

# Eleanor Van Gelder School



Caregiver-Student Handbook 2023-2024

251 Undercliff Avenue Edgewater, NJ 07020

Phone: 201.945.4106, ext. 2128 and 2201

<http://www.edgewaterschools.org/>

## **MEMBERS OF THE BOARD OF EDUCATION**

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**FACULTY AND STAFF**  
**2022-2023 ACADEMIC YEAR**  
**Main Number: 201.945.4106**

**DISTRICT ADMINISTRATION AND OFFICE STAFF**

Chief School Administrator	Ms. Siobhan Tauchert
Eleanor Van Gelder Principal	Ms. Michele Higgins
EVG School Secretary	Ms. Jill Troyano
EVG Office Assistant	Ms. Melissa Drexler
Secretary to the Chief School Administrator	Ms. Fallon Bilis
Business Administrator/Board Secretary	Mr. Wally Lindsley
Secretary to the Business Administrator	Ms. Roxana Arver
Payroll/Assistant to Business Administrator	Mr. Christopher Karamanos
Accounts Payable Clerk	Ms. Cheryl Iafelice
Supervisor of Curriculum and Instruction	Ms. Dana Marciani
Supervisor of Buildings and Grounds	Mr. Richard Gannon
Maintenance Staff	Mr. Matthew Carola
	Ms. Jacqueline Cottoreal Bello
	Mr. Paul Lydon
	Mr. Jorge Rivera
	Ms. Rosa Marano
	Mr. John McCarthy
	Mr. Frederico Velez

**FACULTY AND STAFF**

Grade 3	Ms. Aari Kim
	Ms. Isabella Livolsi
	Ms. Kimberly McEvoy
	Ms. Bari Weinstein
Grade 4	Ms. Jennifer Cho
	Ms. Valeria Guirane
	Ms. Ronika Jain
	Ms. Dominique Pio
	Ms. Allison Walsh

Grade 5

Ms. Jennifer Barry  
Mr. Jared Blaso  
Ms. Stephanie Choo  
Ms. Michelle Philippin

Grade 6

Ms. Nicole Castaldo  
Ms. Esther Cho  
Ms. Cari Clesmere  
Ms. Kady Farinola

Learning Center (Gr. 3-6)

Ms. Ginna Speciale

Art /Enrichment

Mrs. Lori Rattner

ESL

Ms. Debra Silverstein

Library/Media Specialist

Ms. Ann Marie Grieco

Music

Mr. Kyungun Rhee

Physical Education

Mr. David Miranda  
Ms. Corina Lupascu-Costan

Special Education

Ms. Myra London  
Ms. Julie Maiorino  
Ms. Rachel Neufeld  
Ms. Glenys Silverio  
Mr. William Moore

Spanish  
Reading Specialist  
Supplemental Math  
Nurse  
Math Coach

Ms. Aurelia Howard  
Ms. Anna Falco  
Ms. Nicole Barone  
Ms. Tetiana Juliano  
Ms. Jennifer Ahearn

### **CHILD STUDY TEAM, LOCATED AT THE GEORGE WASHINGTON SCHOOL**

Director of Special Services  
Learning Disabilities Teacher Consultant  
Speech Therapist  
Speech Therapist  
School Psychologist  
Child Study Team Secretary  
School Social Worker

Mr. Joseph Tramutolo  
Ms. Sharon Nirenberg  
Ms. Annette Scharf  
Ms. Seta Kelly  
Ms. Isabella Battagliacca  
Ms. Jasmin Rodriguez  
Ms. Pat DeSanto

### **ADMISSIONS AND TRANSFERS**

Before any new student is admitted into the Edgewater Public School System, he/she must have, as the law requires, the f“Official Transfer Card” from the student’s former school. When a student is transferred, the caregivers at the earliest opportunity must notify the school office. Sufficient time must be given to prepare transfer records. Legal name on school documents must be the same as the student’s name on their birth certificate

### **APPOINTMENTS**

Communication between the home and the school is important. The following policies and procedures should be followed when desiring a parent-teacher conference:

1. Requests for a conference with administration or teachers can be made by emailing the appropriate staff member.
2. All visitors must, by law, obtain permission and sign in at the main office. Unauthorized persons are not permitted to visit classrooms.
3. SPECIAL NOTE: For the safety and security of all children, caregivers are NOT allowed on the playground area during lunch recess unless permission has been granted by the school administration.
4. If caregivers need to get a message to their child(ren), it is imperative that the call be placed to the main office before lunch time. After this time, the office staff may not be able to relay any messages.

### **ATTENDANCE/LATENESS**

Caregivers should make every effort to see that students attend school each day. Absenteeism and lateness hamper the educational process. The process of education requires a regular continuity of instruction, classroom participation, learning experiences and study. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity are vital to this purpose. Therefore, it is important that all students arrive at school on time to take advantage of the full instructional program. When a student arrives late or is absent, he/she is missing academic work. *A student must be in attendance for at least 162 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.*

**CAREGIVERS ARE TO CALL THE SCHOOL NURSE BY 8:00 AM at (201) 945-4106, x2217 to report an absence, EVERY DAY THEIR CHILD IS ABSENT.**

#### **A. Excused and Unexcused Absences**

Excused absences are for student illness, necessary and unavoidable medical appointments, student required court appearances, or death in the immediate family, Take Your Child to Work Day or religious holidays. Any absence without a valid excuse will be recorded as **unexcused**. Family vacations or other trips during school time are considered unexcused absences. Upon returning to classes from an excused or unexcused absence, it is the student's responsibility to check with each teacher and receive instructions for make-up work. If a child has 5 unexcused absences, a written warning will be sent home. A meeting to discuss the student's attendance may be scheduled by the administration. **Please note that even if your child's absence is marked as excused, the absence is still recorded and will be reflected in their attendance record.**

**B. Lateness** If a child is late to school 10 times, a written warning will be mailed home. A meeting to discuss the student's attendance may be scheduled with the administration. Upon reaching 15 tardies, a second written warning will be mailed home. Upon reaching 20 tardies, a third and final written notice will be sent home informing the caregivers of possible court action.

