



**2023 – 2024
STUDENT HANDBOOK**

Grades Prek-4

Jennifer Giordano, Superintendent
Corby Swan, Principal

234 Somerville Road
Bedminster, NJ 07921

Phone (908) 234 – 0768

Fax (908) 234 – 2318

www.bedminsterschool.org

Facebook: Bedminster Township School

Facebook.com/Bedminsterschool

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PURPOSE

The goal of the Bedminster Board of Education and the Bedminster Township School district staff is to provide the best educational program possible and opportunities for social, physical, and emotional development. Close cooperation between parents and school personnel is essential to the education of our students. We, therefore, encourage you to guide your child to actively participate in our program of studies and activities that will provide maximum benefit to both the student and the school community.

We further encourage your active participation in your child's education by inviting you to contact teachers when you have questions or concerns. Our services are provided by a dedicated and competent group of educators who possess sincere interest and extensive experience with our students. When parents and school work together, our students can achieve success.

ACCIDENTAL INJURY INSURANCE:

Information is available upon request.

IMPORTANT NOTE: The school does not carry general accident or medical insurance on its students. The only insurance provided through the school would be the insurance that the parent/guardian purchases and that which may be purchased voluntarily by the parent.

AFFIRMATIVE ACTION PROGRAM:

The Bedminster Township School district will undertake the affirmative action necessary to provide equal employment opportunity without regard to race, creed, color, sex, marital status, national origin, and to insure that all personnel actions such as recruitment, selection, placement, training promotions, transfers, terminations, disciplinary actions and all benefits and compensations are equally applied.

Refer to [Policy 1140](#) Affirmative Action

Program

The Bedminster Board of Education affirms its responsibility to insure all students in the public schools of this township equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, or national origin. Lack of English language skills will not be a deterrent to admission to any program. No otherwise qualified handicapped individuals shall, solely by reason of their handicap, be denied the benefits or be subjected to discrimination in any activity. The school district's Comprehensive Equity Plan is on file in the office at 234 Somerville Road.

AFTER SCHOOL VISITS TO

CLASSROOMS AND LOCKERS: Any return to school to pick up forgotten student materials such as textbooks, notebooks and papers must be completed **before 4:30 PM**. Students will not be permitted after 4:30 PM. On early dismissal days, students will not be permitted after 2:30 PM. Hours are subject to change based on weather and supervision availability.

APPOINTMENTS: To insure that your questions and/or concerns receive attention, make an appointment with the appropriate individual by following the districts protocol. Unscheduled visits to any staff member may not result in a satisfactory conclusion due to previous appointments or other time constraints.

ARRIVAL TIME: Students are not to arrive at school before 8:45 AM. Classrooms are open at 8:50 AM, which is when supervision officially begins. Students walking or being driven to school will not be allowed in the building until 8:45 AM.

ATTENDANCE-ABSENTEEISM: As per school board policy and the NJ Statutes, the student's attendance is a legal responsibility of the parent/guardian. Should patterns of absenteeism occur, the school is required by law and policy to take appropriate action. Parents will be notified if students have accrued more than 10 absences. If poor attendance patterns continue, further actions may be taken. **Refer to**

Policy and Regulation 5200 Attendance.

All absences and tardiness need to be posted in the parent portal in Genesis under the notes section before 9:00 AM. A **written excuse is required** on the day he/she returns to school. Please include the following: current date, date or dates of absence, reason for absence and parent or guardian's signature. According to State Law, a child will be considered absent unless he/she is present for at least half of the school day. On a regular full school day, a student cannot be dismissed prior or arrive later than 12:05 PM to be considered present.

STUDENT SUPERVISION AFTER SCHOOL DISMISSAL: Refer to Board Policy 8601.

