

**Edith A. Bogert Elementary  
School  
Family Handbook  
2023-2024**



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## **Bogert School Code of Conduct**

The goal of the Bogert School Student Code of Conduct is to establish standards of conduct that will: promote a safe and welcoming school environment, allow students to do their best learning, and foster positive relationships between all members of the school community. The social, emotional, and academic success of all students is paramount and the Code of Conduct will set forth rights and responsibilities that allow all students to receive a high quality and well-rounded education in a nurturing environment.

The Upper Saddle River Schools pride themselves on valuing diversity and promoting an anti-hate environment. This includes an intolerance for racial slurs or any hurtful language motivated by race, religion or ethnicity.

In an effort to support the social, emotional, and academic growth of students, parents are expected to:

- model positive behaviors and exercise respect and civility in interactions with staff, students, and members of the community.
- work cooperatively with the school staff to ensure the well-being of all children.
- insist on their child's punctual and regular school attendance.
- provide emotional, social, and academic support in a student's school life.
- explain, discuss, and reinforce compliance with the School Code of Conduct.





## **Bogert Elementary School**

### **STUDENT CODE OF CONDUCT**



**As a student at Bogert Elementary School:**

**I have the right to be respected; therefore, I have the responsibility to be respectful to others.**

- I will accept and include others.
- I will choose words that won't hurt others and will not use hateful language.
- I will listen to the ideas and opinions of others.
- I will not be a bully and will not allow others to be bullied.

**I have the right to feel safe; therefore, I have the responsibility to be safe and to keep others safe.**

- I will follow school rules (classroom, lunchroom, playground, bus).
- I will respect others' personal space and keep my hands and feet to myself.
- I will walk in the hallways at all times.
- I will help make Bogert a bully-free school.
- 

**I have the right to learn; therefore, I have the responsibility to work peacefully.**

- I will try my best and allow others to try their best.
- I will be a good partner by working cooperatively.
- I will work quietly when working independently.

**I have the right to be successful in school; therefore, I have the responsibility to do my personal best.**

- I will come to school on time and prepared for learning.
- I will complete my assignments on time.
- I will act responsibly and learn from my mistakes.
- I will accept the direction of all Upper Saddle River teachers and other adults.

**I have the right to be a citizen of the school community; therefore, I have the responsibility to treat people, materials, the building, and grounds with respect.**

- I will take care of school materials and property.
- I will help keep the school clean and neat by properly disposing of litter and recycling.
- I will take pride in my personal contributions and school accomplishments.
- I will acknowledge my peers' contributions and personal successes.
- I will behave kindly and politely.

## **EDITH A. BOGERT ELEMENTARY GENERAL SCHOOL INFORMATION**

### **IMPORTANT PHONE NUMBERS**

Board of Education.....	(201) 961-6500
Bogert School Main Office & Principal.....	(201) 961-6350
Assistant Principal.....	(201) 961-6451
Nurses' Office.....	(201) 961-6373
Attendance Office.....	(201) 961-6376
School Counselor Office.....	(201) 961-6322
Child Study Team Office.....	(201) 961-6385

### **SCHOOL HOURS**

Daily School Session	Bell Rings	7:55 a.m.
	Late Bell	8:05 a.m.
	Bus Dismissal	2:18 p.m.
	Dismissal	2:30 p.m.
Early Dismissal Session	Bell Rings	7:55 a.m.
	Late Bell	8:05 a.m.
	Bus Dismissal	12:10 p.m.
	Dismissal	12:20 p.m.

Students shall not be sent to school or dropped off before 7:30 A.M. as there is no adult supervision available before that time. Blacktop & halls will be monitored beginning at 7:30 A.M. each morning.

### **WEBSITE**

<http://www.usrschoolsk8.com>

### **STAFF EMAIL**

(first initial last name)@usrschoolsk8.com  
David Kaplan = dkaplan@usrschoolsk8.com

### **SCHOOL FAX**

(201) 961-9022

*This Bogert Family Handbook is designed to be a quick reference for families to find general information about Bogert. To fully familiarize yourself with detailed information about policies and procedures, please refer to the USR Board of Education Policy Manual, which can be found on the district website.*



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## **Attendance, Arrival, & Dismissal**

### **Absence-Excused**

Classes begin promptly at 8:05 A.M. Regular attendance is essential to a student's success in school. *Students must be in attendance for one hundred sixty or more school days in order to successfully complete the instructional requirements of the grade to which s/he is assigned.*

Excusable absences are:

- ❖ Disabling illness
- ❖ Recovery from accident
- ❖ Required court attendance
- ❖ Death in the family
- ❖ Religious observance
- ❖ Such good cause as may be acceptable to the principal

Parents/guardians need to notify the school of an absence via the following steps:

- Log on to the Genesis Parent Portal (<https://genesisparents.usrschoolsk8.com>)
- Click the "Notify Attendance Office" found directly under the "THIS WEEK" attendance and assignments summary on the Summary page.
- Enter an attendance note (reason) describing why the student will be absent.
- Click the "Submit to Office" button to finish.

If an absence is not reported, the school will contact you, *and potentially the police if you cannot be reached*, to ensure the safe whereabouts of your child.

### **Absence-Unexcused**

Students who miss class for any reasons must complete assignments missed because of their absence. Following Board of Education Policy, teachers will not provide, in advance, homework to students who are absent from school because of vacation. Missed work will be made up in a time mutually convenient for the student and teacher.

### **Attendance**

A pupil must be in attendance for 160 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade-level. Parents will be notified when students have an excessive amount of absences or tardies. The parents of students in jeopardy of not being in school for 160 will be notified accordingly. Please see BOE Policy #5200 for complete information.

If a child is absent from school or sent home sick, s/he will not be able to participate in after school activities on the date s/he is absent.