#### **BICYCLES and SKATEBOARDS**

**The school cannot guarantee the safety of student bikes.** All bicycles, skateboards, motorized scooters/boards, etc. must be carried, not ridden, while on campus. **Edgewater School District does not allow any bicycling, skateboarding and roller-blading on district property.**

#### **BIRTHDAYS/CELEBRATIONS**

To maximize instructional time, birthday parties are not permitted during the school day. However, students can bring a small nonfood item. Invitations to private birthday parties may only be distributed if the entire class is invited.

There are four celebrations scheduled for the year which should follow the Approved Healthy Snack List guidelines: Halloween, Winter Holiday, Valentine's Day and End of Year. These celebrations are scheduled near the end of the school day and are limited to a maximum duration of one hour, which includes time for cleaning up the classroom.

#### **BUSES**

Buses begin picking up students who qualify for busing at 7:25 a.m. *(9:25 a.m. on days with a delayed opening)* Students should be at their bus stop before 7:25 a.m. Students may only ride the school bus from their designated stop to school and back to their designated stop from school. **For transportation questions please contact Cheryl Iafelice in the Business Office, 201-945-4106, ext. 2205**

#### **CELL PHONES/ELECTRONIC DEVICES**

During instructional hours, students are not allowed to use their cell phones/electronic devices or have them out. They must be turned off and out of sight. If a student uses their cell phone/electronic device or has it out, it will be confiscated and turned into the main office. The student may retrieve it at the end of the school day and a caregiver will be notified by email. For a second offense, the cell phone/electronic device will only be returned after a caregiver is contacted. For repeated violations, a student is subject to The EVG Behavior Action Plan (See Appendix).

## **DELAYED OPENINGS**

Due to inclement weather, it may be necessary to delay the opening of school. School will begin at 10:00 a.m. **No student will be admitted into the building before 9:40 a.m. Caregivers and students will be notified of delayed openings via the Apptegy Connect Automated Phone Service. Information will also be posted on our website.** Bus service will be provided, however, the morning pick up will be at 9:25 a.m. Afternoon bus service will run their normal schedule.

## **DISCIPLINE**

The Principal is in charge of student discipline (*in the absence of the Principal, the covering administrator*). Please be assured that while the Eleanor Van Gelder School is a safe, well-run school with excellent students in attendance, there are still times when children need to correct inappropriate behavior. When a problem is brought to the attention of the Principal, the students involved in the conflict are questioned. Once the Principal determines the situation, the students are then counseled concerning the rules that were broken and what the appropriate behavior should have been. Strategies for dealing with various problems are discussed with students to help handle the conflict more appropriately in the future. Consequences may be issued to the students involved.

### **A. Classroom Discipline**

Each teacher has developed a comprehensive classroom disciplinary plan. The administration and faculty will not tolerate inappropriate language, insubordination, disrespect towards staff members and fighting in the classroom. See EVG Behavior Action Plan in Appendix for details.

### **B. Disciplinary Action**

It may be necessary at times to suspend students from school as specified by NJ State Law and Edgewater Board of Education Policy. This philosophy attempts to correct the behavior and assist the student in making an improvement. The procedure and course of action is designed to ensure due process for all students involved.

### **C. The following are adopted administrative procedures that deal with inappropriate student behavior:**

**In-School Suspension:** Students may be suspended in school. Students spend the day quietly completing class work in the School Counselor's office or an alternate designated area. Students do not have lunch/recess with the other students and are counted as present. Students suspended will not be permitted to participate in any extra-curricular activity or field trip that is scheduled on the day that child is suspended. A re-admittance conference will not be needed for students suspended in school. Students are responsible for completing all assigned work while on suspension.

**Out-Of-School Suspension:** When a student is suspended out of school, he/she will not be permitted to attend school on the designated day(s) and will be counted as absent. Students suspended out of school will not be permitted to participate in any extra-curricular activity or field trip that is scheduled on the day that child is suspended. Caregivers must attend a re-admittance conference on the day the student returns to school from home suspension. Students are responsible for completing all assigned work while on suspension.

## **D. Behavior Expectations**

These expectations are put in place for the safety and well-being of all our children. Please review these expectations with your child often. These have been established to promote positive behaviors from all students. If students do not adhere to the expectations, corresponding consequences may be issued (See Student Code of Conduct and Anti-Bullying Policy). There may be incidents or situations that arise that go beyond the scope of our discipline policy (such incidents/ situations will be handled accordingly).

### **1. General Behavior Expectations**

- Students are expected to be in their classroom by 8:00 a.m. If a student is not in their classroom by 8:00 am they are considered late. They must come to the office to be marked present by the office staff.
- Students are not permitted in the parking lot.
- Students are to enter and leave the building in an orderly manner.
- Students are not permitted to leave the school grounds during the school day at any time.
- Rough play is not allowed; students must keep their hands, feet, and objects to themselves.
- Snowball throwing is not allowed.
- Appropriate school clothing is required at all times. Please see the dress code.
- Fighting is prohibited.
- Insubordination will not be tolerated. Students are to be respectful to all school personnel.
- Cursing and foul language are forbidden.
- Stealing is prohibited. Trading cards are also prohibited.
- Activating the fire alarm is prohibited and will become a police matter.
- Gum and candy are not allowed in the school building.
- Once a student is dismissed from school by a teacher and they are not attending an after school activity, the student is required to go directly home.
- All threats made by a student to any individual are taken seriously. Each threat/outburst will be handled on an individual basis with the teacher and administration.
- Cell phones should be off and out of sight during the school day.
- All other electronics should be left at home; e.g., iPod, book readers, etc. The school is not responsible for lost or broken devices.

### **2. Bus Expectations**

Students who ride the bus are expected to engage in safe and appropriate behavior and follow the bus rules outlined below:

- All students must be seated before the bus can move and must remain seated while the bus is moving until it comes to a complete stop.
- Book bags, musical instruments, etc., must be kept with the student at all times.
- Buses stop ONLY at official bus stops. To do otherwise is a violation of the school's contract with the bus company and creates great liability for the driver.
- Students must ride their assigned bus. Students may board and leave only at their designed stop. Requests to stop at alternate bus stops will be denied.
- Students who are considered to be WALKERS are not allowed to ride the bus.

