



FAIR HAVEN
KNIGHTS

Student and Parent Handbook
2023-2024

224 Hance Road
Fair Haven, New Jersey 07704
www.fairhaven.edu



SUPERINTENDENT'S OFFICE: 732-747-2294
Sean McNeil, Superintendent

BOARD OF EDUCATION: 732-747-0324
Frank Gripp, Business Administrator/Board Secretary

CURRICULUM & INSTRUCTION: 732-747-0320
Cheryl Romano, Director of Curriculum & Instruction

SICKLES SCHOOL

Marilyn Schwartz, Principal
Main Number: 732-741-6151
Danielle Cimino, School Nurse: 732-741-7496
Melanie Jaenicke, School Counselor, PreK-2nd
Pamela Greenhall, School Counselor, 3rd & Anti-Bullying

Specialist

KNOLLWOOD SCHOOL

Amy Romano, Principal
Main Number: 732-747-0320
David Croken, Assistant Principal & Anti-Bullying Specialist
Courtney Kemler-School Nurse: 732-747-2257
Sarah Miglin, School Counselor, 6th-8th
Pamela Greenhall, School Counselor, 4th-5th

BUILDING AND GROUNDS: 732-747-0324
Robert Romano, Supervisor of Building and Grounds

INSTRUCTIONAL PROGRAMS: 732-747-0320
Kathy Elgrim, Supervisor of Instructional Programs, Data, & Testing

STUDENT & SPECIAL SERVICES: 732-747-0381
Kelly Umbach, Director of Student & Special Services

TECHNOLOGY INFRASTRUCTURE: 732-747-0320
Chris Alworth, Technology and Network Administrator

The Fair Haven School District Parent and Student Handbook

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FH District Arrival/Dismissal Schedule 2023-2024



Daily Timetable for Regular Session Days

Grades	Earliest Arrival on Campus	Entering Time	Class Begins	Dismissal
AM Pre-School	8:20 AM	8:25 AM	8:30 AM	10:50 AM
Grades K-3	8:15 AM	8:20 AM	8:30 AM	3:15 PM
Grades 4-8	8:00 AM	8:00 AM	8:10 AM	2:55 PM
PM Pre-School	12:40 PM	12:45 PM	12:50 PM	3:10 PM

Daily Timetable for Single Session Days

Grades	Earliest Arrival on Campus	Entering Time	Class Begins	Dismissal
AM Pre-School	8:20 AM	8:25 AM	8:30 AM	10:10 AM
Grades K-3	8:15 AM	8:20 AM	8:30 AM	12:30 PM
Grades 4-8	8:00 AM	8:00 AM	8:10 AM	12:10 PM
PM Pre-School	10:40 AM	10:45 AM	10:50 AM	12:30 PM

Daily Timetables for 2 hour Delayed Opening Days

Includes 45 minute Lunch/Recess Period

Grades	Earliest Arrival on Campus	Entering Time	Class Begins	Dismissal
AM Pre-School	10:20 AM	10:20 AM	10:30 AM	12:10 PM
Grades K-3	10:20 AM	10:20 AM	10:30 AM	3:15 PM
Grade 4-8	10:00 AM	10:00 AM	10:10 AM	2:55 PM
PM Pre-School	1:20 PM	1:25 PM	1:30 PM	3:10 PM

Attendance

Consistent attendance is essential to the academic success of students. Children academically thrive when they experience continuity of instruction and are able to participate regularly in class activities. Students also need to develop relationships with their teachers and fellow students. Unfortunately, students with poor attendance often detract from the overall instruction of the class. Disruption and needless repetition occurs when students are absent or arrive late. In addition, regular and punctual attendance is mandated by law: “Such regular attendance shall be during all the days and hours that the public schools are in session in the district” (N.J.S.A. 18A:38-26). **In order for students to be counted present for a full day, they must be in attendance 4 hours, during a school day.**

Absences and Excuses

Students who are absent or tardy must present a written statement from a parent or guardian explaining the cause for the absence or tardiness. The board, through the administration, reserves the right to verify such statements and to investigate the cause of repeated absence and tardiness. **As per [Board Policy 5200](#) and NJ state code, absences/tardiness that do not count toward truancy shall include the following:**

- Illness
- Recuperation from illness, surgery, or accident
- Death in family
- Family emergency
- Required court appearance
- Observance of a religious holiday on a day approved as such by the State Department of Education.
- Take Your Child to Work Day
- Suspension from School
- Necessary & unavoidable medical or dental appointments that could not be scheduled outside of the school day

The Board, administration, and teachers discourage medical and dental appointments and extended vacations as reasons for repeated absence and/or tardiness.

Any absence not consistent with the reasons identified above shall be marked as an unexcused absence that counts towards truancy. As per Board Policy 5200, upon the accumulation of 10 unexcused absences that count towards truancy the student is considered truant, and the District must make a determination regarding the need for a court referral for truancy, per N.J.A.C. 6A:16-7.6(a)4.iv.

Reporting Absences

Parents are to email the attendance account or call the Sickles or Knollwood attendance phone line to report a student absence:

Sickles School: Please email SicklesAttendance@fairhaven.edu

In the subject line write:

Student's First & Last Name - Grade - Teacher - Reason for absence and copy your child's homeroom teacher or call the attendance line at: **732-852-2261**

Knollwood School: Please email KnollwoodAttendance@fairhaven.edu

In the subject line write:

Student's First & Last Name - Grade - Teacher - Reason for absence and copy your child's homeroom teacher or call the attendance line at: **732-852-2280**

PLEASE DO NOT CALL THE SCHOOL OFFICE TO REPORT AN ABSENCE. ALL ABSENCES MUST BE REPORTED ON THE ATTENDANCE PHONE LINE OR THE SICKLES AND KNOLLWOOD EMAIL ACCOUNT.

When calling in your child's absence, please clearly state your name, the student's name, the date and expected duration of the absence, and the reason for absence by 8:45 A.M. If the reason for absence is related to a contagious illness, please be specific. Notes should contain the same information and be handed in to the homeroom teacher. In order for students to be counted present for a full day, they must be in attendance 4 hours, during a school day.

Assignments will be collected at the parent/guardian's request, but the student must be absent for at least three consecutive days in order for this to occur. Parents must call the school office before 10:00 A.M. to arrange for the assignments to be picked after the students have been dismissed. Please do not leave requests for assignments on the attendance phone line.

Knollwood - Late Arrival and Early Dismissal

Students arriving late to school must report to the main office for a tardy slip. Once class has begun, teachers will not admit students without a pass. **Parents must call the attendance phone line or write an email to report that their child will be late.**

If a student arrives late to school, the student must enter through the Main Office to receive a late pass. If a student arrives late to school and it is after 8:30 am, a parent must sign their child into school in the Main Office.

