



# **Briarwood Elementary School**

**Student/Family Handbook  
2023-2024**

Updated 8/2023

Hello Briarwood families! On behalf of the Briarwood faculty and staff, we would like to welcome you to the 2023-2024 school year! The staff and I appreciate the opportunity to share your child's early education experience with you.

This handbook is for you and your child and gives you information about school policies and procedures. Please read this handbook alongside your child. They are expected to know and follow our school rules and to be familiar with the guidelines discussed so that our school atmosphere remains positive and productive.

My hope is that everyone who steps through our doors feel welcome and are excited to be here! Here, at Briarwood, we work on social and emotional development covering the competencies of self-awareness, self-management, responsible decision-making, relationship skills, and social awareness. All of this work centers around the goal of creating a nurturing learning environment that is positive, safe, caring, as well as a fun place to learn and grow.

We believe that providing our students with a supportive academic environment will help them develop self-confidence and a desire to strive for excellence in the 21<sup>st</sup> Century. We also believe in fostering an atmosphere of cooperation and teamwork. We encourage students to become good decision-makers.

We look forward to working with you throughout the year and continue to welcome and encourage home-school partnerships and open communications. Please know that my door is always open and I welcome your collaboration. Please feel free to call or email me to discuss any concerns you might have throughout the school year.

For 2023-2024, adventure awaits!

In partnership with you,

*Christy O'Connor & Jeremy Serfozo*

Christy O'Connor/Jeremy Serfozo  
Interim Principal/Principal

*"Every adventure requires a first step!" Alice In Wonderland*

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**Briarwood Elementary School Staff  
2023-24**

Principal- Christy O'Connor (Interim) & Jeremy Serfozo

Secretary- Sarah Bennett

Nurse- Jennifer Toto

Custodians- Thomas Mangan, Ted Clar

<b><u>Pre-School</u></b> Alecia Ford Nicole Sabatino Kristen Spindler	<b><u>Multiage classrooms</u></b> Paige Scott Alexia Thorpe Rachel Frishberg
<b><u>Kindergarten</u></b> Jennifer Adochio & Lauren Ocejo Denise Newman Tara Felt Sharon Palmisano Susie Rotella	<b><u>Specials Area Staff</u></b> Art / STEAM - Amanda Cohen BSI - Christine Calafati & Pam Schiesl ESL - Linda Laub (District) Library / Technology - Jane Stumpf Music - Rose Michetti PE / Health - Maribeth Powers World Cultures - Jane Stumpf
<b><u>First Grade</u></b> Abigail Scales & Vanessa Thompson Tina Bruno Kristin Pettersson Farrah Rella Jamie Raczynski & Kaitlyn Berlin Meghan Dunbar	<b><u>Specialized Staff</u></b> School Counselor - Jessica Fewer Social Worker - Kathleen Perez-Garrity Learning Consultant - Lori Jane Dolan Occupational Therapist - Samantha DeFilippo Occupational Therapist - Danielle Manger Physical Therapist - Gina Cicarelli School Psychologist - Maggie Mule Speech & Language - Anna Nowacki Speech & Language - Jessica Mazzola BCBA - Erica Waltner
<b><u>Second Grade</u></b> Lisa VanWay & Jessica Ferrante Daria Avanzato & Cassie Wittnebert Allison Conroy Elizabeth Adelhelm Jennifer Fellippello Kaitlin Minervini	

## **ORGANIZATION OF INSTRUCTION**

There are 3 preschool programs with 3 homerooms, 5 homerooms for kindergarten, 6 homerooms first grade and second grade, and 1 homeroom for multi age k-2. Every effort is made to balance each homeroom considering every aspect of a child's learning experience and background.

Every student receives instruction in all subjects from their homeroom teachers and/or team teaching teams. Each classroom provides instruction in integrated language arts (reading, phonics and writing), social studies, science, math, social justice and social emotional learning and handwriting. The classroom teacher guides and assists students in general management and movement to/from all special subjects classes. All classes receive additional specialized instruction in art, music, physical education, computers, library, and world languages. Kindergarten students have health as a special subject .