- Students should not engage in shouting, profane language, throwing objects either inside the bus or out the bus windows, hanging out of windows, or other actions which may create confusion and danger.
- Students guilty of intentional destruction to buses will be required to pay all damages and risk suspension or expulsion from bus privileges.
- Respect must be shown to the bus driver and bus personnel for the safety of all on board.
- Students shall board and leave the bus in an orderly manner without pushing or shoving.
- If a student is having difficulties on the bus, disciplinary action will be taken. Riding the bus is a privilege that may be suspended or removed permanently if necessary.

### **3. Cafeteria Expectations**

- Students are to wait quietly and patiently, in an orderly fashion without pushing or cutting in line.
- Students who wish to use the lavatory facilities must first ask permission of the teacher/aide on duty.
- Students are to remain seated in the cafeteria.
- Students may purchase snacks after all the children have received their lunches. Students must eat a lunch before they may purchase a snack. Students serving lunch detention or in-school suspension may not purchase a snack.
- Sharing snacks or lunches is prohibited. **This is especially important due to food allergies.**
- Before leaving the cafeteria, students are to clean their area and put their trays, utensils and garbage into the garbage cans.
- Food, containers, and wrappers must never be thrown on the cafeteria floor.
- If a spill happens, bring it to the attention of an adult who will help to clean it up.
- All food that is to be eaten must remain in the cafeteria.
- Throwing food in the cafeteria is prohibited.

### **4. Playground Expectations**

- Running and chasing games (tag) are not permitted.
- Throwing sticks, woodchips, and/or other objects are not allowed.
- Playground equipment must be used appropriately.
- Foul language is prohibited.

### **E. Consequences**

See The EVG Behavior Action Plan in the Appendix. Repeated violations may result in disciplinary action such as lunch detention, restriction of privileges, in-school suspension, or out-of-school suspension time. The action and amount of time will be determined on an individual basis. When a student has been suspended out-of-school the caregivers are required to meet with the Principal before the student may return to the classroom.

### **F. Drug Awareness Policy**

The Edgewater Board of Education recognizes that the use of tobacco, alcohol, and illegal controlled substances constitutes a hazard to the positive physical and or psychological development of students. It is the desire of the Board of Education to establish a policy that stresses an educational, preventive, and rehabilitative approach to the problem, rather than a punitive one. Therefore, it is the responsibility of the board to promulgate the following guidelines:

- Establish and maintain a meaningful and realistic grades 3-6 educational program dealing with all aspects of tobacco, alcohol, illegal controlled substances, and other health endangered substances.



- Where applicable, legal implications involved in the use, possession, and distribution of illegal controlled substances will be explored.
- Establish and maintain a continuing in-service drug education program for the grades 3-6 staff.
- Seek volunteers from staff members who will be trained to help students with illegal controlled substance abuse and related problems in an atmosphere of trust and strict confidentiality.
- Establish and maintain a cooperative climate with citizens, town officials, and service agencies to ensure total community involvement concerning the problem of illegal controlled substance abuse.
- Authorize procedures to ensure proper course and due process for students involved in the use and distribution of illegal controlled substances. The Board suspension policy shall be adhered to at all times.

### **G. Alcohol and Drug Prohibition**

The Edgewater Board of Education prohibits the use of alcoholic beverages and illegal controlled substances by students in or on public school property at all times. The Board likewise prohibits the storing of alcoholic beverages and illegal controlled substances on any of its properties. **REFERENCE: 2A: 62A-3, 2A:170-25.9; 18A:4-28.1 et seq., 18A:35-4, 18A:40-4.1; 24:21-1 et seq.; 53:1-18.1 et seq.**

### **H. Harassment, Intimidation or Bullying (HIB)**

Our Harassment, Intimidation or Bullying Policy is located on our web page <http://www.edgewaterschools.org/>. A copy of the policy along with consequences and remedial measures are also included in the Appendix. When a bullying incident is reported, the administration will activate the process articulated in the policy.

### **DISMISSAL**

Plans to change dismissal arrangements for your child must be communicated to the main office prior to the start of the lunch periods (see your child's class schedule for lunch time/period) Students are dismissed at 2:34 p.m. (Early dismissal is 12:05 p.m.)

### **EMERGENCY SCHOOL CLOSING**

When the school is closed due to inclement weather caregivers and students will be notified through the Automated Phone Service and the school website.

### **EMERGENCY TELEPHONE NUMBERS**

The school is aware that very often caregivers cannot be reached at home during the school day. However, an emergency can arise during the day, in which it is imperative for school officials to have the home and business telephone numbers of each caregiver. The school also requires the names and numbers of other adults who would assume temporary responsibility in emergency situations. Please make sure the emergency contact information on the Genesis Parent Portal is correct. If it needs to be updated, please contact the main office. This is solely for the welfare of your child. **Changes in address or telephone must be reported to the school immediately.**

### **ENRICHMENT PROGRAM**

The regulations (N.J.A.C. 6a:8-3.1) define gifted and talented students as: *Those students who possess or demonstrate high levels of ability, in one or more content areas, when compared to their chronological peers in the local district and who require modification of their educational program if they are to achieve in accordance with their capabilities.* Eligibility is evaluated on a yearly basis.

**The Eleanor Van Gelder School uses the following multiple measures to identify gifted and talented students:**

- a. Teacher recommendation

- b. Caregiver recommendation
- c. Consistently high progress report card grades
  - d. Student ability to work independently and interdependently
- e. Formal, informal and standardized assessment scores

*For more information on our Enrichment Program please visit*

<https://www.edgewaterschools.org/Page/497>

### **EXTRA-CURRICULAR ACTIVITIES**

Students must be granted caregiver permission to participate in extracurricular activities.

### **FIELD TRIPS**

Field trips are planned for classes and provide an opportunity to reinforce or supplement learning in school. Caregivers will be notified in advance. A permission slip must be signed by the caregiver and returned to the school prior to the trip. The cost of the field trip will be paid by the caregivers.

