

**Dr. J.P Cleary Elementary School**

**"Home of the Cheetahs"**

3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grades

**Mrs. Mary Lou DeFrancisco**  
**Superintendent of Schools**

**Mr. Richard A. Lawrence**  
**Principal**

**1501 Central Avenue**  
**Minotola, NJ 08341**  
**(856) 697-8080**

**www.buena.k12.nj.us**

\*

***This agenda belongs to:***

NAME \_\_\_\_\_

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CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

-----STUDENT NO-----

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# 2017-18 District Calendar

October 2017						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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November 2017						
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December 2017						
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31						

January 2018						
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28	29	30	31			

	Holiday - School Closed
	In-Service Teachers
	Single Session Days

September 18 BRHS Back to School Night  
 September 19 Cleary Back to School Night  
 September 21 CLES Back to School Night  
 October 6 Teacher In-service (School Closed)  
 October 9 Columbus Day  
 October 27 PLC (Single Session)  
 November 9-10 NJEA Convention  
 November 10 Veterans Day  
 November 20, 21 Parent Conf/Single Session  
 November 22 Single Session  
 November 23-24 Thanksgiving Recess  
 December 1 PLC (Single Session)  
 December 22 Single Session  
 December 23-31 Winter Recess  
 January 1 New Year's Day  
 January 2 All Schools Reopen  
 January 12 PLC (Single Session)  
 January 15 Martin Luther King, Jr. Day  
 February 16 PLC (Single Session)  
 February 19 President's Day  
 March 27 K-5 Parent Conf/Single Session  
 March 27 MS/HS PLC/Single Session  
 March 28 Single Session Day  
 March 29 & 30 Spring Recess  
 April 2 Spring Recess  
 April 16 - May 25 PARCC Testing Grades 3 - 8  
 April 16 - May 25 PARCC Testing High School  
 May 4 Teacher In-service (School Closed)  
 May 4 PROM  
 May 28 Memorial Day  
**June 11 Student's Last Day \***  
 June 12 Teacher In-service (School Closed)

\* Last day of school may adjust  
 school year must reflect 180 student days  
 additional days will be added to calendar  
 in the event of emergency closings

March 2018						
S	M	T	W	R	F	S
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April 2018						
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May 2018						
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June 2018						
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## Mission Statement

The vision of the Cleary Elementary School is to create a positive learning community, where we continue to

evolve into lifelong learners. We embrace the values of responsibility and respect and promote effective communication and collaboration.

### Agenda Books

Each student will be given an agenda book at the beginning of the school year. They will be required to carry it with them daily. It will be used as a hall pass as well as place for them to note their homework. If an agenda book is lost or stolen, the student will have to purchase another book from the main office required for \$3.00 fee.

### Arriving and Leaving School

The school day begins at 9:00 a.m. and ends at 3:35p.m. Students are not to arrive on school grounds before 9:00 a.m. There is no one in the building to supervise them before this time. Students will be considered late after 9:10a.m.

Students who walk home must leave the school grounds as soon as they are dismissed. Any students who miss their bus are not permitted to leave the school grounds and must immediately report to the main office. The school office closes at 4pm. when BOOST is not in session.

### Cafeteria Rules

1. Follow directions given by the adults
2. Speak quietly to other students at your table
3. Use good table manners: clean up after yourself
4. Raise your hand if you need assistance or to be excused from the table
5. No running or yelling is permitted

### Car Riders

All car riders must be dropped off (between 9- 9:10 a.m.) and picked up (3:35p.m.) in the back of the cafeteria in the designated spot. Adults are not to get out of their cars to pick up students. Each car is to pull up one at a time for the safety of the students. ONLY if a child is being dropped off after 9:10 a.m., they are considered late and the guardian must accompany them into school via the front entrance and sign in at the main office.

At the end of the school day, please do not come to the main office to request a student. If a guardian (or an adult they designate) wishes to pick up their child from school who does not normally go home by car, they need to send a note to school with their child or in the case of an emergency call the main office by 3:00 p.m. that day. Office staff will then inform the student to go to the parent pick up line. Students will not be dismissed from the main office after 3:10 p.m.

