

DEMAREST SCHOOL STUDENT HANDBOOK 2023-24



**465 Broughton Ave
Bloomfield, NJ 07003**

**Main Office Phone
(973)-680-8510**

Demarest School
465 Broughton Ave
Bloomfield, NJ 07003
(973) 680-8510



Dear Demarest Students, Parents, and Community Members,

I am excited to welcome you all to what promises to be an exciting and productive school year!

I have been beyond impressed by the incredible teachers, students, and families that make up this wonderful community and am humbled to have the privilege to be a part of it.

The goal is for this handbook to be a resource providing general information to help your child familiarize themselves with Demarest's expectations and procedures as they navigate their way through elementary school.

This is a strong community and working together, there is no limit to what our students can do!

Please reach out to me at any time should you have any questions or need any clarification on any of the information presented in this handbook.

Sincerely,

Mike Sullivan
Principal

About this Handbook

Please note that this handbook is a “living document.” As the school adopts current best practices and responds to an ever-evolving world, the handbook will be amended to reflect these changes. Please refer to this document frequently, as it is subject to periodic modifications.

School Calendar

Please visit the Bloomfield Schools website for the full 2023-24 school year calendar:

[Bloomfield School Calendar](#)

Below is a list of notable days for this school year:

September

- 6** First Day for Students
- 15** Rosh Hashanah-Schools Closed
- 25** Yom Kippur-Schools Closed

October

- 9** Columbus Day-Schools Closed
- 19** Half Day for Students-Staff In-Service

November

- 7** Election Day-Schools Closed, Staff In-Service
- 9-10** NJEA Convention-Schools Closed
- 16-21** Half Days-Parent Conferences
- 22** Half Day
- 23-24** Thanksgiving-Schools Closed

December

- 22** Half Day
- 25-31** Winter Break-Schools Closed

January

- 1** New Year’s Day-Schools Closed

2	Schools Reopen
15	MLK Day-Schools Closed
February	
19	Presidents' Day-Schools Closed
March	
21	Half Day for Students-Staff In-Service
29	Good Friday, Schools Closed
April	
1-5	Spring Break-Schools Closed
May	
27	Memorial Day-Schools Closed
June	
19	Juneteenth-Schools Closed
21-25	Half Days for Students
25	Last Day for Students-Half Day

Daily Schedule

Student Drop-Off	8:25-8:30 am
Homeroom	8:30-8:40 am
Lunch/Recess	11:25-11:55 am
	11:55 am-12:25 pm
	12:25-1:05 pm
Student Dismissal	3:20 pm

Assemblies

When attending an assembly program, students are expected to conduct themselves properly by entering and leaving the gymnasium in an orderly fashion. Appropriate behavior on the part of each student is integral in ensuring that the assembly is a success. Appreciation should be shown by polite applause when suitable. Classroom behavioral expectations all apply during assemblies.

Attendance

To fully realize the learning opportunities and benefits of school, it is imperative that students are attending school daily and arriving punctually. The expectation is that all students arrive by 8:30, prepared to learn. A grace period is given, but all students who report after 8:40 will be marked tardy. All absences must be reported by calling or leaving a voicemail on the attendance line (973) 680-8510 and choosing Report Child's Absence (press number 4) prior to the start of the school day.

Bengal Cub

Bengal Cub is an academic award for all fourth and fifth grade students who have achieved standards M (Meeting Standard) or higher and Cs (Consistent) on their report cards for the first two trimesters.

Bengal Pride

Bengal Cub is an academic award for all sixth grade students who have achieved all As on their report cards for the first two trimesters.

Breakfast

Breakfast is available to students beginning at 8:00 am. Students who come to school for breakfast must enter through the front main entrance. Breakfast ends at 8:25 am. Students are expected to arrive punctually, finish eating, and be prepared to start class at 8:30 am. Breakfast will cost \$1.50. There is no charge for students who qualify for free/reduced lunch. More information can be found on the Bloomfield Schools website under "Nutrition."

https://www.bloomfield.k12.nj.us/m/pages/index.jsp?uREC_ID=365119&type=d

Cafeteria Procedures

Lunch is available daily for \$3.00. Money can be loaded into student accounts through myschoolbucks.com. There is no charge for students who qualify for free/reduced lunch. More information can be found on the Bloomfield Schools website under "Nutrition."

https://www.bloomfield.k12.nj.us/m/pages/index.jsp?uREC_ID=365119&type=d

Lunch time is a great opportunity for students to take a break from classwork, relax, socialize and nourish their bodies. In order to ensure an enjoyable experience for all students, the following guidelines must be adhered to:

