

# VENTNOR PUBLIC SCHOOLS

400 N. Lafayette Ave.

Ventnor, NJ 08406

[www.vecenj.org](http://www.vecenj.org)

Elementary School (609) 487-7900 fax (609) 822-5840

Middle School (609) 487-5850 fax (609) 823-4036

Eileen Johnson, Superintendent of Schools

Robert Baker, Middle School Principal

Carmela Somershoe, Elementary School Principal

Alison Ricciotti, Supervisor of Special Education

## VENTNOR BOARD OF EDUCATION MEMBERS

Doug Biagi, President

Kim Bassford, Vice-President

Lori Abbott

Michael Advena

Albert Battaglia

Michael Hagelgans

William Tate

The Board desires to make this manual of bylaws and policies a useful guide for all members of the Board, administration of this district, all personnel employed by the Board, and the pupils of the district. Therefore, a copy of this manual is located in each district school and in the central administration office building. It is highly recommended that each individual be familiar with this manual, since it will have a direct effect upon the operation of the schools in this district.

Dear Students:

Welcome to the Ventnor School for the 2019-2020 school year. There is a highly competent staff of teachers to educate you. They are experienced and know what is important for you to learn. If you do the following you will learn the subject matter taught in each class, achieve high grades, adjust to the new grade level, and be promoted each year:

1. Behave and follow the rules of the teachers and the school.
2. Listen attentively in class, ask questions, and participate in the discussion.
3. Write your assignments in your agenda book.
4. Complete your homework assignments neatly and legibly and submit them on the day they are due.
5. Study the subject matter each night and study for tests.

Attendance at school daily is an important part of making the school year successful. Please do your best to make sure that you attend school every day. The homerooms with the best attendance records monthly will be recognized.

Read this handbook thoroughly as it contains basic information about Ventnor Schools. The information will help you understand how the schools operate and will provide the guidelines for you to have a successful year. Remember to come to school every day and do your best!

Sincerely,

Carmela Somershoe, VES Principal

**AFFIRMATIVE ACTION INFORMATION** In compliance with state Affirmative Action procedures, the following information can be found in both the Superintendent's Office, 487-7918, and in the Principal's Office, 487-7900: (a) Affirmative Action Plan, (b) Grievance Procedure, and (c) Policies of Non-Discrimination.

The Affirmative Action Officer for the district is Mrs. Eileen Johnson and the Section 504 Officer is Meghan Pazaar.

**ARRIVAL AND DISMISSAL** Students who walk to school will enter the building using the main entrance when they are directed to do so. Parents of students in grades kindergarten to eight can use the **side parking lot for arrival**. **Kindergarten through eighth grade** students should be dropped off on the **side** of the building along the curb at 8:15 AM. Cars should pull all the way forward using the entire lane and line up in single file for the drop-off. Students should exit the car quickly. Breakfast students will be directed to enter the building first followed by the rest of the students. Bus students will enter the building in a safe and orderly manner using the front entrance adjacent to the bus-loading zone. Dismissal will take place at the same locations. *Students are asked not to report to school earlier than the scheduled starting time, and are expected to leave for home immediately following dismissal.* **Students not picked up by 3:15 will be sent to Aftercare where a fee will be charged.** All students must follow these rules:

1. Enter the building in a safe and orderly manner.
2. Walk to the right of the hallway.
3. Report directly to homeroom.

For safety reasons, students are not permitted to walk near the buses or in the bus-loading zone when the buses are moving.

**REGULAR SESSION**

Preschool -8      8:15 - 3:15

**HALF-DAY SESSION**

Preschool -8      8:15 - 12:15

- Two hour delayed openings- start time 10:15

**ATTENDANCE** All children between the ages of 6 and 17 must attend school every day that school is in session unless a child is ill. Responsibility for having children attend school solely rests with the parent/guardian. It is important for a student to attend school each day to achieve good grades and learn the subject matter taught in each class.

