

# FLOCKTOWN-KOSSMANN ELEMENTARY SCHOOL

## Grades 3-5 Student Handbook

### Welcome

Welcome to the Flocktown-Kossmann Elementary School. It is our goal that the time you spend here will be both an exciting and challenging learning experience. You will find the teachers and staff interested in your development as a good student and a well-rounded person. You will also find the information that follows very helpful to you as you participate in the routines and activities of the school day.

### School Day

The school day for students begins at 7:45 AM and ends at 2:05 PM. Students should **not arrive earlier than 7:40 AM nor later than 7:55 AM.**

### Attendance

Regular attendance is essential for good school work. If you will be absent from school for any reason, please have your parent contact the following number: **(908) 852-1376 for grades 3-5 and (908) 850-1010 for grades K-2.** State your name, grade, teacher, and the reason for your absence.

### Tardiness

When a student is **late for school**, he or she must **report directly to the office** to obtain a late pass. A note should be presented indicating the reason for the lateness. Excessive tardiness will be dealt with individually.

### Dress Code

We encourage all students to behave and dress in a way which is in good taste and in a style appropriate for school. All dress should be clean, safe, modest, and in general, should not be distracting to others. The following items are not permitted: clothing with inappropriate pictures or slogans, hats, sunglasses, and bare feet.

For those special functions, such as field day, field trips, parties, etc., students are to conform to the type of dress deemed appropriate for the event.

### Visits to Nurse

If it is necessary for a student to see the school nurse, he/she must receive permission from their classroom teacher. Students must report directly to the Health Office. If told to report back to class, they must do so immediately.

## Accidents

Every accident in the school building, on the school grounds, or at any school event must be reported immediately to the person in charge and to the school office.

## Homework

Home study is a necessary part of each pupil's educational program. Each student is expected to spend some time doing homework in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. A more detailed homework procedure will be explained to you by your individual teacher.

## Report Cards

Report cards are issued four times during the school year. They will indicate student progress/grades in all subject areas during each marking period. Parent conferences with individual teachers may be scheduled by contacting the teacher or the office.

## Assemblies

Assemblies for various purposes will be held during the school year. Assemblies are for enjoyment and education. Students must conduct themselves in a responsible manner and give courteous attention to the program. Students are to enter in a quiet and orderly manner, remaining with their class and teacher.

## Personal Property

Students are advised against bringing large sums of money or items of considerable value to school. **The school cannot assume responsibility for the loss or theft of personal property, including I-pods, tamagotchies, and personal DVD/CD players.** In addition, if used inappropriately, these items will be confiscated by teachers and placed in the Principal's office. They may be picked up by your parents.

## Fire Drills

To assure a quick and safe evacuation from the school building, fire drills will be conducted throughout the school year. All classroom teachers will have the directions posted at the front of their rooms. At the sound of an alarm, the following rules must be observed.

### Students will:

1. Walk quietly and quickly in an orderly fashion.
2. Once outside, remain with their class and teacher.
3. Wait for instructions from the teacher to return to the classroom.
4. If a fire drill occurs during dismissal, or other non-classroom times, exit at the closest door and report to the nearest staff member.

# GENERAL INFORMATION

## Emergency Closing

When it becomes necessary to close school because of inclement weather or other valid reasons, a notice will be **broadcast over the following radio stations, as well as posted on the district website:**

**WRNJ-1510 AM**  
**www.wtschools.org**

**NEW JERSEY - 101.5 FM**

The Flocktown-Kossmann PTA also operates an emergency closing phone chain. Your membership in the PTA will enroll you in this program.

## Bus Transportation

Student transportation is a privilege which may be suspended. All students shall act in a manner that will not jeopardize their safety and that of other students. They shall not distract the driver from his/her appointed duties.

The bus driver must be in complete control of the bus at all times; therefore, the following rules shall be strictly enforced:

1. Students will take a seat and remain seated while the bus is in motion.
2. Students will not throw any articles in or out of the bus.
3. Students will not disturb other students. This includes pushing, grabbing, slapping, etc.
4. Inappropriate language is not allowed.
5. Students are to remain seated until the bus comes to a full stop and must refrain from talking to the bus driver except in an emergency.
6. There shall be no eating, drinking or gum chewing on the bus.

