

# CRIM SCHOOL

**Bridgewater-Raritan Regional School District**



## PARENT/STUDENT HANDBOOK

**2015-2016**

**1300 Crim Road**

**Bridgewater, NJ 08807**

**908-231-1022**

**[www.brrsd.k12.nj.us](http://www.brrsd.k12.nj.us)**

Dear Parents/Guardians,

Crim School provides a safe and encouraging environment where students feel ready and eager to learn. We operate under the assumption that respect and responsibility are key character traits required to achieve this environment, enabling all children to really succeed and achieve their best.

The following material, which constitutes our student/parent handbook, is intended to highlight current policies and school practices. The handbook is revised periodically and is supplemented by additional information on our website. At our fall Back to School Night, your child's teacher will provide you with specific information regarding curriculum and classroom requirements.

Please feel free to contact me regarding any questions or thoughts you might have pertaining to this handbook or any other school matter.

Sincerely,

Margaret Kerr  
Principal  
[mkerr@brrsd.k12.nj.us](mailto:mkerr@brrsd.k12.nj.us)



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## **CRIM SCHOOL HISTORY**

Crim, the road and the school, were named after John Crim, a New York attorney. He was also Deputy Attorney General of the United States during the middle twenties.

Mr. Crim was a native of Virginia, and it was there that he was buried in 1933.

In 1917, Mr. Crim purchased property, consisting of three tracts in Bridgewater, from the Plainfield Building Company for use as a gentleman's farm and country residence. The Crim property, called Oakland, ultimately was sold to the Bridgewater-Raritan Board of Education.

Crim School, located on about eleven acres of what was once farmland, made its debut in September 1968.

Crim Elementary School housed kindergarten through sixth grade students until the start of the 1976-1977 school year when sixth graders were transferred to the middle schools. In 1976, the Green Knoll School was closed with the majority of its students sent to Crim. During the 1982-83 school year, declining enrollments brought further redistricting. The Hamilton School was closed with all of its students sent to Crim. In addition, Crim students residing in the west attendance zones were transferred to Van Holten School.

In 1989, as a part of a re-districting plan adopted that year, students from Crim School were transferred to Hamilton. Other students were transferred from Van Holten and Adamsville Schools to Crim.

In 1995, increasing enrollments made all of the elementary schools in Bridgewater-Raritan School district large. Crim Elementary School contained nearly 600 students in the 1994-95 school-year. A plan was developed to reconfigure the district and a four-step progression was adopted, which created six K-3 schools; two intermediate schools, grades 4-6; one middle school, grades 7-8; and a four-year Bridgewater-Raritan High School. This reconfiguration plan took place as the high school renovation project was completed and the Learning Centers were implemented at the primary schools. Thus, Crim Elementary School K-5 became Crim Primary School K-3 in the 1995-96 school year with a starting enrollment of approximately 425 students.

Due to building additions, the sixth grades in the district gradually joined the seventh and eighth grades. Additions were also added to three primary schools. In 1999 a new wing was added to Crim, providing six classrooms and three instructional/office rooms.

Once again, the need arose to reconfigure the school system after a referendum allowed for the construction of a seventh primary school, Milltown School, which opened September 2005. Additional construction projects that added classrooms and other space to the elementary schools created the K-4 primary schools, 5-6 Intermediate Schools and 7-8 Middle School.

Crim School opened its first-ever gymnasium with a dedication ceremony in April 2006. All students, administrators and special guests tossed a basketball for good luck.

In September 2006, Crim School started the school year with approximately 508 students, pre-school through grade four. Crim School now houses approximately 350 students in grades K-4, including a few self-contained special education programs.



## **ARRIVAL FOR DRIVERS OF STUDENTS**

Mornings: Only buses will be allowed in the **FRONT** of the school building between 8:15 and 8:40 AM. Parents dropping off students in the morning should enter the driveway and proceed directly to the designated drop off area on the side parking lot. Let your child safely exit from the passenger side once you reach the supervised curb area. As cars exit the school grounds, they should always yield to school buses and pedestrians. **Do not** pass cars that are unloading students. Kindly obey the direction of faculty assigned to safety duty outdoors.

## **ATTENDANCE**

All absences from school interrupt learning. Absences due to a documented illness, religious holiday, or for reasons approved by the Board of Education Policy 5121 are considered excused absences. Absences for vacations are discouraged and not considered excused. Excused and unexcused absences are reported annually to the State of NJ. Accrual of excessive absences can impact your child's status for graduation or promotion, regardless of whether they are excused or unexcused.

Whenever your child is absent from school, please notify Crim School that morning to report your child's absence. Identify your child by his/her full name, grade level, teacher, reason for absence, and expected length of absence. At that time you may request schoolwork for the period of time your child will be out of school (see Homework Policy section). You may phone or send an email to **CrimAbsences@brrsd.k12.nj.us**. Parents must provide a reason for absence or tardiness in writing. Medical or dental appointments require notes from the professional. If you email us, it suffices as written notice. If you call, you **must** follow this with written explanation to be considered excused. See Board of Education Policy 5121 for a complete list of what constitutes an excused absence.