## Communication

Communication between parents and the school is essential. We have provided various tools to enhance this process.

1. Each staff member has an email address.
2. The school website will be updated weekly with information.
3. On Tuesdays, students will bring home a folder with information.
5. Parents can sign up to receive email notifications and /or text messages of events and activities.
6. Parents can make appointments to see the Principal and/or staff.

## Discipline DISCIPLINARY CODE

The main purpose of Cleary Elementary School's existence is the education of its students. **In order for learning to take place, students must be in attendance, their behavior must not be disruptive to the atmosphere for learning, and their actions must not jeopardize the right, property, or well-being of others.**

In order to develop the self-discipline necessary for learning and living, students have a right to know what is acceptable and what is not acceptable in the way of behavior. For this reason, the disciplinary code which follows should be carefully read and understood by faculty, parents, and students. This code will be reviewed annually and revised where necessary.

1. Student infractions not readily covered by the discipline code will be interpreted by the School Administration. Complaints may be signed and/or Board of Education action may be added to any suspension for any offense if deemed necessary by the School Administration. The administration reserves the right to remove a student from any privilege offered at Cleary Elementary School for students in continuous violation of the discipline code.
2. **It is understood that the administration of this code must include some administrative judgments where cases do not exactly fit the descriptions.** Nevertheless, unless there are specific and considerable extenuating circumstances, this code will be followed.
3. Each student is entitled to due process. Therefore a request for a hearing in the presence of parents will be honored.
4. Teachers and other personnel are authorized and required to report offenses and enforce the code.
5. In cases where an infraction of this code is also a violation of the law, the administration may file a complaint with the police as well as administer fitting administrative punishment.
6. Concerns about equal application of the code should immediately be brought to the attention of the administration. **In cases where two or more students commit the same offense it is still possible that their punishments might differ.** A review of their disciplinary record will show whether they have been guilty of the same infractions in the past and which punishment by the code is more appropriate.
7. Punishments assigned under this code can be supplemented by more severe punishment where circumstances warrant. Most of the punishments listed are for up to four offenses. In cases, which exceed this number, the administration will increase the punishment and may recommend actions by the Board of Education.
8. **This code applies to behavior on buses and at all school sponsored activities.**
9. Students should be aware of the cafeteria rules and abide by them. These rules will be discussed and posted each year.

## DISCIPLINE CODE

#1

<b>Eating/drinking in areas other than the cafeteria, Chewing gum/candy</b>	RD-1	RD-2	RD-3	RD-4+PC
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#2

<b>Lateness to class (Up to 5 minutes)</b>	RD-1	RD-2	RD-3	RD-4+PC
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#3

<b>Audible or Visual Possession or use of cell phones, cameras, video cameras, radios, I-pods, Etc. (Confiscation will occur parents must pick up) As per policy 2363 Cell Phones and other devices MUST be silent at all times during school hours. Students are not allowed to access their phones or associated accessories at all during the school day unless given explicit permission by an administrator or teacher.</b>	RD-1	RD-2	RD-3	RD-4+PC
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#4

<b>Teasing/Bullying (Physical, Verbal, Written, Gesture, slander, gossip) Possible referral to HIB Coordinator for investigation</b>	RD-2	RD-3	RD-4	S-1+ PC
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#5

<b>Cutting class (More than 5 minutes late), leaving class without permission, wandering halls</b>	RD-2+TC	RD-3+TC	RD-4+PC	S-1+PC
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#6

<b>Unauthorized Area, use of locker, without a pass; no agenda book</b>	RD-1	RD-2+TC	RD-3+PC	RD 4+PC
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#7

<b>Failure to follow dress code (School/PE)</b>	RD-1	RD-2	RD-3	RD-4+PC
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#8