- Enter the cafeteria in an orderly fashion. Those not purchasing lunch will quickly find a seat and begin eating. Students will remain seated until dismissed unless given permission by a staff member.
- Students awaiting their lunch card will line up and wait patiently for their turn. Upon receiving their cards, students will line up and prepare to make their food selections. Upon receiving their meals, students will immediately find a seat and begin eating.
- Conversations must be kept at an appropriate, conversational tone.
- All instructions given by cafeteria staff must be followed. Proper respect will also be shown.
- Students are responsible for cleaning up their area after eating. Tables and floors are to be left clean.
- Food must remain in the cafeteria unless permission is given.
- Students exiting the cafeteria must likewise do so in an orderly fashion.

Cell Phones

[Full District ECRD Policy 5516](#)

Student cell phones and other personal electronic devices (such as smartwatches) should be turned off and stored in backpacks throughout the school day. During the school day, if a student needs to call home, he/she must seek teacher permission to do so from the main office. A student cell phone may only be used on school grounds in an emergency situation or before or after school with staff supervision.

Communication

Communication between home and school fosters an environment of support for our learners. Similarly, it is important for students to be active participants in the

communication process as they progress towards becoming increasingly independent learners.

Ways to ensure effective communication include:

- Reaching out to the teacher as needed through their preferred method
- Reviewing all materials sent home with students
- Attending school events such as Back to School Night, Parent Conferences, etc.
- Monitoring academic progress through Parent Portal, report cards
- Reading all email communications sent from the school
- Staying abreast of online resources including school website, Google Classroom, etc.

Dismissal Procedures

Student dismissal will be at 3:20 pm daily. Dismissal locations will be reviewed by your child's classroom teacher at the start of the school year. Grades K-2 must be released to a parent/ guardian or designee at the end of each day. Parents and students should arrange a designated meeting spot for daily pickup. Kindergarten students will be picked up daily at 3:15 pm at the gym doors on Pilch Street.

Students who are not picked up on time will be brought to the main office.

Dress Code

Students should make every effort to come to school daily neat and clean, dressed in attire appropriate for learning. We also encourage students and families to be dressed in clothing that is suitable for the season and weather. As dress can have an impact on how students feel and act, students can show respect for their school, their classmates, and themselves by refraining from wearing clothing containing words or images that may be deemed offensive, obscene, or potentially disruptive to the learning environment. Administration reserves the right to make this determination.

Per District [Policy 5511](#), dress and grooming standards are in place to:

- Create a more positive atmosphere conducive to learning;
- Reduce peer pressure related to pupil attire;
- Develop a sense of school unity; and
- Reduce discipline problems.

And prohibits dress that:

- Present a hazard to the health or safety of the pupil himself or to others in the school;
- Materially interfere with schoolwork, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property; and
- Prevents the pupil from achieving his/her own educational objectives, blocks vision, or restricts movement.

Drop Off and Student Entrance

Student drop-off begins at 8:25 a.m. in front of the school building on Broughton Ave. Students are to walk to the back of the building to their designated homeroom area. The designated drop-off area on Broughton is for drop-off only and cannot be used for parking until after 8:40.

The parking lot on the south side of the building is for staff parking and **may not** be used to drop off or pick up students.

Student entry begins at 8:30 a.m. Any student reporting after 8:40 is considered tardy. Tardy students must buzz at the main entrance to gain entry. Students must report to the main office to obtain a late pass to turn in to the classroom teacher.

Early Pick Up

If a child is to be picked up early, a parent/guardian must send an email or a note in with the student with specific details regarding time, who is picking the student up, and the reason for the early dismissal. At the time of pick up, the responsible party must ring the front door bell to gain access to the building and then process sign out with the main office. Only the parent/guardian or person designated in the note may pick the student up and should be prepared to present identification to the main office. Students will not be released to anyone under the age of 18.

Field Trips

[Full District Policy](#)

Field trips are a wonderful opportunity for students to enrich their academic experience by visiting a site outside of the school grounds. As field trips are a privilege, students are expected to conduct themselves in a proper manner, recognizing that they are representing Demarest School to the larger community. All school rules and expectations apply during field trips.

Fire and Emergency Procedures

Fire and other procedures are held periodically throughout the school year to prepare students and teachers for emergencies. These procedures are held to maintain an environment that is safe and secure for all students. Teacher and staff members will receive detailed instructions and training in preparation for these procedures.