Whenever a parent call is not received about a student absence on the day of that absence, a call will be made to your home or to your workplace to verify your child's absence. It is extremely important to contact the school about any absence. We are concerned about your child's safety and wellbeing.

A student is considered late if they arrive after 8:35 A.M. If you drop-off your child in the morning, please allow your child ample time to walk to his/her classroom. Instruction begins at 8:35. Habitual lateness is disruptive to the class and impacts your child's learning experiences. Students that arrive to school tardy due to a late running school bus will not be penalized with a tardy record.

### **Regular Hours**

K-AM	8:35-11:15
K-PM	12:15-2:55
Gr. 1-4	8:35-2:55

### **Delayed Opening Hours**

K-AM	10:35-12:15
K-PM	1:15-2:55
Gr. 1-4	10:35-2:55

### **4-Hour Session**

K-AM	8:35-10:40
K-PM	10:45-12:50
Gr. 1-4	8:35-12:50

### **Emergency Early Closing**

K-AM	8:35-11:15
K-PM	Cancelled
Gr. 1-4	8:35-12:55

## **BIRTHDAY CELEBRATIONS**

Crim students are recognized on their birthday in the daily morning announcements and awarded a birthday ribbon. The class can celebrate by arranging with the teacher a read-aloud by a family member or special guest. If desired, a child may donate the birthday book to the school and an honorary bookplate will be inserted to recognize the child's birthday donation. Teachers will schedule the 10-15 minute read-aloud. A grandparent, aunt, uncle, adult sibling, babysitter, or another special adult can read in lieu of a parent that is not available. Food is **not** permitted as part of the birthday celebrations. Parents should not distribute anything to students. Party goody bags are not permitted.

Distribution of party invitations to classmates cannot happen at school unless every student is included. Parent can use the PTO Student Directory for this purpose.

## **BOOKS AND MATERIALS**

The School Board believes that students should be able to receive the basic formal education without spending any of their own funds. The board also supports the concept that students should be responsible for the cost of replacing any materials or property, which are lost or damaged through negligence.

The district provides students with basic classroom supplies. Teachers may request organizational supplies for students at the start of each school year. Be assured that each child will be provided with any supplies needed for his or her instruction per Board of Education Policy 5492 which states, "all school related expenses that are part of the instructional program are to be financed from budgeted funds."

Teachers sometimes elect to participate in commercial book clubs. This is offered as a convenience for families to supplement home libraries at discount prices. Parents/guardians are never obligated to participate.

Teachers also sometimes post "wish lists" at Back-To-School Night for suggested donations. It is the parent/guardian option whether or not to donate.

## **BULLYING PREVENTION**

Crim School strives to teach students how to behave respectfully toward others and we encourage and teach students in every setting to respect, care for, assist, and cooperate with others. This strengthens the climate of respect, trust, and responsibility within our school community. We want students to understand their responsibility to report and stand up to inappropriate behavior of peers. Our school counselor is a key resource to students, parents, and teachers in guiding them to solutions to problems. Our school counselor is the designated Anti-Bullying Specialist and works closely with the school principal toward student safety and compliance with policies and law. Below is a summary about Harassment, Intimidation, and Bullying.

### **HARASSMENT, INTIMIDATION, AND BULLYING (HIB)**

**Introduction** (see N.J.A.C. 6A:16-7.6. and Board Policy #5310):

The Board prohibits acts of harassment, intimidation, or bullying of a student on school property, at any school-sponsored function, on school buses and, as appropriate, in other instances away from school grounds. Active or passive support for acts of harassment, intimidation, and bullying is also prohibited.

**Definition** (see N.J. Public Law 2010, Chapter 122):

Harassment, Intimidation or Bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by an 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 by any other distinguishing characteristics that takes place on school property, at any school-sponsored function, on a school bus or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a reasonable person should know, under the circumstances will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- has the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in or interference with, the orderly operation of the school; or
- creates a hostile educational environment for the students; or
- infringes on the rights of the student at school by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

**Expected Behavior** (see Board Policy #5310):

The district prohibits active or passive support for acts of harassment, intimidation or bullying. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them, and report acts to the building principal or designee. Each building principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. The Board believes that standards for student behavior must be based on parent/guardian, student, and community involvement producing an environment that encourages students to grow in self-discipline.

*Please see Board Policy 5310: Prohibiting Harassment, Intimidation and Bullying, for full text.*

**CHILD CARE****Kindergarten Programs**

The district has a cooperative relationship with child-care facilities within the Crim neighborhood. We transport many of our half-day kindergarten students to a few nearby programs for the other half of their day. Names of specific places can be obtained from our transportation department or the Crim Office. This is a courtesy service to parents and requires completion of the Transportation to Babysitter request form which must be approved by district administration.