### **FIRE & SAFETY DRILLS**

Fire drills and school safety drills are conducted at regular intervals throughout the school year. Students are to file out of the building quickly, quietly without talking, and orderly to the designated area near the school grounds or other location as directed by the teacher. Specific instructions for fire drills will be explained during the first few days of school. Additionally, specific instructions for safety drills such as lockdowns will be discussed with all students.

### **CAFETERIA**

Everyone must work together to ensure smooth lunch periods. In compliance with the New Jersey State Code, the Edgewater Board of Education has a Health and Wellness Policy that encourages students to select and bring foods low in fats and sugars. Additionally, we are a **nut-free school**. Therefore, when bringing in food, we ask that you adhere to the suggested approved healthy snack list (see Snacks page 10).

Students may bring lunch to school. Caregivers must keep in mind that lunches sent in must be easily accessible to their child. Difficult to open thermoses and other hard-to-open food storage containers will cause considerable delays. Students who bring lunch may also purchase a snack and may purchase breakfast. **Sharing snacks or lunches is prohibited.**

### **Food Services**

Students may also purchase lunch from the school cafeteria. Breakfast is also available on full session days from 7:40-8:00 am. Monthly menus with the meal options and prices are posted to the school website at the start of each month. Caregivers can pay by check, cash, or online at [www.payforit.net](http://www.payforit.net) using your child's ID # which can be found in the Parent Portal. Please put a check or cash in an envelope with the child's first and last name and the teacher's name. Snacks can also be purchased, but the money must be in a separate envelope. Students must eat lunch before they purchase a snack. Students may purchase **one** healthy snack item. Sharing snacks or lunches is prohibited

Free and reduced meals are available for children who qualify. Applications are available on the Parent Portal, the District Website and are also available in the Business Office.

### **Lunch Period Activities**

Students will eat in the cafeteria for 21 minutes and will have playground activity time for 21 minutes. During inclement weather, activities will be held in the auditorium and/or the gymnasium. **ONLY** organized games and activities are permitted. Specific playground procedures will be explained on the first day of school. **Please note: If you wish your child to be excused from outdoor recess due to allergies or other medical concerns, a doctor's note must be submitted to the school nurse.**

### **HEALTH SERVICES**

As a health service to your child, the following will be provided during the school year:

- Audio (hearing) screening
- Visual screening
- Scoliosis screening for students age 10 and older.
- Height and weight check

If you have any concerns or questions about the above services, please contact the School Nurse at **(201) 945-4106 ext. 2217**.

If, for any reason, you **DO NOT** wish your child to participate in any of these services, please notify the nurse **IN WRITING**. A student who is ill should not attend school. A student who is ill has reduced power of concentration, and may also be a health hazard to other students.

- Students who become ill in school are urged to report to the nurse or, in her absence, to the main office.
- Students who have symptoms of a contagious illness/disease or fever (100 or above) will be excluded from class and dismissed from school.
- **Students with a fever of 100 or above must remain fever-free and vomit-free for a 24-hour period prior to their return to school.**
- If a situation warrants, caregivers will be notified to pick their child up from school.

### **Medications in School**

According to New Jersey State Law, in order for a child to receive any medication in school, including non-prescription medications such as Tylenol or aspirin, caregivers must submit the following information to the health office on a yearly basis:

- Written request from the child's physician to dispense medication, dose, and how often it must be provided.
- Written request from the caregivers that medication be dispensed as per the physician's instructions.
- Original container of medication from pharmacy, properly labeled, with the child's name, dose, time, and physician's name must be provided.
- Caregivers must inform the school about any changes in medication as prescribed by the physician.
- Caregivers must inform the health office of any allergies or medication needs the child may have.
- All medication, prescribed for a student in school by the family physician, must first be approved by the school physician.

**Immunization:** In accordance with New Jersey State Law, a child may be excluded from school if he/she does not have all the required immunizations. Should you have any questions about your child's immunization status, please call the school nurse.

## **HOMEWORK**

Learning does not stop at the end of the school day. Regular daily homework assignments provide additional opportunities for children to practice and apply learning material to new situations; prepare background information for class discussions, complete long-range projects, and study for tests. Homework assignments also include having test papers signed by caregivers. Students must complete homework by the appropriate due date or remain after school with a teacher to work towards completion of the assignment.

## **Caregiver Responsibilities:**

While the primary responsibility for completing assignments remains with the student, caregivers also have important obligations. The caregiver should check the assignment pad daily, check completed homework, encourage children to read and discuss homework assignments, and provide a quiet area to study with the necessary tools (pencils, pens, paper, ruler, dictionary, erasers, etc.). Due to special circumstances, when an assignment cannot be completed on the due date, the caregiver may request an extension of time along with a note explaining the reason for the delay. Caregivers will be notified when children will be detained to work on missing or incomplete assignments.

## **INSURANCE**

School insurance is available to all students. Forms will be sent home during the first week of school. Please return the forms within a week.

## **LOCKERS**

Students in grades 5 and 6 are assigned lockers and must bring in a combination lock. Students are expected to keep their assigned lockers clean and orderly. Food items may not be left overnight. All lockers are subject to our Search and Seizure Policy (See Appendix).

## **LOST AND FOUND**

**The personal possessions of a student should be labeled with the child's name.** This is especially important for such items as eyeglass cases, wristwatches, lunchboxes, coats, sweaters, shoes, etc. Our lost and found bin is located in the lobby. If you would like to look for a lost item, please call the main office in advance. Please note that unclaimed items will either be discarded (e.g. unsanitary items, soiled clothing, etc.) or donated to goodwill. Advanced notice will be given via email.

## **MONEY**

During the course of the school year it may be necessary for caregivers to send money to school (student photographs, lost books, etc.). It is requested that whenever possible, a check be used as a method of payment. Make the check payable to EDGEWATER BOARD OF EDUCATION. **Please be sure all monies sent to school are properly labeled with the student's name and teacher. Students are not allowed to exchange money with classmates or give money to classmates for any reason.**

## **PHYSICAL EDUCATION**

All students are required to participate in physical education activities unless a doctor's note excusing them from participation is presented. Street shoes or boots are not permitted on the gym floor.