Students receive enrichment from their classroom teachers and a gifted and talented program is available based on eligibility for all grade levels. Students for the G&T program will be assessed for eligibility to the program. Programs for G&T meet approximately one time per week. Kindergarten's G&T program begins the second semester (end of January) and the grade 1 and 2 program begins in November.

Students requiring basic skills in Grades 1 and 2 will receive instruction from our basic skills teachers after notification is provided to the parents.

## **SCHOOL DAY**

The school day begins for all students at 8:15 a.m. with supervision outside with instruction beginning at 8:30. Students should not arrive at school before staff is on duty to receive them at 8:15 a.m. If you arrive prior to the drop-off time, you will need to remain with your child until 8:15 a.m. Children are tardy by 8:31 AM. Guardians must walk children into the building to receive a late pass after 8:31AM.

Parents must assume responsibility for safe transportation of students who participate in before and after-school activities. If students are participating in any of these activities, a note should be sent to the teacher indicating the days they will participate. Should there be any changes to your child's scheduled participation, please notify the teacher in writing so that plans can be appropriately followed.

**All parents will complete the pupil supervision after school dismissal form in [Genesis](#) at the end of August. We will use this daily to ensure that your child is going to the proper location after school. Should any daily changes be made, please inform the teacher and the Main Office in writing and ensure that you get a response. Should any permanent changes need to be made, please inform the teacher and the Main Office. If you are changing your attendance at aftercare, please also inform the Work Family Connection in both cases.**

### **Regular School Hours:**

**K-2** - 8:30 a.m. - 3:00 p.m. (drop off 8:15 a.m. - 8:30 a.m.)

**AM Preschool** - 8:30 a.m. - 11:00 a.m. (drop off 8:15 a.m. - 8:30 a.m.)

**Full Day Preschool** - 8:30 a.m. - 2:55pm (drop off 8:15 a.m. - 8:30 a.m.)

8:15	Students enter building (8:15 a.m. - 8:30 a.m. drop off)
8:30	School begins
8:31	You must sign your child into school after this time
11:00 - 11:40	Pre-K and Kindergarten lunch/recess
11:40 - 12:20	First and Second grade lunch/recess
3:00	Dismissal

### **Emergency Day Adjustments:**

#### **Delayed Opening:**

- ❖ **K-2** - 10:15 a.m. - 3:00 p.m. (Drop off between 10:15 a.m. - 10:30 a.m.)
- ❖ **AM Preschool** - 10:30 a.m. - 12:00 p.m. (Drop off between 10:15 a.m. - 10:30 a.m.)

- ❖ **Full Day Preschool** - 10:30 a.m. - 2:55 p.m. (Drop off between 10:15 a.m. - 10:30 a.m.)

Early Dismissal: (No lunches served, please send in a snack.)

- ❖ **K-2** - 8:30 a.m. - 12:50 p.m.
- ❖ **AM Preschool** - 8:30 a.m. - 10:00 a.m. (Drop off between 8:15 a.m. -8:30 a.m.)
- ❖ **Full Day** - 8:30 a.m. - 12:40 p.m. (Drop off between 8:15 a.m. -8:30 a.m.)

### **Forgotten Items**

To avoid distractions and to further increase the safety and security of the students, the district has instituted a new Forgotten Item policy. Large waterproof containers that will be in front of each of our buildings for forgotten items. Caregivers are to drop off forgotten lunches, notebooks, homework, etc. in those containers with the student's name and homeroom prominently placed on them. Please buzz to let our secretary know that you have placed an item in the bin. Our building secretary will check the containers to ensure that the items are collected and given to the students.

### **EMERGENCY SCHOOL CLOSING AND DELAYED OPENING**

Families will be notified via School Messenger (our "All call System"). News12, Fox 5, and ABC 7 will also list our school closing information. There will also be an announcement on the district's main website. Late openings will begin at 10:30 a.m., 120 minutes after the regular time. School dismissals will follow the regular schedule. Should early dismissal be required, all students will be dismissed at 12:50 p.m.

Phone inquiries regarding school closings should NOT be made to the radio station, the police department or the school. Please be sure to have your contact numbers up-to-date on our School Messenger System. Please check your registration form that was sent to you at the beginning of the year for accuracy and if there are any changes during the year, please notify the main office.