Attendance line messages and notes should state the student's name, date of tardiness, and the reason for the tardiness. Repeated tardiness **will** result in a detention as follows: **three** tardies per marking period are "forgiven." **The fourth tardy will result in a morning detention. Any subsequent tardies during the marking period in question will also result in detentions.** Students must be in school 4 hours in order to be counted present for a full day of school.

On occasion students may need to be dismissed before the end of the school day. Parents must send a note or call the office requesting early dismissal. The office will give the child a pass stating the time to be dismissed from class. **Parents are then required to report to the office and sign their child out; students may not walk home when being dismissed early.** Students will only be dismissed from the main office of the school.

Late to Class

Students are expected to be in class on time. Students who arrive late to class will be directed to the main office where they will receive a Late Pass.

Repeated tardiness can result in detention. **Three** tardies per marking period are "forgiven." **The fourth tardy will result in a detention at a date and time determined by Knollwood Administration. Any subsequent tardies during the marking period in question will also result in detentions.**

Code of Conduct

In order to ensure that students and staff feel physically and emotionally safe and comfortable, we must all behave in a responsible and appropriate manner. State law requires that a teacher or other person in authority shall hold every pupil accountable for his/her conduct in school, during recess, on the playgrounds of the school and on the way to and from school (N.J.S.A. 18A:25-2). Thus, students will be held responsible for any behavior which is unsafe, disrespectful, or disorderly. These expectations apply when students are in school during the day or night, and when away from school under the supervision of school staff.

In-School Safety Examples (not meant as an all inclusive list)

- Keep to the right while in the halls and do not block the flow of others.
- Follow teacher directions during evacuation drills/maintain quiet behavior.
- Do not run.
- Skateboards are not to be inside the building or ridden on school grounds.
- Fighting or bullying is not acceptable behavior in our schools.
- Students are not to bring items to school that might be considered threatening, dangerous, or hazardous (e.g. weapons, pocket knives, toy guns, "stink" bombs, firecrackers, laser pointers, etc.).
- Students must follow computer use rules when using online services.



Walking Safety

- Be respectful to crossing guards.
- Walk with friends.
- Never accept rides from anyone without prior permission from parents.
- Stop and look carefully before crossing intersections.
- Use sidewalks whenever possible
- When no sidewalk is provided, walk on the left side of the road facing traffic.
- Cross streets at the corner or where crosswalks are designated.
- Be respectful of other people's property.

Bicycling/Skateboard Safety

- Permission to ride a bicycle to school is each parent's decision.
- Follow all the rules of the road that an automobile must follow (e.g. ride on the right side of the road, use hand signals to indicate turns, etc.).
- Students must follow all rules of the road, **including while riding on Third Street during the hours that the street is closed to traffic.**
- Never carry another person on your bicycle.
- Slow down at intersections and look both ways before crossing. Walk your bike through busy intersections.
- When crossing a roadway controlled by a crossing guard, dismount the bicycle and walk across at the direction of the crossing guard.
- Watch for cars pulling out into traffic and car doors opening suddenly.
- **Walk your bicycle when inside parking lots or on sidewalks on school grounds, as well as crowded sidewalks approaching school. This means all cyclists must walk their bicycles along Willow Street.**
- Be respectful of other people's property.
- Always wear a helmet.
- Always lock bicycles to assigned bicycle racks.
- Skateboards may not be ridden on school grounds.

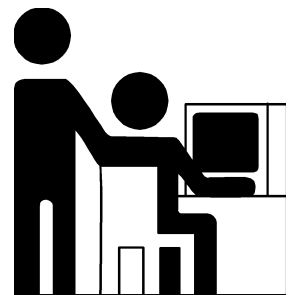
Daily Conduct

1. Respect for Others

Your behavior should be guided by respect for others. Any behavior, which might be interpreted as intended to emotionally (embarrass, tease, etc.) or physically (threaten, push, fight, etc.) harm another, is unacceptable.

2. Dress Code

Clothing which is determined by the principal to be potentially disruptive, offensive, or that may endanger a student's health and/or safety will not be tolerated. Building principals are authorized to require pupils to change



inappropriate dress. The following shall serve as a guide of inappropriate school attire:

- A. Clothing must provide full coverage of torso, undergarments and private parts and must not include see-through clothing.
- B. Allowable Dress & Grooming
 - Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
 - Tops and bottoms must have fabric in the front, back and on the sides.
 - Clothing must cover undergarments.
 - Fabric covering all private parts must not be see-through.
 - Hats and other headwear is prohibited unless worn for religious observance, pre approved medical accommodation or approved by administration. When permitted, hats or headwear must not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
 - Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
 - Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- C. Non-Allowable Dress & Grooming
 - Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
 - Clothing may not depict pornography, nudity or sexual acts.
 - Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
 - Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
 - If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.
 - Students must not draw on themselves or create any markings on their body with pen or markers.

All forms of outerwear including coats, jackets, hats, and gloves should be stored in closets or lockers.

3. False Alarms

Activating a false alarm of any type that disrupts the school day or potentially endangers the safety of others will not be tolerated. Students involved are

subject to suspension, police notification, and the filing of a criminal complaint.

4. Cell Phones, Smart Watches, Gaming Devices, etc.

Students may not use their cell phones or other communication devices, including smart watches, on campus during regular school hours. **If the student must possess a cell phone or a smart watch, it is required to be kept out of sight in their backpacks and turned off. Students are permitted to access their communication devices again upon dismissal from school.** Unauthorized use disrupts the instructional programs and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action. If a student needs to contact their parent during the school day, they may use the phone in the Main Office. No gaming devices are allowed in the classrooms. If they are used they will be confiscated. The school is not responsible for any lost, damaged or vandalized phones or electronic gaming devices. Digital cameras, laser pointers, and other electronic devices are not to be used at school except with teacher permission.

5. Gum Chewing, Candy, and Food Consumption

Gum and candy are not permitted during the school day. Eating food in the hallways is not permitted.

6. Leaving School Grounds at Lunchtime

The Fair Haven Board of Education allows **sixth, seventh and eighth** grade students to leave school grounds for lunch upon the written permission of the student's parent/guardian. Once written permission has been given, the parent/guardian assumes responsibility for the student during the lunch period. The expectations of student conduct to respect self and others, as well as district and community property shall be stressed.

Students are required to remain during the lunch period unless (1) a parent/guardian signs a year-long permission slip allowing the child to leave school grounds every day or (2) a parent/guardian writes a note stating his/her permission to leave on a specified date. **The note must be handwritten and signed by the parent.** A separate note for each date is required. In addition, a parent/guardian who has signed a yearly permission slip, but wishes a child to remain in school on a specified date, must write a note to this effect. The note is to be handed in to the homeroom teacher. Students who fail to follow these procedures may receive detention and/or have lunch privileges suspended. **Students are to make plans for lunch before coming to school in the morning.**

Students are not to use the office phone to make lunch arrangements.