Each procedure should be considered real. Silence is to be maintained in order to prevent confusion and to receive emergency instructions. All directions should be followed as given by the teacher.

Half Days

During specified days indicated in the school calendar, students will be dismissed at 12:30. This may be to accommodate parent conferences, staff professional development, or precede a holiday break. It is important to be aware of the school calendar and read all school communications to ensure to note these days. Please note that lunch is not served on half days. Students are expected to be picked up on time.

Hallways

Students are to pass between rooms in an orderly manner, keeping to their right and being mindful of the classrooms learning around them. Running and pushing are not permitted. Students are expected to move from one location to another efficiently, maximizing their instructional time. When moving through hallways as a class, students should be supervised by their teacher.

HIB

[Full Policy](#)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.

Home School Association

The HSA provides an opportunity for parents to become involved with the school by volunteering to support programs and extracurricular events that support our students. Meetings generally occur the first Monday of each month at 7:00 p.m. We strongly encourage membership, as we believe that the partnership between school and home strengthens our community. More information will be available through the virtual backpack for the 2023-24 school year.

PowerSchool

PowerSchool is an important resource to stay connected to the school and find information about your child including grades, attendance, schedule, etc. All families must register for a PowerSchool account. For questions, please reach out to our school media specialist, Mrs. LaBattaglia at dlabattaglia@bloomfield.k12.nj.us.

Recess

Recess will be held daily for thirty minutes. This is a chance for students to exercise and socialize with their peers while enhancing their cooperation, problem solving, perseverance, and communication skills. All school rules apply during recess and students are expected to:

- Listen to all staff instructions
- Treat one another with respect
- Follow game rules and play fair

- Share recess items
- Include all classmates
- Be considerate and not engage in any type of rough housing or play that could be dangerous to themselves or others
- Remain within designated, supervised area
- Transition back to building efficiently and promptly

In the event of inclement weather, recess will be held inside the school building.

Report Cards

Report cards are given at three points during the school year to provide an update on student progress. With the exception of sixth grade, report cards are standards-based and provide important feedback on student progress toward achieving specific learning standards. Sixth grade students will receive letter grades on their report cards.

Although report cards provide valuable information regarding students' academic performance, we encourage families to monitor student progress regularly throughout the school year by checking homework, reviewing returned assignments with your child, maintaining communication with the teacher and school, and periodically checking the Parent Portal.

School Messenger

Throughout the school year, the principal will keep families informed of important information pertaining to your students through School Messenger generated emails. Please make sure your email address is up to date and accurate and email is checked regularly.

School Supplies

Specific supplies will be needed to support student learning. A list of required supplies can be found on the Demarest School [website](#).

If you have any difficulty obtaining supplies, please do not hesitate to reach out to your child's teacher or the main office.

Student Expectations

Classroom management is the responsibility of the teachers. Occurrences of misbehavior may include classroom consequences and contact home. Incidents of a more serious or repeated nature will be brought to the attention of the principal.

In Demarest School, we **RISE** together, following our core principles of **Respect, Responsibility, Integrity, Safety, and Empathy.**

Keeping this in mind, students are expected to:

- Show pride in their school by refraining from any activities that could negatively affect the building including but not limited to littering, gum chewing, or any act of vandalism.
- Respect their school community by keeping their hands to themselves and avoiding any action that could bring harm to others at school, school-sponsored events, and extracurricular activities.
- Walk in hallways to ensure a safe and orderly school environment.
- Contribute to the health and safety of themselves and classmates by never bringing potentially harmful objects (or likeness thereof-toys, etc.) into the school.
- Use school appropriate language at all times.
- Treat property that belongs to themselves and others with respect by refraining from actions such as taking items from others without permission, trading items, etc.
- Respect the learning environment by utilizing toys, balls, and other non-educational items only during designated times.
- Engage only in school-appropriate interactions and contact with classmates.
- Contribute to a tolerant and accepting school environment by treating classmates with respect and avoiding any behaviors that harass, intimidate, or bully.
- Enter and exit the school building at appropriate times and locations.
- Use all school technology appropriately and for educational purposes.

Overall student expectations can be simplified to students remembering two things:

- Be kind!
- Do your best!

Behavioral expectations during recess can be simplified to:

- Use kind words.

- Keep your hands to yourself.

Virtual Backpack

The school will work diligently to ensure that communication home is clear and consistent. Our virtual backpack will send pertinent information home weekly, usually on Thursdays, with all relevant handouts, updates, and other important communications. Please check your email regularly and do not hesitate to reach out to the school if you require any clarification or further information.