<b>General misconduct (Classroom/lunch room/hall or during fire or emergency drill) disruptive, excessive noise, throwing things, etc.</b>	RD-1	RD-2	RD-3	RD-4+PC
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#9

<b>Destruction, defacing, interference of/with property (school or individual) Misuse of computer school electronic devices</b>	RD-2+R	RD-3+R	RD-4+R	S-1+PC+R
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#10

<b>Failure to report to recess detention in office or teacher's classroom</b>	RD-1	RD-2	RD-3	RD-4+PC
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#11

<b>Insubordination - defiance of authority, disrespect, refusal to follow directions, misbehavior during fire or emergency drill</b>	RD-2	RD-3	RD-4+PC	S-1+PC
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#12

<b>Stealing, Forgery</b>	RD-2+R	RD-3+R	RD-4+PC+R	S+1+PC+R
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#13

<b>Profanity, obscene, vulgar, abusive language, and/or passing vulgar notes, vulgar drawings)</b>	RD-2	RD-3	RD-4+PC	S+1+PC
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#14

<b>Aggressive physical contact, rough housing/horseplay</b>	RD-2	RD-3	RD-4+PC	S-1+PC
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#15

<b>Fighting, General Disorder, Gross Misconduct, Spitting, Dangerous Conduct, Causing of Public Inconvenience or Alarm/Major Theft (over \$10.00)</b>	S+3+PC	S+4+PC	S+5+PC	S+6+CST+C
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#16

<b>Assault and battery</b>	S-3 + PC+C	S-4 + PC+C	S-5+CST+P C+C	S-10=CST+ PC+C
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#17

<b>Threat to a teacher, staff member, or student (verbal or written)/Incitement to Fight</b>	S-1+PC	S-2+PC	S-3+PC+CS T	S-4+PC+CS T
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#18

<b>Incitement to Fight</b>	S-1+PC	S-2+PC	S-3+PC+CS T	S-4+PC+CS T
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#19

<b>Marijuana, alcohol, or any other controlled substance-As per B.O.E. Policy, possession and/or usage, conspiracy to possess</b>	S-10 As per B.O.E. policy	S-10 As per B.O.E. policy	S-10 As per B.O.E. policy	S-10 As per B.O.E. policy
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#20

<b>Possession of a Weapon (In School or on school grounds Inc. bus) Includes unauthorized tools, equipment, look alike items etc. <i>Note-Any Object Which Could Be Used To Injure Another Person or is Used With The Intent To Injure Another Person Is viewed as a Weapon. This Includes Sprays (e.g. Mace, Pepper Gas, etc.)</i></b>	S-10 As per B.O.E. policy	S-10 As per B.O.E. policy	S-10 As per B.O.E. policy	S-10 As per B.O.E. policy
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#21

<b>Tardy to school – (After 10 excused) 5, 10, 15 unexcused</b>	RD-2	RD-3	SPPC	SPPC
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**AW=Administrative Warning**

**AD=Administrative Detention: After School Detentions can be assigned if regularly listed consequences have been exhausted.**

**LAP=Loss of activity period can result from repeated disciplinary code violations.**

**RD= Recess Detention**

**PC= Parent Conference**

**S= Suspension**

**CST= Child Study Team Referral**

**C= Police Complaint Signed**

**R= Restitution or payment for loss**

**TC=Telephone Conference**

## **Bus Behavior and Rules**

All school rules are in effect from the time a child leaves their home until they return from school as per state law. This includes the bus stop and the bus ride. In addition, the following bus rules must be obeyed:

- A. Be on time at the designated stop;
- B. Conduct oneself in a safe manner while waiting;
- C. Wait for the bus to come to a complete stop before getting on/off;
- D. Stay in your assigned seat and keep seated until it is time to be discharged from the bus;
- E. Eating and gum chewing is not permitted;
- F. No shouting;
- G. No “playing” or “fooling around;”
- H. No throwing things;
- I. Place nothing in the aisle;
- J. Any damage done must be paid for by the offender;
- K. Students who must cross the highway to reach home shall cross in front of the stopped bus at the signal of the bus driver;
- L. In case of emergency, students are to remain in the bus unless directed otherwise.

