

BEAR TAVERN ELEMENTARY SCHOOL

SCHOOL HANDBOOK

1162 Bear Tavern Road
Titusville, New Jersey 08560

Telephone: (609) 737-4005

Web Page: www.hvrsd.k12.nj.us/beartavern

Bruce R. Arcurio
Principal

This agenda belongs to:

Name _____

Address _____

City/Town _____

State _____ Zip Code _____

Telephone _____ E-Mail _____

Teacher _____ Classroom No. _____

My Schedule					
PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOMEROOM 8:45 – 9:05	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
1 9:05 – 9:46					
2 9:47 – 10:28					
3 10:29 – 11:10					
4 11:11 – 11:52					
5 11:54 – 12:35					
6 12:37 – 1:18					
7 1:19 – 2:00					
8 2:01 – 2:42					
9 2:43 – 3:24					
DISMISSAL 3:25 – 3:30					
	PERIOD 4		PERIOD 5		PERIOD 6
	A	B	C	D	E
LUNCH	11:11 – 11:36	11:27 – 11:52	11:54 – 12:19	12:10 – 12:35	12:37 – 1:02
RECESS	11:37 – 11:52	11:11 – 11:26	12:20 – 12:35	11:54 – 12:09	1:03 – 1:18

FROM THE PRINCIPAL

All of us at Bear Tavern welcome you back to what we know will be another exciting academic year. We are pleased to have you as a member of our student body. This handbook was put together to help us all have a smooth and successful year at **Bear Tavern Elementary School**. After you have reviewed this information with your teacher, please take the handbook home and share it with your parents/guardians. Reviewing these procedures and policies will answer many questions and help get all of us off to a great start. **Good luck to all of you, and have a great year.**

SCHOOL SONG

We're a Grand Old School

We're a grand old school
 We're the Bear Tavern School
 With our colors of white and of blue.
 All the children here will gladly cheer
 Our motto to which we'll be true.
 Learning of all sorts and the playing of sports
 Is what we are all about.
 Old friends and new are found here, too.
 We're the best at Bear Tavern School.

Tune – You're a Grand Old Flag

LYRICS – MAUREEN SPRANZA

SCHOOL MOTTO/THEME

What we are to be, we are now becoming.

B.E.A.R.S!

Believing Experiencing Asking Reaching Succeeding!

SCHOOL HOURS

Grades 1 – 5 8:45 – 3:30
PEECH & SKIP AM 9:00 -- 11:30
PEECH & SKIP PM 12:30 – 3:00
PreSchool CCA 9:00 – 2:30
Kindergarten AM 8:45 – 11:45
Kindergarten PM 12:30 – 3:30

OFFICE HOURS

8:00 a.m. – 4:30 p.m.
(609) 737-4005

ARRIVAL

Since classrooms will not normally be opened until ten minutes before each session, walkers and students being transported should arrive at school not earlier than 8:30 a.m. When arriving at school, children should report to the hallway in front of the office. *Parents needing before-school care may want to use the YMCARE's Early Morning Care Program (609-737-3671).*

ART

There will be occasions during the year when smocks (old shirts, etc.) will be important in freeing children from the worry of damage to their clothing. Please send something with the name clearly written.

ATTENDANCE POLICY

Generally, our students have excellent attendance habits with an average of 96% daily attendance. We all know that our children need to be in school to learn, but at the same time, we also have a responsibility to care for them at home when they are ill.

What follows are excerpts from the Board of Education Policy BP5210:

Parents and/or guardians bear a legal and ethical responsibility for a minor child's education, even though the state education law does not mandate attendance after age sixteen. Thus, whenever a student under age eighteen is enrolled in this district's schools, parents are responsible to secure the students compliance with attendance requirements. Excessive absences for any student jeopardize academic performance and attainment.

Since young children are particularly impressionable, it is appropriate to help them understand and appreciate the importance of regular and punctual attendance. This is especially so, since our society values these attributes. Additionally, regular attendance improves the opportunity for optimal student learning. In accord with these assumptions, parents can serve as models by encouraging prompt and regular attendance, and by scheduling family vacations, medical and dental appointments, and similar necessities so that they do not conflict with school attendance.

