



Grant School

Student Handbook



Ridgefield Park Schools
GRANT SCHOOL
2017-2018





ABSENCE

The Ridgefield Park Board of Education requires that students attend school regularly! The educational program offered is continuous and its success is based on the daily presence and participation of students.

A Kindergarten through eighth grade student must be in attendance for at least 165 of 180 school days...in order to be eligible for promotion to the next grade.

Prolonged or repeated absences, **excused and unexcused**, deprive the student of the classroom experience essential to learning.

A student with excused plus unexcused absences totaling more than 15 days will be considered for retention (being left back) according to the Promotion and Retention Policy.

- **Absence** will be charged for a student who has not been in school for at least 4 hours.
- **Excused absences** include:
 1. Illness with a doctor's note
 2. Death of a family member
 3. Observance of a religious holiday
 4. Suspension from school
- **Unexcused absences** are for almost every other reason!

Of course, whenever students are absent, parents should request assignments for making up missed work. The responsibility for making up the missed work belongs to the student!

ARRIVAL TO SCHOOL

Children must NOT arrive at school earlier than 8:30 a.m. There is no supervision before that time. The exceptions involve attendance at before-school activities and the **Breakfast Program, for which children must NOT arrive at school earlier than 8:10 AM.** Children are expected to follow the directions of teachers who will be lining them up by class. On good weather days lineup will be outside on the playground. On bad weather days lineup will be in the gym.

CARE OF SCHOOL PROPERTY

Children must always show respect for school property and learn to develop pride for the Grant School environment. Children who cause damage to any school property will be subject to disciplinary action, which includes repayment for damages.

CHANGE OF NAME AND/OR GUARDIANSHIP (CUSTODY)

An updated birth certificate or legal court papers must be presented to the school secretary if a child is changing his/her name. A change in guardianship (custody) must be documented with the proper court papers. These papers must also be presented to the school secretary.

CLASSROOM BEHAVIOR

It is necessary for children to arrive to classrooms on time; to enter and to take their seats quietly; to have all materials such as books, pens/pencils and other supplies ready; to avoid chewing gum; to respect the property and space of others; to pay attention to the lesson; to avoid distracting others by whispering or talking; to remain in seats unless permission or direction has been given to move.





**RIDGEFIELD PARK PUBLIC SCHOOLS
COMPUTER TECHNOLOGY
INTERNET & E-MAIL**

District staff will teach proper techniques and standards for participation, for guiding student access to appropriate sections of the network.

Users of the network facilities are responsible for respecting and adhering to the network computing policy. Any attempt to break the law through the use of the network will result in litigation against the offender by the proper authorities. If such an event should occur, the Ridgefield Park Board of Education will fully comply with the authorities to provide any information necessary for the litigation process. The Ridgefield Park Board of Education is actively pursuing available computer technology to increase teaching and learning opportunities. The electronic network facilities, which include telecommunications and Internet access, are tools for life-long learning and are to be used in a responsible, efficient, ethical, and legal manner. Internet access will propel us farther into the information age by allowing us to communicate and share information with a variety of groups.

The Ridgefield Park School District is responsible for securing its network and computing systems to a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of the expected standards of conduct and the disciplinary or legal consequences for not adhering to them. District staff will teach proper techniques and standards of participation for guiding student access to appropriate sections of the network. Any attempt to violate the provisions of this policy will result in disciplinary action and permanent revocation of use accounts regardless of the success or failure of the attempt.

Networking and Computing System Security

A user of the network will be allowed to access only authorized networks or the computer systems attached to these networks. Therefore, the following are prohibited:

Using systems and/or networks in an attempt to gain unauthorized access to remote systems.

Any attempt to bypass security systems on any network computing system, including but not limited to:

- Decryption of system or user passwords.
- Attempting to secure a higher level of privilege on any network system.

Unauthorized violation of copyright laws including but not limited to:

- Copying system files.
- Duplicating copyrighted materials, such as third-party software, without the express written permission of the owner or without the proper license.

Attempting to “crash” network systems or programs.

Any willful development or introduction of computer “viruses”, disruptive, or destructive programs into the district network or any external network is prohibited. This includes any efforts to consume network resources to the exclusion of others.