### **REPORT CARDS**

Report cards are issued **three times per year** for Kindergarten through Grade 2 students. Preschool students receive progress reports 3 times per year. The teacher evaluates student performance based on both objective data and subjective analysis of performance in consideration of the student's functional grade level.

### **PARENT/GUARDIAN TEACHER CONFERENCES**

Conferences are scheduled one time per year, typically in November. These conferences generally coincide with the first report card. Conferences are scheduled by classroom teachers with the parents/guardians of every child. Parents/guardians may also schedule conferences with teachers at any time throughout the school year. Conferences are welcomed, whether in person or by phone, to discuss any issue or situation pertinent to the student's development, achievement or adjustment. Conferences can be arranged by a written request directed to the teacher by email.

### **COMMUNICATION**

Information from the teacher comes in various forms. Telephone calls, notes and letters, e-mails and web pages are various ways teachers communicate the happenings of the classroom. If you need to contact the teacher, please do not hesitate to leave a message via any one of these mediums. Every Wednesday an email will be sent to families with a link to notices and important information on our [document manager](#). Please look at this weekly "cheat sheet" email to keep you updated on all events happening at our school. You may also check our website for our calendar of events ( [Briarwood link](#)).

## **BIRTHDAYS AND CLASS PARTIES**

Our teachers are happy to accommodate the celebration of birthdays. Birthdays are celebrated as a **food free** event. Classroom teachers will individually organize a “celebratory recognition” such as signing of special items, a special book sent in to read, etc.

Class parties will typically be limited to 20-30 minutes. BWD permits food for 2 specific parties: Halloween and Valentine’s Day. Allergy free rooms will conduct parties in accordance with our allergy policy and guidelines outlined by the school nurse as appropriate. Food planners should be considerate of allergy needs so it is imperative that you work with the teacher to ensure appropriate guidelines are followed. Please make sure all details of the party are planned and passed by the teachers in advance.

During any special activity in the classroom, please make arrangements for siblings so that they will **not** be in attendance. Having younger students attend these functions can detract from the “special activity” for the entire class. During our Halloween celebration there are to be no masks or costume weapons utilized during the holiday parade.

## **SCHOOL SNACKS**

Students are allowed to have a healthy snack during the school day in order to “sustain” the energy needed for learning. In order to provide a safe learning environment for all, our school will have the following procedures for classroom snacks. Everyone will choose a “HEALTHY” snack for eating in the classroom. (i.e.- If chips are sent in for snack, students will be encouraged to have them during lunch and select something else.) The teachers will address the available options with parents at the beginning of the school year and at our Back-to-School event. There is absolutely NO sharing of any food during snack or lunch.

## **HOMEWORK**

Kindergarten - Home experiences related to classroom lessons should be assigned to students when appropriate. Grades 1 and 2 - Formal homework assignments should be introduced in grades one and two. Lessons should be geared to the needs and abilities of individual students. The amount of time should be on average from fifteen to twenty-five minutes per day plus ten minutes of reading and five minutes of math fact review.

If a child is struggling with homework, please accompany the work with a note to the teacher detailing the difficulty. This information allows teachers to review and re-teach information.

Please see Homework Policy 2330.

## **SCHOOL VISITATION & RECORDING**

In order to assure the safety of the students, the security of the building and minimize disturbances to the instructional program, state law requires visitors to report to the school office. There is also no recording or pictures without the prior permission of the school administrator.

All doors are locked. Please use the Visitor Entrance in the front of the school to gain access to the building. The double main doors are for student entrance and exit only. A bell to the right of the front door should be used to ring in. The Main Office staff will provide entrance for all. **ALL VISITORS** must report to the Main Office when entering the building and sign in.

All visitors to school staff members: i.e.-nurse, teachers, CST members, Principal must have a **scheduled meeting** in order to be allowed into the building.

Visitors will be asked to provide their **license** and leave it in the office during their visit in the building. Once the license is received, you will be issued a visitor's lanyard. Upon return to the Main Office, visitors will return their lanyard and receive their license. For safety reasons, no strollers will be allowed in the building.

