**GODWIN SCHOOL HANDBOOK**

**2021-2022**

**School Attendance Procedures**

**Attendance** – *BOE* *Policy 5200*

**Regular attendance is essential to a student’s success in school.** A student is permitted 12 unexcused absences for any reason. However, absences may be excused for specific reasons, such as: illness with doctor’s note, death in the family, college visit, and religious holidays. Excused absences do not count towards the 12 absence allowance.

When a child is absent, the responsible adult **must call** **the school before 8:00am** at

(**201) 445-5350** then **Press #1**: leave his or her name, the child’s name, the child’s teacher’s name, and the reason for absence on the answering machine.

**\****Homework for Absences will be provided after the child’s second day of absence upon parental request. Please call the office in the* ***morning*** *or contact your child’s teacher via e-mail to request homework.*

**Tardiness**

Students are to arrive at school by 8:20am (first bell). A second bell (late bell) will ring at 8:23am. **All students arriving after the second bell are considered tardy and must be brought to the main office by a parent. You may only enter through the new main entrance located on the side of the school building.** Tardies will be documented. Late arrival disrupts class, causes a loss of instruction time for all, puts the late student at an instructional disadvantage, and reinforces unacceptable work habits.

**Persistent Absenteeism** *– N.J.A.C 6A:16-7.8(a) / BOE Policy 5200*

Persistent absenteeism and tardiness create a genuine hardship for a student and are regarded as a very serious issue by the school. Parents will be made aware of unexcused absenteeism concerns according to the following protocol:

1. *If your child accumulates 4 unexcused absences, a letter will be sent home alerting parents to the situation by the Principal.*
2. *If your child accumulates 8 unexcused absences, a second letter will be sent home requesting a conference.*
3. *If your child accumulates 12 days of absence, a conference must be scheduled with the Principal.*

*(Those students with 13 or more unexcused absences, who are not commensurate with grade level expectations, may be retained at grade level at the discretion of administration and teachers as per BOE regulations.)*

**School Hours**

**Entry to school**

Children in Kindergarten, Grade 1, and Grade 2, are to always use the front entrance near the school sign for morning entrance. Children may start arriving at **8:00am** and report to the

All-Purpose Room. Do your best to keep the car line moving and have students ready to exit the car upon arrival. Students do not need to be dropped off at the cross walk, they may exit the car sooner.

**Regular Day:**

* **Pre-K Half Day Program AM:** 8:30am – 11:00am (*Students must be escorted to the entrance near the Flag pole by a parent/guardian, unless being bused.)*
* **Pre-K Half Day Program PM:** 12:30pm – 2:45pm *(Students must be escorted to the entrance near the school sign by a parent/guardian, unless being bused.)*
* **Pre-K Full Day Program:** 8:30am – 2:45pm *(Students must be escorted to the entrance near the school sign by a parent/guardian, unless being bused.)*
* **Kindergarten:** 8:20am – 2:40pm *(Students may arrive no earlier than 8:00am.)*
* **1st – 2nd:** 8:20am – 2:50pm *(Students may arrive no earlier than 8:00am.)*

**Half Day:**

* **Pre-K Half Day Program:** 8:30am – 10:30am/10:30am – 12:30pm
* **Pre-K Full Day:** 8:30am – 12:20pm *(No lunch will be served.)*
* **Kindergarten:** 8:20am – 12:20pm *(No lunch will be served. Student arrival no earlier than 8:00am.)*
* **1st - 2nd:** 8:20am – 12:30pm *(No lunch will be served. Student arrival no earlier than 8:00am.)*

**Delayed Opening:** *(Student arrival no earlier than 9:40am.)*

* **Pre-K Half Day Program:** 10:00am – 12:00pm/12:45pm – 2:45pm
* **Pre-K Full Day:** 10:00am – 2:45pm
* **Kindergarten:** 10:00am – 2:40pm
* **1st – 2nd:** 10:00am – 2:50pm

**Dismissal**

Parents/Guardians should wait on the sidewalk and look for their child(ren) as they exit the building. Students will not be permitted to leave the teacher until eye contact is made with the parent/guardian. Please refrain from engaging in conversations with the teacher, as they are carefully watching their students make contact with their caregiver. Information about dismissal location will be sent closer to the first day of school.

Students attending After Care will go directly to the All-Purpose Room after school. Notify the classroom teacher with a **written note** if there is a change in pick up for a specific day.

**Homeroom**

Homeroom will take place from 8:20-8:27am. Homeroom allows for attendance, announcements, lunch count, etc. Our schedule also allows six minutes at the end of the school day for students to return to their homeroom. This time slot will be used to distribute notices, collect materials to go home, and to give students messages from home related to after school concerns. Should an emergency arise and a parent needs to get a message to a student, all efforts will be made to do so. **However, we respectfully request that parents/guardians not contact the school to share non-essential communications.**

**Lunch Procedures**

**Lunch Payment Plan**

Pomptonian Food service offers different ways to purchase your child’s lunch. You may pay with cash daily, or **set up an online student account**. To set up an account visit [www.payforit.com](http://www.payforit.com). This allows parents to optionally pay by credit card or ACH (electronic check).