**Crim Before and After School Program**

A before and after school program is available at Crim School when school is in session. The hours are from 7-8:25 AM and from 2:55-6:00 PM. The program is adult supervised and provides some homework help, snacks and outdoor play. For further information contact: [cas.program@yahoo.com](mailto:cas.program@yahoo.com) or visit their website: [www.mycasp.com](http://www.mycasp.com) or call 908-963-6866.

## **CLASSROOM INTERRUPTIONS**

In the daily instructional routine, one of the most frustrating problems a teacher faces is classroom interruptions. Some of those interruptions can be avoided. To assist with this, we ask your consideration and support.

***Careful planning and communication*** with your children ***before*** they leave home in the morning would greatly reduce the classroom interruptions and your "emergency" trips to school. Matters such as making sure your child has his/her homework, lunch or lunch money, library books, eyeglasses, sneakers, and so on should be discussed and understood before your child leaves home in the morning. Reviewing the student's schedule and homework agenda each evening can help your child develop organizational skills. No child likes to feel unprepared.

## **CODE OF CONDUCT**

The Bridgewater Raritan Regional School District believes that students, parents, teachers, and administrators have rights and responsibilities. These responsibilities fall under the umbrella of policies and procedures known as Code of Conduct. Responsibilities are detailed in BOE Policy #5300/6010, available on the district website under Board of Education Policies.

## **COMMUNICATION TO TEACHERS**

While email is handy and convenient, a parent has no way of knowing if a teacher is absent/ill and unable to respond. Always send in a written note, email to [CrimAbsences@brrsd.k12.nj.us](mailto:CrimAbsences@brrsd.k12.nj.us), (or if an emergency arises, phone the school office) for important messages, such as information we need on that day for a safe dismissal of your child.

Every teacher has a webpage for their homework assignments and with detailed information about classroom happenings. It is preferred that parents and teachers address each other formally, such as: Ms., Mr., Mrs., Dr., rather than by first names. Thank you for understanding.

It is reasonable that a parent should hear back from a phone or email message to a teacher within a 24-hour period, assuming the teacher is not absent from school.

## **DELAYED OPENINGS**

### Delayed Opening Hours

K/Pre K-AM	10:35-12:15
K/ Pre K-PM	1:15-2:55
Gr. 1-4	10:35-2:55

**Emergency:** On some mornings, the weather or other conditions necessitate a delayed opening of schools. Parents will be notified by the Honeywell Instant Alert System. In addition, local radio and television stations announce this information. A message will be added to the telephone greeting for the school and to the district homepage ([www.brrsd.k12.nj.us](http://www.brrsd.k12.nj.us)).



## **DISCIPLINE**

We encourage positive interaction and caring behavior among all individuals within our school community. Practices that promote a responsive classroom community, valuing respect for everyone and their learning environment are promoted at Crim School.

Teachers have a variety of strategies for managing their classes. An essential ingredient is the inclusion of students in the rule-setting process. All classes devise and post classroom rules. Teachers will give positive reinforcement such as, "I noticed that you have all cleared your desks and are ready to work. You are really listening." This encourages all students to behave in a similarly appropriate manner.

When a disagreement within the class arises, the teacher may take time to work through the problem with the class using conflict resolution techniques. When a conflict arises between students, they are asked to accept responsibility for their behavior, and to make appropriate changes in their behavior to solve the problem. Students grow through such guided practice in solving social problems. An essential piece is actively listening to each other to understand one another's perspective and feelings.

The family is viewed as an essential partner in dealing with student discipline. Communication with parents before a problem becomes serious is expected standard procedure. The school counselor is a resource to both teachers and parents in helping students to learn appropriate behavior.

The principal is kept informed of discipline problems in the classroom and is readily available to consult with teachers on preparing alternative strategies for managing students. When there are serious or repeated infractions of the rules, the student may be sent to the principal or school counselor for a conference.

Parents will be made aware of school concerns so we can work together toward improved behavior. The principal may administer age-appropriate, incremental discipline for a situation. The "Opportunity Room" is a supervised location where students may get assigned to serve a lunch/recess detention as one type of consequence (See Opportunity Room). Patterns of misbehavior or repeated offenses will be handled accordingly. The principal is guided by Board of Education Policies (See Code of Conduct).

## **DISMISSAL**

Picking up children before dismissal: The school should be notified in writing or an email to [CrimAbsences@brrsd.k12.nj.us](mailto:CrimAbsences@brrsd.k12.nj.us) prior to 10:00 A.M. of the parent's intention to pick up their child before dismissal. Parents are NOT to pick up a child at their classroom. **THE CHILD MUST BE FORMALLY SIGNED OUT IN THE OFFICE TO BE DISMISSED EARLY.** Early release from school is not permitted unless for reasons stated in Policy 5121. Appointments for a doctor or dentist will require verification and should not become the routine. The time of the early release is documented on your child's official attendance record.