## **Tardiness**

Students who are late to school miss essential portions of instruction and create disruptions in the academic process for themselves and other pupils. Parents of students who are excessively tardy will be notified and will be asked to work with school personnel to address the lateness.

Excusable Tardiness:

- ❖ Student illness with a note from doctor/dentist
- ❖ Emergency in the student's family
- ❖ Observance of a religious holiday
- ❖ Death in a student's family
- ❖ A late bus

## **Arrival/Pickup**

### Arrival

#### Buses

- ❖ Only buses will be allowed to enter at the entrance north of tennis courts. Bus students will be dropped off at north end of Reynolds directly onto the sidewalk.

#### Cars

Option #1 - Enter between tennis court and Board of Education building.

- ❖ Cars must yield to buses leaving bus drop-off lane.
- ❖ Use designated "Kiss and Drop" lanes.
- ❖ If you must escort your child into school, please use unnumbered parking spaces only.

Option #2 - Bogert Side-Lot

- ❖ Enter two-way lane next to firehouse.
- ❖ Follow road around traffic circle and drop off at entrance.
- ❖ If you must escort your child into school, please use designated Visitor Parking Lot in front of Bogert only. Parking in front of schools, in faculty spaces, or in reserved spaces is prohibited. Sign-in at office is required.

### Morning Line-up

Morning supervision for students begins at 7:30, the earliest time students are permitted to arrive. Upon arrival, students will line up on the blacktop behind Bogert, organized by homeroom. When the weather doesn't permit an outdoor lineup, students will sit in the hallway outside of their homeroom. At 7:55, all students will be directed to their respective homerooms.

### Pickup

All patterns require cars to lineup at one of four locations. Cars are not allowed to lineup in lanes immediately adjacent to schools. Buses only will use these lanes.

Option #1- Enter Bogert School via access road adjacent to firehouse and proceed to lineup in circle.

Option #2-

- ❖ Enter by roadway SOUTH of tennis courts. Proceed to either:
  - ❖ Staff parking lot (fill in empty parking spaces) and then proceed to form a double lineup. This U-shaped lineup accesses AND leaves by the roadway south of tennis courts.
  - ❖ Form a double lineup in parking lot, which faces Bogert School. Cars in this lineup will be dismissed only after all buses leave at about 2:30 P.M. This lineup leaves by roadway in front of Bogert School.

Option #3-

- ❖ Vehicles may enter lanes NORTH of the tennis courts (those reserved for buses only in the morning).
- ❖ Form a double line with lead cars parked adjacent to pagoda. Personnel will direct you.
- ❖ These cars will leave by driving forward and egressing behind cars in Option 2.

Additional Information:

- ❖ Follow directions of employees directing traffic.
- ❖ Vehicles must not be left unattended unless in a parking space.
- ❖ Be prepared to move as soon as you are able.
- ❖ Cars lineup in side parking lot of Bogert School around traffic circle.
- ❖ Please remember no idling in the parking lot.
- ❖ Drivers who must leave their vehicles must park in the visitor lot.
- ❖ Once the pick-up traffic has cleared, all vehicles must be parked in designated parking spaces; *blocking in parked vehicles is no longer allowed.*

**Checking Students Out For the Day**

Occasionally it is necessary for a parent to take his/her child(ren) out of school before normal dismissal (such as for a doctor's appointment). If you know ahead of time that you need to check your child(ren) out early, please send in a note to the homeroom teacher(s) stating the date, time, and reason for the early dismissal. If the early dismissal is an emergency or unplanned, please call the Greeter as soon as you know that you will be coming to get your child(ren) early, so that we can locate them and have them in the office ready for you to pickup.

**Delayed Openings/Early Dismissal**

You will be notified of a delayed opening and early dismissal schedule via telephone as far in advance as possible. The "reverse 911 system" will call relaying important information, such as the time that school will begin or end that day. You can also check the school website for this information.

**Regular Dismissal**

Students are routinely dismissed by their teacher at 2:18 (bus) or 2:30 (everyone else). Students whose parents elect for an unescorted dismissal are free to leave at their teacher's direction. Those students and parents must have a known, agreed-upon meeting location. On site examples include: in front of the Main Entrance, at the bell/flagpole, at the side entrance, at the picnic tables, at the playground, or at the Reynolds Main Entrance. Students whose parents elect for an escorted dismissal will meet their parents at the following locations:

- 3<sup>rd</sup> Grade – Courtyard by bell/flagpole
- 4<sup>th</sup> Grade – Entrance by side lot
- 5<sup>th</sup> Grade – Main Entrance

Staff supervision is provided at the Main Entrance, bell/flagpole, picnic tables, and side entrance from 2:25 – 2:40 (or 12:10 – 12:30 on early dismissal days). Those staff members are responsible for enforcing appropriate student behavior.

The school understands the need to occasionally change dismissal plans. In those rare instances, it's imperative to call the greeter as soon as possible. Do not email your child's teacher.

*All parents must complete the mandatory dismissal form in Genesis by the first day of school.*

Please refer to BOE Policy 8601 that follows.

## District Policy

### 8601- STUDENT SUPERVISION AFTER SCHOOL DISMISSAL (M)

Section: Operations

Date Created: June, 2008

Date Edited: October, 2012

## **M**

The Board of Education has a number of students that are not eligible for district-provided transportation either to or from school. Such students, if not transported to and from school by way of vehicle, walk to and from school, either by themselves or with an escort. The Board recognizes that that some students, due to their age, may not be able to fully appreciate the dangers that may be present when they are walking unescorted from school after dismissal to either their home or another location. Although it is a parent's option as to whether or not his or her child should be permitted to leave school grounds after dismissal without an escort, the Board shall ensure that students are supervised after dismissal in accordance with this Policy.