Riding a school bus is a privilege. Students may be suspended from riding the school bus for misbehavior. If this should occur, the student is still expected to attend school and transportation must be provided by the parent/guardian. Students who are reported by the bus drivers may be disciplined. It is understood that this discipline code must include some administrative judgments. Students who are reported by the bus drivers will be disciplined as follows:

- 1st Offense** Administrative warning/possible bus suspension
- 2nd Offense** 1 day bus suspension
- 3rd Offense** 2 day's bus suspension
- 4th Offense** 3 day's bus suspension
- 5th Offense** 4 day's bus suspension/referral to the chief administrator

### **Field Trips**

The Board of Education recognizes that field trips can be an enhancement to the curriculum. All students and chaperones are expected to ride the bus to and from the designated location. **Students may be prohibited from attending field trips if they do not follow the school rules or have accumulated a significant amount of discipline referrals over the course of the year. Once students reach 5 referrals, a review will be conducted to determine whether an exclusion for field trips or other school activities should be made.**

### **Flag Salute**

The law requires that all students stand during the flag salute. Those with objections need not salute the flag, but must stand quietly.

### **Food Services**

1. All students are encouraged to eat lunch. A student not buying a lunch must make sure to carry a packed lunch. A note from a doctor must be presented for students on special diets or allergies and for those not eating a lunch because of medical reasons.
2. When buying a lunch, pupils will have choices and should check the monthly menu before coming to school each day.
3. Students who bring a packed lunch may purchase milk, juice, or other a la carte items.
4. Students are permitted to bring their own breakfast to school each day.
5. Carbonated beverages, glass containers, and candy are not to be brought to school.
6. Snacks may be purchased in the cafeteria after a student eats his/her lunch.
7. All snacks/treats that are to be shared by a class or a group of students that are brought in for celebrations must be store bought and the ingredients must be clearly listed on the packaging. Sugar may NOT be the first ingredient as per the state mandate.

### **Health Services**

1. Parents of children requiring medication must submit written orders from their child's physician to the school nurse.
2. The physician's orders must state the name of the medication, dosage, time of administration and the side effects.
3. The medication must be brought to the school in the original container, appropriately labeled by the pharmacy or physician.
4. Only the school nurse or parent/guardian is permitted to administer medication.
5. The records or documentation process is required to be maintained by the school nurse.
6. Students are not allowed to have any kind of medication in their possession unless they have written permission from the school nurse.



## **Harassment, Intimidation, and Bullying**

Cleary Elementary School prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and as schools ability to educate its students in a safe and disciplined environment. For a more detailed reading, the entire policy can be found on the district website, [www.buena.k12.nj.us](http://www.buena.k12.nj.us).

## **Homework Policy**

Students should write all their homework assignments down in their agenda. If a child is absent, please call the office to make arrangements to get the students homework. They will have one day from the day of their last absence to make up the homework they missed. **Students are not permitted to return to school for forgotten homework**

## **Leaving School Grounds**

Students are not to leave schools grounds once they have reported to school. Bus drivers will not pick up students at any place other than their designated bus stop.

## **Lockers**

At the beginning of the year, students in 4<sup>th</sup> and 5<sup>th</sup> grade will be assigned a locker. No student will be allowed to share another student's locker. If lockers are damaged, students will be charged for the amount of the damage. Students may use the lockers only at the beginning of the school day, when they switch to their other class and at the end of the school day. The lockers will not have locks on them and the students will not be allowed to put their own locks on either. Students will be given a locker clip which they must return to the teacher at the end of the year. Lost clips will cost 50 cents. The school has video cameras in all the hallways to monitor the lockers. Lockers and other storage spaces provided by the Board of Education are subject to the Board policy on pupil privacy. Consequently, they are subject to examination when warranted.

## **Parent Teacher Organization**

Cleary School's PTO provides events and field trips to students through various fundraisers. Please join the PTO and volunteer your time to help make your child's educational experience even better.