*When your child is absent, parents/guardians must call between 7:45-9:00 am*

*Elementary Office--      487-7900      Ext. 5210*

*Middle School Office--      487-5850      Ext. 5250*

When a child is absent:

- A. Call to report absence. When a call is not received, verification of the student's absence will be made through an automated call to the home number listed.
- B. Send to school a written note including dates of absence and reason for student records when student returns. When a student is absent for 5 or more consecutive days, he/she must have a doctor's note to be readmitted to school. Absences confirmed by a doctor's note will be listed as excused absences.
- C. Check the parent portal for homework information
- D. 5-Day Notices. Frequent or excessive absences (not suspensions) will be reported to the Ventnor authorities by filing a 5-day notice for legal inquiries of the student absences.

Students who are absent from school or on suspension are not permitted to do the following:

1. Be on school property.
2. Participate in or attend school activities.

STUDENTS WHO ARE **ABSENT FOR 19 OR MORE** DAYS ARE IN JEOPARDY OF NOT SATISFACTORILY COMPLETING THE REQUIREMENTS FOR PROMOTION TO THE NEXT GRADE LEVEL. Students who accumulate more than 19 absences or 19 tardies to school may not be permitted to attend the class trip. Trips, after school activities, assemblies and other celebrations at the discretion of administration.

Please try to limit the need for early dismissal. However, if necessary parents or guardians who request **early dismissal** for their son/daughter must report in person in the main office to sign the student out of school. Please do not go to the classroom. The office staff will call the teacher to send the child to the office. To be awarded a Perfect Attendance Certificate, the student must be present the entire day for the entire school year.

**CAFETERIA RULES** All students attending the Ventnor Public School will remain in school for lunch. Students may either bring or purchase a lunch at school. **ID badges are to be worn in the lunch line.** If your child brings lunch to school, please label the child's name and classroom on his/her lunch bag or box. Lunch bags are preferable to lunch boxes, since boxes can be lost or easily damaged.

1. A student can purchase a hot or cold meal each day for \$3.00 or (if approved) \$.40 for reduced lunch.
2. A grab and go breakfast can be purchased for \$2.00 or (if approved) \$.30 for reduced breakfast.
3. Students will be able to purchase only milk if they so desire at \$.65 per day.
4. Glass bottles are strictly forbidden. Please do not send them to school with your child.
5. Preschoolers can purchase milk for \$.35 or (if eligible) receive free milk.
6. Students eating lunch in school must follow the established cafeteria rules of behavior and conduct as listed

- below. Students not following these rules will be disciplined according to the Discipline Policy.
7. **THE CAFETERIA IS A PAY-AS- YOU-GO FACILITY AND CHARGING IS A PRIVILEGE OFFERED TO THOSE STUDENTS WHO FORGET THEIR MEAL MONEY OR LUNCH.** Parents, please note you may put money on your student's meal account weekly, monthly or for the year.

**CAFETERIA CONDUCT** The specific rules of conduct pertaining to all students in regard to the lunch period are listed below:

1. Students are to walk in a straight, quiet line as their teachers escort them from their classroom to the cafeteria for lunch.
2. Students who wish to buy lunch will form two single lines and stay in line until they are served. Students who purchase snacks will form one single line at the Snack Bar. **STUDENTS MUST HAVE ID BADGES WHEN PURCHASING LUNCH AND SNACKS.**
3. Students owing money on their meal accounts are not permitted to purchase snacks at the Snack Bar.
4. Students are to wait at their assigned tables until given permission to deposit their trash in the receptacles provided. No food, beverage, or utensils are to be removed from the cafeteria.
5. Each student is responsible for cleaning the area where he or she was eating. All tables must be completely cleared and any objects removed from the floor before leaving the cafeteria.
6. Students must remain in the cafeteria, unless given a pass by a staff member. This pass must be returned.
7. Students should purchase all food the first time through the serving line.
8. Food and/or objects are not to be thrown at any time.
9. Students must observe proper eating habits (not talking with food in their mouths, eating too quickly, etc.).
10. Students are not to sit on cafeteria tables.
11. Students are to use the assigned bathrooms with permission only.
12. Poor behavior reported will warrant disciplinary action and/or lunch detention.
13. Electronic devices are not permitted in the lunchroom.
14. Students will remain seated until their teacher dismisses them. When leaving the cafeteria, students are to stay to the right and walk quietly in one line.