Any materials that need to be forwarded to a teacher or student such as: forgotten lunches, books or homework **should be left inside the container located outside the main entrance door.**

Please remember that each teacher has a phone voice mail and email system in his/her room so messages can be left should you have any questions or concerns. Please utilize this system and you will receive a timely response to your inquiry, concern or request for clarification. Usually, email is the next way to reach a teacher.

Please remember that a secure building is tantamount to the safety and security of your child at Briarwood School. Every parent is requested to observe and respect the entrance and exit policies. **Please do not assist anyone by opening a door to the building.** Our office staff will handle these requests. Please note our custodians are **not** permitted to open the school or individual classrooms for any parent or student.

### **CURRICULUM MANAGEMENT SYSTEMS AND CUMULATIVE RECORDS**

A student's progress is recorded. These scores indicate the progress and mastery of significant concepts, information and skills taught in each grade level. The cumulative records maintain the records of the student's progress through the primary grades.

A medical record is maintained in the health office. These records document each child's medical history, growth pattern and the results of periodic hearing and eye examinations.

Any special education records are separate records and are maintained by Special Services. All of these records are available for examination by parents upon request.

### **INTERVENTION AND REFERRAL SERVICES**

The I&RS (Intervention and Referral Services Committee) is a teacher-based committee that meets regularly to discuss interventions and strategies for individual children. These strategies are used in the classroom to promote growth and development and classroom management. Teachers and parents may request this committee to discuss strategies for students who may be struggling in the classroom.

### **BASIC SKILLS AND SUPPLEMENTAL INSTRUCTION**

Some children require different approaches and instructional techniques. The general education program provides a variety of alternatives and materials to accommodate students in the classroom. Teacher assessment and diagnostic testing determine assignments, time periods and methodologies employed for each student. Instruction is provided in small groups.

### **THE CHILD STUDY TEAM (CST)**

For students requiring special interventions, the school has available the services of a CST consisting of a social worker, school psychologist and learning consultant. Students receive services through a referral procedure, which can be initiated by any certified school personnel or a child's parent/guardian.



Speech/language services and other related services (Occupational Therapy and Physical Therapy) are also available for students warranting specialized services.

Please be advised that if your child is in a support classroom with two teachers, there may be times when the class is working in small groups outside of the classroom with either the homeroom/subject level teacher or the support teacher due to the specifically assigned activity.

Our Supervisor of Special Education, Ms. Melissa Picciano is located at Briarwood School. Please call our Special Services Department at (973) 822- 3888 (x4006).

### **SCHOOL INSURANCE**

Insurance for all students is provided during school hours by the Board of Education. Additional 24-hour insurance may be purchased by parents/guardians during the fall enrollment period.

### **PHYSICAL EDUCATION**

Students in grades kindergarten through second grade have physical/health education and recess. Although children are encouraged to wear functional clothing daily, it is especially important on days that they have physical education (one - two times per week). Clothing should not be restrictive for the large muscle movement associated with games and sports. Children should wear sneakers. For the safety of the children, please refrain from wearing sandals, flip flops or other loose fitting shoes on gym days or if they wish to play on the outdoor playground equipment. Your classroom teacher will inform you about gym days.

Children, who have been ill, or recovering from an injury, may be excused from physical education class upon submitting a written request from the parent. Excuses of longer duration require a doctor's statement.

### **FIELD DAY**

Families are invited to join us during this school wide event. This spring event encourages children to work together and demonstrate inclusive, respectful behavior. Organized, planned activities will be taking place throughout the event.

### **EARLY DISMISSAL FROM SCHOOL**

A written request should be submitted if it is necessary for a student to leave school prior to the regular dismissal time. The note should request early dismissal and specify the time of dismissal. The children will remain in the classroom until the parent arrives at school. Children will be called to come to the main office once the parent signs their child out of school. In situations requiring parents/guardians to call for students on short notice and without prior written notification, the parent/guardian may call and sign the child out of school before the child is dismissed.

### **ATTENDANCE**

If a student's absence is anticipated for any reason, the school should be contacted prior to the date of the absence, if possible. Please refer to Board of Education Attendance Policy 5200.

On **each** day your child is absent, the parent is requested to telephone the school between 7:30 a.m. - 8:00 a.m. to report the absence. Please use the 973- 822-3884 number. Please dial 1 (one) on the menu to report a student's absence to the nurse's office. If there are any questions, the nurse may contact you.