Students leaving school grounds at lunchtime shall be expected to:

- If walking to and from home or the business district of town:
 - Walk with a friend.
 - Use sidewalks whenever possible.
 - If no sidewalks are available, walk to the left facing automobile traffic.
 - Always use designated crosswalks, particularly at locations where crossing guards are on duty.
- If eating at a local restaurant, be polite, courteous, and considerate of other patrons. Don't use your presence in the business district as an excuse for annoying or disruptive behavior.
- Students must return to school by the end of the lunch/recess period.

The opportunity to leave school grounds at lunchtime is a privilege. Any confirmed reports that a student has not followed the procedures noted above shall result in a temporary or permanent loss of the privilege.

8. Lunch

Lunch will be available for purchase at both schools for \$3.50 including milk. Premium lunches are also available at a cost of \$4.50. Students who bring their own lunches may buy milk for \$0.25 or organic milk for \$2.25. There is no lunch on a single session day.



When eating, the following rules should be followed:

- ◆ Remain seated when eating; do not walk around with food.
- ◆ Dispose of your food and clean your area.
- ◆ Follow and respect allergen-free table protocols.
- ◆ Obtain permission from supervising staff to leave the lunchroom to visit the restroom.
- ◆ Do not throw food.
- ◆ Remain in the lunch room until dismissed by staff.
- ◆ Respect all staff members.

9. Possession and/or Under the Influence of Prohibited Substances

Under no circumstances are students permitted to have alcohol (or products known to contain alcohol), drugs, or tobacco products in their possession. Students found to be in possession of illegal substances as defined by New Jersey Statutes (N.J.S.A. 18A:40A-9) will be suspended and the police will be notified.

Any staff member who suspects that a student may be under the influence of prohibited substances is required by N.J.S.A. 18A:40A-12 to report the matter

to the principal or school nurse. The principal is then required by law to notify the parents/guardians, the superintendent of schools, and to insure an immediate examination of the pupil by a doctor. If the student is found to be under the influence of a substance, the student is to be suspended and referred to a school counselor.

10. Vandalism

Students responsible for vandalism of school property will be subject to the following as outlined in [Fair Haven Board Policy #7610](#):

- ◆ Conference between parents/guardians and principal.
- ◆ Suspension from school.
- ◆ Police notification; formal complaint initiated.
- ◆ The board will seek restitution to the full extent permitted by law (N.J.S.A. 18A:37-3).

In an effort to reduce accidental damage to lockers, students are discouraged from attaching key chains, buttons, etc. to their backpacks.

Disciplinary Actions

The principal and school staff have a responsibility to establish limitations on student behavior to provide for a safe and orderly learning environment. Discipline is viewed as a learning tool to teach students that inappropriate behavior results in undesirable consequences. Consequences for poor decisions must be consistent and implemented in a timely manner to maximize their teaching potential.

The following privileges can be taken away for a specific period of time:

- A. Lunchroom privileges
- B. Field trips (including Washington DC, Philadelphia, Stokes, Ellis Island) with arrangements made for detained students to work with another teacher during that period of time
- C. Attendance/Participation in athletic events
- D. Playground privileges
- E. Participation in other school activities
- F. Use of a locker (Knollwood)

Teacher-Assigned Detention

Detentions may be assigned at the teacher's discretion when students make poor decisions regarding their behavior, language, prompt arrival to class, etc. Before a detention of greater than ten minutes is served, the teacher will communicate with the parent/guardian to advise the date, departure time, and reason for the detention.

Administrative Detention

Administrative detentions may be assigned at the principal's discretion when a student's misbehavior persists despite previous interventions by others. In addition, administrative detentions may be assigned for more severe offenses. At Knollwood, administrative detentions are held during the lunch hour and/or before or after school for one hour. At Sickles, detentions are scheduled on an as needed basis when appropriate. Parents/guardians will be advised of the date, departure time, and reason for the detention.

Parent/Guardian Conferences

A conference involving the parents/guardians, the principal, school counselor, and teachers may be required when other interventions fail to correct a student's behavior.

Suspension and Expulsion

Suspension from school means the temporary denial of a student's right to attend school. In most cases, a student may be suspended for good cause after an informal hearing involving the student, parents/guardians, and principal. Students can be given in-school suspension or out-of-school suspension. In-school suspension will take place in a location

assigned by the principal under the supervision of an appropriately certified staff member. Students who are on out-of-school suspension will remain at home for the duration of the suspension.

Expulsion from school means the permanent denial of a student's right to attend school. A student may be expelled for good cause after official notification by the school and a due process hearing. The student has specific rights under case law and New Jersey Statute. The Board of Education's decision to suspend may be appealed to the Commissioner of Education.

“Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following” (N.J.S.A. 18A:37-2):

- Continued and willful disobedience
- Open defiance of the authority of any teacher or person having authority over a student
- Habitual use of profanity
- Conduct which constitutes a continuing danger to the physical well-being of other pupils
- Physical assault upon another pupil may be cause for suspension
- Harassment, intimidation, bullying
- Taking, or attempting to take, personal property or money from another person
- Willfully causing, or attempting to cause, substantial damage to school property
- Possession or consumption of alcoholic beverages or controlled dangerous substances on school premises
- Being under the influence of intoxicating liquor or controlled dangerous substances while on school premises
- N.J.S.A. 18A:37-2.1 and N.J.S.A. 2C:12-1 demands immediate suspension of any student responsible for an assault against a staff member or board member

Court Action/New Jersey Law

Parents/guardians and students should recognize that this handbook is in part an overview of the Fair Haven Board of Education policies and the procedures established by the school district. However, students are required by law “to comply with the rules...and submit to the authority of the teachers and others in authority over them” (N.J.S.A.:37-1).

Therefore, certain rules contained in this handbook are also punishable under New Jersey State Law. In fact, in some circumstances, the school administration is required by law to report offenses to the police. Once an offense is reported to the police, or a complaint is signed by school personnel, the school will refer the student to the juvenile justice system seeking remedy.

In addition, a uniform State Memorandum of Agreement between the Fair Haven Public Schools and Law Enforcement Officials is also in place. This Memorandum of Agreement addresses areas such as controlled and dangerous substances, firearms, planned or threatened violence and other offenses

Disciplinary Issues and Consequences

While each infraction of the Fair Haven Student Code of Conduct will be reviewed on an individual basis, it is important that both students and their parents/legal guardians know the consequences for misbehavior. The following illustrate the disciplinary categories with specific consequences noted.