*\*Failure to adhere to the rules established to ensure a safe and orderly lunch environment will result in the student being disciplined under the School Discipline Policy.*

**DISCIPLINE** Discipline is everyone's responsibility. Any disciplinary action taken by a school official is intended to effect a favorable change in student behavior. It is our goal to provide an atmosphere that is conducive to learning and one which encourages proper conduct.

Students will respect the rights of others and use appropriate language and behavior at all times. Disrespect, inappropriate language, hitting, harassing, threatening or bullying of any kind will not be tolerated.

Harassment, intimidation or bullying is defined as any gesture, electronic communication, whether written, verbal or physical act, single incident or series of incidents, that is reasonably perceived as being motivated through gesture or written, verbal or physical act; or electronic communication that is perceived by any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory handicap, or by any other distinguishing characteristic

**And**

Takes place on school property, at school sponsored function, on school bus or off school grounds that substantially disrupts or interferes with the orderly operation of the school, or the rights of other students;

**And (must include at least one of the following)**

\*A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's [property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or

\*Has the effect of insulting or demeaning any student or group of students;

\*Or creates a hostile educational environment for the student by interfering with a student's educational or by severely or pervasively causing physical or emotional harm to the student. (More information on HIB can be found in the HIB Handbook or at [veccnj.org](http://veccnj.org))

**YELLOW FLAG** It shall be the responsibility of each teacher to enforce the rules of the school at all times. The initial counseling or disciplinary action shall be his/her duty. Parent contact will be made to remedy the situation before an office referral is submitted

**RED FLAG** When a student is sent to the office, the administrator will enforce established penalties after a thorough investigation of the offense. When an office referral is made, parents will be contacted by the referring teacher and/or the administrator to inform the parents of the specific incident warranting the referral.

The disciplinary action shall include one or a combination of the following:

- Counseling
- Parent Conference

- Heightened Supervision
- Detention/ Time out (lunch or after school)
- Gold card warning hole punch
- In-school suspension
- Out-of-school suspension

Telephone calls, conferences, and/or letters will be used to notify parents of behavior problems. The administrator will keep a record of any child sent to the office.

**Students with excessive internal and external suspension referrals at the discretion of administration may be excluded from trips, after-school activities, assemblies, and other celebrations.**

**STUDENT OF THE MONTH** (grades 1-4) will be recognized monthly to reward model behavior. Celebrations at the end of each marking period will be held with the principal for students who have earned student of the month.

**PERFECT ATTENDANCE** (Elementary) - will be celebrated with the principal at the end of the year. Additionally, School Attendance Matters recognition will be provided monthly for homerooms with the best attendance per grade level and through drawings for most improved and perfect quarterly attendance.

**CARE OF SCHOOL PROPERTY** We are proud of our school and hope you will do your best to share in this pride. Each student is responsible for keeping their school, and the grounds surrounding it, neat and clean. Students are to leave pencils, crayons, markers, pens, or other writing implements in the classroom when they go to the lavatory. Parents and guardians of any student who damages or destroys any school property shall be liable to the Board of Education for the amount of the damage. Students should be aware: Teachers and school administration may search their desk area or locker at any time deemed necessary.

**CELL PHONES (or any similar device)** - Any visible or audible device (cell phone, iPod/MP3 player, camera and anything similar to those items listed), **regardless of whether it is ON or OFF**, will be confiscated. Any confiscated device will be sent immediately to the office and a parent/guardian must come into school and pick it up.