### Dismissal Procedures

- A. Each school Principal, in conjunction with the Superintendent of Schools or his/her designee, shall promulgate specific written dismissal procedures for his/her school building. The dismissal procedures shall, at a minimum, specify:
  1. Starting and dismissal times for regular school days, early dismissal days, and/or any other starting or dismissal times whether due to emergencies, weather, or other events.
  2. The number of staff members assigned to student supervision duties at dismissal;
  3. The responsibilities of said staff members;
  4. Where the staff members shall be located and/or patrol during dismissal;
  5. How long the staff members will perform such supervision duties;

6. Designated pick up areas at each school building;
7. The locations and work hours of any crossing guards employed by the municipality;
8. The procedures for early-dismissal days;
9. Where a student that is ineligible to leave school grounds after dismissal without an escort shall be supervised if his/her parent(s), legal guardian(s) or designated escort(s) do not arrive to escort the student from school grounds within the time frame specified in such dismissal procedures, as well as the specific procedures to be followed by staff members when such events take place; and
10. The procedures that parent(s) or legal guardian(s) shall follow when notifying school officials of any change in his/her student's dismissal preferences.

- B. Each school's dismissal procedures shall be incorporated into this Policy by reference, and copies of said procedures shall be part of any and all student handbooks.

#### Students' Eligibility to Leave School Grounds After Dismissal

- A. A student in grades six through eight shall be permitted to leave school grounds after dismissal unescorted.
- B. A student in grades kindergarten through five shall not be permitted to leave school grounds after dismissal unescorted unless his/her parent(s)/legal guardian(s) provide the Principal of his/her child's school with written notice that his/her child is permitted to leave school grounds after dismissal unescorted.
  1. The written notice shall be on a form provided by the Board to all parent(s)/legal guardian(s) before the beginning of each school year, shall be made available on the Board's website, and shall be provided to any parent(s) or legal guardian(s) upon request. This notice shall be valid for the entire school year unless the child's parent(s) or legal guardian(s) advise the Principal of his/her child's school that his/her child is not permitted to leave school grounds after dismissal unescorted. The Principal shall, on the same day notice is received, notify all staff members providing supervision at dismissal time of any changes applicable to an individual student's dismissal protocol.

- C. Students who are not permitted to leave school grounds after dismissal unescorted shall be supervised by the staff members until the student's parent(s), legal guardian(s) or other escort(s) designated by the parent(s)/legal guardian(s) arrive to escort the student from school grounds in accordance with the school's specific written dismissal procedures. The Building Principal shall keep a record of any and all individuals other than the parent(s) or legal guardian(s) designate as eligible to escort a student from school grounds for each student enrolled in his/her school. An individual must be at least 18 years old to be designated as an escort by a child's parent(s) or legal guardian(s).
- D. Students who receive District-provided parent subscription bus transportation to their homes shall be released at their bus stops.

#### Notification to Parents

- A. The Board shall ensure that a copy of this policy is incorporated into any and all student handbooks, along with a copy of the school's written dismissal procedures.
- B. The Board shall ensure that each student's parent(s) and/or legal guardian(s) are provided with information regarding the availability of any after-school services offering supervision after school dismissal, as well as enrollment procedures for the same.
- C. The Board shall ensure that a copy of the school calendar is distributed to each student's parent(s) or legal guardian(s) at the beginning of each school year, and that each student's parent(s) or legal guardian(s) are promptly notified of any and all changes to the school calendar.

N.J.S.A. 18A:17-42, -43; and -45 through -48

N.J.S.A. 18A:20-21

N.J.S.A. 30:5B-26 through -29

N.J.A.C. 6A:16-1.1 et seq.

N.J.A.C. 6A:26-12.1 et seq.

Manual for the Evaluation of Local School Districts Jerkins v. Anderson, 191 N.J. 285 (2007)



## **School Communication with Parents**

### **Emailing Teachers**

All teachers in Upper Saddle River check their email. Open lines of communication between teachers and parents are a hallmark of any successful school experience. Nonetheless, all teachers' primary responsibility during the school day is working with students. When emailing your child's teacher it is important to remember that s/he may need up to twenty-four hours to respond. You should not email a teacher for anything that needs an immediate reply, including changes to dismissal.

All staff email addresses are as follows:

(first initial last name)@usrschoolsk8.com

David Kaplan = dkaplan@usrschoolsk8.com

### **“BogertEmail”**

The school will routinely email parents information via the address [bogertemail@usrschoolsk8.com](mailto:bogertemail@usrschoolsk8.com). Please make sure you add this address to your contacts so that it doesn't get filtered by your provider. This is a one-way only account, meaning we will use it to send you emails, but it will not be checked or monitored for responses.

### **Newsletter & Calendar**

Each month, a newsletter and calendar will be emailed home to all parents. Parents are encouraged to read both, so that they can be kept up-to-date on important school matters, announcements, and events. All newsletters and calendars for each school year are also posted on the website.

### **Reverse 911**

Reverse 911 is a public safety communication system. The Upper Saddle River Public School District uses this system to deliver messages pertaining to school closing, delayed opening, and any other pertinent information that needs to be delivered town wide.

### **Website**

Visit our website: [www.usrschoolsk8.com](http://www.usrschoolsk8.com) for complete Upper Saddle River School District information, including the school calendar with school events, staff directories, parent letters (in the “Virtual Backpack”), and more.

## **Parent Communication with School**

### **Change of Address and Telephone Numbers**

It is important to keep us informed of any changes related to your home and e-mail addresses, telephone numbers, and emergency contacts. To notify us of all updated student information, please contact the Main Office at 201-961-6350.

### **Homework Requests**

To request homework when your child is sick please call the school or email your child's teacher by 9:00 that morning. This will allow ample time for the teacher to have the work in the front office by 2:30. Please note that teachers will not send work home when a family chooses to go on vacation while school is in session.

### **Withdrawal of Students from School**

If you are planning to withdraw your child(ren) from Bogert School, please notify the Main Office via email or written notice as soon as possible. Provide the date of the student's last day in Bogert and, if known, the name and address of the school to which the child will be transferring.