LEVEL 1:

Misbehavior at this level generally causes little or no disruption of the school or learning environment and causes no physical harm to other persons or property. Examples of this type of behavior are, but not limited to:

- late for class
- disrespectful to classmates
- failure to follow classroom/school rules, regulations, or procedures
- failure to follow lunchroom or playground rules
- misbehavior in the hallway
- misuse of school property
- chewing gum
- inappropriate attire
- eating in areas other than the lunchroom at lunch time
- carrying or using unauthorized electronic devices

Consequences: Parents may be contacted via student incident report or phone call. A parent-teacher conference may also be arranged. A teacher detention may be assigned or other disciplinary action may be taken as deemed appropriate by the administration. **Temporary loss of privilege may also be invoked by the administration i.e, a class trip - including Washington DC, Philadelphia, Stokes, and Ellis Island/Statue of Liberty, assembly, field day or any other grade level privilege.**

LEVEL 2:

Misbehavior at this level generally causes a disruption of the school environment, infringes upon the rights of others, or could pose physical harm to oneself or others. Examples of this type of behavior are, but not limited to:

- repetition of Level 1 offenses
- using foul/profane language (not directed at an individual)
- insubordination (deliberately defying school authority)
- disrespect toward a substitute or an aide
- pushing/shoving
- throwing objects (including snowballs) without harm or injury to others
- name calling

- intimidation
- damage/defacement of school or students' property (minor)
- unsportsmanlike behavior
- cheating / plagiarism - [Policy #5701](#)

Consequences: Parents may be contacted via student incident report, detention assignment slip, or phone call. A conference with all parties may be held. Multiple days of detention may be issued by the administration. **Temporary loss of privileges may also be invoked by the administration i.e, a class trip - including Washington DC, Philadelphia, Stokes, Ellis Island, assembly, field day or any other grade level privilege.** In cases of cheating, a student may receive a failing grade for the assignment.

LEVEL 3:

Misbehavior at this level generally causes a substantial disruption of the school environment, some physical harm or threat of serious physical harm to people or property, and a serious infringement on the rights of others. Examples of this type of behavior are, but not limited to:

- repetition of Level 2 offenses
- fighting or assault that results in minor injury
- smoking or possession of tobacco products and e-cigs
- stealing
- leaving school grounds or a school activity without authority / truancy
- foul or profane language directed at an individual
- harassment of pupils in regard to racial, gender, religious, ethnic, physical, and mental differences; sexual harassment
- substantial damage or defacement of school property
- causing disruption of a standardized test
- selling of any item in school

Consequences: Parents will be notified and a conference may be held. Multiple days of detention may be assigned and privileges may be suspended or revoked. The administration may consider office restrictions and suspensions (in-school or out-of-school). The pupil may be removed from the school premises until the issue is resolved. Referral to the proper authorities will take place as required. Parents may be required to pay for expenses incurred by the student. **Temporary loss of privileges may also be invoked by the administration i.e, a class trip - including Washington DC, Philadelphia, and Stokes, assembly, field day or any other grade level privilege.**

LEVEL 4:

Misbehavior at this level generally causes a substantial disruption of the school environment, a willful, significant injury to persons or property, or a serious infringement upon the rights of others. Examples of this type of behavior are, but not limited to:

- repetition of Level 3 offenses

- fighting/assault (causes harm/intends to cause harm)
- vandalism
- stealing (major theft)
- possession or use of drugs or alcohol and/or paraphernalia
- foul or profane language directed at an adult
- possession and/or use of weapons or weapon-like objects
- possession and/or use of fireworks/or other explosive items
- assault on a member of the staff
- false fire alarms

Consequences: Parents will be notified and a conference will be held. The administration may consider office restrictions, loss of privileges, suspensions (in-school or out-of-school), or expulsion. The pupil may be removed from the school premises until the issue is resolved. Referral to the proper authorities will take place as required. Parents may be required to pay for expenses incurred by the student. **Temporary loss of privileges may also be invoked by the administration i.e, a class trip - including Washington DC, Philadelphia, and Stokes, assembly, field day or any other grade level privilege.**

School Procedures and Services

Affirmative Action Policy ([Fair Haven Board Policy #2260](#))

504 Officer

Policies of the Board and procedures in the District shall ensure equal educational opportunity for all students. This shall be accomplished through an affirmative action program which shall be integral to every aspect of educational policies and programs. Discrimination on the basis of race, color, creed, religion, sex, affectional or sexual orientation, national origin, ancestry, social or economic condition, or disability is prohibited in the educational programs and activities not limited to, but including, course offerings, athletic programs, guidance and counseling, tests and procedures.

Any student who feels discriminated against should utilize the procedure for “Voicing Concerns” in this guide or report such alleged discrimination to the Affirmative Action Officer, Mr. David Croken, Knollwood School, 224 Hance Road, Fair Haven, NJ 07704 732-747-0320. Ms. Kelly Umbach is the school district's 504 Officer as required under the Americans with Disabilities Act. Ms. Umbach may be contacted at the same telephone number.

After School Care Program

The Fair Haven Board of Education provides a Before and After School Care Program through a contract with the YMCA at Sickles and Knollwood Schools if there is sufficient enrollment. For more information please contact the YMCA at (732) 566-9266. [Registration forms for the YMCA Before and Aftercare programs are available on our district website.](#)

Management of Food in the Schools

IMPORTANT FOOD SAFETY INFORMATION

Please note the following important changes to the Regulation associated with Board policy 5331-The Management of Life Threatening Allergies in Schools:

- a. The district prohibits the use of food to be used and distributed when celebrating individual student birthdays or other individual recognitions in all grades.
 - b. Requests for classwide, grade level, & building wide celebrations and/or activities that wish to include food shall only be accepted for consideration if submitted by one of the following entities: District staff members, Board approved parent organizations (PTA, Ed Foundation, Footlights, or Booster Club), or Student Council under the guidance of the District Staff Student Council Advisor
 - c. District administration will set a calendar of the classwide, grade level, & building wide celebration events approved to include food by October 1st of each school year, reserving the right to approve additional requests by district staff members or said parent organizations if an extenuating circumstance exists.
- [Click Here for the Board Policy for Management of Life-Threatening Allergies in Schools](#)
 - [Click Here for Board Policy Regulation for Management of Life-Threatening Allergies in Schools](#)

Food sent in with a child for lunch or snack should never be shared with another child. We are working hard to facilitate a safe and nurturing environment for all of our students and the sharing of food is detrimental to that mission.

Birthday Celebrations

The district does not permit the use or distribution of food for individual student birthdays or celebrations. Please communicate with your child's teacher if you would like to discuss options for recognizing your child on his or her birthday in a manner that does not involve food.

Child Abuse, Sexual Abuse and Child Neglect

The law states that any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report this information

immediately to the Division of Child Protection and Permanency (formerly DYFS). Board policy also requires teachers to simultaneously report suspicions to the principal. ([Fair Haven Policy #8462](#)) To report suspected abuse or neglect call the DCP&P hotline, 1-877-652-2873. Any person who knowingly fails to report suspected abuse or neglect pursuant to the law or to comply with the provisions of the law is subject to fine and/or imprisonment.