Teaching staff members shall not provide outlines, homework assignments, or related study materials in advance in anticipation of a student absence due to a family vacation or trip.

The building principal shall be responsible to provide written notice to the parents/guardians or a minor student, and warning to any student, whose non-attendance has reached a level that reflects a disregard of the legal attendance requirements or otherwise jeopardizes the student's academic standing. Such notice and warning shall be mandatory for any

student accumulating nine (9) or more days of such absences and shall include a copy of this policy and shall provide an opportunity for an in-school conference to review the student's status. **Any student accumulating twelve (12) or more days of such absences shall be subject to the institution of court proceedings for truancy, and written notices to that effect shall be issued forthwith. Any student accumulating twelve (12) or more such absences shall be subject to mandatory review by an attendance review committee as set forth in this policy.**

Board Policy BP5210

A complete copy of the Attendance Policy is available from the principal and is also in the school district's calendar.

BACK-TO-SCHOOL NIGHT

Within the first three weeks of school we hold our Back-to-School Night. This evening is planned to allow parents the opportunity to learn about their children's classroom, program, and teachers. It is not intended for individual conferences.

BUS BEHAVIOR

Good behavior on the school bus is essential to safe traveling. Children who are reported three times by their driver (one or two times for more serious problems) will be suspended from the bus for a period of time, and other means of transportation will have to be arranged by parents. Also, in school privileges will be suspended for bus violations. Parents will be notified by phone and/or in writing when problems do occur. There will be opportunity for parents and school to work together prior to a suspension being invoked. There were a **minimal number of suspensions last year**. If home and school cooperate, we can keep these to a minimum again this year.

CONFERENCES

Let's communicate! Contact your child's teacher immediately by phone if you sense a problem or have a question. If the reason for calling cannot be resolved by phone, a conference will quickly be established. Often we may have information of which you are not aware, and a quick call to the school may eliminate misunderstandings. If you have information that may affect your child's progress in school please call. Parent information is held in strict confidence. Conferences may be scheduled in addition to the regular district-wide parent conferences. Please do not hesitate to schedule a conference with the Building Principal regarding any matter involving the school program.

DISMISSAL

All children should plan to go home when dismissed from school. If your child is not to go home, please give him/her a note to this effect with your child's name, the teacher's name and the bus number they are to ride. **Please** be sure the note is legible and signed. He/she **must** give this note to the teacher in the morning. This note will be sent to the office for approval and returned to the teacher so the child may give the note to the bus driver of the bus on which they will be riding home. If your child is getting off at a different stop they should also follow this same procedure.

If it is necessary for your child to be dismissed earlier than usual, please send a note addressed to the teacher with his/her full name stating when you will pick him/her up. Please allow a few extra minutes in the pick-up time for your child to come to the office to meet you. Children will be released from the school office to parents or guardians. If we do not recognize the individual, we will ask for identification or call to verify with parent. **PARENTS ARE NOT TO GO TO CLASSROOMS**. This enables the teacher to focus on dismissal and lessens the possibility of a child missing his or her own bus. Thank you.

Forgive us for all the notes we ask you to write, but it is for the protection and welfare of your child. Also, there is a sign-out book in the nurse's office and in the office. We ask you to sign this book before you leave the building with the child/children.

NOTE: If you drive to school in the morning or afternoon to drop off or pick up your child, you should park your automobile in the school lot and **walk your child safely to or from the entrance sidewalk**. **Please do not park in front of the school or around the circle**. We do have many buses that use this area at arrival and dismissal times. If you are just dropping off a child at the curb you must do so at the main entrance under the awning. This will avoid congestion in the bus drop off area. Please **do not** park your car along the marked fire lanes or block the parking lot entrance of the school. Thank you for your cooperation.

DRESS CODE

You have a personal choice in what you select to wear to school. We ask that the children show respect for others by demonstrating good taste and personal safety. Following are some guidelines to help parents in making decisions about what children wear each morning and to help in shopping for warm weather clothes that will be worn in school.