**DRESS CODE** In an attempt to maintain and support a thorough and efficient system of education and to avoid the disruption of the educational process; and, in an attempt to protect pupil health, safety, and welfare, students and parents are required to select appropriate attire for the school atmosphere. Inappropriate dress is that which may be disruptive to the educational process, distracts students from their work, or may be considered potentially dangerous or harmful. In most instances if students dress appropriately, they perform better in school; therefore, a distinction between school clothes and play clothes must be made. The following dress standards are designed to serve these purposes and are expected to be followed.

1. Shirts advertising alcoholic beverages, tobacco or those with obscene or questionable printing on them depicting violence or weapons are not to be worn in school.
2. Outerwear such as coats, hats, gloves, scarves and bandanna headwear are not to be worn in school. Hoodies are permitted but must be worn with the hood down and cannot be oversized.
3. Tank tops for girls and boys are unacceptable. No strapless tops, low cut tops, or spaghetti straps are allowed. Mid-riffs as well as "see through" clothing are also considered to be inappropriate. Both types of clothing items should not be worn to school.
4. Students must wear pants on their hips or waist only. Low cut pants that expose students underwear are unacceptable. Pants should be the appropriate size. Pajamas are not acceptable school attire.
5. Clothing that is ragged or soiled should not be worn to school.
6. Shoes such as beach sandals, flip-flops, slides (Adidas or Nike), or high-heeled shoes should not be worn to school.
7. Dress shorts are permitted throughout the year, weather permitting, as determined by the school administration. The following type of shorts are not permitted: any type of bathing suit, running or jogging shorts, cut-offs, spandex or bicycle shorts. Shorts, skirts, or skorts must come within 4 inches above the knee.
8. Jewelry and make-up should be used in moderation. Earring hoops should be no bigger than the size of a quarter.

Any standard of dress that would need separate consideration will be at the principal's/administrator's discretion.

**EMERGENCY CARD AND CHANGES OF ADDRESS AND TELEPHONE NUMBER** It is imperative that student information be kept up to date in case an emergency occurs. Any changes in address, phone numbers, or guardianship must be reported to the office as soon as they are known. The following documents will be required when a student has a change of address:

Homeowner:	Copy of Deed or Tax Bill/Mortgage statement <u>and</u> utility bill
Lease/Rent:	Certificate of Occupancy, utility bill and copy of new lease

**FIRE/ SECURITY DRILLS** In accordance with New Jersey State Law, fire drills, lock down, security and school

evacuation will be held monthly. The purpose of a fire drill is to prepare for an emergency evacuation of the building. Signs are placed in each classroom instructing students on the proper method of exit for each room.

At the sound of the alarm, students should stop working, leave their books in the classroom, make sure windows are closed, lights are off and the door is closed after exiting the room. Students are to walk in an orderly single file and are to be absolutely quiet.

If an EXIT IS BLOCKED, students are to retrace their steps and leave the building by the closest exit, waiting for other students to precede them out of the building. LISTEN FOR TEACHER'S DIRECTIONS!!!! When the return signal is given, students are to return to their classes in the above same manner.

All other security drills will prepare students to practice for other types of school emergencies that may occur.

**GUIDANCE SERVICES** It is the responsibility of the guidance counselor to meet the educational, personal, social, and/or vocational needs of the student. To confer with the counselor, administrator, a teacher or a peer mediator, an appointment can be made in the Elementary or Middle School offices: Jenna Polise - Elementary counselor  
Chelsea Hoffman- Middle School counselor

**HEALTH SERVICES** The Health Office is located in the center of the building. Our school nurse is prepared to take care of minor accidents and illnesses. The nurse is not permitted to diagnose any illness or prescribe medicine. Students who need the nurse must have a referral slip from a teacher or an aide. If the nurse is out, the student should go to the main office.

Students should immediately report any accidents to school officials. Parents will be notified of any illness or accident that requires further medical care. Parents or emergency contacts must pick up students and sign them out in the main office. No student can leave school without the permission of the nurse or principal.