In addition, Board policy requires that district employees “fully cooperate with the DCP&P in the investigation of child abuse and/or neglect cases.” This cooperation includes reporting suspected abuse, releasing pertinent records, and permitting DCP&P to physically view the child, interview the child in the presence of a school official, and interview school personnel who may have relevant information. State regulation allows all of the above activities to be conducted without the knowledge and/or consent of the parent or guardian. However, school officials shall maintain strict confidentiality throughout the investigative process.

Child Find

If your child is experiencing physical, sensory, emotional, communication, cognitive or social difficulties, the services of the Child Study Team are available to students ages three through five and six through fourteen years. This service is available to all families including homeless and migrant families. Please contact the Fair Haven Child Study Team at 732-747-0381.

Child Study Team (CST)

The Special Education department is responsible for the educational programs of all identified and classified disabled children in the district, as well as evaluating children who are believed to be in need of special education programs. The child study team makes recommendations for placement and services. If you should have any questions, please contact Ms. Kelly Umbach, Director of Student & Special Services at 732-747-0381.

Critical Incident Response Team (CIRT)

The CIRT is composed of members of the administration and staff of the Fair Haven Schools and the Fair Haven Police Department. The purpose of the CIRT is to plan and respond to serious incidents and emergencies that affect our school community. The CIRT meets annually to update the district’s Critical Incident Response Plan as well as when needed to respond to an emergency situation.

Custody

In the event that there are legal issues surrounding custody of students, official legal documents must be presented to the school principal.

Email

You can contact all staff in the Fair Haven Public Schools via email at *lastnameinitial@fairhaven.edu*. (i.e., smitht@fairhaven.edu)

Emergency School Closing

The Fair Haven School District uses the School Messenger Communicate instant alert system to notify parents rapidly and efficiently in the case of an emergency situation. These communications may come in the way of phone blast, email, SMS text, or a combination of these methods depending on the situation. **In September, you will receive detailed instructions on how to sign up or update your information in our instant alert system. If you were already in the district last year, your information remains in the system and there is no need to sign up again.**

In the event that storm conditions intensify following the opening of school, a decision to close school early will be made as early as possible. The School Messenger Communicate instant alert system will be used to notify parents of any early dismissal. Unless weather conditions do not permit, dismissal will take place at the close of a four hour school day. Please discuss with your child where he/she should go in the event of an emergency dismissal. It is important that your child be familiar with this plan since it is often difficult to reach parents during severe weather. Procedures for school closing, early dismissal, emergency, or delayed dismissal can also be found in “The Fair Haven PTA Directory and Handbook.”

In addition, school closings will be announced on our district website.

Please see the District Arrival/Dismissal Schedule for more detailed information.

Evacuation Procedures/Lockdown

When the evacuation bell is sounded, students **and all visitors** are required to obey the following rules:

- ◆ Leave the building through the nearest exit as indicated on the classroom evacuation chart
- ◆ Walk rapidly, but do not run
- ◆ No talking is permitted
- ◆ Listen for and follow directions

From time to time procedures for lockdowns will be practiced by the students so they know what to expect if we need to implement a lockdown in an emergency. These practices will be age appropriate and will be announced so student anxiety is not heightened.

Extended Evacuation Procedures

In the event that an emergency causes either of the schools to have to relocate the student population, the following will be required for the school to release your child:

- Parents will be required to show a Photo ID when they sign out their child, if we ever do need to evacuate.
- Parents cannot sign out other students, unless that parent is identified as an Emergency Contact in PowerSchool.
- Students can ONLY be signed out by a parent or by those listed as an Emergency Contact.

Extra-Curricular Activities

There are many anticipated extra curricular activities anticipated for this school year. Students will be made aware of the purpose and grade appropriateness of each activity during the school year. Offerings will be available on our website as they develop.

Fair Haven Education Foundation

The Fair Haven Education Foundation, Inc. is a non-profit organization consisting of community volunteers who are committed to the mission of supporting our school district through fundraising and expertise in the area of technology. The Foundation's goals are achieved through a combination of local volunteer efforts, grants from government agencies and local foundations, corporate donations and financial support from members of the community.

Field Trips



Field trips are scheduled at the discretion of the principal and organizing teachers. In order for students to participate, the school must receive a permission slip signed by the parent/guardian. Students also should be reminded that field trips are a privilege that may be denied for consistent poor decision-making and failure to demonstrate appropriate self-control. Please see “Expectations of Behavior” for examples.

Flag Salute

Each morning the teacher will lead the class in the recitation of the pledge of allegiance to the flag of the United States of America. All students are required by state law to show full respect to the flag while the pledge is being given; however, students with conscientious scruples against the ceremony may respectfully abstain from participating in the pledge (N.J.S.A. 18A:36-3; Lipp v. Morris).

Hazardous Substances

Notice of any construction or other activities involving the use of any hazardous substances will be posted near the main office of each school building. Hazardous substances may be stored at the school buildings.

Health Services/Physicals

The school nurse provides vision, hearing, and scoliosis screenings to students in accordance with an approved schedule of administration. The State Department of Education and the Fair Haven Board of Education recommends that students in grades 2, 5 and 8 have a routine physical examination conducted by their private health care provider and the medical report submitted to the health office. If a student does not have a private health care provider (personal physician), the school physician, Dr. Jaime Connors, will conduct a physical at the parent/guardian's request. Sports physicals are conducted one day only in August by the school physician for students wishing to participate in sports who do not have a personal physician to conduct the physical. Parents/guardians may choose to be present during any examination; however, the school nurse will be present during all examinations in lieu of a parent/guardian (N.J.S.A. 18A:40-5). If parents/guardians prefer, their doctor may conduct the physical and submit a copy of the medical report to the nurse.

In the event that a student is diagnosed with a contagious disease, he/she is not permitted to return to school until the doctor certifies in writing that the child is free of the disease. A copy of the certificate must be presented to the nurse.

Any student with crutches, casts, splints and/or slings must stay inside at recess unless the health care provider indicates they can go outside and/or participate in recess. If permitted to go outside, the health care provider must provide any activity restrictions. Students who cannot go outside for recess can go to the library or participate in other indoor lunch activities. Also, a physician's note is required in order to allow students to use crutches in school.

Home Instruction

The Board of Education shall provide out-of-school instruction for the continuous education of pupils unable to attend regular classes because of illness, disability, or administrative action. The following conditions shall apply:

- The period of absence must be expected to exceed two weeks except in special circumstances. A parent/guardian or designated adult authority must be present during the period of instruction. In cases of illness or disability, medical certification is required to verify the necessity for the pupil's absence and his/her fitness to benefit from the instruction.
- The parent/guardian should submit to the principal the doctor's certification of the need for home instruction and later a doctor's certification of readiness to return to school.
- Home instruction may not exceed two hours per day.

