
- Students striving for higher order thinking utilizing problem-solving skills for opportunities that meet the needs of all students in a 21<sup>st</sup> century world.
- An effective partnership among parents, staff and students to create an inclusive educational environment.
- A learning community where members feel safe, supported and respected.

### MISSION STATEMENT

Warren Point Elementary School is a community of faculty, staff, families, and students who work together to create an educational environment that fosters growth and learning. Our mission is to meet the needs of our diverse learners by providing a multitude of opportunities designed to support our members on their journey to becoming self-assured, productive citizens. The mutual respect of all individuals inspires academic, social, emotional and physical development of community members as they “cross the bridge” to new experiences.

### GENERAL INFORMATION

#### HOURS OF SESSION

Students should arrive at school by 8:35 a.m. We ask that parents do not send or drop-off children earlier than 8:25 a.m., since there is no outdoor/indoor supervision prior to that time. The first bell rings 8:35 a.m. for students to enter the building. Upon entering the building, students are to report directly to their classrooms. School begins at 8:40 a.m. Any student arriving after the 8:40 a.m. bell is considered tardy. Dismissal is at 3:00 p.m. unless otherwise specified. **If you do not pick your child up by 3:15 p.m., your child will attend aftercare. The entrance to aftercare is located on the far end of the parking lot. You will need to ring the doorbell.**

#### EARLY DISMISSAL SCHEDULE

Early dismissal time is 12:45 p.m.. Students are dismissed according to the regular 3:00 p.m. procedures.

#### DELAYED OPENING SCHEDULE

You will be notified from the Superintendent of Schools through the telephone community notification system, SCHOOL MESSENGER, in the event of a delayed opening or school closing. Students are to be at school at 10:10 a.m. DOORS ALLOWING THE STUDENTS ADMITTANCE INTO

SCHOOL WILL **NOT BE OPENED UNTIL 10:10 a.m.** You may also visit the district’s WEB SITE at [www.fairlawnschools.org](http://www.fairlawnschools.org).

### **ABSENCES OR TARDINESS**

Students cannot fully benefit from a school’s educational program unless attendance is regular and uninterrupted. We ask that you call the school attendance line (x 5000) by 8:45 a.m. if your child is going to be absent in the morning and by 12:30 p.m. for the afternoon session. Please state the reason for the absence. This procedure is designed for safety. If you do not call, it will be necessary for our school office to call you at home or at work.

Children are encouraged to be punctual. If any student is tardy excessively, a letter will be sent home from the principal requesting a meeting to discuss potential solutions. We request that parents support their child’s efforts to arrive on time.

### **LUNCH PROGRAM**

Aramark Dining Service sponsors the Fair Lawn School District’s lunch program. Prices will be determined at the beginning of the school year. A lunch menu is available online on the school’s webpage.

### **LUNCH/RECESS SCHEDULE**

Grades 1, 2 and 3 eat from approximately 11:31 to 11:12:01 and have recess from 12:01 to 12:31  
Grades K & 4 will eat from 11:31 to 12:01 and have recess from 12:01 to 12:31

Recess will be either indoors or outdoors, depending on weather conditions. When the relative temperature is freezing or below, recess will be indoors. Children should come dressed appropriately for outdoor recess and are reminded to bring their coats to lunch.

### **LUNCH SAFETY/RULES**

According to district policy, children are to remain in school for lunch. Children may, however, leave school with their parent if written notification is sent to the teacher.

Children who eat lunch in school are not permitted to leave the school grounds. During the lunch hour, children are supervised by a teacher and class-assigned lunch aides.

During lunch students are reminded to:

- Speak in a quiet voice
- Stay in their assigned seat
- Raise their hand to speak to a person in charge
- Clean up area after eating
- Line up quietly for recess

### **BIRTHDAY CELEBRATIONS**

All birthdays for each month will be celebrated on the last Friday of that month. Due to the increasing number of food allergies among children, food items will no longer be part of the celebration. If you would like you may donate a book to the library or your child’s class library in your child’s name.

You may also purchase birthday pencils, bookmarks or erasers, etc., for your child to share with his/her classmates.