Membership is \$3.00.

## **Play Ground Rules**

1. Follow directions the first time they are given by the assistants.
2. Play games in designated areas.
3. Line up immediately when the bell rings or the whistle is blown.
4. Get permission from the assistants before entering the building.

## **Policy for Use of Computers**

Student users of the district computer networks are responsible for their behavior and communications over those networks. As outlined in the Board of Education Policy and Procedures on students' rights and responsibilities the following are not permitted and are subject to disciplinary action:

- Sending or displaying offensive messages or pictures and or using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Using another's password or trespassing in another's folder, work or files

## **Tardy To School**

Regular attendance in all classes is imperative to ensure that students will receive a thorough and efficient education. Lateness to school disrupts the educational process. Students who arrive after 9:10am are considered late to school and must pick up a late slip from the main office. Students may be signed in at the main office by their parent/guardian up to a limit of ten (10) times during the school year, and each will be considered excused. **After the tenth time, however, students will be charged with an unexcused tardy, even if they are signed in by a parent.** Parents are therefore urged to use this sign-in privilege wisely. Examples of tardies that will be excused with a parent's signature are:

- Verified doctors or dental appointments
- Extreme emergency circumstances as determined by the School Administration.

### **The Cleary policy for lateness to school is:**

Upon reaching five (5) unexcused lates the student will be assigned **2 days of recess detention** resulting in a written notification sent home. Upon reaching ten (10) unexcused lates the student will be assigned **3 days of recess detention** resulting in parent telephone contact and a written notification sent home. Upon reaching fifteen (15) unexcused lates the student will be **Suspended Pending Parent Conference, accrue one (1) day of unexcused absence, loss of 5<sup>th</sup> grade privilege if applicable,** and a written notification will be sent home. **Thereafter, every five (5) additional unexcused lates will result in the same consequence as with the fifteenth.**

**Please Note** -When a student has accumulated twenty-five (25) cumulative, unexcused lates, the situation may be reported to the DCPP

### **Promotion and Retention**

When a child is academically at risk, the teacher will maintain communication with the parent and principal. If a student fails two or more subjects for the school year, the student is subject to a retention review. Parents/guardians can at that time, exercise the option to retain or students can complete a course or courses with the Educere program over the summer or parents/guardians can sign a waiver which absolves the school and district of academic liability

### **Pupil Attendance**

Regular attendance is absolutely essential to success in school. In order for an absence to be excused, parents are required to call the school or send in a written explanation. For illness requiring a doctor's visit, a note from the doctor must be sent to the school within five days. NJ state law mandates that a student not have more than 10 unexcused absences in one school year. Written notification will be sent to the parent/guardian on the 5<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup> absences. As per state law, after the tenth absence court action may be taken.

### **School Visitors**

All visitors must report to the main office and sign in. When picking up a student identification maybe requested. If a parent/guardian needs to speak with the principal or another staff member please schedule an appointment with the secretary so the proper time maybe afforded to address all concerns

### **Student Attire and Personal Appearance**

The following dress and grooming standards shall apply to all elementary students in the Buena Regional School District:

1. Clothing should be clean.
2. Appropriate footwear must be worn. (No flip flops or open toe sandals)
3. Clothing displaying indecent pictures or slogans is not to be worn.
4. Sunglasses may not be worn in the building, without a medical excuse.
5. Hats are not to be worn in the building during the school day.

In the final analysis, the building principal has the right to interpret a reasonable standard of appearance.

### **Student Services**

The 21st Century Community Learning Center BOOST program is housed in the school and is open to all students. Parents/ Guardians must fill out paperwork for students to participate in the BOOST program. The program runs after school till 6:15 pm and follows the school calendar.

### **Use of School Property**

A student or his/her parents must pay for any damage that is done to school property. In addition, a student may be suspended for damaging or destroying school property. Books are loaned to students. Should a student lose or damage a book, they will be charged to replace the book.

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