Students that do not comply with these regulations will be subject to disciplinary action and possible suspension from school.

## School Lunch Program

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced lunch is offered at a reasonable price. Lunch prices are published at the start of each school year.

The lunch order is taken each morning by the teacher and placed on the special lunch order form. The lunch count is taken to the cafeteria by a student during the homeroom period. Students may bring their lunch and purchase milk, fruit, ice cream and a variety of snack foods from the cafeteria.

A menu is posted in all homerooms and sent home with each student at the start of each month.

The lunchroom management and your fellow students would appreciate your cooperation in:

1. Deposit all litter in the wastebaskets.
2. Return all trays to the dishwashing area.
3. Leave the table and the floor around the table in a clean condition for others.
4. No food may be taken from the cafeteria.

## TWO-HOUR DELAYED OPENING

**A.M. Kindergarten and Grades 1-5** children will be picked up two hours later than normal.

**P.M. Kindergarten** children pick-up will begin at 11:20 AM and classes will begin at 12:00 PM.

**A.M. Kindergarten** children will be dismissed at 12:00 PM.

**Dismissal for P.M. Kindergarten and Grades 1-5** will be at regular time.

## SCHEDULED EARLY DISMISSAL

On occasion, school will be closed early for parent conferences, curriculum workshops or other events. Parents are notified in advance of early closings. Bus runs on early dismissal days are as follows:

Grades 1-5	Dismissal from school at 12:30 PM
A.M. Kindergarten	7:45 AM TO 10:10 AM
P.M. Kindergarten pick-up	Begins at 9:35 AM
P.M. Kindergarten	Classes begin at 10:10 AM and dismiss at 12:30 PM

## IMPORTANT TELEPHONE NUMBERS

<b><u>ABSENTEE CALL IN</u></b>	852-1376 (Flocktown Students) 850-1010 (Kossmann Students)
<b><u>BOARD OF EDUCATION</u></b>	876-3616, 876-4172
<b><u>TRANSPORTATION</u></b>	876-5511, 876-5311
<b><u>FLOCKTOWN -KOSSMANN SCHOOL</u></b>	850-1010 – Grades K-2 852-1376 – Grades 3-5
<b><u>BENEDICT A. CUCINELLA</u></b>	850-3161 – Grades PreK-5
<b><u>OLD FARMERS ROAD SCHOOL</u></b>	876-3865 – Grades PreK-5
<b><u>LONG VALLEY MIDDLE</u></b>	876-3434 - Grades 6-8
<b><u>POLICE/FIRE AMBULANCE</u></b>	876-3232 - 911
<b><u>RECREATION DEPT.</u></b>	876-5941
<b><u>SCHOOL CLOSINGS</u></b>	WRNJ - 1510 AM NEW JERSEY - 101.5 FM <a href="http://www.wtschools.org">www.wtschools.org</a>

## **BELL SCHEDULE**

7:45 - STUDENTS ENTER BUILDING

7:45 - 8:00 HOMEROOM

8:00 - 8:30 PERIOD 1

8:30 - 9:00 PERIOD 2

9:00 - 9:30 PERIOD 3

9:30 - 10:00 PERIOD 4

10:00 - 10:30 PERIOD 5

10:30 - 11:00 PERIOD 6

11:00 - 11:30 PERIOD 7

11:30 - 12:00 PERIOD 8

12:00 - 12:30 PERIOD 9

12:30 - 1:00 PERIOD 10

1:00 - 1:30 PERIOD 11

1:30 - 2:00 PERIOD 12

2:05 DISMISSAL

## **LUNCH SCHEDULE**

11:00 - 11:30 1<sup>st</sup> LUNCH

11:30 - 12:00 2<sup>ND</sup> LUNCH

12:00 - 12:30 3<sup>rd</sup> LUNCH