Homework

Below please find general guidelines for homework. **Students are to read daily.**

Kindergarten:	Parents are encouraged to read with their child daily.
Grade 1:	15-30 minutes - Reading to or with your child as well
Grade 2:	15-45 minutes -
Grade 3:	30-60 minutes -
Grade 4/5:	60-80 minutes on average
Grades 6/7/8:	Approximately 60-120 minutes

Injury/Illness During School Hours



In the event a student is injured or taken ill during the school day, the nurse will contact the parent/guardian or the emergency contact listed on the child's "Student Information Card" and request that the child be taken home. Parents/guardians should select a contact person in close proximity to the school. The parent/guardian should report to the office to sign out the child.

In the event that a parent/guardian cannot be reached in an emergency situation, school personnel are authorized to take appropriate action for the safety of the child, including the signing of hospital consent for admission and emergency operative procedures. Riverview Medical Center, Red Bank, has been designated as the servicing hospital for the school district. The school and/or hospital will continue attempts to reach the parent/guardian until they are successful. **It is essential that parents/guardians keep the school informed of changes of address and home, cell and business phone numbers, email addresses and changes of employer.**

Integrated Pest Management Plan

The Fair Haven Board of Education has adopted an Integrated Pest Management Policy and has implemented a Plan to comply with the IPM Act. IPM is a holistic approach to managing pests.

The IPM Coordinator for the Fair Haven Schools is Bob Romano, office number 732-747-0324. The IPM Coordinator maintains the pesticide product label and the Material Safety Data Sheet of each pesticide product that is used on school property. As part of a school pest management plan, the Fair Haven Schools may need to use pesticides to control pests. The United States EPA and the New Jersey DEP register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Parents, guardians and staff will receive prior notification of pesticide

applications made in their specific classroom or common area at least 72 hours prior to the application. If a chemical must be applied to control an emergency pest problem notice will be provided as soon as possible.

Internet/Computer Use ([Fair Haven Board Policy #2361](#))

As stated in Board policy, the use of computers, email and the internet must be in support of education and consistent with educational objectives of the Fair Haven Board of Education. Any unauthorized access or inappropriate use of the internet or network, vandalism to hardware, software or attempt to harm or destroy data of another user as detailed in policy, is in violation of school policy and may result in student discipline.

Please review the policy link with your child(ren).

Fair Haven Tiered Systems of Support (FHTSS) Committee - Formerly known as Intervention and Referral Services (I&RS)

Both Sickles and Knollwood Schools have the Fair Haven Tiered System of Supports accessed by our building based FHTSS committees, which are comprised of teachers, administrators, and student support staff personnel such as guidance counselors, Academic Interventionists, and Child Study Team members. The function of the FHTSS committee is to help teachers develop strategies and interventions within a tiered model when a child is experiencing academic, social, emotional, attendance and/or health related difficulties in school. Teachers will consult with appropriate members of the team and parents prior to requesting an FHTSS meeting. Once a meeting occurs, parents and teachers are provided with an action plan to be implemented. Follow-up meetings may also be scheduled to determine the effectiveness of the interventions. FHTSS committees provide a vital role in our schools and help to create a more successful school experience for students.

Lost and Found

Students losing or finding personal items should report to the office. Clothing, lunch boxes, etc. are kept in a designated location in each school. Items with greater value such as books, jewelry, and eyeglasses are kept in the office. Students are encouraged to leave personal belongings that would be difficult or expensive to replace at home. The school is not responsible for the security of personal belongings. **At the end of each marking period, items that have not been picked up are donated to a local charity.**

Medicine Administration ([Fair Haven Board Policy #5330](#))

The administration of prescribed medication to a pupil during school hours shall be permitted only when failure to take such medicine would jeopardize the health of the pupil or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours.

The parent/guardian is responsible for completing the following before the school nurse will administer any prescribed medications:

1. A written note from parent/guardian requesting the nurse to administer a medication must be submitted to the nurse.
2. A written order from the prescribing physician must be submitted to the nurse. The order must include the following information:
 - The purpose of the medication
 - The dosage
 - The time at which or the special circumstances under which medication shall be administered
 - The frequency and duration for which medication is prescribed
 - The possible side effects of the medication
3. The medication must be brought to the nurse in the original container.
4. All medications must be transported to and from school by a parent/guardian. Students are not permitted to possess prescribed or over-the-counter medications. However, under certain conditions, Board policy permits the self administration of medication for asthma or other potentially life threatening illnesses by pupils. Please contact the school nurse for further information and related procedures.

Parent-Teacher Association

The Parent-Teacher Association is a cooperative system of parents, teachers, and school staff which provides both services and funds to our schools. Those with questions, ideas, or who are seeking to become more involved should consult the appropriate contact person listed on the [Fair Haven PTA website](#).

Parent/Teacher Conferences

Scheduled parent/teacher conferences are held each year and time slots are offered in the afternoon and evenings. Additional time slots may be added during the school day for middle school students. **Conferences will be held November 21st & 22nd.** A notice will be sent home advising of the dates and the procedure to be used to sign for conferences. However, parents/guardians are encouraged to contact their child's teachers whenever they feel the need exists.

Private Tutoring

From time to time, at the request of parents, teachers provide tutoring for a fee. Please note that teachers cannot tutor students for a fee on school grounds. In addition, **teachers and other staff shall not tutor, for a fee, students currently enrolled in their classes** or who they may have to evaluate and support during the school year.

Promotion/Retention ([Fair Haven Board Policy #5410](#))

Promotion

The Fair Haven Board of Education recognizes that personal, social, physical and educational growth of children will vary and they should be placed in the educational setting most appropriate to their needs at the various stages of growth.

Retention

Grades Kindergarten through Five

Retention shall be considered for any non-classified pupil in grades kindergarten through five when:

- The student is not achieving minimum proficiency levels in basic communication and computation skills.
- The student is achieving well below ability and/or grade level.
- It would not cause undue social and emotional problems for the pupil.

A request to retain shall receive consideration if an appropriate referral is completed and submitted to the building principal no later than February 1st. Parents and/or staff members may file requests.

Grades Six Through Eight

Retention shall be mandated for any non-classified pupil in grades six through eight who fails two or more full-year subjects unless such action would be contrary to applicable retention guidelines.

Pupil Records (N.J.A.C. 6:3-6.1 through 6.6)

The State of New Jersey requires each district to maintain records which “contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record.” Records mandated by the state include the following:

- Personal data (pupil name, address, date of birth, etc.)
- Record of Daily Attendance
- Descriptions of pupil progress
- Discipline records
- History and status of physical health
- Records regarding the education of educationally handicapped pupils

These records are held confidential and are secured when not in use. Parents/guardians wishing to review their child’s record should make an appointment with the principal or school counselor. We are required to provide supervised access within 10 days of the request. Parents may add educationally relevant information upon request. At the principal’s discretion, he may disclose information to appropriate persons to protect the health or safety of the pupil or other persons. This notice satisfies N.J.A.C. 6:3-6.2d requiring annual written notification of your rights in regard to pupil records.