### **CONFERENCES AND VISITS**

Parents are invited to meet with their child's teacher twice a year at which time pupil progress is discussed and report cards distributed. These conferences are in the fall and spring. Parents may request a conference at any time and are encouraged to contact the teacher or school office whenever there is a question or concern.

### **USE OF THE OFFICE TELEPHONE**

The office phone is for school business. We are NOT permitted to take students out of class to receive a phone call or to meet with a visitor. We will take a message and have the child return the call or pick up a dropped-off package from the office during their lunch period or at the end of the day.

### **VISITORS**

Visitors, including parents and other relatives, must enter through the main front door. At all times, visitors and guests must report **first** and **directly** to the Main Office where a visitor's pass will be issued. Any non-staff person found in the building without a pass will be directed to the Main Office.

### **STUDENT PICK-UP/EMERGENCY ARRANGEMENTS**

Any parent/guardian picking up a student **must report to the main office** to sign out the student. At that time, the office staff will contact the classroom and request that your child pack his/her belongings and come to the office. **Parents/guardians should not be walking through the halls or to classrooms to pick up their children.** Once the student has been contacted, parents may wait at the front entrance for their children.

The only exception is when a child goes home sick. In this circumstance, his/her parent/guardian needs to sign in at the main office before going to nurse's office to pick up their child.

A student **may not be picked up by any person other than their parent/guardian without a letter** from the parent/guardian granting permission for an alternate person to pick-up. These situations should be handled in the same manner as stated above.

### **PARKING AT SCHOOL**

Parking spaces are available on the street in front of Warren Point Elementary School. At no time should cars be parked in crosswalks or in designated staff parking spaces. In addition, no one other than teachers should drive through the teachers' parking lot. Parents are not to drop off or pick up their children in the No Parking or Standing zones.

**AT NO TIME WILL PARKING DIRECTLY IN FRONT OF THE MAIN ENTRANCE BE PERMITTED. THESE AREAS SHOULD BE KEPT FREE FOR SCHOOL BUSES AND EMERGENCY VEHICLES.**

## **PTA MEETINGS**

Bi-Monthly meetings are held by the PTA over the course of the year. PTA membership and active participation is encouraged. Through fundraising profits, the PTA is able to provide our students with workshops, assemblies and after-school activities, as well as purchasing much needed equipment and supplies for the classrooms. The PTA is made up of both parents and teachers of Warren Point.

## **BEFORE AND AFTER CARE**

The Fair Lawn Community School offers before and after care programs for students in the Warren Point Elementary School gymnasium. The programs are in session from 7:15 a.m.-8:35 a.m. before school and 3:00 p.m.-6:00 p.m. after school. For more information please call the Fair Lawn Community School at 201-794-5420.

## **STUDENT CODE OF CONDUCT**

Students who attend Warren Point Elementary School are expected to follow a golden rule:

**Treat other people and their things the way you would like to be treated.**

We believe that this rule is a clear compass to guide all behavior in all situations. In addition to modeling this rule through daily actions, the faculty and staff regularly address this rule through weekly character education sessions, regular read aloud sessions and school wide events.

We believe that elementary school is a time to grow and learn from mistakes. Therefore, we are guided by a progressive discipline philosophy. Because we believe that the consequences for students should have meaning and help them learn, we also explore alternative forms of discipline if we feel it is in the best interest of the students.

Infractions that are not acceptable in a school environment include, but are not limited to: harassment, intimidation, bullying\*, theft, destruction and/or defacing school property, fighting, leaving school property without permission, disrespect to fellow students/ faculty, violation of acceptable use policy for technology, and inappropriate behavior that is disruptive to the learning or safety of others.

Possible consequences include:

- Discussion with students and/or their parents
- Written Reflection
- “Character Reflection” - Lunch / Recess detention
- After school detention
- Suspension or expulsion in the case of dangerous or unsafe behavior, serious or repeated harassment, intimidation, bullying,\* fighting, theft or vandalism.

Our discipline standard requires that we address any action of which we are made aware by investigating it and, if necessary, by implementing discipline. Our philosophy of progressive discipline focuses on teaching a student to behave properly so the consequence may be simply talking to a student and recording the incident, or as severe as a suspension. Should a student repeat the same offense or several small offenses, s/he will receive more severe discipline.