If a student is out for 3 days or more due to illness, we ask that you provide a doctor's note upon their return to school.

Upon a student's return to school from an extended absence, the teacher will take the responsibility for updating the student on the significant skills, concepts, and information, which were missed during the absence.

When you are absent, you should make an effort to keep up with the class. This will make returning to school much easier. Please check your teacher's blog, website, Google Classroom page (if applicable) or communicate with your teacher(s) to find out your daily assignments.

When you return, you will receive a reasonable amount of time to make up your work. In exceptional cases, you may make special arrangements with individual teachers. It is your responsibility to set up a schedule with your teachers regarding your make-up work and whatever tests and quizzes you have missed immediately upon your return to school.

Students who are absent due to unexcused, extended absences (i.e., vacations, etc.) will not be provided anticipated work missed prior to. Students should follow the information outlined in the paragraphs above to make up assignments and assessments in their classes.

### **STUDENT TARDINESS**

Arriving at school in a timely fashion is important in developing good habits and the importance of school for your children. **School begins** for all students at **8:30 a.m.** Whenever a student does not arrive in the homeroom **by 8:31 a.m.**, the student is considered **tardy** to school. The parent/guardian is expected to sign-in the student in the office at the time of arrival indicating time the student entered school. Children will receive a tardy pass, which must be delivered to the homeroom teacher upon entry to the class. The teachers take attendance and if your child is not signed-in after the late bell, the student will be considered absent for the day. Please refer to Board of Education Tardiness Policy 5240.

### **NOTES FROM THE NURSE**

Students who have an accident or illness that requires a visit to an emergency room, hospitalization or treatment such as stitches shall submit a letter of clearance prior to re-entering school. The letter should state they are cleared to return to school and whether there are any physical restrictions.

Pupils who have been absent because of contagious diseases or conditions must present a certificate of recovery from a licensed physician or be examined by the school physician.

Students who are out due to illness for three consecutive days or more must return to school with a doctor's note.

### **EMERGENCY FORMS**

Parents are required to complete and/or update emergency forms each year.

In addition, please list family members and/or friends who are close to the school and ARE available during school hours to pick up your child should there be an emergency and a parent cannot come to the school. If there is a change to your information after the school year begins, please provide it in writing to the Main Office so we may update our records.

### **PHYSICAL EXAMINATIONS**

General physical examinations are required for a child to enter preschool, kindergarten and first grade. A physician is required to complete Florham Park's physical examination form, which may be obtained from the school nurse or on our website. Hearing and vision screening are administered to all students annually. If any child's screening indicates a divergence in hearing or vision acuity beyond acceptable standards, the parent/guardian will be informed. On a yearly basis, the school nurse records the height and weight of second grade students. All health data is recorded on a cumulative health card maintained by the school nurse.

### **CHILDREN REQUIRING MEDICATION**

The nurse will administer medication to students when prescribed by the child's physician. Written, specific directions from the physician should be sent to school, along with a note from the parent/guardian. This applies to over-the-counter as well as prescription drugs. All medicines must be in the container labeled by the pharmacy. All medications need to be delivered to the nurse by a parent/ guardian. All medications will be maintained in the health office.

Each child's physician must complete allergy/asthma action plans for students who require allergy and/or asthma medication in school.

### **ALLERGIES**

For students with food allergies, the classroom teacher is the first line of defense in following protocol for children in their charge. They will notify the child's parent/guardian of all events planned with food. The classroom teacher along with the school nurse will make appropriate arrangements as deemed by the student(s) accommodation plan. If your child has an allergy, please contact the school nurse to develop an appropriate plan(s) for school.

Please refer to the Board of Education Management of Life- Threatening Allergies Policy 5331.

### **CELL PHONES, PICTURES AND VIDEO EQUIPMENT**

Students are not allowed to have cell phones on or to use them in school, on the bus or at school related functions. Any cell phones will be taken and given to the principal for parent pick up at the end of the day. Students may wear watches with internet capabilities turned off and may not call parents from their watches during the school day. All calls to parents should come from the teacher or front office staff. Use of electronic equipment within this building is strictly prohibited. No one is to take pictures, use video or audio recording at any time without prior consent in accordance with the Florham Park Board of Education Use of Electronic Communication and Recording Devices Policy 5516.