If you are making a change to your child's typical dismissal routine, such as sending a child home on the bus instead of attending the after school program, you must notify the school in writing or an email to [CrimAbsences@brrsd.k12.nj.us](mailto:CrimAbsences@brrsd.k12.nj.us) prior to **10:00 A.M.** of the morning that the change is to occur. Failure to properly notify us may result in the child being dismissed according to your usual, authorized dismissal plan. **DO NOT RELY ON EMAIL MESSAGES TO THE TEACHER ALONE FOR IMPORTANT DISMISSAL INSTRUCTIONS.**

Walkers: Please make it very clear to your children who are *walkers* that they are ***not permitted to ride school buses*** from school to a friend's house or to some other destination. Parents of assigned walkers must complete walker permission forms each year.

Afternoons: Walkers and students being picked-up are dismissed first, at 2:50 PM. At 2:55 PM all bus students are dismissed. Parents/guardians picking up students from the Dismissal Room are admitted to the building at 2:45 through the side parking lot entrance door only. A staff member stationed at the door will verify the names of parents/guardians picking up students indicated on the daily Dismissal List. Please be prepared to show identification if requested. Individuals not on the Dismissal List will be directed to the Main Office for assistance. All walkers must be picked-up in the building. Beginning 2014, it is no longer an option to stay in your car and pick-up a walker curbside after the buses leave.

## **EBLAST NOTICES**

Since the district attempts to be paperless, communication to parents is no longer via papers in the student's backpack. Eblast messages will be sent to parents from the following sources:

- Crim Principal's Message – Bi-weekly or as needed.
- Crim PTO Flyers – Compiled once a week as a "Weekly Wednesday" unless an emergency.
- Crim Community News/Flyers/Notices – Once a week.
- District Message – Notifications as determined by the Superintendent.

Messages from the Eblast system will appear from the "Noreply" sender. Please allow this sender on your email system. The source of the email (as noted in the four categories above) will be indicated in the Subject.

## **EARLY CLOSING**

Sometimes inclement weather or other emergencies necessitate the early closing of school. The Superintendent will make that decision in conjunction with local police and township officials, and our Transportation and Coordinator.

If an emergency early closing is necessary, a message to that effect will be added to the district website and telephone greeting for the school. The Honeywell Instant Alert System will be activated. ***Please keep yourself advised of the weather situation because all students must leave the building at dismissal.***

It is important that your child know exactly what he or she is to do if school is dismissed early. ***If there is an early closing, there is usually no after school program.*** Make sure that your child knows if he or she is to take the bus or if you will pick him or her up. If snow is in the forecast, remind your child again in the morning of your arrangements. Perhaps write the arrangements in a note for your child to keep in his or her backpack. Please make sure that your Emergency/Early Dismissal forms are up-to-date. The school will follow the written plan you submitted on your emergency information form in September. Be sure to keep a copy of it.

## **EMAIL TO TEACHERS**

Teachers communicate with parents by email on a regular basis. If you need to inform the teacher of any last minute changes to your child's typical dismissal routine, do not rely on email alone. You **MUST** email the office ([CrimAbsences@brrsd.k12.nj.us](mailto:CrimAbsences@brrsd.k12.nj.us)) or call the office. Changes in dismissal plans should

not happen after 10:00 AM, unless there is a valid emergency. You have no way of knowing if a teacher is absent, so please email the office ([CrimAbsences@brrsd.k12.nj.us](mailto:CrimAbsences@brrsd.k12.nj.us)) or call the office for important matters. If a teacher is present, it is reasonable to expect a response within a day or two.

## **ENERGY SAVING**

Students, staff and parents are requested to be aware of saving energy wherever possible. Most rooms at Crim have motion detectors that turn lights out when leaving rooms. In addition we save energy by turning computers and monitors off daily, unplugging appliances not in use, and closing doors in heated and cooled areas. The student SEE Squad (Schools for Energy Efficiency) will remind staff and students how to save.

## **EXTRA HELP FOR STUDENTS**

Extra help can be given to students who need instructional support. The teacher may contact the parent to arrange before or after school "extra help" time on a given day. This type of assistance is generally on a flexible schedule. Notification of the day of the week and the time that help is available will come from the teacher to the parent. No child will remain at school or come to school early for extra help without prior arrangement between the teacher and the parent. No transportation is provided for extra help before or after school. Students should always be walked into the building by an adult if they are coming in for before school extra help. Students coming prior to 8:00 AM must be met by the teacher in the lobby, as there is no staff member on duty in the office to answer and unlock the door.

## **FIELD TRIPS**

Classes may take field trips to reinforce learning. The costs of these trips are usually subsidized by the PTO. However, costs may exceed the subsidy and students may be asked to bear some expense. The school will make an effort to assist in defraying costs when a genuine financial hardship exists. Prior to a trip, you will need to complete a form to grant your consent/permission for your child to attend the trip. Field trips are an extension to classroom learning and tied to units of study, however, children who do not receive parental consent will remain in school and be placed with another teacher in the building until the class returns.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. Records are defined by FERPA. It also provides parents/legal guardians with the following rights:

- To request and inspect their child's records.
- To request to amend the record if they believe it to be inaccurate.
- To disallow any disclosure of directory information.
- To file a complaint with the U.S. Department of Education regarding district's failure to comply with FERPA.