Any other actions that may be deemed inappropriate.

General Computing/E-Mail Policy



















Once a user is granted permission to access the electronic network facilities, the user is solely responsible for all actions while using the equipment. Therefore, the following actions are prohibited:

Any deliberate action which damages or disrupts a computing system or network, alters its normal performance, or causes malfunction, regardless of the system location or time duration.

Deleting, copying or modifying any files and/or data belonging to other users without their prior consent.





-  Transmitting and/or processing files containing obscene, indecent, lewd material or other material, which explicitly or implicitly refer to sexual conduct. 
-  Transmitting any material in violation of a United States or state regulation. This includes, but is not limited to, copyrighted and threatening materials. 
-  Impeding other users through mass consumption of system resources. 
-  Using facilities and/or services for unauthorized commercial purposes. 
-  Forging or attempting to forge electronic mail messages. 
-  Attempting to read, delete, copy, modify, or view without permission, other users' e-mail. 
-  Sending or attempting to send harassing, obscene, and/or threatening e-mail to another user. 
-  Attempting to send unsolicited junk mail, "for profit" messages, or chain letters. 
-  Or any other action that is deemed inappropriate. 

The Ridgefield Park electronic network facilities are to be used exclusively for education related functions and applications. System administrators have access to all files, including e-mail files. Users will have no expectation of privacy with regard to said files or e-mail. System administrators will not normally inspect the contents of files or e-mail sent by one user to an identified addressee, or disclose such contents to other than the sender or an intended recipient, without the consent of the sender, or an intended recipient, unless required to do so by law or policies of the Ridgefield Park School District, or to investigate complaints regarding files or e-mails which are alleged to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Further, the Ridgefield Park Schools are obligated to cooperate fully with local, state, or federal officials in an investigation concerning or relating to any e-mails transmitted on or misuses of the electronic network facilities.



Ridgefield Park Board of Education
Network Computing and Telecommunication Policy

COMPUTER USER CONTRACT

I understand and agree to abide by the terms and conditions of the Ridgefield Park School District's Policy on Network Computing and Telecommunication. I further understand that any violations of the above regulations are unethical and may constitute a criminal offense. I understand that any violation of these terms and conditions will result in the revocation of my access rights and the imposition of school discipline. In addition, the Ridgefield Park School District will comply with the authorities to provide any information necessary for criminal investigation and prosecution.

Name of User _____ Homeroom # _____
(please print)

User Signature _____ Date _____

PARENT OR GUARDIAN NETWORK RESPONSIBILITY CONTRACT

(If user is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Terms and Conditions for access to the Ridgefield Park School District's Network Computing and Telecommunications Policy. I understand that this access is designed for educational purposes and the Ridgefield Park School District has taken precautions to eliminate controversial materials. However, I also recognize that it is impossible for the Ridgefield Park School District to restrict access to all controversial materials, and I will not hold it responsible for materials acquired on the network.

Further, I understand that the inappropriate use of the network by my child will result in the revocation of my child's access rights and the imposition of school discipline. In addition, the Ridgefield Park School District will comply with the authorities to provide any information necessary for the litigation process. I accept full responsibility for supervision if and when my child's use is not in a school setting. Further, I accept responsibility for any damages or injuries caused by my child's use of the network, either in school or outside of school, in a manner which violates the Terms and Conditions set forth in this agreement.

With this understanding, I hereby give permission to issue electronic network access for my child and certify that the information on this form is correct.

Name of Parent or Guardian _____
(please print)

Signature of Parent of Guardian _____ Date _____

Date Adopted: January 28, 1998
Date Revised: July 22, 2001



Ridgefield Park Public Schools

Grant School
104 Henry Street
Ridgefield Park NJ 07660

Lincoln School
712 Lincoln Avenue
Ridgefield Park NJ 07660

Roosevelt School
508 Teaneck Road
Ridgefield Park NJ
07660

**PARENT AND GUARDIAN CONSENT FOR:
LOCAL CLASS TRIPS
PICTURES FOR PRESS RELEASES/VIDEO TAPING**

- LOCAL CLASS TRIPS – Occasionally during the school year classes are taken on local trips within Ridgefield Park (i.e. – to the library, post office, fire department, etc.)
- PICTURES FOR PRESS RELEASES/VIDEO TAPING – Occasionally during the school year pictures are taken for use with press releases. There are also times when our classes are videotaped.