The Ventnor Board of Education policy allows the administration of prescription medication to pupils during school hours 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 the pupil during school hours. The State of New Jersey has very specific guidelines for the administration of medication in school. Medications may be administered if the parent brings a doctor's prescription stating the reason or purpose of administering the medication, and possible side effect of the medication. These doctor's orders are good for one school year and must be resubmitted each year. If your child's physician orders a prescription for your child that requires administration during the school day as well as in the evening, ask the pharmacist to give you a separate container for school. This medication needs a pharmacy label with the student's name, the physician's name, and directions for administration. No over-the-counter medications are given without a doctor's prescription. The Ventnor Board of Education assumes no liability for the administration of medications. All medications must be brought to the school nurse by the parent. Medications cannot be dropped off or sent in with a student. All medications must be picked up at the end of the school year.

Students who have permission to self-medicate in school may also self-medicate on a field trip. We encourage parents of students who suffer from asthma or other potentially life threatening illnesses to accompany their child on field trips.

Tuberculosis testing is required for new students who transfer to Ventnor from outside of the U.S.A. according to the NJ Department of health guidelines.

Periodic head checks are done for head lice. Children found to have head lice are not permitted to return to school until the school nurse checks them and finds that no head lice or nits (eggs) remain. It is recommended that parents check their children for head lice on a regular basis. The school nurse must be notified if head lice or nits are found, so the rest of the class can be checked. Head lice spreads quickly.

Please notify the school nurse of any health changes your child may experience such as allergies, asthma, required daily medications, serious injuries, etc.

Children, who are ill, should not be sent to school. Please do not send children to school when they have any of the following symptoms: fever, diarrhea, sore or infected throat, nausea and vomiting, head lice (nits), untreated cold or cough, swollen or infected eyes, skin rash, tonsillitis or contagious diseases. Keep your children home at least one full day (24 hours) after a fever or vomiting. Infections being treated with antibiotics require a child be taking the antibiotic for one full day (24 hours) before returning to school.

It is imperative that the school be notified if you change your phone number, address, workplace or workplace phone number. Supply the names, addresses, and phone numbers of two (2) people to be contacted who will assume responsibility for your child(ren) in the event that you could not be reached and need to pick up your child from school in time of illness/injury.

Breakfast is a very important meal. Hungry children cannot concentrate on schoolwork. Please provide your child/children breakfast everyday. All students are invited to participate in our school breakfast program. Please contact the school for further details on this program.

Children's clothing should be appropriate for the season and weather. Please see that your children are dressed appropriately.

**HOMEWORK POLICY** - When your child is absent, you may check the parent portal at [www.veccnj.org](http://www.veccnj.org) to obtain your child's homework assignments. The Ventnor School District believes homework is a valuable aid in helping students master new learning experiences in school. Homework is important because:

- It prepares students for upcoming class topics.
- It teaches students to work independently.
- It aids in evaluating student progress.

The following policy presents the district's guidelines concerning homework. The consequences for not completing homework are part of the district's discipline policy.

#### TEACHER RESPONSIBILITIES

1. Teach students how to do homework responsibly.
2. Assign homework that is pertinent to class work and provides practice.
3. Communicate among team members to determine amount of homework assigned each night.
4. Check and evaluate homework, counting it at least 10% of a student's grade during a marking period.
5. Provide motivation for students to do the homework.
6. Consistently follow the homework policy and follow the consequences listed in discipline policy to change repeat offenders.
7. Communicate with parents when a student consistently does not return homework.

#### STUDENT RESPONSIBILITIES

1. Follow the homework policy; comply with discipline/homework contract.
2. Write assignments in homework notebook or agenda book.
3. Return homework on time and neatly completed.
4. Make-up missed homework within the time set by the teacher.
5. Inform your parents of your homework and the need of a quiet environment where you can complete it.

#### PARENT RESPONSIBILITIES

1. Communicate with your child about homework.
2. Establish a daily time for your child to do homework and be available to assist.
3. Provide needed supplies and a quiet environment for your child to do homework.
4. Plan a homework drop spot where the child will leave all materials that need to be returned to school.
5. Encourage your child to use reference books and the library.
6. Set high standard for neatness, form, and accuracy.
7. Let your child see you selecting, reading, and enjoying books.