### **HEADPHONE/EARBUD PROCEDURE**

For safety purposes, headphones/earbuds will only be permitted for student use during specific activities assigned by staff during the school day. Students are not to wear headphones/earbuds in the hallways and/or during lunch/recess since this may impact their ability to hear safety announcements and make appropriate decisions to navigate their environment.

### **LOST AND FOUND**

Articles and clothing found on school property are maintained outside the All-Purpose Room in a large container. Please LABEL your child's belongings with his/her name (i.e. clothing, water bottles, books).

Parents/guardians may examine the contents of the LOST and FOUND by contacting the school office. The items in Lost and Found will be discarded periodically throughout the school year. Please check Lost and Found if you believe your child is missing any items.

### **TOYS IN SCHOOL**

We understand a child's desire to bring toys to school. However, these items may be easily lost, broken, or may interfere with the learning process. Please refrain from allowing your child to bring these items to school except for a special day (i.e., "Show and Tell").

- Electronic games or devices are NOT allowed in school.
- Trading cards are discouraged because they may lead to disagreements among students.
- Students should not bring any item of value to school, including jewelry.
- Toy guns or other toy weapons are not permitted at any time in school.
- The school is not responsible for lost or damaged items.

### **EMERGENCY OPERATION PLAN**

Each month, all students will participate in fire drills and other emergency/ security drills. A.L.I.C.E. protocol is followed should an intruder enter the building. Staff will review all drill procedures at the beginning of the school year with students. Parents will be notified at the end of the day that a drill has occurred via Messenger.

### **BUS REGULATIONS**

Only students whose residence conforms to the guidelines established by the Board of Education may ride the school buses. Bus students are required to enter and exit the bus at a designated bus stop. If an emergency or a hardship situation arises requiring a temporary change, a request should be made to the Business Administrator at (973) 822-3880. Children designated for bus transportation are permitted to have other travel arrangements if their parents/guardians submit written approval with the date specified (other than riding another bus route). Transportation can be denied if a student manifests improper or unsafe conduct. Refer to Code of Conduct- Bus and Board of Education Student Discipline Code of Conduct Policy 5600.

### **BICYCLES**

Children riding bikes are required to place them in a designated area during school hours. Parents/guardians are encouraged to provide a bike lock to minimize the possibility of theft. Children are expected to observe the appropriate safety regulations while riding to and from school. Improper riding practices can result in a child being prohibited from using a bicycle for school transportation. All children must wear bicycle helmets as required by law. Any unattended bicycles will not be the responsibility of the school district. Please be sure to make proper arrangements for the security of student bicycles.

### **STUDENT LUNCH**

Children are required to bring a lunch box with the option to purchase milk for the entire school year. A notice regarding these options will be provided during the first weeks of school. Whole milk, 2% milk and skim milk are available. If a child chooses to bring milk or other beverages from home, it is requested that containers other than glass be used.

In addition, the PTA sponsors our purchase option lunch program. This information is provided on the website. Please make your arrangements through this program should your child wish to participate in any or all of the PTA sponsored lunches. There is no sharing of food at the lunch tables.

Student lunch/recess periods are 40 minutes in duration. Weather permitting, children have a recreational period of free play on the school grounds for approximately 20 minutes of the 40 minute lunch period. In the event of an indoor recess (i.e., rain or snow), students have varied options to play with recess games and materials.

### **ACHIEVEMENT TESTING AND ABILITY TESTING**

Kindergarten students are screened in the learning modalities of auditory discrimination, visual perception, language and motor development. (Kindergarten registration is scheduled in February. Please refer to Briarwood's calendar for the specific date.) Throughout the school year, students are administered assessments to measure each student's achievement and readiness. This information will be used in determining programs for next year's placement.

During the school year all students in kindergarten through grade 2 are administered running records for ELA and an online assessment for math. Classroom assessments and benchmark checkpoints are also completed within classrooms.