STUDENT _____ GRADE _____

TEACHER _____ ROOM _____

- My child has permission to participate in local class trips with his/her class for the 2017-18 school year. I am aware of the hazards involved.
- My child has permission to participate in photographic and video sessions during the 2017-18 school year.

Parent/Guardian Signature Date

*If you choose to have your child excluded from either trips within Ridgefield Park and/or photographic/video sessions during the 2017-18 school year, please attach a letter, signed and dated by you, describing the exclusions.

Thank you.





DISMISSAL FROM SCHOOL EACH DAY

To expedite a safe and orderly dismissal from school each day, it is necessary that all stairwells, halls, and doorways be clear. Parents must wait for their children on the sidewalk **ACROSS** Henry Street, opposite the main doors and **ACROSS** Orchard Street, opposite the gym and Kindergarten classroom. No cars may park or stand on either side of Orchard Street between College Place and Henry Street where the curbs are painted yellow! Parents must not wait in the building, block doorways, or congregate on the school side of Henry Street. Henry Street remains closed to traffic on school days between 8:00 a.m.-3:15 p.m.

Important Notice:

At the end of each school day: Teachers will escort/supervise their students to a specified exit and dismiss them. Grades 2 & 3 students will be dismissed to persons identified by parents/guardians. Grades 4-6 will be directly dismissed at designated building exits. Grades 2 & 3 teachers will remain with students for a reasonable length of time, should there be a need, a teacher will attempt to contact a parent/guardian...and, as a last resort, contact the police.

DRESS CODE FOR CHILDREN

According to the District Student Dress Code:

1. School requires an environment and atmosphere in which the business of learning can take place without undo distraction. Attire entirely suitable for the playing field or the beach is not appropriate for the classroom.
2. Attire appropriate for school includes:
Boys: Trousers, shirt, socks, and suitable footwear – no beach sandals!
Girls: Dress, skirt or slacks, with suitable top, socks, and suitable footwear – no beach sandals!
3. Among the specific items which are deemed inappropriate are bandanas, hats, leather or demin jackets, or any coat or jacket considered exclusively for outdoor wear, halters, tank tops, undershirts, backless blouses, excessively tight or short dresses or mini skirts, spandex pants, torn jeans or jeans with holes, thongs/beach sandals, or high platform shoes/shoes without heel backs.
4. Any attire which leaves the midriff exposed is considered inappropriate for school. In addition, open weave net shirts are permissible, only if they are worn over another garment.
5. Mid-thigh length shorts and short sets may only be worn in appropriate weather. No short shorts are permitted. **Skirts, shorts, and dresses must be finger tip length.**
6. Sneakers or tie shoes must be laced and tied.
7. General standards in dress will suggest to individuals additional personal measures they may wish to take.
8. Shirts and other garments with inappropriate sayings or advertisements for alcohol, drugs, and/or tobacco are not permitted.

EARLY DISMISSALS FROM SCHOOL (FOR INDIVIDUAL CHILDREN)

Children leaving school early must be picked up in the Main Office. Only parents, guardians, persons listed on the student emergency card, or persons named in a written note provided by a parent (who can be properly identified) may pick up a child.

ELECTRONIC DEVICES

Handheld computer games/radio-cassette-CD players etc. are not permitted in school. In the event that these items are brought to school, they will be confiscated and kept in the Principal's Office until parental contact is made. Grant School is not responsible for lost items.

EMERGENCY CARDS

An emergency card is in your opening packet. Please read the accompanying letter, complete the emergency card, and return it to your child's teacher as soon as possible.





EMERGENCY SCHOOL CLOSING/DELAYED OPENINGS

In the event that schools are closed or delayed in opening due to inclement weather or other emergency, the following stations will broadcast this information beginning as early as 6:30 a.m.