#### CONSEQUENCES

1. Three (3) missing homework assignments in all subjects per interim period: Teachers/parent conference.
2. Any more than three (3) missing homework assignments: Assigned to a homework class.
3. Failure to report to homework class: Lunch Detention.
4. Repeat offenders of the homework policy: Parent/student/administrator conference to discuss available alternatives.

**IDENTIFICATION CARDS**: All students of the VECC must wear their identification cards on school grounds and on district buses.

**INSURANCE** The Ventnor City Board of Education has purchased school insurance for all students who attend the Ventnor Elementary School during the 2019-2020 school year. This insurance will provide coverage for our students from the time they leave for school in the morning until they return home at the end of the school day. In addition, students are covered when participating in after school activities or our athletic program. Additional 24 hour extended coverage can be purchased by completing and returning the application distributed on the first day of school.

**LOST AND FOUND** A lost and found department is maintained in the cafeteria. Items found, but not claimed, are discarded after a reasonable amount of time. Parents are urged to label clothing, book bags and other personal items.

**LOST OR DAMAGED BOOKS** Students are held responsible for all books issued to them. All textbooks must be covered to preserve the binding of the books. Any student who loses a book, must report the loss to the teacher who issued the book. A replacement book will be issued and the student will be responsible for payment of the lost book. Students who damage or deface any school textbook(s) will also be held financially responsible for the replacement of the damaged textbook(s). (Report cards will need to be picked up for students owing a financial obligation.)

**PARENT ORGANIZATIONS** The **Ventnor Home-School Association** is continually active in working towards achieving the objective "to bring into closer relation the home and school, so that parents and teachers may cooperate

intelligently in the education of children and youth." Proceeds from fundraisers sponsored by the H.S.A. are utilized to provide stimulating assembly programs and trips for the students as well as other activities during the year. Trips and assemblies are subject to change. *Meetings are held monthly at the school and parents are invited to attend.*

**PHYSICAL EDUCATION** No marking sneakers are to be worn on physical education days. Sneakers with extra thick soles will not be permitted. Please consult your child's schedule for gym day. Appropriate dress must be worn on gym days (i.e. sneakers, no dresses, no jewelry, no baggy clothes). A doctor's note must be provided when your child cannot participate in physical education class.

**REPORT CARD GRADING CRITERIA** At the present time, letter grades are assigned to report cards in grades 1-8. Additionally, teacher comments may be included by numbers that indicate strengths and weaknesses in academics and general class behavior. The numerical-letter correlates are listed as follows:

<b>100-93</b>	<b>A</b>	<b>Excellent</b>	<b>E</b>
<b>92-85</b>	<b>B</b>	<b>Very Good</b>	<b>G</b>
<b>84-75</b>	<b>C</b>	<b>Satisfactory</b>	<b>S</b>
<b>74-67</b>	<b>D</b>	<b>Poor</b>	<b>NI</b>
<b>66-0</b>	<b>F</b>	<b>Failing</b>	<b>U</b>

In lieu of letter grades A-F in Kindergarten, students will be evaluated using a system of Excellent, Good, Satisfactory, Needs Improvement, and Unsatisfactory. These grades may be used by Special Subject Staff (Grades K-8).

As a further communication among the school, the home, and the student with regard to the student's behavior-academic achievement, individual and/or team conferences between or among the aforementioned, are to be assigned by the school or may be solicited by the parents. In this way, we will provide a system beneficial to each student.

General conduct grades are assigned each marking period. Grades are as follow: Excellent, Satisfactory, Needs Improvement and Unsatisfactory. A grade of Unsatisfactory will keep a student off the Honor Roll.

Honor Rolls will be posted following each report card period and will be based on the following:

"A" Honor Roll - A's in all Subject areas and "B", "E", or "G" in Specials or cycle classes.

"B" Honor Roll - A's & B's in all Subject areas, and "E", "G" or "S" in Specials or cycle classes.