## **Curriculum, Instruction, Assessment, and Programming**

### **Anytime/Anywhere 1:1 Device Program**

In order to enhance student learning, Bogert students are given a Chromebook as part of our 1:1 Anytime/Anywhere initiative. Third and fourth graders will generally keep their device at school while fifth graders will be allowed to bring their device home. Students and parents must have signed both the Acceptable Use Policy and Anytime/Anywhere Pledge prior to students being given a device. More information can be found on the Bogert website.

### **Basic Skills/Learning Lab**

Basic Skills Instruction (Learning Lab) is designed to remediate children at risk of not meeting the proficiencies of the New Jersey standards in Language Arts and Mathematics. Multiple criteria, such as an analysis of formal and informal assessments, report cards, and teacher recommendations, are used to determine a student's placement in Learning Lab. Students placed in Learning Lab attend small-group instruction and/or receive push-in support in their homeroom.

### **D.A.R.E.**

Youth Guidance Council and the Upper Saddle River Police Department sponsor D.A.R.E. During this time, the Upper Saddle River Police Department's D.A.R.E. Officer visits 5<sup>th</sup> grade classes and teaches students about the dangers of drugs and alcohol. Students also learn strategies to resist peer pressure and to make healthy decisions.

### **English as a Second Language/English Language Learners**

English as a Second Language (ESL) Instruction targets students whose native language is one other than English. The goal of ESL instruction is for non-native English speakers to become academically proficient in English. ESL instruction uses English Language Proficiency Standards for English Language Learners (ELLs) to guide instruction. Non-native English-speaking students are assessed when entering the school system and are assessed yearly until they reach proficiency in academic English. When they achieve academic proficiency in English, students exit the program and are fully mainstreamed into their respective grade-level programs.

### **Enrichment**

The goal of the Bogert School Enrichment Program is to provide able learners with academically stimulating experiences that nurture interests and abilities. Identification of academically talented students occurs through regionally developed procedures that involve multiple measures, including: standardized testing, tests of cognitive skills, and teacher input that is based on student behavior and performance. The enrichment specialist works with identified students on curriculum-related projects designed to promote higher level thinking skills. School-wide enrichment opportunities such as Discovery Day and Continental Math League are also available. Parents of students who are selected for the enrichment program will be notified by October 1. Any parent whose child was not selected for the program may appeal the decision by notifying the enrichment teacher by October 15.

## Field Trips

Field trips are intended to enhance and enrich the school experience for students. The number of field trips varies by grade, but all trips require parents to sign a permission slip prior to the event. All class trips are Board-approved and supervised by the teacher(s) in charge, with the assistance of chaperones. Participation in class trips is a privilege, which can be denied for students that disregard school rules. Students must follow all school rules and the Code of Conduct on class trips. Parents in need of financial assistance for trips may contact the principal directly.

## Grading & Report Cards

Student progress will be communicated through parent-teacher conferences, as well as through report cards. Teachers will provide students with timely feedback, and classroom work and assessments will regularly be sent home.

Student report cards are available via Genesis on a trimester basis and will measure students' academic growth and work habits for each marking period. In addition to the grades (see below), teachers will include a narrative about each child's strengths and goals. Note: final report cards will only be available on-line if all fines for overdue, lost, or damaged materials are paid in full.

The report card key for both *Academics* and *Habit & Dispositions of Learning* is as follows:

### ES ~ Exceeds Standards/Expectations

Extends key concepts, processes, and skills. Consistently works beyond grade-level benchmarks.

### MS ~ Meets Standards/Expectations

Consistently grasps and applies key concepts, processes, and skills. Successfully meets grade-level benchmarks.

### AS ~ Approaches Standards/Expectations

Beginning to grasp and apply key concepts, processes, and skills. Progressing towards benchmarks.

### NS ~ Not meeting Standards/Expectations

### NA ~ Not assessed

## Homework

Homework is any work, written or otherwise, assigned by a teacher, to be completed by a student outside of the school day. Homework is an important element of a child's education because it complements the school experience, teaches the student responsibility and self-discipline, and promotes the development of valuable study skills. Additionally, homework is useful to teachers as an additional form of pupil assessment, helps both teachers and parents to understand a child's progress, and provides a basis for parental communication with teachers. Homework is also a way for children to develop independence. We encourage parents to foster responsibility and discuss with children consequences for forgetting homework, rather than dropping off forgotten assignments for them.

## Assessments

Throughout their time in Bogert, students will participate in a variety of teacher-created assessments, local standardized assessments, and state-mandated assessments. Teacher-created assessments can be formal and informal and measure students' comprehension against skills and standards taught in specific units of study. Locally administered standardized assessments include Link-it! And CogAT. LinkIt! is a formative assessment program that is administered three times a year to measure students' progress in ELA and math over time. Results are given to

teachers in real time, and they use the results to make in-the-moment and long terms instructional decisions.

CogAT is a cognitive abilities assessment that is primarily used for enrichment identification. It's administered in 3<sup>rd</sup> grade and also given to students new to USR. The stated-mandated standardized assessment, The NJ Student Learning Assessment (NJSLA), is administered to all Bogert students in ELA & math, and only 5<sup>th</sup> graders take the science assessment. Results are typically returned in the summer and used to make instructional decisions for students in the upcoming school year.

### **Instrumental Music**

Instrumental music classes are offered in Bogert School beginning in the fourth grade. The instrumental music lesson program operates on a rotating pull-out basis. Once a week, students will receive a 30-40 minute small group lesson. Beginning in September for fifth graders and in December for fourth graders, students will participate in weekly band rehearsals. The fifth grade will have an opportunity to perform at a winter and spring concert, while the fourth grade will have the opportunity to perform at the spring concert.