Report Cards

Report cards will be issued to students four times a year for grades K-8. Parents are urged to contact the teacher or the school counselor whenever they have questions or concerns. Report cards will be posted to the Parent Portal on PowerSchool at 3:30pm on or about the following dates:

School Year: September 5, 2023 - June 14, 2024

- 1st Marking Period - September 5, 2023 - November 8, 2023 - **45 days**
- 2nd Marking Period - November 9, 2023 - January 25, 2024 - **45 days**
- 3rd Marking Period - January 26, 2024 - April 9, 2024 - **45 days**
- 4th Marking Period - April 10, 2024 - June 14, 2024 - **47 days**

Report Cards Finalized:

- MP1- Grades finalized for parents - 11/17/23 - **3:30pm**
- MP2 - Grades finalized for parents - 2/1/24 - **3:30pm**
- MP3 - Grades finalized for parents - 4/16/24 - **3:30pm**
- MP4- Grades finalized for parents - 6/14/24 - **3:30pm**

School Counseling Services

The school counselor, school psychologist, and school social worker provide counseling services to individuals and conduct various types of groups. They also consult regularly with staff members concerning the overall welfare of children. If there is any change in a student's life outside of school that a parent/guardian feels might affect a student's well-being and/or academic progress in school, it is recommended that the teacher and principal be made aware of these special circumstances.

Sexual Harassment Policy

Sexual harassment is defined by the New Jersey Coalition for Battered Women as, "Any unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Examples which may constitute sexual harassment are as follows:

- Jokes, photos, gestures, noises, and/or comments relating to sex and sexual activity which are unwelcomed and cause uncomfortable feelings
- Sexual advances either verbal and physical (touching, grabbing, cornering, etc.) that are unwelcomed and cause an uncomfortable feeling
- The use of intimidation to demand sexual attention (e.g. reduction in popularity, deprivation of rewards, etc.).

Any student who believes he/she is a victim of sexual harassment should report the problem to the principal, school counselor, or any other staff member. See [Policy 5751](#) for more detailed information.

Student Information Sheet/Updates

Annually parents are required to complete a Student Information Sheet and a Medical History Form for each child attending school. The information provided is confidential and will be used by the professional staff to safeguard the health and well-being of your child.

In the event of an illness, injury, or other emergency situation, accurate and detailed information is critical. It is essential that parents/guardians keep the school informed of changes in medical conditions, address and home phone number, and employer and business phone number.

Textbooks

Textbooks will be issued to students at the teacher's discretion. Students will be expected to cover and care for the textbook and parents/guardians will be held responsible for the loss or excessive wear/damage of their child's book. The following guide is used to determine a book's value:

- A book is assumed to last five years. Each year of use reduces the value of the book by 20% of its purchase price.
- The minimum fine, regardless of the age of the book, is 20% of its purchase price.

Visitors and Volunteers

In an effort to ensure a safe environment for our children, all visitors and volunteers are required to sign in and out of the building indicating their name, date, time, and destination/purpose. To make our students feel safe, volunteers and visitors will be given a badge to be worn and displayed clearly while in the building. The purpose of the badge is to identify you as a safe stranger to the children and teachers.

Voicing Concerns, Questions, and Suggestions

Students or parents/guardians with questions or concerns regarding grading policies, teacher's actions, or curriculum should first consult with the teacher. Please call the office during school hours to speak with the teacher. Then, if questions or concerns remain, please reference our **District Chain of Command** to ensure your questions and concerns are handled as efficiently and effectively as possible.

Web Site

- Please visit our district website at www.fairhaven.edu
- Sign up for district email notifications so that you keep connected to what is happening in our schools (follow the prompts on district website)
- The link to the monthly lunch/newsletter is posted on the website

- Curriculum information, links to educational sites, and many additional resources are found on the website

SICKLES SCHOOL

Drop-off

Safety First - Help to keep our children safe by following the procedures below.

Rolling Drop Off - Children should get school materials ready at home so that they can exit the car without delay. ***Do not*** stop your car in the center of Willow Street. Parents should remain in the car. Parents may pull into the yellow loading zone for rolling drop-off each morning. Please use directionals as you approach and exit the drop off line. To keep the traffic flow moving, please have your children exit the car on the curb side and then slowly pull away from the curb. If a longer good-bye is needed, please park in a designated spot. ***Children should only exit the car on the passenger's side.***

Park Only in Designated Spots - If you need to come into the building for a specific reason (volunteer, special project, etc.) park in the designated parking spaces. **Please do not park in the yellow loading zone for any reason during the school day)**

Pick-up

Park and Pick Up - If parking to pick up, please park your vehicle in a designated parking space and walk along Willow Street to your children's pick up area. Please do not double park anywhere on Willow Street. There will be no pick-up parking in the yellow loading zone in front of Sickles School (*The yellow loading zone may be used for rolling drop off during arrival*).

Unattended Vehicles - Do not leave unattended vehicles running. If you choose to park your car and meet your child, first be sure the car engine is turned off. If you have a sleeping baby in the car please find another adult who can stay with the car while you locate your child.

Bike Safety

Please remind children to walk (not ride) their bikes on the sidewalk of Fair Haven Road and Willow Street so as not to interfere with students who are walking home. It is a parent's decision whether or not their child should ride a bike to school. All bike riders must wear helmets. Students are to **walk** their bicycle through the Knollwood parking lot including the sidewalk.

No Dogs on School Grounds

Please do not bring your dogs on school property. This is for the safety and well-being of our students.

Daily Lunch/Recess Schedules

Kindergarten		First Grade		Second Grade		Third Grade	
11:15 - 11:35	Lunch	11:15 - 11:40	Recess	12:10- 12:30	Lunch	12:10 - 12:35	Recess
11:35 - 12:00	Recess	11:40 - 12:00	Lunch	12:30 - 12:55	Recess	12:35- 12:55	Lunch

K-3rd Grade Standards Key

Our state standards are written as end of year goals. It is important for us to report student progress in the same way.

3	Meeting: Consistently meets the standard
2+	Approaching: Significantly progressing towards the standard (meeting all related benchmarks)
2	Developing: Progressing towards the standard
1	Below: Not exhibiting progress towards the standard
E	Exemplary: Consistently exceeds the standard
NE	No Evidence: Work insufficient for evaluation
DG	See comments for differentiated goals
M	Medical
X	Not evaluated at this time

KNOLLWOOD SCHOOL

Dances

Only sixth, seventh, and eighth grade Knollwood students who were present for a full day of school, or a total of 4 hours, on the day of the dance may attend. Students attending dances must stay the entire time. **Guests of students are not allowed to attend dances.**

Students also should be reminded that dances are a privilege that may be denied for consistent poor decision-making and failure to demonstrate appropriate self-control.