**REPORT CARDS** Parents are requested to carefully examine their child's report card. Parents then keep the report card, sign the bottom and return the acknowledgement to school with their child.

**STUDENT PROGRESS REPORT AND/OR INTERIM REPORT** Elementary progress reports will be sent on an as needed basis.

**SCHOOL CLOSINGS** The school will not be responsible for pupils after emergency dismissal. Parents who are not home during school hours should make arrangements for their children in advance of such emergencies. In the event of stormy weather or other unforeseen reasons causing the closing of school, announcements will be made over radio stations **WFPG, WMID, and WOND and WPVI-6 on TV.**

**TRANSPORTATION** **Provided for students who live 2 or more miles from school.** The Ventnor Board of Education provides bus transportation for designated areas within the district and outside the district for pupils to and from public and non-public schools eligible for busing. Students must ride in their assigned seat on their assigned bus to and from school.

Parent Responsibility

1. Help the driver stay on schedule by making sure pupils get to their bus stops on time.
2. Do not ask the drivers to stop at places other than the regular bus stop. Drivers are not permitted to do this except by authorization from a school official.
3. Teach your children to be courteous and respectful to the bus driver.
4. Take time to review with your child the school bus rules and regulations listed below.

#### **RULES AND REGULATIONS**

It is a privilege for student to ride school buses. Breaking the rules will result in temporary or permanent loss of this privilege. Parents/guardians of any student who damages the bus shall be liable for the amount of damage to the Board of Education.

1. Leave home early enough to arrive at the bus stop on time.
2. While walking to and from the bus stop, do not use the property of others as a short cut.
3. Wait for your bus in a safe place - well off the roadway.
4. Do not damage surrounding property while waiting for the bus.
5. Do not fight or quarrel on the way to or at the bus stop.
6. Do not crowd or push when getting on or off the bus.



### On the Bus

1. Follow the instruction of your school bus driver or bus aide.
2. Go immediately to your **assigned seat, fasten seat belt** and remain seated until the bus stops at your destination.
3. Keep arms and other parts of your body inside the bus at all times.
4. Keep your feet, arms, and book bags out of the aisle.
5. Talk softly and remain orderly at all times. Do not distract the bus driver in any way.
6. Be courteous and obey the bus driver.
7. Respect the rights of others.
8. Do not throw or project any objects on the bus or out of the bus window.
9. Do not use inappropriate language.
10. Do not call out to pedestrians or motorists.
11. Be alert to traffic when leaving the bus.

VIOLATIONS OF BUS RULES WILL RESULT IN BUS SUSPENSIONS OF INCREASING NUMBER OF DAYS FOR EACH INCIDENT, BUS PRIVILEGES DENIED PERMANENTLY, OR SCHOOL SUSPENSION.

During this suspension of bus privileges, the student is required to attend school. Transportation to and from school is to be arranged by the parent/guardian.

Students will be permitted to only ride the bus for which they have been given a bus pass. Students are not permitted to ride any other buses, without an approved note from parents requesting to ride another bus. The note must be sent to the office for approval during homeroom. The student will submit a bus pass to the driver before boarding the bus. Request may not always be approved due to bus capacity.

THE VENTNOR BOARD OF EDUCATION REQUIRES ALL STUDENTS TO USE SEATBELTS WHEN RIDING THE SCHOOL BUS.

### **WALKING ZONES**

Children who reside 2 miles or less from the VECC will be within the Walk Zone and **will not** have courtesy busing provided.

Transportation will be provided to Ventnor Middle School and Ventnor Elementary School students who reside beyond two miles from the VECC.

### **SAFE WALKING GUIDES**

Choose the route with the fewest streets to cross.  
Cross only at corners and cooperate with the crossing guards.  
Walk, don't run across streets--allow yourself plenty of time.  
Never step into the street from between two parked cars.  
Face traffic when walking on roads without sidewalks.

Go directly to and from school.  
Look both ways before crossing.  
Obey traffic signals.  
Watch for turning cars.  
Be extra alert on rainy days.