1010 WINS Radio
WOR - 710 AM

WCBS-88 AM
News 12 New Jersey/Cable

News Channel 4

SwiftReach, the automated telephone calling system, will alert you about emergency closing or delayed opening of school.

PLEASE DO NOT TELEPHONE THE SCHOOL, POLICE DEPARTMENT, OR DISTRICT OFFICES FOR INFORMATION ON CLOSINGS OR DELAYED OPENINGS.

EQUAL OPPORTUNITY EDUCATION

No child at our school will be denied access to or benefit from any education program or activity, or from any co-curricular activity on the basis of the child's race, color or creed, religion, national origin, ancestry, age, sex, sexual orientation, social or economic status, handicap or disability.

FIRE DRILLS/EMERGENCY RESPONSE PLAN

State law required that we conduct two **Fire Drills** per month. The moment a fire alarm sounds, children must become silent immediately and follow the directions of their teacher. Fire drill procedures require that children leave their belongings at their desks and exit the room/building (according to the Fire Exit Plan posted) **quickly and silently**. Classroom lights must be turned off and classroom doors must be closed, but left unlocked. Teachers must take their class rosters with them and account for all children. Children are escorted to a safe distance from the building. Upon return, children re-enter the building/classrooms quickly, orderly, and quietly until seated in assigned classrooms.

We have a comprehensive **Emergency Response Plan** in place for safeguarding children inside the building for a threat from within or outside the building. We have plans for the relocation of children in the event that becomes necessary.

GRADING

Gr. 2 –second graders receive report cards 4 times per year, after each marking period. They are graded on items in all academic areas and in “Social and Learning Behaviors” as follows:

- O = Outstanding
- S = Satisfactory
- P = Progressing
- N = Needs Improvement
- N/A = Not Applicable (at this time)

Their grade levels for Reading and for Mathematics are also indicated:

- 1 = Above Grade Level
- 2 = On Grade Level
- 3 = Below Grade Level





Gr. 3-6 – Third through sixth graders receive report cards 4 times per year, after each marking period. They are graded in all academic areas according to the following grade scale:



Letter and Numerical Grade Equivalent



A+ 97-100	B+ 87-89	C+ 77-79	D 65-69	F 0-64
A 93-96	B 83-86	C 73-76		
A- 90-92	B- 80-82	C- 70-72		



In addition, they are graded on items in all academic areas and in “Social and Learning Behaviors” as follows:



- O = Outstanding
- S = Satisfactory
- P = Progressing
- N = Needs Improvement
- N/A = Not Applicable



Their grade levels for Reading and Mathematics are also indicated:



- 1 = Above Grade Level
- 2 = On Grade Level
- 3 = Below Grade Level



HARASSMENT, INTIMIDATION, OR BULLYING



Acts of harassment, intimidation, or bullying are strictly prohibited!



"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:



- a. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- b. by any other distinguishing characteristic; and
- c. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- d. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.



Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.





HOMWORK

Homework is an extension of classroom instruction. It is designed to improve learning and reinforce the skills necessary for higher levels of achievement. Assignments may consist of reading, writing, studying, and/or other activities required by the classroom or special subject teachers.

It is imperative that assignments are completed and turned in on time. The quality of submitted homework is essential to the overall evaluation of each child's academic progress.

In the event of a child's absence, homework assignments should be requested by 9:00 a.m. to allow the teacher time to prepare the work. Assignments will be ready at 3 p.m.

HONOR ROLL

Honor Roll recognition is open to children in grades 4, 5, & 6.

To qualify for the Principal's Honor Roll, a child's grades must be all A's and B's!

To qualify for the Principal's High Honor Roll, a child's grades must be all A's!

All special subject grades, except instrumental music, library and handwriting, are included in these requirements. Any grade of Incomplete will preclude a child from earning Honor Roll status.

LATENESS

In order for children to be successful in the classroom, they must attend school regularly, be on time, and be prepared to learn. Nothing interrupts the continuity of instruction and erodes the self-confidence of children more than excessive tardiness and absenteeism.