## **HOMEWORK POLICY**

Homework is an assignment to be prepared or completed outside of the regular class time. It is developmental in nature and increases in scope with the maturity and capabilities of the student. Teachers post homework on their school website.

Per Board Policy 6122, the purpose of homework is:

- To reinforce instruction that has taken place
- Prepare for an upcoming class topic (i.e., reading and/or research)

Recommended guidelines for homework time per day are as follows:

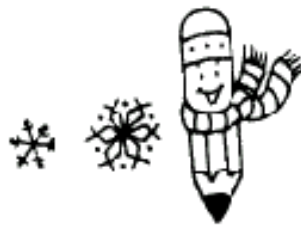
Grade K	Informal Activities
Grade 1	10-15 minutes
Grade 2	15-30 minutes
Grade 3	20-40 minutes
Grade 4	30-50 minutes

Absent Students: Parents who wish homework for absent children should call the school office by 9:30 AM. This will give the classroom teacher time to adequately prepare the individual homework assignments and will avoid further interruption of class instruction that day. The homework assignments will be available in the office after 2:45 PM for pickup or homework may also be sent home with another child or sibling upon request, if manageable. The teacher may also be able to send homework assignments electronically or have them posted with attachments on the class website.



## **INCLEMENT WEATHER**

See DELAYED OPENING and EARLY CLOSING.



## **LIBRARY/MEDIA CENTER**



Students are scheduled to visit the Crim School Library/Media Center every week, and individual students and groups of children may visit the center at other times during the week as arranged by their teacher for book selections, research, and developing needed skills. Parents are encouraged to become volunteers and assist in maintaining the library program.

No fines are charged on late books during the regular school year. However, students may be restricted from borrowing other books until their outstanding books are returned. Students are encouraged to develop a responsible attitude about caring for, sharing and returning materials. During the year, notices are sent to the students' homeroom to alert them about overdue books. If you misplace a book, it is better

to pay for it and let your child continue borrowing. The school will always refund your money if you find and return the book later.

Our Library Media Center also has a Smartboard, individual student laptops, and electronic access to e-books subscribed to by the District. Please visit the Crim Library Media Center's Website for more details.

At the end of the school year, in keeping with Bridgewater-Raritan Board of Education policy #3250/6619, we do levy fines for lost or damaged books.

## LUNCH



**Payment for Lunches:** Students must pay for their lunches each day unless they are utilizing the Meal Pay Plus Program <https://www.mypaymentsplus.com/default.aspx>. Information about this program is available on the district website or by calling the school. Teachers of grades 1-4 will take a lunch count each morning at 8:40 AM and students should know what they are buying if they are purchasing a lunch. We encourage you to consider prepaying online for lunches. It eliminates many of the problems often associated with daily collections of money and misplaced/lost money. The cafeteria manager maintains records and the system will deduct the lunches as they are used. Children do not have to keep track of tickets.

**Free and Reduced-Price Lunches:** Free and reduced-price lunches will be available to children who qualify. Families wishing to apply must complete the on-line application and return it to the school office. Paper copies are available upon request. All information provided on the form is kept confidential. Applications are processed during the first week of school. They can also be filed at any time during the school year. The school board office determines eligibility according to federal income guidelines. Eligible students are not identified in any way during the purchasing procedures.

**Borrowing Lunch Money:** ***Borrowing lunch money from the school's food service office is restricted to emergency situations.*** This money must be repaid the ***next school day***. The limit for lunch money borrowing is two days (without repayment). To reimburse, you simply add money to your MealPayPlus account on-line or send in a check. If your child needs lunch money beyond the limit, you will be called and arrangements will be made to address the lunch money situation. Please monitor your account to avoid borrowing. Leftover funds at the end of one school year will roll over into the next school year for your child.

**Lunch with Your Child:** Arrangements can be made for parents to join their children for lunch on a special occasion and not to occur on a regular basis. Parents may purchase their lunch if they order in the morning or may bring their own lunch. Please be aware that there are times during the year that lunch schedules are changed. Regular lunch periods are 11:00-11:40 for first grade, 11:45-12:25 for second and third grade lunch, and 12:30-1:10 for fourth grade lunch. Recess play times will vary. Please call ahead to be sure of the time to visit to eat. Visiting parents are not permitted outside during the recess part of the lunch period. We encourage children to play with other students.



***Parents may not bring preschoolers or visitors to participate in "Lunch with Your Child" at Crim. Also, parents must not share food with children, other than their own. Parents may not take photographs of students when you are visiting. Please refrain from using your cell phone in the cafeteria.***

Lunch Rules: The cafeteria assistants, under the supervision of the principal and guidance of the school counselor, are responsible for maintaining order during the lunch/recess period. At times, children may need a cooling-off period away from peers, or may not be permitted to participate in recess, if determined by teacher or counselor in consultation with the principal. When these measures are taken, students are made aware of their rule infractions and are asked to formulate a plan in order to return to full participation. Parents are usually made aware that these actions were taken and the reason for them.