## **PTO (PARENT-TEACHER ORGANIZATION)**

The Edgewater PTO is a parent-teacher organization open to all caregivers and families of EVG students. The PTO works throughout the year to sponsor many events for the children. The PTO sponsors cultural and educational assemblies for the students. Other noteworthy events take place each year. These events are not possible without the support and fundraising

efforts of the caregivers, families, and friends of our students. These funds allow the PTO to provide activities that help make EVG a school of which we can all be proud. For more information, please visit the PTO's independent website [www.edgewaterpto.com](http://www.edgewaterpto.com).

### **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued four times a year for grades three through six. In addition, caregivers of students who are not progressing satisfactorily at the mid-point of each marking period will be notified.

### **SAFETY**

Your child's safety is a major concern of the school, and the cooperation of the home and school is necessary to build proper habits of safety. Please review the following safety tips with your child(ren) and be aware of the following procedures to keep your child(ren) safe:

1. All students who arrive by car should be dropped off in front of the school, NOT in the bus lanes on Russell Ave.
2. Parking is prohibited in the bus lanes on Russell Avenue and in the front of the school in the drop-off area at any time during school hours by order of the Edgewater Police Department.
3. Children must walk on the sidewalks.
4. Cross streets only at corners or at specified crossings.
5. Refuse to enter unfamiliar automobiles, or to talk to strangers.
6. Proceed directly to school or home.
7. Be considerate of smaller/younger schoolmates.
8. Settle differences peacefully - without put-downs, threats, or physical violence (pushing, fighting).
9. Bicycle rules and safety procedures must be followed - especially wearing helmets...it's the law.
10. Listen to adults and treat them with respect (follow directions, give name when asked, answer when talked to, etc.).

### **SCHOOL HOURS**

**Classes begin at 8:00 a.m. and end at 2:34 p.m. (students may arrive at school as early as 7:40 a.m.)**

***Early Dismissal - 12:05 p.m.***

***Delayed Opening - 10:00 a.m. (dismissal is the normal time of 2:34 p.m. - Morning bus routes start at 9:25 a.m. - Afternoon bus routes will operate their normal schedule)***

### **SNACKS**

In compliance with the New Jersey State Code, the Edgewater Board of Education has a Health and Wellness Policy that encourages students to select foods low in fats and sugars. Additionally, we are a **nut-free school**. If in doubt about an item, please call our school nurse (201.945.4106 X 2217).

### **Approved Healthy Snack Items**

#### **Foods:**

1. Low fat yogurt
2. Fruit (fresh, canned in its own juice, or dried)
3. Vegetable Sticks (alone or with low fat dip)
4. Granola or Whole Grain Cereal Bars (without nuts)
5. Whole grain cereal
6. Whole grain crackers (with cheese)
7. Pretzels
8. Popcorn (air popped or light butter)

#### **9. Rice cakes**

10. Graham crackers, gingersnaps, animal crackers, fig cookies, oatmeal raisin cookies
11. Low fat pudding

#### **Drinks:**

1. Water
2. Low fat or skim milk
3. Soy milk
4. 100% fruit juice

**Candy, donuts, and cupcakes are not allowed, nor any food with sugar as the first ingredient. All types of muffins should be checked for sugar content.** Goodie bags with food are not permitted; if goodie bags are distributed, please fill them with a pencil, a bookmark, a highlighter, or other literacy tools.

### **STUDENT DRESS CODE**

Clothing worn to school (**including any EVG activity/event**) should be comfortable and appropriate for the learning environment. While EVG encourages self-expression, student clothing should not detract from the learning environment nor should it be offensive to others. All clothing must cover all undergarments and midriffs. Clothing which promotes drugs, alcohol, tobacco, gang affiliations, nudity, or profanity is not allowed.

#### **Further clarification is listed below:**

- Clothing and jewelry with writing or designs that depict prejudice, unlawful acts, gang-related colors or symbols (including bandanas and jewelry), tobacco, drugs, or alcohol are prohibited. Jewelry that can be used as a weapon is prohibited.
- Low cut garments, strapless or off the shoulder tops, bare midriffs, tank tops, torn garments, see-through clothes, short shorts or skirts are not allowed.
- Clothing that reveals underwear or bare midriff is prohibited. Pants must be worn above the buttocks, not lower than the hip.
- Shirts that extend to the edge of the shoulder ("sleeveless") are appropriate attire. Tank tops, halters tops, crop tops, off the shoulder tops are prohibited.
- Pajama tops and/or bottoms, flannel bottoms, and slippers are not allowed.
- Hats, caps, hoods, bandanas, etc. are to be left at home or off the head at all times in school. Head coverings worn for religious purposes are allowed.
- Sunglasses may not be worn during school hours unless required for medical reasons.
- Flip flops and slides are not allowed in school.

Students, who choose not to follow the dress code, will be asked to change clothes. Caregivers may be contacted to bring a change of clothes. The administration reserves the right to make the decision as to whether or not a student's attire fits the above categories. Students are encouraged to obtain an interpretation of the dress code from the administration, in advance, if they are in doubt of the applicability of the code to certain articles of clothing. Violation of the dress code may result in the imposition of disciplinary action.

### **TELEPHONE USE BY STUDENTS**

Students are permitted to use the office telephone to make **EMERGENCY** calls. Caregivers should encourage their children to always call home when being detained at school. Students may bring cellphones to school but they must keep it turned off and in their book bag. Students are not to use their cellphone during school hours. If a student violates this rule, the cellphone will be confiscated from the student. In addition, caregivers should make every effort to set-up any necessary communication/accommodation with his/her child before they arrive at school. **Caregivers phone calls to students during the day are not permitted.** If caregivers need to get a message to their child(ren), they should call the main office before the start of the lunch period, 11:00 a.m.

### **TEXTBOOKS**

All textbooks are loaned to students for their use during the school year. Textbooks are to be covered immediately, kept clean, and handled carefully. The caregiver must pay for all books, including library books, which are lost or damaged.