### **Technology & Media Center**

Bogert's Media Center houses a collection of books, audio books, e-books, videos, magazines, and more! The school's Media Specialist monitors the collection using an automated circulation system. This provides efficient check-in and check-out for students and staff that wish to borrow materials. Third, fourth, and fifth grade classes visit the Media Center regularly for technology and media instruction as well as for book checkout. Students are allowed to check out up to three items at a time, possibly more if working on a project. Chromebooks are also accessible for student use.

The Bogert Media Center aims to be hub of learning for the school by:

- ❖ Fostering an enjoyment of reading in students
- ❖ Providing students with access to a wide-range of high quality literature and research materials
- ❖ Training students to independently and responsibly access reliable information in all of its various forms
- ❖ Creating opportunities for students to work collaboratively with their peers
- ❖ Providing students with a strong foundation in relevant technologies

### **After School Activities** (may vary year-to-year)

There are a variety of after school activities in which children can participate. While some, like chorus, are offered year-after-year, other clubs may rotate or vary based on student interest and available club advisors.

### **The Bobcat Bulletin**

The Bobcat Bulletin is our Bogert School newspaper that is published twice a year. It is an after-school club that focuses on spreading the "news" to all students in Bogert. The newspaper crew consists of reporters, cartoonists, and photographers. These students organize topics to explore, so they may write about them to create newsworthy articles for our newspaper. Using skills

learned through the Language Arts Curriculum, the newspaper allows students to share their talents as writers and reporters with other students.

### **Chorus**

The Bogert School Chorus is a fun opportunity for fourth- and fifth- grade students with an interest in music, to gain invaluable performing experience through song and movement. The Chorus generally meets on Tuesdays or Thursdays from 2:30-3:10 P.M. Students will prepare to perform in our winter & spring concerts in addition to a variety of other performances in the community.

### **Continental Math League**

Continental Math League is a nationwide mathematics problem-solving competition. The competition is offered at the third, fourth, and fifth grade levels. Students take 30-minute quizzes consisting of six problems. The problems usually do not require above grade level math abilities, but they do require more advanced problem-solving abilities. Bogert's enrichment teacher coordinates Continental Math League meets.

### **Student Council**

The Bogert Student Council is an after-school organization for fifth-grade students, which focuses on leadership and community-service projects. The Council organizes and implements fundraisers, in order to raise money to complete the chosen community service projects they support.

### **School Store**

The Bogert School Store is an after-school elective program for Bogert students in grades 3-5. It gives students an opportunity to budget, advertise, plan, and promote their school spirit. The store is open periodically during lunch periods and proceeds support various student activities.

### **After Care Experience (A.C.E.)**

The ACE program is an integrated aftercare program for families in the Upper Saddle River school community, supervised and developed by Upper Saddle River staff, along with additional support from outside teachers. The ACE program includes childcare services for children in grades Kindergarten through Eighth grade, including a mentoring program for middle school students. ACE offers opportunities for free play, homework time, and workshop sessions to allow for socialization, play, and academic support. Some workshop sessions that have been previously offered by ACE staff include: martial arts, design thinking, dance, improv, and art workshops. The program offers two semesters of registration, September to January and February to June. The ACE program runs Monday-Friday from 2:30-6:00pm, for the duration of the school year, and is located at Bogert and Reynolds schools.

### **Student Assistance**

#### **School Counselor**

The primary role of the School Counselor is to support students socially and emotionally. The School Counseling Program is an integral part of the total educational curriculum with the focus on understanding self and others, while promoting the core character education values. The program includes classroom guidance activities, as well as individual and group-counseling services, for assisting students in making and implementing informed choices for personal/social

development and academic growth. Small group guidance sessions, with daily grade-level lunchtime activities, provide students with varied opportunities to address common social issues, frequently related to peer relationships, and communication skills.

### **Intervention and Referral Services (I&RS)**

The Intervention and Referral Service committee is a multidisciplinary problem-solving group. The primary purpose of the I&RS committee is to assist teachers with strategies for educating students with learning, behavior, and/or health-related problems. The I&RS committee seeks creative ways to maximize the use of available general education resources. An I&RS team consists of teachers, parents, the principal, and the guidance counselor. Basic skills teachers, a school nurse, and Child Study Team representatives can be a part of an I&RS team.

### **504**

Section 504 is a federal law that originates from the Rehabilitation Act of 1973, and currently part of the Americans with Disabilities Act (2009). In order to be considered for 504 eligibility, a student must: 1) have a physical or mental impairment that substantially limits one or more major life activities, 2) have a record of such an impairment, 3) or be regarded as having such an impairment. If eligible, a child can receive a 504 plan, which would provide reasonable accommodations within the school setting. If you think your child may need a 504 plan, please contact the guidance counselor.

### **Special Education**

In compliance with state and federal guidelines, the Upper Saddle River School District provides programs in special education for students with identified needs. The Child Study Team, which consists of a school psychologist, social worker, and learning consultant, conducts assessments and makes recommendations for special services. Any parent in Upper Saddle River who has a child that may require special services, should contact the Upper Saddle River Child Study Team at (201) 961-6385.