## **LUNCHROOM RULES**

- Raise your hand when you need an adult's help.
- Ask permission to leave the room.
- Eat your own lunch, do not share food.
- Talk quietly to your neighbors.
- Keep your table and floor area clean.
- Always walk.
- Follow the directions of the adults in charge.

## **Medical Excuses from Recess**

Whenever a child submits a note from a parent or physician requesting restrictions or limitations during a physical education class, similar procedures will be followed to restrict the child's recess/play time to ensure consistency and well-being. Typically a student will be told to sit-out outside under supervision unless the medical excuse or school nurse determine the need to stay indoors. In that case, the student sits in the main office area.

## **NURSE**

The Crim School nurse helps to ensure the health of your child while he or she is at school. The nurse's responsibilities are varied and wide-ranging. She helps verify student absences, dispenses medicines according to physicians' instructions, contacts family members when a child becomes ill or is injured at school, and provides dry clothes after accidents. The nurse makes every effort to notify parents when students visit her office for true illness or a concerning pattern of visits to the nurse is identified.

Whenever your child has a health concern that will impact his or her experiences at school, please inform the nurse. You should always keep your child home if they are ill in the morning or have had a fever or vomited within the past 24 hours.

## **OPPORTUNITY ROOM**

The Crim Opportunity Room serves two purposes. It can be a place to serve an assigned lunch/recess detention and complete a reflection sheet regarding the actions a student made. It can also be assigned by a teacher for a student to complete missing assignments. A written notification is sent home when a student visits the Opportunity Room for parents to sign and return to school.

## **PAPERLESS INITIATIVE**

A district committee was given the charge of trying to make BRRSD a paperless district. To that end, nearly all paper notices from the office, PTO, and other approved (by the Superintendent) organizations

are now sent via our “Eblast” system. See **EBLAST NOTICES** section. A back-to-school Mega Packet by the PTO is still an approved hand-out.

Many forms are required or need to be returned to school. It is the parent/guardian’s responsibility to complete and print out forms that require signatures to return to school. Homework is still often hardcopy in backpack, although parents and students should check the teacher’s website for homework assignments, which may include attachments, rather than hand-outs for older students. We make an effort to teach students how to access this, but realize they need to be supervised by parents/guardians at home.

## **PARENT PORTAL**

The district utilizes Power School for the student records database. Parents view and print their K-4 students’ report card and attendance records via the Parent Portal. Paper copies of report cards are no longer distributed. Parents manage passwords and password recovery on the Parent Sign-In Page: <https://powerschool.brrsd.k12.nj.us/public/>. The school cannot recover a lost password. Directions for accessing Parent Portal are emailed to new parents. Instructions for setting up and using Parent Portal can be found in the following link: [http://www.brrsd.k12.nj.us/files/filesystem/QRG%20%20PowerSchool%20New%20Parent%20Portal%20Directions\\_v4.pdf](http://www.brrsd.k12.nj.us/files/filesystem/QRG%20%20PowerSchool%20New%20Parent%20Portal%20Directions_v4.pdf).

Parents without Internet access should notify the office for assistance.

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

The Crim School PTO provides an array of activities for students and their families. The PTO organizes fundraisers to support field trips and cultural arts assembly programs for students and to fund teacher requests. The organization plans activities for students and their families to enjoy and provides us with homeroom parents and other volunteers. The PTO meets nearly every month at the school. You can reach the PTO directly via their website linked to the Crim School website. A PTO directory of participating families is published each fall. Keep it handy for contacting committee chairs or other parents. Parents make use of this for play dates and mailing party invitations. Important reminder – This directory should never be used for solicitation purposes or shared with non-PTO members.

## **PHOTOGRAPHY OF STUDENTS**

Parents/guardians shall be notified annually in the student handbook that photographs of pupils may be taken for news and public-relations media purposes. Parents/guardians may request in writing that their child(ren) not be included in any photograph taken for school district and/or outside publication. The principal reviews and approves press releases prior to submission and is motivated to promote the many wonderful events and activities at Crim School.

A specific release form related to videotaping and Internet use of student photos is sent annually to each parent/guardian.

Each year student and staff photos are taken by a commercial vendor. These photos are offered for sale directly to parents as packages. Purchase is optional. The photographer takes photos of all students and staff, even if no purchase is made. These photos are also used for the purpose of the school memory book and on the student’s permanent record file.



The PTO receives permission from the principal to take snapshots of school events throughout the year for use in the Memory Book. Parents/guardians may request in writing that their child's photo not be used in the Student Memory Book, which is compiled and sold to Crim families by the Crim PTO.

**Parents are NOT permitted to post photographs or videos taken at Crim School onto the Internet or YouTube.** All student photo images and name need to be protected.