Extracurricular Eligibility Standards

Knollwood students are encouraged to participate in extracurricular activities. However, eligibility to participate may be denied for low grades, consistent poor decision-making, failure to demonstrate appropriate self-control in school, poor school attendance, and failure to follow school rules established by the activity leader. Students must be in attendance at school in order to participate in after-school extracurricular activities.

Grading

Grading for the 2023-2024 will take place in accordance with our normal grading procedures. Please review the scale and legend below:

Grading Scale - 6th - 8th Grades

A+	100-97
A	96-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77

C	76-73
C-	72-70
D	69-60
F	59 and below

4th and 5th Grade Standards Key

3	Meeting: Consistently meets the standard
2+	Approaching: Significantly progressing towards the standard (meeting all related benchmarks)
2	Developing: Progressing towards the standard
1	Below: Not exhibiting progress towards the standard
E	Exemplary: Consistently exceeds the standard
NE	No Evidence: Work insufficient for evaluation
DG	See comments for differentiated goals
M	Medical
X	Not evaluated at this time

***Any student receiving an “I” (Incomplete) as a report card grade will have two weeks from the date the report cards are issued to complete any work in order to receive a final grade for the marking period.**

Lockers

Students will not be permitted to go to their lockers during classes without a teacher-signed hall pass.

Please be advised that “School lockers remain the property of the district even when used by pupils. Lockers are subject to search by the building principal if such an action is deemed necessary to respond to serious concerns about safety, sanitation or violation of school regulations.” This notice satisfies N.J.S.A. 18A:36-19.2 requiring written notification of locker inspection.

Physical Education Attire

All students are expected to wear or be prepared to change into appropriate athletic attire to physical education classes. Sneakers must tie; no slip-ons are permitted. Repeated unpreparedness may result in lower grades.

Sports

We are utilizing the convenience of online registration through FamilyID:

<https://www.familyid.com/knollwood-school-athletics/knollwood-athletics-2023-2024>

FamilyID is a secure registration platform that provides you with an easy, user-friendly way to register for our programs, including, but not limited to sports participation; and helps us to be more administratively efficient and environmentally responsible. When you register through FamilyID, the system keeps track of your information in your FamilyID profile. You enter your information only once for each family member for multiple uses and multiple programs.

FORMS REQUIRED FOR ATHLETIC PARTICIPATION:

(Pursuant to N.J.A.C. 6A:16 Programs to Support Student Development)

SPORTS PHYSICAL EXAMINATION-Must be documented on “**Athletic Pre-Participation Physical Examination Form (Part B)**”. No other forms, statements from physicians etc., are acceptable according to state guidelines. Physical examinations are valid for 1 calendar year from the date of the exam. Please make sure the form is complete. If any area is left blank the form must be returned to be completed and students may risk missing the deadline for try-outs.

HEALTH HISTORY QUESTIONNAIRE-“Pre-Participation Physical Evaluation Form” (Part A) To be completed by parent or guardian. If there are any unanswered questions, forms must be returned to be completed and students may risk missing the deadline for try-outs. Subsequently a 60-Day Health History Update Form must be completed for each new sport or season as long as the physical exam has not expired.

EXTRA-CURRICULAR SPORTS ACTIVITY PERMISSION FORM: To be filled out and signed by parent or guardian and student. A separate permission form is needed for each sport.

Dr. Jaime Connors (the school physician) will review all athletic (physical & permission) forms as required by the state guidelines (as noted on the reverse side of physical form). She will make final approval for participation each season based on medical information provided. If you have any questions please call the school nurse at 732-747-2257.

ALL FORMS: PHYSICAL EXAMINATION, QUESTIONNAIRE AND PERMISSION FORMS MUST BE TURNED IN TO THE HEALTH OFFICE. ALL ATHLETIC INFORMATION IS FOUND ON THE FAIRHAVEN.EDU WEBSITE UNDER ATHLETICS.

If you have any questions regarding the medical forms, please reference one of the support phone numbers below.

FamilyID Link

<https://www.familyid.com/knollwood-school-athletics/knollwood-athletics-2023-2024>

FamilyID Support

support@familyid.com or 888-800-5583 x1

Mrs. Courtney Kemler, RN

732-747-2257

kemlerc@fairhaven.edu

Knollwood's Main Office

732-747-0320

Telephone

Students are discouraged from using office telephones except to call home to notify their family that they will be staying after school for extra help or a detention. Students are given one opportunity to call home for any forgotten item. **Students may not use cell phones during school hours.**

Traffic Around Knollwood School

For the safety of all the students, please drop off and pick up your children at the following locations listed in the order of preference:

- ◆ Sportsman's Field parking area across from the school. This location is a rolling drop-off. Please pull to the top of the circle to let out your child/children. Turn right when exiting the parking lot.
- ◆ Jackson Street
- ◆ Poplar Avenue
- ◆ Hance Road—Northbound only: As the road widens, directly across the driveway from Knollwood School. Be sure students exit the car on the curbside. Students SHOULD NOT be dropped off at any other location on Hance Road.
- ◆ Parents should refrain from dropping off students on Dartmouth Avenue. Cars making k-turns on Dartmouth Avenue create a danger for all concerned.

Please note that the Knollwood School parking lot is closed to all drop off and pick up traffic unless it is inclement weather, a student has difficulty walking due to medical

issues or a student needs assistance bringing a special project into the building. On inclement weather days, cars are able to enter the Knollwood parking lot but must exit the Knollwood lot via Dartmouth Avenue. **Unless one of the above criteria is met, parents are not to drop off or pick up students in the Knollwood parking lot. Your cooperation is vital for the safety of our students.**

Traffic Around Sickles School for Knollwood Students

Knollwood students riding bikes at dismissal need to walk their bikes on Willow Street in front of Sickles. There is a lot of traffic at this time due to the later dismissal time of Sickles School and the walking of bikes in this area is paramount to student safety.

IMPORTANT POLICIES REQUIRED FOR REVIEW:

[Policy 2260 AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES](#)

[Policy 2361 TECHNOLOGY & ACCEPTABLE USE OF THE INTERNET](#)

[Policy 5512 HARASSMENT, INTIMIDATION, AND BULLYING](#)

[Policy 5512.02 CYBER-BULLYING](#)

[Policy 5530 SUBSTANCE ABUSE](#)

[Policy 5533 PUPIL SMOKING](#)

Please feel free to also familiarize yourself with all other Fair Haven Board of Education Policies by visiting our searchable policy database linked here:

[Fair Haven Searchable Policy Database](#)

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Fair Haven Public Schools

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