TARDINESS: If arriving late, students must report directly to the reception desk to:

1. Sign the late arrival book.
2. Receive a late pass.
3. Proceed to the scheduled class.

Students are required to make up work missed. Excessive tardiness will result in school consequences and/or intervention. **Refer to Board Policy and Regulation 5240.**

It is important to begin the school day on time. If a child arrives after 8:50 AM, he/she is considered late. The first ten minutes of the day (8:50-9:00 AM) are designed as an organizational period to prepare for the day's schedule and to be welcomed by the classroom community. When a child arrives after 8:50 AM, he/she is unprepared to begin the day. After 9:00 AM, important instructional time is missed

Other Absences: The school does not approve of absences due to family vacations while school is in session. If family commitments necessitate a student missing school, it is the parents/guardians responsibility to notify the teachers in advance of the scheduled interruption of the student's academic commitments. All work assigned during the absence must be completed. Teachers may choose to provide work in advance, or depending on the unit of

study and the length of the absence, may decide to give the student the work upon return. If work is provided prior to a child's absence for vacation, work is expected to be completed upon the child's return to the classroom. It is unrealistic to expect teachers to prepare more than one week's worth of work or for them to expend a great deal of time helping one student catch up due to an unexcused absence.

ATTENDANCE AT INTER-SCHOLASTIC SPORT GAMES: Our sports teams need the support of students, parents and teachers. However, in order to maintain safety and order, the following guidelines regulate students' attendance at home games. Visit the school website for more details on sports and [Policy 9162 Athletic Code of Conduct](#).

During Sporting Events Gym or Field:

1. Students in grades K-4 may attend a home game **if they bring in a permission note signed by a parent or guardian**. Along with the signed permission note, **a parent or guardian must be with the student during the sporting event whether it takes place in the gym or on a field**. A parent or guardian must attend since there is no staff supervision of students at sporting events. The signed permission note will be given to the Athletic Coordinator who will make a list of those students who may attend the day of the game.

Student Pick Up From Extra Curricular Activities: Students must be picked up no later than 4:30 PM, or at the ending time of the activity. Failure to do so could cause the child to be dropped from the extra curricular activity.

BICYCLES AND SKATEBOARDS:

Bicycles:

1. Students must have written permission from a parent/guardian to ride a bicycle, skateboard, or skates to school. The permission will be in Genesis to acknowledge.
2. Bicycles or skateboards must be parked and locked outside the cul-de-sac.
3. They are not permitted in the building.
4. Bedminster School is not responsible for either loss or damage.
5. Students must follow bike safety rules.

The school will be enforcing the state law requiring helmets. All children under the age of fourteen riding a bike, even as a passenger, must wear a properly fitted and fastened helmet.

Skateboards/Skates:

1. Skateboards/skates may not be used on school property between 8:45AM and 3:45PM or when there is an activity.
2. Skateboard/skate areas for use are the driveways and the lower sidewalk only.
3. If skateboards/skates are brought onto a bus, they must be stored according to driver directions and all other rules apply. Any student who does not follow the rules will not be permitted to bring a skate-board/skates, and/or bicycle to school.

BUS RULES:

Students may not ride any bus except the bus to which they are assigned and:

1. Remain seated while the bus is in motion,
2. Speak in a moderate voice,
3. Obey the bus driver,
4. Keep body and objects to yourself and away from the windows or other passengers,
5. Use appropriate language only,
6. Seat belts must be worn by each student,
7. Students must sit in their assigned seats and remain in that seat for the duration of their bus ride.

TRANSPORTATION GUIDELINES:

Bus pick-up times are approximations. Students should arrive at bus stops at least 10 minutes early. Students must ride their assigned buses. No switching of buses will be permitted.

1. MORNING BUS DROP OFF

Students will disembark at the cul-de-sac and enter the school at the front cafeteria entrance (Gr. 4) or the lower entrance (Gr. K-3).

2. PARENT/GUARDIAN DROP OFF

Parent/Guardian drop off will be in front of the main office lobby doors at 8:50 AM. The students will enter through the front lobby.

3. PARENT/GUARDIAN PICK UP:

Parent/Guardian pick up will be in front of the building beginning at 3:20 PM.