### **MAINTAINING ACCURATE CONTACT INFORMATION CHANGE IN RESIDENCE OR TELEPHONE NUMBER**

Please ensure our web- based system has current numbers and addresses. The school (main office and nurse's office) should be notified in writing regarding any change of residence or telephone number.

### **SCHOOL VOLUNTEERS**

Briarwood welcomes community volunteers as they can enrich the educational program, assist staff and enhance community partnership. Visitors must arrange prior to their visit and sign in with identification at the main office. All regular volunteers must adhere to the Florham Park Board of Education Policy 9180.

### **ANIMALS ON SCHOOL PROPERTY**

Animals are prohibited on school grounds at all times, except by the express permission of the Building Principal. Please refer to the Board of Education Animals on School Property Policy 7490 and Live Animals in School Policy 2560.

Service animals are permitted; please refer to Board of Education Service Animals Policy 5337.

### **PHOTOGRAPHS**

Photographs may be taken during any classroom event or special school activity. Photographs will be released to the local newspapers (outside organizations) on occasion and will require written permission. Please be sure to complete the written release form provided at the beginning of the school year so that we may share the wonderful activities happening at school. If photographs are being used for school-sponsored events, no permission slip will be necessary (i.e., class activities etc.) The photograph release form for outside events will be on file with the teacher for the entire year.

### **FIELD TRIPS**

Field trips are taken by each grade level to enhance the curriculum. We ask that you complete and return field trip permission slips by the assigned date in order to properly schedule for the trip. Any chaperones that attend the field trip are asked to leave siblings at home. Field trips may require a fee; information will be included in the permission information. Should your child require financial assistance, please contact the school principal regarding this matter. Teachers are not permitted to administer medications on field trips. If there are any needs to administer medication, please contact the school nurse to discuss arrangements prior to the scheduled trip.

## **COMMUNICATION**

Our Document Manager will be updated to include various notices from the community, PTA, other organizations and school-wide activities. We will send a flyer each Wednesday to inform you of what is posted. Please be sure to review it weekly. This is our main communication system for the many papers that come home weekly, however, due to the timely nature of some notices, some forms and notices may be included in your child's daily folder. Our Document Manager can be found at: [BWD Document Manager Link](#)

## **STUDENT BEHAVIOR/HARASSMENT / DISCIPLINE**

Briarwood believes that we have a significant role in teaching our children to behave appropriately. Students must understand that their behavior cannot interfere with other students' right to learn. The staff is committed to creating and maintaining an atmosphere that will make the school a comfortable and happy place to learn. The district is committed to supporting students in learning what it means to be a good citizen, traits that include: honesty, responsibility, and respect for self, others, and property. This is a partnership between parents and the school as we work together to guide and support our students in their development of positive character traits. (See Code of Conduct for additional details.)

The development and encouragement of good student behavior and citizenship is a coordinated effort by students, parents, teachers, and administrators. Courteous and appropriate behavior is reinforced in school, on the playground, and while riding the school bus. Good behavior includes respecting others, acting safely, and obeying the school rules. The teachers and the administration will address inappropriate student behavior. Please refer to the Board of Education Student Discipline/ Code of Conduct 5600 Policy. Progressive discipline is used paired with restorative practices.

The school district's Board of Education HIB (Harassment, Intimidation, and Bullying) Policy 5512 is also available in the Main Office, on the district's website, and in our Code of Conduct Handbook. The Board prohibits acts of harassment, intimidation and bullying. The guidance counselor is our HIB building-based specialist. If you have any questions or concerns, do not hesitate to contact her directly.

## **504**

If your child may be eligible and require accommodations as defined in Section 504 of the Rehabilitation Act of 1973, please contact the 504 Coordinator, Anna Crumm.

## **AFFIRMATIVE ACTION**

The district's policy reflects non-discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or handicap in its programs, activities or employment policies. Please refer to the Board of Education Affirmative Action Program for School And Classroom Practices Compliant Procedure Policy 2260.

## **BOE POLICIES**

The policies and regulations for the Florham Park School District are located on the website ([www.fpk.org](http://www.fpk.org)). If you do not have access to a computer, please contact the main office and we will make a

copy of any policy requested for you. Please refer to them for any additional details or feel free to contact the principal.