Children who are continually late will be dealt with according to the following procedure:

1. Two unexcused latenesses will result in a warning letter sent home to parents/guardians.
2. On the third unexcused lateness, the child will be given detention, after school, which will be served until 3:30 p.m.
3. Continued tardiness will require a parent conference with the School Counselor and/or Principal.

We realize that under unusual circumstances, your child may be late to school occasionally. However, unexcused lateness without a reasonable explanation from a parent/guardian is unacceptable and will not be tolerated. The school and home must work together as partners for the continued welfare of the children.

We rely on your continued support and cooperation to give your child the opportunity to get the most from his/her education.

LIBRARY/MEDIA CENTER

The Library/Media Center is open daily during school hours. Children may visit the library during the school day to do research, select materials, or simply to read at the discretion of the classroom teacher, during "open reading" periods.

Children are encouraged to borrow books, which are loaned for a period of two weeks. Borrowing is limited as follows: Grade 2 - 2 items; Grade 3 - 3 items; Grades 4, 5, & 6 - 4 items. Materials may be renewed indefinitely, unless there is a request for the material by another child.

No fines are charged for overdue books. However, a child may not borrow additional items until all overdue items are returned. At the end of the school year, report cards will not be issued until all overdue items are accounted for. Children are strongly encouraged to return books on time to demonstrate responsibility for school property.





LOST AND FOUND

The Lost and Found Box is located in the main entrance foyer. Lost items of value and small items are held in the Main Office. Grant School is not responsible for any lost possessions.



LUNCH/RECESS SCHEDULE

We have a "split" lunch hour. While Grades 4, 5 and 6 are at recess, grades 2, and 3 will eat from approximately 11:45 to 12:10. While they are playing from approximately 12:10 to 12:45, grades 4, 5, and 6 will eat.



Recess will be either indoors or outdoors, depending on weather conditions. When the relative temperature is freezing or below, recess will be indoors. Children should come dressed appropriately for outdoor recess.



Children are reminded to bring their coats to lunch. Any child who attends lunch without a coat (in the winter) will spend recess time in school.



MEAL PROGRAMS

For a child ordering 1 or more meals per week, one Meal Envelope, which includes orders for both **Breakfast** and/or **Lunch**, is due **EVERY TUESDAY**. Cash (**in the exact amount**) or checks payable to the Ridgefield Park Board of Education are acceptable forms of payment. Of course, children may bring breakfast or lunch from home.



APPLICATIONS FOR FREE OR REDUCED SCHOOL MEALS

You will be provided with the opportunity to apply for Free or Reduced School Meals. Forms will be sent home on the first day of school and must be returned immediately.



DAILY PROCEDURE

- The Cafeteria will be open to students for breakfast each morning at 8:10 AM.
- Enter through the Orchard Street doors and get on line for your pre-ordered breakfast.
- **Students will NOT be permitted to make any cash purchases.**
- Breakfast must be eaten inside, at the assigned seat/grade level table.
- Students must insert all garbage inside the bag in which breakfast came and have it ready for pick up by a Breakfast Aide.
- Students must remain in their seats until dismissal for lineup at 8:30 AM. At this time they will move directly to their designated line up areas.



If any parent/guardian wants his/her child to go home for lunch, then a note must be sent to school advising the teacher that the child is going home for lunch and the parent/guardian needs to come personally into the Main Office to sign out his/her child. **No child will be permitted to leave the building without being signed out of school, accompanied by an adult.** The parent/guardian must come personally into the Main Office to sign his/her child back into school.



MEDICAL/ABSENCE PROCEDURES

In the event of illness, your child's absence should be reported directly to our school nurse. Mrs. Youghar may be reached anytime (leave a message) at 201-807-2281. However, please call before 8:30 a.m.



We strongly request that you take a few minutes each morning to observe your child to determine whether or not he or she should be sent to school.





The following are a few suggestions which may help you.