**ALL STUDENTS MUST CROSS LAFAYETTE AVENUE AT BALFOUR AND LAFAYETTE AVENUES.**

**BICYCLES** All children under the age of 17 riding a bicycle, even as a passenger must wear a properly fitted and fastened bicycle helmet. This requirement applies at all times while the bicycle is being operated on any property open to the public or used by the public for pedestrian and vehicular purposes. Any student in violation of this law may have the privilege of riding the bike to school revoked. The parent of that person may also be fined for subsequent offenses.

### **REGULATIONS**

- \* Elementary **students may not ride bicycles or skateboards to or from school.**
- \* 5th, 6th, 7th and 8th grade students may ride their bicycles to school.
- \* Bicycles must be locked in the appropriate bicycle racks on the West side of the school.

**Please be attentive to the designated arrival and dismissal times as adequate supervision cannot be provided for students who arrive too early and/or stay too late.**

***\*The school is not responsible for the repair or replacement of damaged or stolen bicycles.***

**VISITORS** Once on school grounds, all school visitors will be monitored via security cameras. All visitors will be greeted at the security window located in the front of the main entrance. You will be asked for your driver's license, the name of your child, and the nature of your visit. After you are allowed entry, you will be given a visitor ID badge with a picture of both you and the person you are visiting. Please wear the badge when in the building and return to security upon exit.

### **Picking up students**

If you are signing out your child, a visitor badge will be created which will include a photo of the parent/guardian and a photo of the child. All emergency contacts should register with security.

### Parent and Teacher Meetings

Parents with appointments can report to security. They will contact the teacher for the meeting.

These procedures will make school administration and staff aware of all visitors and continue to provide a secure environment for everyone. We sincerely appreciate your cooperation.

### **NOTIFICATION OF RIGHTS UNDER PPRA**

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors ("eligible students") certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. **Consent to federally funded surveys concerning "protected information."** If the U.S. Department of Education funds a survey in whole or in part, a student's parent or an eligible student must consent in writing before the student may provide information relating to the following categories:

- Political affiliations;
- Mental or psychological problems of the student or student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of student's family members;
- Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parents; or
- Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a "protected information survey"

2. **Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:

- Activities involving collection, disclosure, or use of personal information obtained from students for purpose of marketing or selling or otherwise distributing the information to others;
- Any protected information survey, regardless of funding; and
- Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school, or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or requires under state law.

3. **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:

- Protected information surveys of students (including any instructional materials used in connection with the survey)
- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

4. **Receive notification of district policy.** The School District has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or other distribution purposes. The School District will directly notify parents and eligible students, such as through U.S. Mail or e-mail, of the policy at least annually at the start of each school year and after any substantive changes are made.

5. **Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. SW  
Washington, DC 20202-4605**

	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE READY TO LEARN</b>
<b>SCHOOL</b>	<ul style="list-style-type: none"> <li>• Keep your hands and feet to yourself</li> <li>• Use a quiet voice and kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Take responsibility for your schoolwork and your actions</li> <li>• Make good choices</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and follow directions</li> <li>• Always do your best</li> </ul>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>• Listen to teachers and staff</li> <li>• Talk quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Follow proper table manners</li> <li>• Clean up after yourself</li> <li>• Have your I.D. badge</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Raise your hand</li> </ul>
<b>OUTSIDE</b>	<ul style="list-style-type: none"> <li>• Listen to teachers and staff</li> <li>• No rough play</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in assigned areas</li> <li>• Take care of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Line up quickly and quietly</li> <li>• Follow directions</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>• Talk quietly</li> <li>• Listen to the bus driver</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in your assigned seat</li> <li>• Wear your seatbelt</li> <li>• No eating</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Keep your belongings together</li> </ul>

<b>SEPTEMBER</b>			<b>OCTOBER</b>		
<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>NOVEMBER</b>			<b>DECEMBER</b>		
<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>JANUARY</b>			<b>FEBRUARY</b>		
<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>MARCH</b>			<b>APRIL</b>		
<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>MAY</b>			<b>JUNE</b>		
<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>