## **Student Conduct**

### **Bus Safety and Behavior Code for Bus Riders**

1. Students should **be at the designated bus stop 5 minutes before their scheduled pickup time**. This will prevent students from running after the bus and crossing the street without the driver being aware.
2. As the bus arrives at the designated stop, students should **stay on the curb** until the bus comes to a complete stop and the red school lights are flashing.
3. Students **should not push or shove others as the bus approaches**.
4. **Students who need to cross the street must wait until the driver gives them the signal that it is safe to cross.** (A thumb & index finger motion). If the driver sounds the horn (an indication that a vehicle is passing the school bus), crossing students are to run back to the curb or in front of the school bus. (It is strongly recommended that a parent walk their child to the bus if the child has to cross the street. Sometimes motorists do not stop for a school bus that has its' red school lights flashing.)
5. When getting on the bus, students should **find a seat quickly and buckle their seat belt**. It is the law in NJ. Motorists do not like to wait too long for a stopped bus. Students must **remain in their seats while the bus is moving** so as not fall and get hurt should the bus stop

6. short. When getting off the bus, students are to **remain seated until the bus comes to a complete stop**.
7. Students should **keep their carry-on items and feet out of the aisle** at all times to prevent someone from tripping. Carry-on items should be placed under the seat and should never block the rear emergency exit door.
8. Students should **keep their voices at a low level** when talking on the bus. There should be **NO SCREAMING**. The driver needs to focus on driving. Sudden loud noises can distract the driver and may cause an accident.
9. Students should **never put their heads or hands out of the bus window**. A large passing vehicle, street sign; tree limb, etc; can injure them.
10. Students **should not throw anything inside the bus or out the windows** as this can cause injury.
11. Students are to keep **their hands to themselves** and should respect others and other people's property. They are also not to cause any damage **to the bus**. Their parents and/or the school will be held responsible for damages.
12. Students **are not to spit, eat, drink, or use obscene or offensive language or gestures** while on the bus. A student can choke while eating or drinking in a moving vehicle.
13. **If a student has a problem with someone on the bus**, he/she should tell the bus driver and the school principal.
14. Students are not **to shove or push others** while getting on or off the bus.
15. Students should **exit the bus ONLY at their designated stops**.
16. Just before exiting the bus on the trip home, **students must always tell the driver if they are crossing the street**.
17. Before getting off the bus, students should **look alongside the bus** for a passing motorcycle, bicycle, jogger, etc., passing the stopped school bus on the right side of the bus.
18. **Students who need to cross the street must wait until the driver gives them the signal that it is safe to cross**. (This signal is a thumb and index finger motion). If the driver sounds the horn, an indication that a vehicle is passing the school bus, crossing students are to run in front of the school bus or to the curb. (It is strongly recommended that a parent walk his/her child from the bus if the child has to cross the street. Sometimes motorists do not stop for a school bus that has its red school lights flashing.)
19. **STUDENTS MUST NEVER CROSS THE STREET BEHIND THE BUS!!! THEY ARE TO ALWAYS CROSS THE STREET AT LEAST TEN FEET IN FRONT OF THE BUS.**
20. Students **should not stand anywhere near the bus** when they get off. The bus can hit them if it turns or if children fall.
21. If a student **drops something anywhere near or under the bus, they are not to pick it up**. They are to notify the driver first.
22. **If an evacuation is necessary**, students sitting in the front half of the bus are to exit through the front passenger door. Students sitting in the rear half of the bus are to exit through the rear emergency exit door. Once outside, students are to stand at least 100 feet away from the bus. *PLEASE BE AWARE THAT SEVERE MISBEHAVIOR ON THE BUS, SUCH AS ACTIONS, WHICH ENDANGER THE HEALTH AND SAFETY OF THE STUDENTS AND/OR THE DRIVER, MAY RESULT IN THE SUSPENSION OR TERMINATION OF RIDING PRIVILEGES. SUCH BEHAVIOR INCLUDES FIGHTING AND DISORDERLY CONDUCT.*
23. **The bus driver is in charge** of the bus. Students are to listen to his/her directions and help to provide a safe ride to and from school.

**Computer Use**

Students and staff members can utilize the school computers and software, and can access the Internet in Bogert School, by logging in, using an assigned username and password. Computers should be used as a resource for teaching and learning. In order for each user to search the Internet, an “Acceptable Use of Computer Network/ Computers and Resources” agreement must be signed. Students are taught in technology classes how to properly use the school’s installed software. Through various lessons, students are taught the importance of keeping passwords and personal information private and to search the Internet safely. Students who misuse the computers/Chromebooks may, as a part of the consequence for doing so, lose the privilege of using them.

**Student Discipline**

Students, as a part of growing up, will occasionally make mistakes and act in a manner contrary to the Student Code of Conduct. When this occurs, they may receive a consequence for their action. The goal of any consequence is to help students learn from their mistakes so that they are not repeated, and the extent of consequences varies based on a number of factors including, but not limited to: the nature of the incident, the child’s age, and prior behavior issues. Consequences may include, but are not limited to: admonishment, loss of privileges, restitution, counseling, parent conference, lunch/recess detention, and after school detention. Please refer to BOE policy and regulation 5600 for additional information.

**Dress Code**

Students’ dress must be modest, safe, and cannot not block vision or restrict movement, interfere with schoolwork or be disruptive, or cause damage to school property. Footwear must not present a potential health or safety risk to self and others and must not damage the floors. Caps, hats, or other headwear that block vision or restrict movement of self or others are not allowed, except for religious purposes, which will be considered upon request. Immodest attire or offensive graphics/slogans that interfere with the orderly operation of the school day are not permitted. Please refer to BOE Policy #5511 for additional information.

**Harassment, Intimidation, and Bullying**

Harassment, intimidation, or bullying, (any gesture, written, verbal, or physical act, or any electronic communication that takes place on school property, at any school-sponsored function or on a school bus) is prohibited and will not be tolerated. During the review of the school’s Student Code of Conduct each year, discussions with students include expected behavior and general guidelines, as well as consequences and appropriate remedial actions, reporting procedures, and investigation and responses to incidents of harassment, intimidation, and bullying. When incidents of harassment, intimidation, and bullying are reported to school officials, they will be immediately investigated, regardless of whether the acts are a violation of the Bogert Student Code of Conduct, the Harassment, Intimidation, Bullying policy, and/or the NJ bullying statute. Please see BOE Policy #5512 for additional information.