**VISITOR POLICY**

It is an established policy of the EVG School that all visitors report immediately to the main office to check-in, announce their purpose in visiting the school, and obtain a visitor ID badge to identify them to staff members while in the school building. All exterior doors to the school building are posted with signs directing all visitors to the main office. While Edgewater administration encourages caregivers and community members to visit the campus, anyone found in the building that has not followed the above procedures will be considered to be trespassing in violation of school policy.

Visitors are not allowed in the school without an appointment. Please click [here](#) for our visitor policy. Students are not allowed visitors during the school day unless extenuating circumstances exist and an administrator grants permission.

**WEBSITE**

The district website address is [www.edgewaterschools.org](http://www.edgewaterschools.org). To access the Eleanor Van Gelder School website, click on “Select a School” (upper left hand corner), then click on “Eleanor Van Gelder School”. The website contains important information for caregivers including the district calendar, staff directory, lunch menu, etc.



## **Edgewater Public Schools**

### **Student Code of Conduct**

Our staff is committed to teaching and reinforcing appropriate student behavior. Students are encouraged to consistently follow school rules of conduct, set a positive example for others, and always be conscious of how their behavior affects others.

Our goal is to assure that each child achieves success. We believe that you, as caregivers, play an important role in helping your child achieve our expectations, both academic and behavioral. We believe that the major role of caregivers in school discipline is to continually show interest in and support for their students at school.

Generally, classroom teachers administer the redirection of behaviors, but when the situation warrants, the principal becomes involved. Caregivers are not necessarily called on the first problem since students are encouraged to take responsibility for their own actions and must learn to meet the rules and expectations of the school. We believe each student has the final responsibility for the consequences of his/her behavior. If a child exhibits unacceptable behavior at school on a continual basis, or if the action is severe, you may be asked to help us reinforce the rules of the school.

### **Belief**

We believe that elementary school is a time to grow and learn from mistakes. Therefore, we are guided by a progressive discipline philosophy. We have listed some possible consequences for violating our Student Code of Conduct. 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 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.

**All students have the right to:**

- an education
- a safe school
- physical safety and protection of personal property
- be treated fairly and equitably by students and staff

**In order to ensure this, all students are expected to:**

1. Take responsibility for learning.
2. Take responsibility for their actions.
3. Respect themselves and others.
4. Respect their school, school property, and the property of others. Never litter or write graffiti.
5. Act in a safe and healthful manner.
6. Attend school on a regular basis.
7. Complete all academic work assigned.
8. Obey school/classroom/playground rules.
9. Be polite, and courteous, and use appropriate language.
10. Comply with requests of school employees.

11. Dress appropriately for school.
12. Arrive at school on time.
13. Be prepared with all necessary supplies.
14. Always give their best effort.

**Student Privileges:**

- Classroom celebrations
- Class/grade level field trips
- Participation in before and/or after school activities
- Assemblies

**At assemblies students will...**

- Walk quietly and orderly in the hallways.
- Enter the multi-purpose room quietly, watching for teacher directions.
- Respond to teacher signals, ("May I have your attention, please." or teacher raises hand in the air).
- Show appropriate appreciation by clapping.
- Show respect for the performers and peers by not talking.
- Exit quietly, watching for directions from their teacher.

**At lunchtime, students will...**

- Enter the cafeteria quietly, get their lunch, and find their class table.
- Remain seated until lunch is finished and permission to leave has been given.
- Use appropriate voices so that only close neighbors can hear.
- Use appropriate mealtime manners.

- Clean the area when finished eating.
- Wait until teachers or lunch aides give permission to leave the cafeteria, then walk quietly to the playground for recess or back to their classrooms.
- Avoid rough play on the playground, (play fighting, wrestling, pushing, kicking, etc.)
- Leave personal belongings such as cell phones and electronic games at home.
- Speak kindly to others.
- Respond immediately, with respect and courtesy, to instructions from adults in charge.

### **Classroom Behaviors:**

- Be kind and respectful to others in words and actions
- Respect the property of the school and others
- Keep personal space orderly
- Follow teacher directions
- Use indoor voices

### **Use of Bathroom:**

- Respect the property of the school and use the facilities appropriately.
- Students will place paper towels in the garbage.
- Ensure water/soap does not spill on the floor, which can cause a friend to slip.
- Give others privacy.
- Use indoor voices.
- Return to class/lunch as soon as finished so others can use the area.

### **When Expectations are not met:**

- Students who break rules will discuss the incident with the appropriate staff member. Students will be redirected and given the opportunity to practice the expected behavior.
- If a student receives several warnings or demonstrates severe/inappropriate behavior, caregiver contact will be made. If a student violates this code, they will be subject to disciplinary action

### **Consequences may include:**

- Teacher reprimand
- Administrative reprimand
- Caregiver conference
- Community Service in the building
- Restitution
- Detention- recess or after school
- In-school suspension
- Short-term suspension
- Loss of activity or privileges
- For very serious actions - police referral

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.

Students who experience chronic behavior issues and/or repeated suspensions may be referred to the MTSS team for behavioral interventions; assigned to work with a School Counselor, Behaviorist, Social Worker, School Psychologist, or Teacher in a mentoring situation; and/or referred for evaluation to the Child Study Team.

## **Attendance**

Students are expected to be in school on a regular basis in accordance with NJSA 18A:38-25 through 31 as well as NJAC 6A:16-7.8. Excessive absence from school or habitual tardiness may lead to sanctions and disciplinary actions, retention, and/or referral to proper authorities.

- After five absences caregivers will receive a letter
- After ten absences caregivers will receive a letter and the principal will call home
- After fifteen absences caregivers will receive a letter and a meeting with the principal will be held
- All students who are absent 5-9 days in the first marking period will be referred to MTSS.

### **ATTENDANCE REPORTING PROCEDURES**

If your child is going to be absent, please call the following:

- **(201) 945-4106, x2217**
- Caregivers also email their child's absence to the school nurse Mrs. Juliano  
tjuliano@edgewaterschools.org

## **Due Process**

Students will be afforded due process as outlined in district policies and state statutes to present witnesses to incidents or to have their perspective and point of view heard prior to implementation of consequences as outlined in the Code of Conduct.