1. Clothing that is designed for exercise or out-of-school activities (tank tops, a bare midriff, or swimwear, etc.) may be inappropriate. All shoulder straps should be at least an inch wide.
2. All clothing must completely cover undergarments.
3. Shorts should only be worn when the weather is warm enough to warrant it and should be of an appropriate length. A good rule of thumb is fingertip length.
4. Be mindful of patches, buttons, designs or words that are inappropriate, not age-appropriate, or offensive to anyone in our community.
5. Open-toed shoes or sandals are not recommended to wear on the playground.

EMERGENCY SCHOOL CLOSING AND/OR LATE SCHOOL BUS NOTIFICATION

If for any reason school should be closed early during the school day on short notice, the principal will initiate the school phone chain to call the parents/guardians of our students to notify them of early emergency closing. Please be certain to contact the office if you have a telephone number or location other than your home number where you would like to receive notification. Occasionally a bus will be delayed in picking up or dropping off students. In the event of an excessive delay, we will notify parents as is necessary.

NOTE: Please instruct your youngsters what to do and where to go if he/she arrives home early when the parents/guardians are not there. Also, please tell your children what to do if we cannot reach you from school.

You are encouraged to sign-up for our emergency e-mail notification system. See the district web page www.hvrsd.k12.nj.us for details.

HOMEWORK

The school district's general policy in regard to homework is as follows:

Grades 1 – 3	0-30 minutes
Grades 4 – 5	30 minutes – 1 hour

This is a tentative outline based on the ability of the average student. Please keep in mind that if a student is not conscientious regarding advance assignments, notebooks, etc., this schedule may not apply.

Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective.
2. Provide children with suitable study conditions (desk or table, lights, books, and supplies).
3. Reserve a time for homework and **turn off the television**.
4. Encourage children, but avoid undue pressure.
5. Show interest in what children are doing, but do not do the work for them.
6. Understand that the school expects homework to be completed and returned.

INVITATIONS

Party invitations may NOT be distributed in school unless each child in the class receives one. Please understand that this is a sensitive issue for children who may experience feelings of exclusion by their classmates.

LOST AND FOUND

If you don't have it, we might! Call us if you are concerned about a particular item. I.D. labels on children's clothing will help us see that the item does get back to your child. **A lost and found table is located in front of the main office.**

LUNCH

Children may purchase the elementary school lunch on a daily basis. A monthly menu will be sent home. Lunch accounts are available through the cafeteria.

NURSE'S OFFICE

Diagnosis and treatment of illness and the prescribing of drugs and medications are not the responsibility of the school nurse. The policies for medications are as follows:

1. The school nurse does not provide students with aspirin or any other medication.
2. Medications in School: See the school district calendar for an in depth explanation of this topic.
3. Written statements from the parents giving permission to give medication prescribed by the family physician are required by the school district.
4. Diagnosis or treatment beyond first aid procedure is illegal if done by non-medical personnel.
5. Please keep the nurse informed of any medication your child may be taking, especially those that might cause a change in behavior.

B. Pediculosis (head lice) screening and classroom education sessions will be held as necessary during the school year. Parents are asked to periodically check their child's hair carefully and contact their physician if there is a problem. Please notify Mrs. Beach, our school nurse, if you believe there is evidence of pediculosis. Once again, thank you for your cooperation.

C. Please remember to call the nurse's office (**Safeline 737-4005 Option 2**) whenever your child is absent from school. If you wish, you may call Mrs. Beach directly, but please know that we are required to call you if we have not received a message. Your continued help and cooperation in this matter is greatly appreciated.

D. **Remember that an absence note is still required even though Safeline has been called.** This should be sent with your child the day he/she returns from this absence.

When filling out the emergency information, please list only the number of those people who are available during the school day and are available to help should your child become ill or injured.