Reasons for keeping a child home:



1. Illness during the night
2. Fever of 99.6 or higher (keep child home 24 hours **after temperature returns to normal**)
3. Complaints of nausea, headache, or abdominal distress
4. Symptoms of communicable disease such as sore throat, reddened eyes, swollen glands, rash
5. **In cases of strep throat, your child must be on antibiotic for 24 hours before returning to school.**



Please notify the school of the following:



1. Any absence
2. If your child is hospitalized
3. If school insurance forms are needed
4. If home tutoring is required
5. If a communicable disease is present
6. If your child complains of nausea, headache, or abdominal distress



A note must be sent to the school in the following instances:



1. After every absence, stating the reason for the absence
2. When a parent/guardian's home, work, or cell telephone number has been changed (this is essential if emergency contact becomes necessary)
3. When you change the emergency person to be contacted in the event you cannot be reached
4. If your child is to be given a prescription medication at school
5. If your child develops an allergy which you have not previously reported to us
6. We must send a child home that vomits in school. Remember...
"If you heave, you leave!"



In addition, a doctors note is required for absences of 5 or more consecutive days.



If you will cooperate with us by checking on your child's health condition each morning, and by not permitting your child to return to school after an illness until he or she is completely well, we will be better able to serve the welfare of our entire student body.



Also, please consider that a child cannot function properly in a classroom situation if he/she is not feeling well or is not well nourished. Please encourage your child to eat a balanced breakfast before coming to school.



NURSE



Our school nurse is on duty every day from 8:15 a.m. until 3:30 p.m. If a child requires medication to be administered during the school day, the following regulations must be followed:

1. The parent (not the child) must deliver the medication to the school nurse.
2. A note signed by the parent and physician must be submitted to the school nurse, containing the following information:
 - a. Child's name
 - b. Name of medication
 - c. Purpose of medication
 - d. Time(s) to be administered
 - e. Dosage
 - f. Possible side effects
 - g. Termination date for administering the medication
3. The school nurse will administer the medication, and return unused medication to the parent.
4. Parents must inform the nurse of any change in a child's health or medication.
5. The school district may reject requests for administration of medication.





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



If a child becomes ill in school, a parent (or adult designated by the parent) will be contacted to pick the child up from school. **A child who has thrown up or has a fever must go home.** A child cannot be sent home from school without an adult.



OFFICE HOURS

Hours for the Main Office are 8:00 AM. - 4:00 PM. Summer hours are 9:00 AM - 3:00 PM.



PHYSICAL EDUCATION CLASSES

All children in Grades 2-6 are required to participate in physical education classes 2 days a week. They are graded on participation, preparedness, attitude, and effort.



Sneakers and non-restrictive clothing are required attire. Rubber-soled shoes are not suitable. For safety reasons, children are not permitted to wear any jewelry. Grant School is not responsible for lost jewelry or items of value.



If a child cannot participate in physical education class for medical reasons, he/she will be excused only if a note from the parent is on file.



Long term illness or injury requires a note from a physician. This note will remain on file in the nurse's office. When the child is allowed to participate again, another note must be presented to the nurse.





RULES AND REGULATIONS

A. Class Rules:

General class rules are as follows.

1. Be on time by lining up at on the playground outside (in the gym during bad weather) beginning at 8:30 AM.
2. Come to class prepared and work very hard....all the time!
3. Be polite and positive about yourself and others.
4. Respect your own property and the property of others.
5. Keep work areas clean and neat.
6. Follow directions and safety procedures.
7. Do assigned homework and make-up work.

The teacher will also have additional rules and regulations specific to his/her own classroom setting.

B. General School Rules (applicable at all times in school, including field trips and other school-sponsored activities):

The following behaviors will not be tolerated and may be cause for Out-Of-School Suspension (for one or more days):

1. Fighting
2. Insubordination – (Disobedience to Authority)
3. Possession of a Dangerous Weapon (requires a superintendent/parent/child meeting for reinstatement).
4. Use of Obscene Language
5. Vandalism
6. Possession of an Illegal Substance
7. Excessive Truancy
8. Harassment, Intimidation, Bullying

The number of days of suspension will be determined by the Principal. Parents/guardians will be notified by telephone and in writing. They may be required to meet with the Principal the morning the child returns to school.

Any member of the staff may use lunch detention or after school detention as a form of discipline.