***If anyone other than a parent or guardian is picking up a student, that student must have a note of permission from his/her parent or guardian identifying that other person. The parental designee must park the car and pick-up the student at the receptionist's desk after signing in and showing identification.**

These procedures must be followed by everyone:

1. Park in the parent pick up line by the front doors and wait until your child is directed to you.
2. Parents/guardians must remain in their vehicles in order to facilitate dismissal procedures. Students must be able to independently enter on the passenger side of the vehicle. Please do not get out of car to open doors for children.

4. SAFETY CONCERNS:

Parent Drop-off and Walkers: Students are not to arrive at school before 8:45 AM. when supervision officially begins.

Bus: Supervision for students riding buses starts when the students enter the bus. Bus stops are not supervised by school personnel. We strongly urge parents to directly supervise bus stops whenever possible. Students are still considered under parent/guardian supervision until entering the bus.

For safety purposes, review a plan for your child if the bus does not arrive within a reasonable time. Some ideas are: to return home and call the school, go to a nearby neighbor's to have them call the school, or communicate with other parents of students at the bus stop to have one parent's house be the safety house.

VISITORS: A visitor is anyone other than a pupil enrolled in or a staff member employed by the school. Visitors are required to report to the reception desk to sign in and receive a visitor's badge. Refer to [Policy and Regulation 9150](#) –

School Visitors. ID badges must be worn and be visible for the duration of your visit. The secretary will confirm your appointment and direct you to the appropriate location for your meeting. Visitors should always be prepared to show identification.

We value the teacher/student contact time and strive to minimize all interruptions. Therefore, we ask that visitors not consult with the teaching staff without an appointment. The ten minutes before and after the school day are critical times for teachers, and visitors should not engage teachers in conversation at that time.

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CLASS SCHEDULES: Elementary student schedules (Grades Prek-4) will be available in the student information system. It is the student's responsibility to report to assigned classes on time. *Please refer to parent/student portal for renew and sign off.

DELAYED OPENING: The announcement for an unscheduled delayed opening will be made through the School Automated Voice Call System to your designated phone number. On a delayed opening day, buses will arrive two hours later than usual. You can call the school at 234-0768 and an announcement will follow or check our website: www.bedminsterschool.org for information. (Please also see p. 8, Emergency Closing of School)

CODE OF CONDUCT

Progressive Discipline: Policy/Student Code of Conduct [Policy](#) and [Regulation](#) 5600

Bedminster Township School promotes the health, safety and well-being of all its members. To create a safe and supportive environment, expectations for behavior are

expected. Students not in compliance with these behaviors will be addressed to foster a sense of progression and remediation in relation to these behaviors.

Disciplinary Infractions:

Insubordination:

1. teacher warning/administrator warning
2. lunch and learn restorative practices (teacher, counselor, administrator)
3. in school suspension/out of school suspension (ISS/OSS) for continued, willful violation

Disruptive Behaviors/Language:

1. teacher warning/administrator warning
2. lunch and learn restorative practices (teacher, counselor, administrator)
3. in school suspension/out of school suspension (ISS/OSS) for continued, willful violation

Plagiarism/Forgery/Cheating:

1. parent notification, restorative practices inclusive of redo of assignment and loss of credit to 50% of assignment value. Student will also be ineligible of Honor Roll status in that marking period
2. in school suspension/out of school suspension (ISS/OSS) for continued, willful violation
3. in school suspension/out of school suspension (ISS/OSS) for continued, willful violation

Dress Code Violation:

1. administrator warning (change of item at discretion of staff)
2. lunch and learn restorative practices, change of clothes
3. change of clothes/parent pick up

Technology/Acceptable Use Policy (AUP) violation:

1. teacher/administrator warning, restorative practices including

confiscation of device for remainder of day

2. administrator confiscation of device, saved for parent pick up
3. administrator confiscation turnover to Police Department for parent pick up or/and loss of device use

Cell Phone Policy:

1. no cell phones in school; if student is in need of parent contact, they should ask a teacher/counselor to use device in main office
2. if violation occurs, the device will be held for parent pick up at the end of the day
3. multiple violations will require students to forfeit device upon entering/leaving property on a daily basis

Theft, Vandalism, Graffiti, Damage to Property:

1. in school suspension, reporting to police, restorative justice (repair, replace, pay)
2. out of school suspension; 10 day suspension

Physical Confrontation/Fight:

1. in school suspension, reporting to police

Verbal Confirmation/Threat/Intimidation (Student/Staff):

1. in school suspension, reporting to police

Possession of E-device/Tobacco/Substances:

1. students will be reported to the Department of Health for a summons in municipal court where penalty will reflect ordinances as noted. Additionally, students in possession of an electronic device will be sent out for a mandatory drug screening [**Policy and Regulation 5530 Substance Abuse**](#)

HARASSMENT, INTIMIDATION & BULLYING (HIB)

Harassment, intimidation or bullying means any gesture or written, verbal or physical act and or any electronic communication, that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property or placing a student in reasonable fear of harm to his or her person or damage to his or her property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The Bedminster Township Public School disapproves of harassment, intimidation and bullying in all its forms and considers it a serious offense. If a student is a victim of or a witness to harassment, intimidation or bullying on campus, on a school bus or at a school-sponsored function, the student is required to inform a faculty or staff member. A student making such a report to a faculty or staff member may do so confidentially. School faculty and staff will address the harassment, intimidation and/or bullying urgently and firmly consistent with the school's overall disciplinary procedures.

For further information regarding Bedminster Township Public School's anti-bullying reporting procedures, please visit the school district's website:
www.bedminsterschool.org.

Click [Policy 5512](#) to access Bedminster Township Public School's full H.I.B. Policy.

Please note, the school district's website also contains the names, school telephone number, school address, and email addresses of the

district Anti-Bullying specialists and the district Anti-Bullying Coordinator.

Harassment/Intimidation/Bullying/Bias* (See Description Below):

- Offense 1: Multiple Lunch Detentions, remedial learning/research activity
- Offense 2: In School Suspension, remedial learning/research activity
- Offense 3: Out of School Suspension, remedial learning/research activity

*Police notification based upon the severity of the incident

Bus infractions:

First Time – A warning will be given to the student and parents will be notified. Students may face consequences, including suspension of bus privileges if incident is severe, as determined by the Principal.

Second Time – Student may face school consequences and/or suspension of bus privileges for a minimum of three school days to be determined by the Principal. Other school consequences may also be given

Third Time – Automatic suspension of bus privileges for a minimum of ten school days to be determined by the Principal. Other school consequences may also be given.

Monitoring Devices on School Vehicles: To maintain safe and secure conditions for all pupils transported on school contracted vehicles, monitoring devices may be used. The device may be a sound video camera, a voice monitoring device or other appropriate devices as outlined on the Board of Education's [Policy 8690 Monitoring Devices on School Vehicles](#).

TRUANCY/CUTTING OF CLASSES:

A child is considered truant by any of the following criteria:

1. Absent from all or part of the school day without the knowledge of pupil's parent.
2. Leaves school without permission when school is in session.

3. Leaves class because of illness and does not report to the school nurse as directed.
4. Is present in school but is absent from class/lunch without approval without a pass. Such truancy is considered a “class cut”.

School consequences will be given for truant behavior. Any pupil who cuts class/lunch will serve after school detention(s). Work missed will be assigned and must be completed. Refer to Policy and Regulation 5200 Attendance.

ITEMS NOT PERMITTED IN SCHOOL:

The below listed items should not be used in school.

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Electronics 2. Hat/Hoodies 3. Gum | <ol style="list-style-type: none"> 4. Cell Phones/Smart Watches (must be in a locker or turned off during school hours). Can be used upon exiting school building. |
|--|---|

Students are not to bring toys or other personal items to school unless they have permission from their teacher. The school is not responsible for items that are damaged or lost.