## **Students with Disabilities**

Students with disabilities will be subject to the conditions of the Student Code of Conduct. Modifications of the Code shall be made in accordance with the IEP and in the best interest of the student as well as the safety of the school community. Suspensions of students with disabilities shall be in accordance with NJAC 6A:14-2.8. Services will be provided to any student suspended from school within 5 school days of the suspension in accordance with NJAC 6A:16-7.2.

## **Social Support Services**

*The following social support services are available for students and their families:*

Bergen County Department of Human Services	(201) 336-7474
Careplus NJ	(201) 986-5000
Psychiatric Emergency Screening Program(PESP)	(201) 262-HELP
Vantage Health System	(201) 567-0059
New Jersey's System of Care (Children's Mobile Crisis Response)	1 (877) 652-7624
Bergen County Rape Crisis Center	(201) 487-2227
New Jersey Family Care	1 (800) 701-0710
Bergen One-Stop Career Center	(201) 329-9600
Bergen Regional Medical Center	1 (800) 730-2762
Englewood Hospital	(201) 894-3000
Hackensack University Medical Center - Social	1 (551) 996-2100

Services	
Division of Child Protection and Permanency	(201) 996-8900
High Focus	(201) 291-0055
New Pathways	(201) 436-1022
Four Winds	1 (914) 763-8151
For other mental health/social service resources please contact the Child Study Team or School Counselor.	(201) 886-3480 ext. 1222  (201) 886-3480 ext. 1315
For a list of additional county resources please see the link.	<a href="#">Bergen County Social Services Directory</a>

## **Universal Adoption**

As this Code of Conduct was developed for all students by stakeholders, it will be enforced at the classroom and school-wide levels by all members of the educational community. Students are expected to follow the Code of Conduct during all school-related activities or events, which may occur, on or off school premises.

**CODE OF CONDUCT**  
**EDGEWATER PUBLIC SCHOOLS**  
**EXPECTATIONS AND CONSEQUENCES**

All pupils are bound by the policies and regulations of the Board of Education, the administrative regulations of this school district, and New Jersey law. In addition, pupils shall demonstrate respect for district and community property, teachers, administrators, staff members, and all students. The following general types of offenses or infractions of the district's standards of student conduct and responsible behavior may be subject to discipline. Disciplinary measures are taken for the purpose of correcting student behavior and deterring the continuation of inappropriate conduct. The list below contains examples of offenses; however, school officials reserve the right to sanction pupil behaviors in accordance with the provisions of 18A:37-1, 18A:37-2, and all district policies and regulations.

**A Note on Harassment, Intimidation, and Bullying:**

The Edgewater Public Schools policy and regulation 5512 prohibits all forms of harassment, intimidation, and bullying. As such, we are committed to providing a caring, friendly, and safe environment for all of our students so each child may learn in a safe and relaxed atmosphere. Bullying of any kind is unacceptable. If bullying does occur, it shall be dealt with promptly and in accordance with policy and law. Anyone who knows of any bullying is expected to report this to a school official immediately. Depending on the situation, consequences for harassment, intimidation, and bullying will be in accordance with district policy and regulation as judged by the school administration, the school anti-bullying specialist, the district anti-bullying specialist, and/or the superintendent.

Policy and Regulation 5512 may be found online at [Board Policies](#).



## Eleanor Van Gelder Behavior Action Plan

### Edgewater School District

The Administration reserves the right to make changes to the information contained in this publication to maintain order, safety, and discipline. All disciplinary consequences are at the discretion of the administration.

Behavior	First Time	Second Time	Third Time
<b>Level 1 Behavior</b> -Disruptive Behavior -Disrespectful Behavior -Playfighting/Horseplay	-Verbal warning -Possible HIB investigation (disrespectful behavior) -Change of Seat (classroom) -Time to Think form (based on behavior) -Logical consequences within the setting the behavior took place	-Written warning in student's file -Possible HIB investigation (disrespectful behavior) -Time to Think form -Removal of privileges as determined by teacher and/or principal -After-school detention 1-3 days -Caregiver notified by teacher -In-school intervention (guidance counselor)	-Meeting with an administrator -Time to Think form -After-school detention -In-school/out-of-school suspension 1-3 days -Caregiver notified by teacher/principal
<b>Level 2 Behavior</b> -Physical Aggression -Threat of Physical Aggression	-Caregiver notified by teacher/principal -Removal of privileges as determined by teacher and/or principal -In-school intervention with the guidance counselor	-Caregiver notified by principal -Removal of privileges as determined by teacher and/or principal -After-school detention 1-3 days -In-school suspension -In-school intervention with the guidance counselor -Written warning in student's file	-Caregiver notified by principal -In-school intervention with the guidance counselor -After-school detention 3-5 days -In-school/out-of-school suspension -Meeting with administrator -Consultation with behaviorist (possible FBA)

<b>Level 3 Behavior</b>  -Physical Aggression (leading to bodily harm of another person) -Damaging Property -Stealing	-Caregiver notified -Conference between administration and Caregiver -Suspension	-Caregiver notified -Suspension -Caregiver Conference -Consultation with behaviorist (possible FBA and BIP/PBSP)	-Caregiver conference -Suspension -Additional consequences to be determined on an individual basis, based on the severity and patterns of behavior
<b>Electronic Devices</b> (cell phones, smart watches, wireless earbuds)	-Confiscated and held in the office -Caregiver notified by email	-Caregiver has to pick up device -After-school detention 1 day	-Caregiver has to pick up device -After-school detention 2 days -Student turn in device at the beginning of the day and pick up at the end of the day
<b>Academic Dishonesty</b>	-Caregiver notified by teacher -Partial credit/retake	-Caregiver meeting -After-school detention 2 days -Partial credit/retake	-Caregiver meeting -Additional consequences (including but not limited to: loss of school-sponsored event, suspension) -Partial credit/retake

## Definitions of Behavior

**Academic Dishonesty** plagiarism, cheating (copying or offering homework) will result in partial credit or retake, detention/suspension, or removal from a school-sponsored event.