**Playground Rules**

Recess is a time for students to relax, to enjoy each other’s company, and to get some fresh air and exercise. When weather permits, students will go outside for recess and should dress accordingly. Any equipment brought to the playground from the classroom must be used responsibly and treated with care. “Peaceful Playgrounds” rules and games have been provided and also taught in the Physical Education classes. Games involving physical contact such as



wrestling, tackling, piggyback rides, etc., are not permitted, and rough play is never acceptable. Students line up when the whistle is blown and return playground equipment to its proper place. Students are always expected to follow the direction of any adult supervising the playground. When school is not in session, children may not be on the playground unless accompanied by an adult. The Board is not responsible for any injuries resulting from use of the play area when school is not in session.

### **Student Phone/Cell Phone Use**

Students are allowed to use classroom phones upon the discretion of the teacher. Outside of instructional time, students are also allowed to use the school phone in the Main Office. Cellular phone use is not permitted during school hours, and phones are to remain off during the school day. This use includes the cellular connection to an Apple Watch or any other device that connects to a cell phone for communication purposes. All communication devices will be stored in a secure unit in each homeroom during the school day.

Staff members may confiscate a student's cellular device if it's found to be in use during the school day, or if its inappropriate use on school grounds, bus, or field trip creates a problem. Students may not take photos or videos of anyone of school property without their advanced permission. Student cell phone use violations will be handled via the Code of Conduct.

## **Opportunities for Parents**

### **Parent Conferences**

Bogert School parents are given the opportunity to meet with classroom teachers and support staff during parent/teacher conferences each fall. Parents can schedule a day or evening conference based on their preference and availability. Specialists are also available, and parents are invited to visit for a conference with them before or after visits with the classroom teachers. Parents may schedule a meeting with their child's teacher(s) at any time.

### **Parent Involvement**

The education of children is a joint responsibility, one that is shared between parents and the school community. To ensure that the interests of the child are served in this process, a strong program of communication between home and school must be maintained. Parents can help children learn by requiring that children obey all school rules and by accepting responsibility for a child's improper conduct; sending children to school with proper attention to health, personal cleanliness, and dress; maintaining an active interest in each child's daily work, and making it possible for the child to complete assigned homework by providing a quiet place and suitable conditions for study; reading communications from the school and signing and returning them promptly when so requested; attending conferences arranged for the exchange of information on the child's progress in school, and scheduling family matters to minimize interference with school time. At this age, it's imperative that parents ensure that students arrive to school on time.

### **Parent Teacher Organization**

The Upper Saddle River Parent-Teacher Organization (PTO) serves as a liaison between the parents and teachers of Upper Saddle River with one common goal in mind: to provide our children with the best educational experience possible. By-laws state that the PTO is organized to "enhance cooperation between home and school so that parents, teachers and administration can work together effectively to ensure quality education; and promote the welfare of children in

home, school and community; and unite educators and the general public in order to secure the highest advantages in physical, mental and social education for all children.”

The PTO continues to look for ways to enhance the family’s experience in the Upper Saddle River school system, from Kindergarten through eighth-grade graduation. The PTO is a hands-on organization, which handles many tasks. With the money raised from its fundraisers throughout the year, the PTO has undertaken many projects in all three schools. Too numerous to mention all the ways that the PTO has worked to benefit students and staff members in Bogert School, it has financed, among others: the renovation of the Media Center, the playground, assembly programs throughout the year, and Author Day visitations. The PTO also creates the Fifth-Grade Memory Book, serves lunches, and assists classroom teachers as class parents to help supervise on field trips and during class parties. Bogert School administration, staff members, and students are most appreciative of the continuous support given their school by the members of the PTO. Please visit the PTO’s website for more information: <http://www.usrpto.com>.

### **Upper Saddle River Educational Foundation**

The Upper Saddle River Educational Foundation encourages excellence in education by generating and distributing private funds for curriculum enrichment programs to benefit the students of the Upper Saddle River School District. The Foundation seeks to achieve its goals by providing opportunities for creative teaching and learning experiences and to encourage community and district partnerships. The USREF is a non-profit organization that has donated countless experiences through grants. Please visit the USREF’s website for more information: <http://www.usref.net>

## **Student Safety**

### **Health Policies, Services, & Medication**

#### **Physical Examinations**

Each student must provide a physical examination report upon enrollment into the school district.

#### **Screening**

The school nurse shall ensure that pupils receive health screenings. Screenings for height, weight, and blood pressure shall be conducted annually for students in grades three through five. Auditory acuity screening will be conducted for students in grade three, visual acuity in grade four, and scoliosis screening in grade five.

#### **Immunizations**

All students must adhere to the immunization requirements of the New Jersey State Department of Health, which are available for review in the school health office.

#### **Medication in School**

Students who require medication during school hours must provide the following:

- ❖ A written statement from the prescribing physician identifying the name, dosage, frequency, and purpose of the medication
- ❖ A written statement from the parent/guardian giving permission for the administration of the medication

- ❖ Prescription medication must be in the original container with the pharmacist's label, the prescription number, child's name, dose to be given, and doctor's name
- ❖ Parent/guardian is responsible for the transport of any medication to the school nurse
- ❖ Students may be approved to self-administer in certain life-threatening conditions, anaphylaxis, and asthma. Written permission from physician and parent must be obtained.

These requirements apply to over-the-counter medications, as well as prescription medications. Cough drops, provided by the parent, may be used in school when accompanied by the written authorization from the parent. *Students are not permitted to carry or take any medication.* The school nurse will tend to any medical needs during the school day and as a delegate on field trips.

### Illness/Injuries at School

If a student becomes ill or is injured at school, the school nurse is available to give immediate assistance. If it is necessary for an ill or injured student to be sent home, the nurse will notify the parent to come in for the student. If a parent cannot be reached, the person listed as an emergency contact will be informed. When completing the emergency form, it is important to list people who are likely to be available. If your phone numbers or emergency contacts change, it is imperative that you notify the office immediately. Students who are absent or who go home ill during the school day may not attend after school or evening school functions.