## **PHYSICAL EDUCATION POLICIES**



Children in grades K-4 have physical education three times a week. To receive the maximum benefit from the program and ensure safety, it is a requirement that children wear sneakers to P.E. class. If desired, children can carry their sneakers and change before class. Appropriate footwear is very important. It is also recommended that girls avoid wearing dresses or skirts on P.E. days. Girls may change into shorts or pants before P.E. if necessary. A child will be excused from P.E. for medical reasons for up to three school days as long as a parent note is submitted, explaining the basis for the request. Beyond three days, a doctor's note is necessary for a medical excuse. Students who are excused from P.E. will also need to sit-out at recess time. The school nurse will review all excuse notes.

## **PUPIL PROGRESS AND GRADING**

Report cards are released three times per year, in January, April, and June. In the fall a parent conference is scheduled to review pupil progress. Report card distribution dates will be published on the district website.

Letter grades in Primary School begin in the third grade. The grading system is as follows:

A+	--	C+	--
A	92-100	C	72-79
A-	90-91	C-	70-71
B+	--	D+	--
B	82-89	D	65-69
B-	80-81	D-	--
		U	Below 65



It is essential for you to contact your child's teachers if you have any concern about your child's progress in school. Likewise, a teacher should contact you when there is a concern about your child's performance that will impact grading. It is far easier to clarify issues before situations become serious. A conference can be arranged with your child's teacher by simply contacting the teacher indicating your desire to arrange a meeting. The teacher will contact you to set a mutually convenient time.

Sending Student Work Home: Students' class work and test papers will be sent home on a regular basis. Some teachers like to have papers signed and returned to ensure that parents have seen them. Teachers' practices in this area are discussed at Back to School Night at the start of the school year. If you have any questions about your child's progress or lack of progress please notify the teacher.

We assume that when papers are sent home, parents are made aware of progress or lack of progress. Teachers will notify parents of academic problems when they occur.



## **PUPIL RECORDS**

Parents, legal guardians, and adult students have a right to access pupil records. To learn about the procedure to inspect pupil records please refer to BRRSD Board of Education Policy #5250 or contact the school principal. Health and Special Education records are maintained separately from the student academic record file.

## **SAFETY**

The safety and security of all children at school is our highest priority. The following rules have been instituted to ensure safety.

- All doors should be locked.
- Any visitor to the school during school hours requests entrance to the building by using the doorbell. The office staff is required to ask you to identify yourself and purpose for visiting. Upon entering via the main lobby, all visitors must sign in at the main office and wear a badge.
- There will be two drills each month, (fire and safety) regardless of inclement or cold weather. Drills may be planned in consultation with the local police. Safety drills may be a lockdown, evacuation on-site, or simulated evacuation off-site. These have become routine and are never announced.
- School buses practice evacuation drills twice a year, spring and fall.
- All employees of the school district will wear identification badges and display vehicle ID tags.
- Per district rules, parents and students are not permitted back into school for forgotten items.
- The main office doors will be locked at 4:00 PM each afternoon. Summer office hours may differ. Please call the school.

## **SCHOOL OFFICE**

The Crim School office is the communication center of the school. It is the clearinghouse where concerns of pupils, teachers and parents are handled, and is the general reception area for the public. Beyond these functions, it is here that all of the clerical and secretarial tasks necessary to a smooth-running operation, are accomplished.

The primary concern of the office staff is, of course, to help serve the students and parents, and to that end we stand ready and willing to assist you.

Dismissal time is very busy and the office can get congested. Please do not be offended if we request a quiet room when delivering live announcements from the main office PA.

## **SCHOOL RULES**

Crim School is a peaceful place to work and play. All of the students have a duty to follow these two important rules for the school:

**Crim students respect themselves and others.  
Crim students keep themselves and others safe.**

In conjunction with students, we have developed these rules that they thought would help to guide behavior.

**Hallways**

- Walk to the right.
- Walk quietly.
- Stop and let people go through your line.
- Greet adults when they greet you.

**Assemblies**

- Sit quietly, with legs folded.
- Clap and laugh respectfully.
- Ask appropriate questions.
- Lower your hand when somebody else is talking.
- Leave only if it is an emergency, with teacher permission.

**Lunch Room**

- Raise your hand when you need help.
- Ask permission to leave your seat.
- Eat your own lunch, do not share food.
- Talk quietly.
- Keep your table and floor area clean.
- Always walk.
- Follow directions.

**Playground**

- Use the playground equipment safely.
- Ask others to join your games
- Follow the rules of the games.
- Return play equipment as directed.
- Do not chase others.
- Follow directions.

**Bathrooms**

- Use the bathroom quickly and return directly and quietly to class.
- Flush the toilet.
- Leave doors unlocked when exiting the stall.
- Wash hands, use soap appropriately.
- Put paper towels in the garbage.