**Disruptive Behavior** includes behavior that occurs anywhere on school property and/or on school-provided transportation. Disruptive behavior in the classroom is defined as behaving in a way that makes it hard for other students to learn and hard for the teacher to teach. This includes getting out of seat, calling out, running around the

classroom, and speaking while the teacher is speaking. Disruptive behavior on school property includes running in the hallways and stairs and making loud noises within the school building. Disruptive behavior on school-provided transportation includes, unbuckling seatbelt, leaving seat, walking up and down the aisle, using a voice louder than an acceptable indoor speaking voice.

**Disrespectful Behavior** includes behavior that occurs anywhere on school property and/or on school-provided transportation. Disrespectful behavior includes using words or actions that can be hurtful to another individual including both students and staff. This behavior includes: teasing, demeaning name-calling, spreading rumors, using insults or obscene gestures, cyber-bullying, harassment, and social isolation.

**Physical Aggression** includes behavior that occurs anywhere on school property and/or on school-provided transportation. Physical aggression is defined as hitting, kicking, biting, punching, spitting, or scratching another student, staff member, or anyone else on school property. Level 2 aggression does not lead to bodily harm. Level 3 aggression leads to bodily harm.

**Threat of Physical Aggression** includes behavior that occurs anywhere on school property and/or on school-provided transportation. Threat of physical aggression is defined as saying that you are going to hurt another person or school property.

**Damaging Property** includes behavior that occurs anywhere on school property and/or on school-provided transportation. Damaging property is defined as breaking or destroying someone else's personal property and/or breaking or destroying school property.

**Stealing** includes behavior that occurs anywhere on school property and/or on school-provided transportation. Stealing is defined as the taking, keeping, or appropriation of the property of another without the owner's permission or approval.

**Personal Electronic Device** cell phones, smart watches, wireless listening devices are turned off and kept in their backpacks in a designated storage area.

# **Annual Policy Notifications**

Board of Education policies and/or New Jersey/federal regulations or recommendations require that caregivers or the public be informed about the Edgewater Board of Education policies and/or procedures listed below. For your convenience, these policies are listed alphabetically in each of the following sections:

- 2000 - PROGRAM
- 5000 – STUDENTS
- 6000 - FINANCES
- 7000 - PROPERTY
- 8000 - OPERATIONS
- 9000 - COMMUNITY

To view a specific policy and its accompanying regulation, please visit:

<https://www.edgewaterschools.org/>

## **2000 PROGRAM**

2361 Acceptable Use of Computer Networks/Computers and Resources  
2260 Affirmative Action for School and Classroom Practices  
2340 Field Trips  
2464 Gifted & Talented Students  
2624 Grading System  
2330 Homework  
2435 NJSIAA Random Testing for Interscholastic Athletics  
2415.20 Every Student Succeeds Complaints  
2110 Philosophy of Education/District Mission Statement  
2412 Home Instruction due to Health Condition  
2417 Student Intervention Referral Services  
2431 Athletic Competition  
2431.4 Prevention and Treatment of Sports Related Concussions and Head Injuries  
2431.8 Varsity Letters for Interscholastic Extracurricular Activities  
2462 Gifted and Talented Program  
2622 Student Assessment

## **5000 STUDENTS**

5330 Administration of Medication  
5612 Assaults on District Board of Education Members or Employees  
5200 Attendance  
5513 Care of School Property  
5430 Class Rank  
5338 Diabetes Management  
5520 Disorder and Demonstration  
5332 Do Not Resuscitate Orders

5511 Dress and Grooming  
5111 Eligibility of Resident/Nonresident Students  
5112 Entrance Age  
5842 Equal Access of Pupil Organizations  
5750 Equal Educational Opportunity  
5755 Equity in Educational Programs and Services  
5250 Excusal from Class or Program  
5500 Expectations for Pupil Conduct  
5620 Expulsion  
5843 Extended School Day Program  
5512 Harassment, Intimidation, and Bullying  
5310 Health Services  
5440 Honoring Pupil Achievement  
5320 Immunization  
5721 Independent Publications  
5331 Management of Life-Threatening Allergies in Schools  
5752 Marital Status and Pregnancy  
5701 Plagiarism  
5410 Promotion and Retention  
5830 Pupil Fund Raising  
5710 Pupil Grievance  
5770 Pupil Right of Privacy  
5700 Pupil Rights  
5533 Pupil Smoking

5611 Removal of Students For Firearms Offenses  
5420 Reporting Pupil Progress  
5841 Secret Societies  
5751 Sexual Harassment  
5570 Sportsmanship  
5600 Student Discipline/Code of Conduct  
5820 Student Government  
5350 Student Suicide Prevention  
5514 Student Use of Vehicles on School Grounds  
5530 Substance Abuse  
5615 Suspected Gang Activity  
5610 Suspension  
5335 Treatment of Asthma  
5300 Use of Defibrillator(s)  
5516 Use of Electronic Communications & Recording Devices (ECRD)  
5339 Screening for Dyslexia  
5519 Dating Violence at School  
5541 Anti-Hazing  
5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities  
5613 Removal of Students for Assaults with Weapons Offenses

**6000 FINANCES**

6230 Budget Hearing

**7000 PROPERTY**

7441 Electronic Surveillance in School Buildings and on School Grounds

7610 Vandalism

**8000 OPERATIONS**

8505 Local Wellness Policy/Nutrient Standards For Meals & Other Foods

8820 Opening Exercises/Ceremonies

8431 Preparedness for Toxic Hazards

8330 Pupil Records

8601 Pupil Supervision After School Dismissal

8506 School Lunch Program Biosecurity Plan

8441 Care of Injured and Ill Persons

8550 Unpaid Meal Charges/Outstanding Foods Service Charges

**9000 COMMUNITY**

9560 Administration of School Surveys

9200 Cooperation Between Parents and School

9280 Parent Conferences

9210 Parent Organizations

9260 Parent Liability for Vandalism

9230 Parental Responsibilities

9130 Public Complaints and Grievances

9120 Public Relations Program

9713 Recruitment by Special Interest Groups

9240 Rights of Parents

9150 School Visitors

9180 School Volunteers