C. Hallway Rules:

1. Always walk quietly and in an orderly fashion.
2. Keep from crowding, pushing, shoving, tripping, or running.
3. Yelling or shouting is prohibited.
4. Do not disturb other classes, especially by looking through doorways.
5. Help keep the hallways clean and free from litter. Students should pick up loose litter and deposit it in the nearest waste can.





D. Lunchroom Rules (for both breakfast and lunch):



1. Always walk.
2. Do not push or cut in front of others while waiting on line.
3. Use good table manners.
4. Talking is permitted, yelling is not.
5. Keep tables and floor clean.
6. Do not take food out of the lunchroom.
7. Meals are eaten at assigned seats/tables. **Food and drink may be consumed only while seated at assigned tables.**
8. Throwing food or other items is prohibited.
9. Do not touch, buy, or trade another's food.



Failure to follow lunchroom rules will result in disciplinary action and may result in the child being suspended from eating meals in school for a number of days (to be determined by the Principal or the Teacher-In-Charge). Parents/guardians would then responsible for picking up their child and providing lunch.



E. Playground Rules:



1. Take turns and wait your turn when playing games.
2. Make safety your number one priority.
3. Go to the adult in charge (lunch aide or Teacher-In-Charge, Mr. Slawson) when a problem arises.
4. Line up when the whistle blows at lunch or upon morning arrival on the playground (or in the gym) in beginning at 8:30 AM.



F. Restroom Rules:



1. Classes may be escorted as a group to the restroom at times designated by the classroom teacher.
2. Enter and leave restrooms promptly.
3. Always flush the facility you use.
4. Wash (thoroughly with soap), dry hands, and throw paper towels away in the waste cans.
5. Do not climb on or deface (write on or damage) bathroom facilities or walls.
6. Do not throw any wet paper towels or "stuff" in any toilets/sinks.



Failure to follow class, general school, hallway, lunchroom, playground or restroom rules will result in disciplinary action!

































TELEPHONE USE BY CHILDREN

The office phone is for school business. We are **NOT** permitted to take students out of class to receive a phone call or to meet with a visitor. We will take a message and have the child return the call or pick up a dropped-off package from the office during their lunch/free period or at the end of the day. As per Mrs. Bender, children are not permitted to make calls home **EXCEPT in an EMERGENCY**. Forgotten reports, lunches, etc. are not considered EMERGENCIES. Also, children should not be asked by a parent to call home and "remind" their mom or dad of something. Plans should be confirmed before the student leaves for school. Your cooperation will be appreciated.



