



SAMUEL R. DONALD SCHOOL

KERRIDYN TRUSHEIM, PRINCIPAL

29 Captolene Avenue,
Bloomingdale, NJ 07403



STUDENT HANDBOOK 2023-2024

ATTENDANCE

All children are expected to be at school by 8:10 AM and in their classrooms by 8:15 AM. Parents are to drop off children at the playground blacktop to line up and not accompany them inside the building. Children entering the building after 8:15 AM must enter through the front door and obtain a late pass from the office. If chronic lateness becomes a problem, the building principal will contact the parent to discuss solutions and possible consequences. Children need to be in school for 4 hours to be considered present, not including lunch. **Dismissal is at 2:55.**

BIRTHDAY PARTY/INVITATIONS

Only invitations distributed to the entire class or to all boys or all girls can be given out in school. If you are sending in a birthday treat, we are only allowing a small token that is not food, such as stickers, pencils, etc. Food treats will be reserved for school parties held throughout the year.

CHANGE IN ROUTINE PROCEDURES

Changes for routine procedures (walking home, taking the bus home, going home with a friend) need to be made in advance and in writing by inputting it in the Parent Portal or sending a note or email to the office @Imanella@bpsnj.org.

CONDUCT

Students are expected to follow the school's rules and adhere to the student code of conduct. **Fighting and bullying will not be tolerated.** Students are expected to follow individual classroom rules as well. Consequences for inappropriate behavior will be handled on an individual basis ranging from parent phone call, loss of privileges, detention, and suspension. Behavior notices will be sent home after multiple warnings. Three behavior notices will result in an after school detention. Six behavior notices in a trimester will require a parent meeting to discuss a plan to address negative behavior.

DRESS CODE

Dress should be appropriate by age level. Shorts and skirts should be at least mid-thigh and are required to be equal to fingertip length when arms are by sides. No bare midriffs. Shoes should remain firmly on a child's foot. No open back shoes unless there is a strap. This includes Flip-flops and Croc type shoes. **Please remember that as the**

weather gets colder, children should have appropriate clothing to go outside at lunchtime (We will be outside as long as it is above freezing).

EMERGENCY INFORMATION

Emergency contact information must be kept current in the Parent Portal so that you will receive information regarding school closings, early dismissals, etc. School closing plans should be reviewed regularly with your child to ensure that they know what arrangements are to be followed in the event of an early school closing. Children should also be familiar with persons who are named as emergency contacts in the event that they are called to pick up your child in case of illness, etc.

GRADING

The grading system will be standards based for the 2023-2024 school year. Students in grades 3 & 4 will have an overall numerical grade for core subjects. Gradebook will be posted on the Parent Portal for students in grades 3-4. Special areas subjects are not posted on the parent portal. Please reach out to your child's teacher if you have any questions about their grade. All grade level report cards will be on the parent portal.

HOMEWORK

The district homework policy ensures that homework is meaningful and connected to the curriculum. Length of homework each night varies from grade to grade and will be discussed at back to school night. **All students are encouraged to read or be read to at least 30 minutes per night as part of their daily routine.** Assignment books will be coming home nightly and **parents are encouraged to sign each night's assignment** to ensure that homework is completed and parents are aware of what is being taught.

NURSE'S OFFICE

The nurse is available full time to take care of sick children. Children should not come to the nurse for assistance with injuries that have occurred outside of school time unless already addressed by their doctor. **Children should be fever free without medication and throw-up free for at least 24 hours prior to returning to school.** Please remember to report your child absent. Parents who do not call the school to report an absence will receive a call from the school nurse. All medications to be administered during school hours must be in a prescription bottle with the child's name, instructions for administration, dosage and name of medication. **Parents are required to bring in the medication, whether it is prescribed or over the counter. Doctor's orders are required for all medications.**

LUNCH

Children are required to behave appropriately during lunch. No screaming or running in the lunchroom is allowed. Lunch time rules will be followed or a disciplinary behavior notice will be sent home. Students who forgot to bring a lunch will be provided with a lunch and the balance for the meal will be found in the Parent Portal under the Fees and Fines tab. Prepaid lunch options are available.

HAVE A WONDERFUL SCHOOL YEAR!

Scan the QR code below to hear Mrs. Trusheim read a book to our new second graders before school starts!