DISMISSAL:

1. **Daily:** At the close of school, students report to either the designated dismissal area for buses, the parent/guardian approved pick up location, or to their assigned aftercare location. Exceptions are students scheduled for extra help, a special event, sports, club activity or detention. Students remaining after 3:30 PM will be dismissed as instructed in writing by parents/guardians to the parent/guardians or his/her designee or as a walker/bicyclist. A designee must have written permission given no later than 2:00 PM on that day.

For regular dismissal at 3:30 PM, anyone picking up a child should wait outside in the pickup line in front of the building or in their vehicle parked along the curb. For extra-curricular pick up at 4:30 PM, students are dismissed at the doors by the cafetorium. Please do not exit the vehicle.

2. **Early Dismissal:** A student who must be excused from regularly scheduled classes for doctors’ appointments or an unavoidable reason, must provide his/her homeroom teacher with a written request signed by a parent/guardian. This request should go to the child’s homeroom teacher on the morning of the early dismissal. This request will be forwarded to the office with the morning attendance. The request must contain the following: the child’s full name printed, reason for early dismissal, destination, time, date, name of person picking up the student and an approximate time of return if returning the same day. ***Faxed notes and verbal permission are the exception and are only acceptable during emergencies.*** Lists are prepared and are distributed to various staff members assisting with dismissal. It becomes a safety and security issue when these procedures are not followed.

For the safety of our students, the person checking out the child must report to the front desk and sign out the child. Office staff will call the child to the office. **IT IS IMPERATIVE FOR YOUR CHILD’S SAFETY** that he/she always brings in a note for early dismissal so that he/she will not be released to someone who is not authorized by the custodial parent. Always be prepared to show proper identification. **Refer to [Policy](#) and [Regulation 5230 – Late Arrival and Early Dismissal.](#)**

DRESS AND GROOMING: Pupils should dress appropriately for a PreK-8 school, in a clean, neat and comfortable manner. Clothing should not disturb nor offend other students or staff. Clothes should also not cause any health or safety concerns for the student or others. Students who wear inappropriate items will be asked to remove, change, or refrain from wearing the item in the future. **Refer to [Policy 5511 Dress and Grooming Guidelines:](#)**

1. Shirts cover the shoulders and the body down to the waist. Spaghetti straps and/or bare midriffs are not permitted.
2. Shorts and skirts should reach the end of the fingertips.
3. All under garments must be covered.
4. Footwear must be safe. Footwear with an open toe or without a back is not allowed. Flip-

flop, sandals, or slippers are not allowed.

5. Low cut, and/or tight fitting clothes are not permitted.

6. Clothing or accessories cannot have inappropriate language, messages, or graphics.

DRUGS/ALCOHOL/TOBACCO/SMOKING

In [Policy](#) and [Regulation 5530 Substance Abuse](#), the Board of Education treats the matter of drug, tobacco, or alcohol abuse as a serious problem that must not be taken lightly. Tobacco is considered an illegal drug for minors (less than 18 years of age). The policies and regulations are subject to all appropriate due process policies of the Board of Education.

The Board prohibits the use, possession, distribution, consumption of any electronic smoking device, drug, alcohol or tobacco product by students in school or at any event away from the school premises that is sponsored by the Board, and on any transportation vehicle provided by the Board. Students suspected of being under the influence of drugs will be identified, evaluated, and reported in accordance with the law. According to state law, if a faculty member suspects that a student is under the influence of drugs or alcohol, they must report this immediately to an administrator and the administrator, in turn, must arrange for the student to be tested for possible substance use/abuse.

ELEVATOR: Students should not enter the elevator without school permission and supervision. Any student requiring the use of the elevator for a medical reason must immediately provide the school nurse with a doctor's note stating the length of time for elevator use.