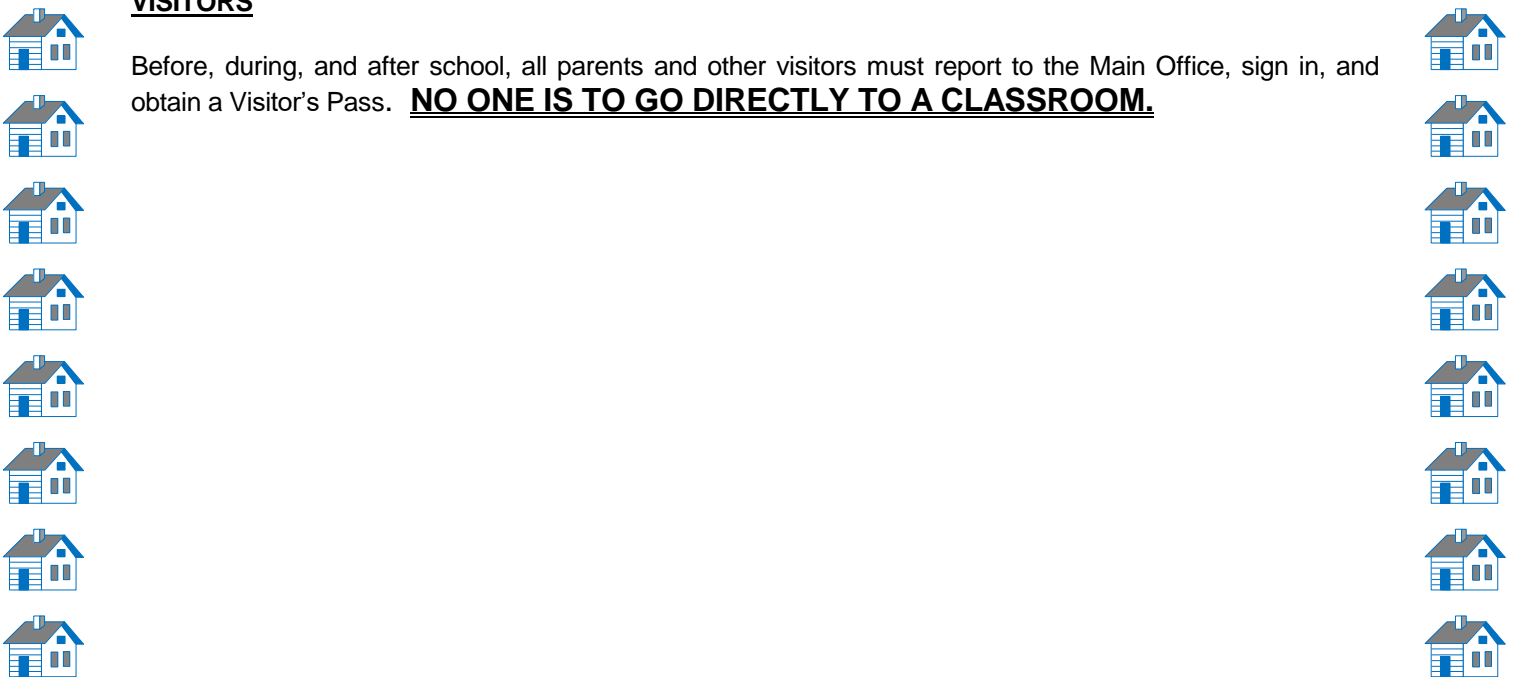


TIME SCHEDULES

 Grades 2-6	<u>Regular</u>	<u>Abbreviated (1 PM Dismissal)</u>	<u>Delayed Opening</u>	
 Line Up	8:30	8:35	10:00	
 Enter Building	8:42	8:42	10:02	
 Homeroom	8:45 – 9:00	8:45 – 9:00	10:05 – 10:10	
 Late Bell	8:55	8:50	10:10	
 Period 1	9:00 – 9:40	9:00 – 9:30	10:10 – 10:40	
 Period 2	9:40 – 10:20	9:30 – 10:00	10:40 – 11:10	
 Period 3	10:20 – 11:00	10:00 – 10:30	11:10 – 11:40	
 Period 4	11:00 – 11:40	10:30 – 11:00	12:55 – 1:25	
 Homeroom	12:45 – 12:55	-----	-----	
 Period 5	12:55 – 1:35	11:00 – 11:30	1:25 - 1:55	
 Period 6	1:35 - 2:15	11:30 – 12:00	1:55 - 2:25	
 Period 7	2:15 – 2:55	12:00 – 12:30	2:25 - 2:55	
 Homeroom	2:55 – 3:00	12:30 – 1:00	2:55 – 3:00	
 DISMISSAL	3:00	1:00	3:00	

VISITORS

Before, during, and after school, all parents and other visitors must report to the Main Office, sign in, and obtain a Visitor's Pass. **NO ONE IS TO GO DIRECTLY TO A CLASSROOM.**







RIDGEFIELD PARK PUBLIC SCHOOLS



Grant School
104 Henry Street
Ridgefield Park NJ 07660





Dear Parents/Guardians and Students:



Welcome to award winning Grant Elementary School. As our doors open for the 2017-2018 school year, we once again anticipate a school year of student achievement, parent involvement and district excellence.




Partnership between home and school is essential in the development of all students. The academic and social success of each child attending Grant School is our major goal. With your support and help we will maintain our status as one of New Jersey's finest elementary schools.



It is our hope that this handbook will be helpful to you as we enter the 2016-2017 school year. Please carefully review all information contained within, sign and return appropriate pages and get ready for another outstanding school year.





Sincerely yours,



Angela Bender



Principal, Grant School
Tel. (201) 641-0441
Fax (201) 440-9579
Email abender@rpps.net



Ridgefield Park is an equal opportunity employer.