**Buses**

- Sit in your seat.
- Use your seatbelt.
- Keep the aisle clear.
- Keep the bus clean.
- Talk quietly.
- Help younger students.
- Save your homework to do at home.
- Respect the driver and follow his/her direction

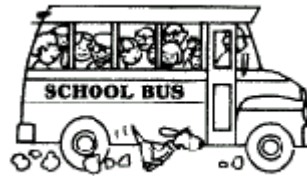
## **TELEPHONE USE BY STUDENTS**

Classroom phones are for professional use. Students may use classroom telephones under the supervision of their teacher ***only in emergencies***. Use of the school telephone for calls to arrange for after-school social activities is not permitted; such plans should be made *prior to coming to school*. **Student cell phones are not necessary nor allowed during school.** Parents will be notified if students are discovered using cell phones at school and may be asked to pick up the device from the office. If parents elect to allow students to carry a cell phone in school, the device must be turned off on the bus and in school.

## **TRANSPORTATION**

Tags for Backpacks: Primary school students are issued tags to indicate that they are either a “walker” or have an assigned dismissal “Bus Number”. Students must leave these tags on their backpack all year. They will be collected in June.

All children who are authorized to ride the bus will be sent home on the school buses unless the school is notified **IN WRITING** by the parent that the parent or some other specified person will pick up the child at school or that the child will stay for a program. ***Under no circumstances will a verbal***



***message from a child be acceptable to release a child from riding the school bus.*** All children who are picked up at regular dismissal time must be signed out in the dismissal room. A.M. kindergarten students not riding a bus are signed out in the office.

Children who miss a bus at dismissal will be brought to the office and parents will be contacted for arrangements to get the child home. Under no circumstances will a bus student walk home.

Temporary Bus Changes: Transportation policy does not permit children to ride on a school bus other than the one assigned to them, and children are not permitted to get off the bus at a stop other than the one designated for them. Requests for a different bus stop on the same bus are considered in **EMERGENCY** situations, not for matters of convenience. Such a request must be made in writing, stating the emergency reason, and have advance approval of the principal. If permission is denied, a call will be made to the student's home.

Bus drivers are not permitted to accept "unapproved" notes. All approval grants must come from the Crim Office, signed by the principal. Parents should not approach drivers with change requests.

Bus Stops: Students are expected to behave responsibly and respectfully at bus stops. Bus conduct reports can be written for inappropriate behavior at a bus stop.

It is important to students, parents, and the school staff that children come to school and travel home in a safe, secure environment. See “School Rules” for the behavior guidelines that are to be followed by all students

Permanent Bus Changes: Permanent changes in bus routes for childcare purposes must be made using bus change forms from the school office. Parents cannot make changes in bus routes with bus drivers. Only the Transportation Department can effect a change.

Bus Discipline Procedures: As per Board of Education Policy 5336/3711.3R

<http://www.brrsd.k12.nj.us/files/filesystem/53361.pdf> and N.J. State Law, the bus driver is responsible for order on the bus at all times. Therefore, the bus drivers will report discipline infractions, in writing, and they will be handled as follows:

*First Offense* – The student will be reported to the principal, in writing, by the bus driver. The principal or school counselor will personally discuss the situation with the student and forward a copy of the driver's report to the parents.

*Second Offense* – The student will be reported to the principal, in writing, by the bus driver. The principal and/or school counselor will personally discuss the situation with the student and review past reports. If the incident is a second offense within the same school year, the student will be excluded from riding the bus for a period of five school days and his parents shall be responsible for transportation to and from school during that period. Parents will be informed of the exclusion, which may take effect immediately or as soon as feasible. Absence from school during this period will be considered truancy. A letter from the principal will be sent to the parents/guardians.

*Additional Offense* – A third offense will be responded to in a similar fashion with a penalty of up to thirty days exclusion from riding a district bus, at the principal's discretion

## **VOLUNTEERS**



Crim School welcomes volunteers. If you would like to assist in your child's classroom, please contact your child's teacher. Teachers will have further information about volunteering at Back to School Night. If you would like to assist in the library-media center, please contact the librarian. If you are interested in volunteering with our technology program, contact the principal. The PTO also welcomes new volunteers in all of their fundraising, classroom, and service activities. All parents are welcome and encouraged to attend PTO meetings.

## **WEBSITE**

In addition to the district website, which provides a wealth of information, the Crim School page offers specific information about happenings at Crim. The Crim PTO has a direct link to their website on our school website. The district's website is [www.brrsd.k12.nj.us](http://www.brrsd.k12.nj.us).

The district and school websites provide links to download all necessary forms required for school use. PTO flyers and forms are also stored on the Crim website for parent convenience. Parents are required to obtain the forms directly and submit when necessary. Approved notices about events in the neighboring community are also posted by the district. Please help us in our efforts to Go Green. Any families without Internet access may request paper copies.

**PARENT/STUDENT HANDBOOK CONFIRMATION**

Dear Parents/Guardians,

Please sign below to indicate that you have read the Parent/Student Handbook located on the Crim School homepage and return this page to school by November 1st.

Student Name: \_\_\_\_\_

☐ I have read the 2015-2016 Crim School Parent/Student Handbook.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_