Counseling and the Child Study Team services may be utilized in order to assist students in adhering to the Student Code of Conduct. Teachers and administrators provide additional group and individual support, as appropriate.

Keeping the above in mind, please also consider the following:

- The teacher establishes, with the class, a Code of Conduct for the classroom community. Any questions in this area should be directed to the classroom teacher.
- Children **may not** bring electronic devices to school, such as, but not limited to: tablets, iPods, radios, CD players or games. Storage and theft, as well as an interruption of classroom learning time, create unnecessary problems. Cell phones are to be off and placed in backpacks for after school use only.
- Skateboards, wheelie sneakers, scooters, including manual, battery, or gas powered are never allowed at school for any reason.
- For safety reasons, tackle football, contact sports, hard baseballs and all other types of sports equipment are not allowed. All equipment is provided for lunch recess by the school.
- Trading cards of any kind are not permitted.
- Toys and games from home need to be kept at home unless instructed by the classroom teacher.

### **Fourth Graders**

As role models, participation in fourth grade functions is contingent upon the application of Warren Point's Character Education Pillars. Any fourth grader who does not repeatedly follow the guidelines of the pillars, for example, not completing homework assignments, is at risk of losing the opportunity to participate in a fourth grade or school-wide function.

### **SCHOOL DRESS**

Parents are asked to use judgment in dressing their children for school. Keep in mind the weather. Slippery soles, high-heeled shoes, clogs or outdoor boots are not appropriate indoors. Long, dangle earrings present a safety hazard for the wearer and should not be worn to school. *Hats are not to be worn indoors by anyone unless authorized by the principal.*

During warm weather, children should refrain from wearing the following types of clothing:

- Short shorts
- Skin-tight/immodest tops or bottoms (please, no bare stomachs)
- Offensive logos printed on clothing

Parents will be contacted for a change of clothing for students who come to school dressed inappropriately.



## **CHARACTER EDUCATION**

The Warren Point Elementary School is strengthening the character of our students by participating in the Fair Lawn School District’s Character Education Program. Our program is based on the following pillars of character:

1. **TRUSTWORTHINESS**-Student is loyal, honest, reliable, and has integrity.
2. **RESPECT** – Student treats others non-violently, with courtesy and tolerance.
3. **RESPONSIBILITY** – Student pursues excellence with self-control and is accountable.
4. **FAIRNESS** – Students show open-mindedness and treat each other equally.
5. **CARING** – Student is kind, loving and helps others.
6. **CITIZENSHIP** – Student plays by the rules, respects others and contributes to the school.

## **HEALTH INFORMATION**

The health and safety of all students is paramount at Warren Point Elementary School. The staff of the Health Office tries to ensure that every student is functioning at his or her optimal level of health.

### **EMERGENCY CARDS**

Using the Genesis Parent Portal, please fill out emergency contact information. Should your child become ill or injured during the school day, it is important that we be able to reach a parent or guardian. If your home/cell number changes, please update the Genesis Parent Portal as quickly as possible or notify the main office of the change.

### **ILLNESS**

Please keep your child home if he/she shows any of the following symptoms:

- Flushed face or other signs of fever, such as complaints of a headache
- Constant runny nose, persistent cough, or sneezing
- Sore throat, earache, or swollen glands
- Vomiting, nausea, or diarrhea (must be FREE from these symptoms for 24 hours without the use of medication before returning to school)
- Conjunctivitis or rash – must have a physician’s letter stating the child is not contagious in order to return to school, unless the condition no longer is evident
- Scratching/itching of the scalp-child should be checked for lice.

### **MEDICATION**

The following requirements are needed for a child to receive prescribed or over-the-counter medications at school:

1. A physician’s written order with the name, dosage and purpose of the medication
2. Written permission from the parent/guardian to administer the medication
3. The medication must be in the original container with the student’s name on it. Students are not allowed to take medication unsupervised. The only exception is a student who has a doctor’s order for self-medicating with an inhaler. Medication must be transported to school by a parent. At year’s end, medications must be picked up by the parent.

**COUGH DROPS and Lozenges are considered an over-the-counter medication**, and must follow the above regulations. A parent/guardian letter alone does not fulfill the criteria.