PARENTS' ORGANIZATION (PTO)

The Bear Tavern School Parents' Organization contributes in many ways to our school program. If you would like to become involved in the activities, contact the organization or call us here at school. Please look for announcements regarding the school-community programs sponsored by our PTO this year. Additional information can be found on the PTO bulletin board located outside the main office.

PARENT VOLUNTEERS

The services and resources of our parent community are always needed to augment and further enrich our school program. If you would like to offer a portion of your time to assist us here at school for our different projects, please contact the school office.

PETS

You may not bring pets to school. Parents are reminded to avoid bringing pets to the school, including at arrival and dismissal times. The active nature of a school environment could be unsettling to a pet and result in problematic behaviors on the part of children. We also have students with medical issues that require that they not come into any contact with animals. At certain times of the year teachers will allow "live shares" during morning meeting. These shares will occur outside of the building either on the lawn or under the back canopy on inclement weather days. Any pets brought to school on these days must be caged or leashed and brought to the share location without entering the building.

PHYSICAL EDUCATION

We suggest "sneakers" (in good condition) and a fresh pair of socks on gym days. If you believe your child should be exempted on a particular day, you should provide us with a written note from your physician.

SAFETY

Our experience indicates that all of us – teachers, parents, and children – need to be continually alert in order to prevent accidents. Safety is an on-going objective here at the school. Recess and lunch periods are well supervised with the intent being that children should enjoy their break “from the academics” in an organized and constructive manner. Safety rules will be continually reinforced by the classroom teachers and principal with the children’s behavior closely monitored throughout the year. Recess rules are discussed with all youngsters on a frequent basis during the year. **You can assist us by reviewing all our safety rules with your child.**

SCHOOL NEWSLETTER

A school newsletter will be sent home electronically listing different activities and events occurring at the school. If you need a hard copy, one will be provided. Also, notices of special interest will be sent home as the need arises. Additional copies of all notices and flyers can be found in the vertical file opposite the office door.

SNACKS

Students are encouraged to bring healthy snacks and lunch foods to school. All classrooms in Bear Tavern work to provide a healthy environment for students to learn and grow. This extends to snack time and lunch time. Although sweet foods and drinks have their place in small amounts, students can learn, focus, and enjoy themselves best when they eat healthy foods that provide nutrition and energy.

STUDENT COUNCIL

The Bear Tavern Student Council was founded to promote leadership, positive human relations, school spirit and pride throughout the entire school. Council representatives are afforded the opportunity to learn the ideals of civic responsibility and awareness by promoting a school-wide sense of service and commitment. We encourage your interest and participation in Council activities.

SCHOOL ACTIVITY RESTRICTIONS

Our school day is filled with a variety of exciting and unique activities. Throughout the year some of our activities (i.e., physical education class, and recess, field trips, nature walks, etc.,) require that the children accompany their classmates to the out of doors. Please be certain that the youngsters are over their colds sufficiently, dressed warmly enough, and have the appropriate permission slip for them to participate with us. We ask that a note from your physician be sent to the school if you wish to follow activity restrictions for health or medical reasons.

VISITING THE SCHOOL

You are welcome to visit our school. Prior arrangements for meeting with the teacher after school would be most helpful to the teachers. **Please sign in at the office and pick up a visitor’s badge when you arrive. PLEASE DO NOT WALK TO A CLASSROOM UNANNOUNCED FOR ANY REASON.** The principal is available for conference by appointment or informal visit to the office. You are encouraged to contact the teacher or the principal if you have questions, concerns, or suggestions that may be helpful in the improvement of our school program.

BEAR TAVERN SAFETY GUIDELINES

We can all have a safe year at school if we try hard to follow these easy safety rules:

AT THE SCHOOL BUS STOP...

1. Line up for the bus and stay well off the road.
2. Be on your best Bear Tavern behavior while waiting for the bus.
3. Take your time and watch your step as you get on and off the bus. Ask you leave your bus stop and start for home, remember to play it safe, be alert, and be a good representative of your school.
4. Keep our environment clean by throwing trash in its proper place.

ON THE SCHOOL BUS...