### Excuses from Physical Education

A student requesting to be excused from Physical Education (PE) for a day must bring a note from his/her parent/guardian to the school nurse upon arriving to school in the morning. Students who are to be excused for a longer time period are required to bring a statement from their physician with a diagnosis and the length of time the student must refrain from physical activity. Students excused from PE will not be able to participate in recess until cleared by a physician.

### Health Protocols:

Students should be kept home from school if any of the following symptoms are present:

- ❖ If your child has a temperature above 100 degrees, he/she should not be in school. Students are to remain home until they are fever-free for at least twenty-four hours without the use of antipyretics (i.e., Tylenol, Motrin, etc.)
- ❖ If their temperature is 99-100 degrees and they are having other symptoms, it is advisable that your children stay home and rest
- ❖ Excessive runny nose, coughing, sneezing
- ❖ With skin rashes of a questionable or unknown nature, students must return with a doctor's certificate stating the diagnosis and informing the school that they are not contagious
- ❖ For nausea, vomiting, and/or diarrhea, students must be symptom-free for twenty-four hours before returning to school
- ❖ For pediculosis (Head Lice or nits) after treatment at home, students must be checked by the school nurse and must be nit-free before returning to school
- ❖ Conjunctivitis (Pink Eye) students with inflamed eyes are advised to remain out of school until the eyes are clear or they have a doctor's certificate stating they are not contagious
- ❖ Students with strep throat must be treated with an antibiotic for at least twenty-four hours before returning to school and be fever- and symptom-free

**News & Media Release**

During the school year, photographs/videos of students may be taken for media distribution, such as on television, the Internet, and in other media sources. Upon registration, parents complete a consent form regarding permission for your child's photo/image and name to be published in the media and/or Internet. The law requires that the school ask permission of the parents; we will not make any releases without prior permission from a parent/guardian.

**School Visitors**

All visitors must report to the greeter at the Main Entrance upon entering the building. Parents may not go directly to a child's classroom to deliver the items to their child(ren). All visitors and volunteers must register with the greeter, and wear the official visitor/volunteer badge. Anyone wishing to gain access to the building beyond the greeter must present a valid driver's license.

**Security & Safety Drills**

Schools are required to practice certain emergency drills two times per month. Every month while schools are in session, students will participate in one fire drill and one security drill. The purpose of the drills is to assure a predictable and safe response in the event of an actual emergency. During all drills, students are expected to be silent, immediately follow the directions of the teacher in charge, and act in an orderly manner. Parents and visitors who are in the building at the time of any drill are required to follow the directions of staff members and drill procedures. Parents attempting to enter the building during any drill will be required to wait outside until the drill has concluded. Students will also participate in two bus safety/bus evacuation drills each year.

**Lost and Found**

Students are responsible for all their books and belongings. Everything should be labeled with the student's name. Lost and found items will be held in the Bogert Gym for a reasonable length of time. Students are urged not to bring valuable items or excessive amounts of money to school.

**Food Guidelines****Allergies**

If your child has any allergies to food, it's critical that you inform the school nurse. Due to the wide array of food allergies in children at Bogert, the sharing of any food from child-to-child is strictly prohibited. Whenever possible, any food sent in to school should be store-bought and include the list of ingredients. Staff members reserve the right to disallow students from eating any food prepared at home that was not prepared by their own parents.

**Gum**

With rare exceptions as prescribed in IEPs and 504 plans, gum is not permitted in school.

**Lunch**

Students may either bring their own lunch or order through the PTO-sponsored lunch program. The PTO arranges for hot lunch through local vendors (pizza, pasta, deli, etc.). Parents are only permitted to send in their own lunch or order through the PTO; deliveries from outside vendors are not permitted. Students who bring their own lunch are expected to bring it to school themselves. However, we understand that lunches are occasionally left at home. Parents who bring late lunches will need to leave it in the bin outside the Main Entrance doors and, via the

intercom, inform the greeter that it's been dropped off. It's imperative that all lunch bags are clearly labeled with the child's full name and grade.

There are three scheduled lunch periods:

	<b>Lunch</b>	<b>Recess</b>
<b>3<sup>rd</sup></b> Grade Lunch	10:55 – 11:15	11:15 – 11:35
<b>4<sup>th</sup></b> Grade Lunch	11:35 – 11:55	11:55 – 12:15
<b>5<sup>th</sup></b> Grade Lunch	12:20 – 12:40	12:40 – 1:00

### **Snack**

Students are permitted to bring a snack to school to eat at the discretion of the teacher, either during a break or as a “working snack.” Food should be healthy, simple, and not interfere with the operation of the classroom.

## **Class Parties and Birthdays**

### **Class Parties**

Teachers are in charge of all classroom parties and will notify class parents in September about classroom party procedures. Food and drinks that are provided during parties are coordinated by class parents, subject to the approval of the school nurse and/or teacher, and must consist of healthy options for children. Specific food items may be prohibited due to allergies in the classroom. Whenever possible, any food sent in to school should be store-bought and include the list of ingredients. Staff members reserve the right to disallow students from eating any food prepared at home that was not prepared by their own parents. As a general rule, teachers will hold a class party for Halloween, before winter recess, for Valentine’s Day, and at the end of the year.

### **Student Birthdays**

Students are permitted to celebrate their birthdays in school with their classmates and teacher. Parents may send in a small treat, subject to the approval of the school nurse and/or teacher. Food items should be simple and easy to distribute. At the teacher’s discretion, treats are eaten and birthdays celebrated during classroom time. Individual invitations for outside-of-school birthday parties shall only be distributed in class or on school grounds if the entire class is invited. Specific food items may be prohibited due to allergies in the classroom. Whenever possible, any food sent in to school should be store-bought and include the list of ingredients. Staff members reserve the right to disallow students from eating any food prepared at home that was not prepared by their own parents.