### **SCREENINGS**

In accordance with state guidelines, the School Nurse conducts annual auditory screenings for all children in grades K-3. Students in grades K, 2, and 4 will have their vision checked. Height, weight, and blood pressure will be checked annually for all students. Parents will be contacted with a referral regarding any health needs that warrant further medical evaluation. Requests by a parent or teacher for a child to be screened may be submitted throughout the year.

### **IMMUNIZATION**

Immunizations must comply with New Jersey requirements. Documentation of immunizations from the previous school or physician's office is accepted. Medical exemption requires written explanation from the physician.

### **PHYSICAL EXAMS**

Physical exams are required for all new students and kindergarten entrants. Your physician should complete this examination. Fourth grade students are recommended to have a physical exam (forms are sent home in the spring prior to 4<sup>th</sup> grade).

If your child is having a routine physical in any grade, please request a copy be sent to the School Nurse so his/her school records may be kept current

### **MEDICAL CONCERNS**

Parents are encouraged to contact the Health Office regarding any medical concerns they may have with respect to their child's health. Please remember to keep us advised of any changes in your emergency contact numbers or if your home, work, or cell phone number has changed. These telephone numbers are important so that we may reach you without delay should your child become ill or injured. Please report to the nurse any surgery, contagious disease or accident which may have occurred over the summer or holiday so that your child's health record may be updated.

### **SCHOOL INSURANCE**

The Board of Education has purchased group accident insurance coverage for all students during school hours only. You must submit claims to your private health insurance carrier first and then the remaining bills to Bollinger, the carrier provided by the Board of Education. In addition, 24- hour coverage for injury or dental accident insurance may be purchased on an individual basis.

### **HEALTH AND FITNESS PROGRAM**

#### **PHYSICAL EDUCATION**

The philosophy of physical education at Warren Point Elementary School is to instill good sportsmanship, teamwork, and respect for one another through a variety of sports and activities. Warren Point Elementary School is focused on Health and Fitness. Students are encouraged to eat

healthy lunches and snacks while at school and home. The efforts of the school were recognized in 2004 when the PTA won the “NJ PTA Outstanding Family Involvement Award” for excellence in promoting health and fitness. For further information, please refer to the Physical Ed. Policies webpage found at [www.fairlawnschools.org](http://www.fairlawnschools.org).

Children must wear sneakers during PE, pants cannot touch the floor and sleeves cannot pass the wrist. Children cannot wear jewelry to PE. The Physical Education teacher is not responsible for holding valuables during class time.

### **PHYSICAL EDUCATION EXCUSE**

Your child may be excused from physical education instruction once with a parent letter. The letter should state the reason for the excuse. The student will also be excused from outside recess on that day. After the one day of being excused with a parental note, the parents must get a physician’s note for their child to be excused from P.E.

A physician’s letter is required for all casts, immobilizers, splints, or crutches. The duration, limitations and when the student may return to physical education instruction must be included in the letter.

### **HOMEWORK**

Homework is assigned to reinforce the skills and concepts taught during the school day. It encourages responsibility and accountability in our students. Parents, please support your child in completing assignments. When a student does not complete homework, the parents will receive a form notifying them of the missing assignment.

Students are encouraged to stay for after school help with their teacher on Tuesdays, Wednesdays and Thursdays. The student staying after must be picked up at 3:30 in the Main Office. Other siblings must be picked up by 3:00. They cannot wait until 3:30 in the building.

### **TEACHERS’ PARKING LOT/DROPOFF/PICK UP**

Please understand that the following are put in place to ensure the safety of your children and the faculty and staff of Warren Point Elementary School.

Please:

1. Do not drive into the teachers’ parking lot to drop off or pick up your child.
2. Please have your child cross the street appropriately at the corners with the crossing guard; not in the middle of the streets.
3. Children line up on the blacktop in the back of the school and wait in line for the doors to open. Children should not be coming to the front door for entrance to the building in the morning.

**To ensure the safety of our Warren Point community, please do not park or drive in either of the teachers’ parking lots from 7:00 a.m. to 4:00 p.m. Thank you for understanding.**