1. Listen attentively to the bus driver – he/she is looking out for your welfare.
2. Walk quickly and quietly to your seat.
3. Stay seated while the bus is moving.
4. The emergency doors should be touched **only in the event of a real emergency!!**
5. Arms and heads belong inside the bus.
6. Enjoy the ride and the scenery – the horseplay and scuffling can wait until you are safely home.
7. Keep the aisle clear. Ask your parent or guardian to help bring large items to school (like boxes, bicycles, cellos, or pet elephants!); they block the aisles.
8. Adjust the windows **after** receiving permission.
9. Let’s remember to eat at school during lunch and at home, not on the bus.
10. Speak quietly to each other. It will help the driver to pay attention to the job of getting you home safe and sound!
11. If you have difficulty following our bus rules, your principal, your teacher, and your parents will work together to help you.

IN THE SCHOOL...

1. Always walk through the halls and stay to the right.
2. Use your "indoor voice" to speak to your teacher and friends.
3. Follow the requests of the safety patrol persons who are on duty to help you remain safe.
4. Conduct yourself safely at the drinking fountain – we want the water going into our mouths instead of our mouths crashing against the fountain!
5. Correct behavior in the halls is the individual responsibility of each student.
Your teachers, parents and principal will help you to develop this responsibility.

ON THE PLAYGROUND...

General playground guidelines: Teachers will discuss, model and practice the rules with children while orienting them to the playground during the first two weeks.

1. Children not using equipment should play on the blacktop and grass areas behind the building.
2. To be a good team member, you must be a good sport.
3. Kicking, rough playing, or pushing and knocking your friends down will surely result in an unscheduled trip to the health room or office. Please avoid it.
4. Ask an adult supervisor to retrieve a ball that is off school grounds or in the parking lot.
5. Children may use playground equipment provided by the school. Ask your teacher for permission before bringing games from home to school.
6. Children who bring books, papers, or pencils out to the playground are responsible for them.
7. Children must have permission from an adult supervisor before entering the building during recess.
8. Children should play on the equipment, blacktop, and grass play areas.
9. Appropriate footwear must be worn to school. Flip flops/sandals are not safe for playground use.
10. Sweaters, hats, gloves, boots, etc., worn to school are to be worn outside during recess. Only children dressed properly for the weather will go outside.
11. Never throw snowballs, rocks, sand, sticks, hats, etc. Only throw balls!
12. Always walk at the whistle or when the bell rings as a signal for you to join your classmates.

BEHAVIOR POLICY

Bear Tavern Elementary School is a place where we learn to read, write, compute, solve problems, understand other people and places, cooperate, and have order in the classroom and school.

Creating an atmosphere that is helpful to teaching and learning is not the responsibility of the teacher alone, but should be the concern of all persons involved in the education of children. Our school climate produces security and consistency through reasonable rules. The emphasis here at Bear Tavern is on courtesy and consideration.

Responsibility of students includes regular school attendance, conscientious effort in classroom work, and following school rules. Students also share with the staff and administration a responsibility to develop a climate within the school that encourages wholesome living and learning. No student has the right to interfere with the education of another student. It is the responsibility of all of us to respect the rights of those who are involved in learning.

We are very fortunate to have students, parents, teachers, support staff and administrators at Bear Tavern who create a positive atmosphere. It is in this spirit that the above behavioral guidelines have been developed to maintain an order. When a student misbehaves, it is the responsibility of the adults who supervise students to correct them. The students and staff in each grade level will work on developing age appropriate descriptions of what the school rules look like in various areas of the school.

As a Responsive Classroom School we resolve these issues with a "logical consequence" approach – *you broke it, you need to fix it*. Essentially we respond as follows:

- Discussion with student
- Corrective actions(s)
- Discussion with parents
- Follow-up as needed

These types of actions and others occur when needed and are used at the discretion of the teachers or paraprofessionals. However, if a problem is severe or misconduct reoccurs, then a more serious response may be needed in order to correct the behavior and maintain order in school.

B.E.A.R.S!

**Believing Experiencing Asking Reaching
Succeeding!**