Parents may also use [www.payforit.net](http://www.payforit.net) to view their child’s cafeteria purchases on-line, as well as to receive automated account statements and low-balance reminders via email. **HAVING THIS ACCOUNT MAKES THE LUNCH LINE MOVE FASTER**. For more information go to [www.payforit.net](http://www.payforit.net) or the Midland Park website.

**Lunch**

Hot and cold lunches are served in the cafeteria. Menus with prices are posted and distributed regularly. Please also be further advised, hot lunches are not to be purchased outside of the cafeteria and brought to school i.e., Burger King, pizza, Wendy’s etc. Our office staff is very busy and cannot be responsible with getting hot lunches to the students. It is your responsibility to assure your child comes to school with lunch and/or money each day. **Students in the Free and Reduced Lunch Program may continue for one month until a new application is completed.**

**Lunch Schedule**

* Grades K & 1 Period 5: 11:36am – 12:21pm
* Grade 2 Period 6: 12:23pm – 1:08pm

***\*****We have a one-session day, therefore students are not permitted to go home or out for lunch.*

**Report Cards / Progress Reports /Conferences**

The home-school connection is vital for student success. There are 3 standard ways in which the teachers will report student progress: 1) Report Cards will be online quarterly. Kindergarten will receive two online report cards, January and June. (*Please see the district calendar for specific dates*.) 2) Progress reports are given to every student the first marking period and then each marking period thereafter progress reports are given out on an as needed basis. 3) Each parent in grades Pre-K - 2 will have an opportunity to schedule a formal teacher conference. Parent-Teacher Conference sign-up usually takes place at Back to School Night. The teacher will reach out to you to confirm the appointment.

**Safety and Security**

**Security System**

Godwin School has been equipped with an advanced security system. Visitors are required to enter Godwin School through the **main entrance on the side of the school.** NO ONE will be permitted to enter the building at any other location. All other doors will be locked. A security camera and keypad lock will be located at the front door. All visitors must be buzzed into the building. Visitors to the building may be asked to produce a driver’s license for entry into classrooms. In addition, administrative personnel are equipped with walkie-talkies for a quick response. Your assistance and cooperation is very much appreciated.

**Visiting the School**

Parents wishing to speak to a teacher are asked to PLEASE MAKE AN APPOINTMENT. **Parents may not go directly to a teacher’s classroom, before, during, or after school to see a teacher. We respectfully request that parents report directly to the main office and the secretary will notify the teacher that you are here.** Teachers have been instructed NOT to conduct conferences when responsible for supervising students.

**Other Procedural Information**

**Healthy Birthday Treats and Celebrations**

As a public school district we have to consider student allergies and the nutritional value of foods that enter our classrooms. We do not want to prohibit snacks for parties, however we must ensure to the best of our ability that students with allergies are safe and we are promoting a healthy lifestyle. **Only pre-packaged foods that are on the approved list may be brought into Godwin School**. A list of approved foods will be distributed in the students’ opening day packet, but will also be available on the school website. Parents of students with allergies are asked to contact the nurse for more specific information.

**Dress Code**

The basis for appropriate dress is safety, cleanliness, modesty, and impact on school climate. Examples of inappropriate dress are bare midriffs and torsos, tank top shirts with spaghetti straps, bra straps showing, excessively short skirts or shorts (should be fingertips in length), clothing with inappropriate sayings or images, and unsafe footwear such as flip-flops or backless shoes. Students may not wear hats in the building.

**Godwin Website**

Utilize the Godwin School website via the district homepage located at [www.mpsnj.org](http://www.mpsnj.org). Here you can find important information concerning the district and Godwin School. Sign up for

E-Blasts to stay informed!

**Godwin School Code of Conduct**

***All students will:***

* Treat others with **Kindness** and **Respect.**
* Be a **Responsible** citizen in my school.
* Deal **Honestly** with people. No cheating, stealing or deceiving.
* **Cooperate** at all times.
* Have the **Courage** to say “NO” and resist harmful peer pressure.
* Be **Committed** to uphold the beliefs and values of the school and community.
* Help to create a **Positive School Climate.**

***In addition, students shall not:***

* Bully, tease, intimidate, or harass others.
* Be disobedient to teachers or other school staff members.
* Create disorder or disruptions on school grounds.
* Use physical force against other pupils or staff members.
* Steal, damage or deface school property or other pupils’ property.
* Engage in the sexual and/or other harassment of pupils.

These rules apply while on school premises, school buses or any other school property during school activities at or away from school, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

A violation of any rule may result in disciplinary actions.

**Disciplinary Actions**

**Parent Notification:** A phone call will be made to the parents explaining the problem and the remediation previously sought.

**Detention:** Students who violate school regulations and procedures will be assigned a detention during recess, after the parent has been notified. Individual teachers may assign detentions for problems they encounter with their classes with prior notification to the parent.

Refer to the Harassment, Intimidation and Bullying policy using the link below. <http://www.midlandparkschools.k12.nj.us/66710927113042460/lib/66710927113042460/_files/5000_Pupils.pdf>