EMERGENCY CLOSING OF SCHOOL:

School closing announcements are made between 6:00 AM and 7:30 AM on radio stations WCTC (1450), WMGQFM (98.3), and NJ 101.5. School closings are announced on television station News 12NJ, WABC and WNBC. *Please do not call the police.* You will also be informed through the School Automated Voice Call System. You can call 234-0768, and an announcement will follow or check www.bedminsterschool.org.

Make arrangements, in advance, for your child/children to have a place to go if there is an unscheduled early dismissal. **No** individual student phone calls for instructions will be allowed.

EXCUSED FROM CLASS: It might be permissible for students to be excused from their regularly scheduled classes to attend a special meeting, rehearsal, lesson, etc. Permission for such an excuse must be given by the classroom teacher. Teachers shall not be required to excuse any students whose work in class is unsatisfactory. Excused students are responsible for making up all work missed.

FIELD TRIPS: A field trip is a learning experience which enriches the school curricula. All of the rules that apply in school also apply on field trips. [Policy](#) and [Regulation 2340 Field Trips](#) applies to all trips.

HEALTH OFFICE: Any student that has a need for medication to be available to him or her during school must have medication provided to the BTS Health Office. All medications, including over-the-counter medications, must be accompanied by a physician's order and in the labeled package by the pharmacist. Medication will be administered by a nurse in the school. No other staff member is authorized to administer medication with the exception of epinephrine by a trained designee. All medicines need to be picked up by parents/guardians at the remainder of each school year. **Refer to Board [Policy](#) and [Regulation 5330 Administration of Medication](#).**

HOME INSTRUCTION: A minimum of five hours of home instruction per week will be provided to any student under a physician's care who will be absent for *at least ten consecutive school days* due to an accident or illness, unless it is medically inadvisable.

To secure Home Instruction, parents should submit a written request to the Director of Student Services for home instruction along with a medical statement from a physician

containing diagnosis and the anticipated length of absence. Refer to [Policy and Regulation 2412 Home Instruction Due to a Health Condition](#).

HOMEWORK AND HOMEWORK

POLICY: Homework and good study habits contribute to the students' success in school.

Homework is an extension of school learning and provides opportunities to review knowledge and skills, research new topics, work independently, and improve study habits.

Length of Assignments: Homework should be part of a regular routine and contributes to your child's grade. Although there are limited homework assignments in kindergarten, it is expected that children and their parents will review each day's activities and papers together.

For the other grades, the amount of time listed should be the average. Students vary at the pace in which they complete work.

Grade 1	15 minutes
Grades 2 & 3	30 minutes
Grade 4 up to	60 minutes

Assignments After Illness: Our homework procedures provide for one make-up day for each day of absence. Work should not be requested through the reception desk. Teacher website pages provide information on homework assignments. Missing work can be obtained from the individual teacher directly.

INTERVENTION AND REFERRAL

SERVICES (I & RS): The New Jersey State Board of Education has adopted rules to provide district boards of education with standards for Intervention and Referral Services, [N.J.A.C. 6A:16-7](#), to ensure that schools have proactive mechanisms for addressing at-risk student behavior. The regulations provide schools with direction in formulating a coordinated system, using a multidisciplinary team approach in each school building, for addressing the full range of student learning, behavior and health difficulties and for assisting staff who have difficulties in addressing students' problems. Refer to [Policy and Regulation 2417 Student Intervention](#)

and Referral Services.

LIBRARY: The library is open to students during scheduled periods and when assigned by their teachers for independent work. Fines are charged for lost books. Paid fines are refunded if a book is found and returned.

LOCKERS: (4th Grade Students Only):

Students in grade 4 will be assigned hall lockers. Student responsibilities are:

1. Condition of locker
2. Keeping locker neat and organized
3. Keeping combination private
4. Backpacks remain in locker (a small bag is permitted in class but must fit under desk chair)

The school is not responsible for any thefts or loss of claimed contents in lockers. The lockers are school property and periodic inspections may be conducted. The Superintendent, Principal, or other designated school official has the authority to inspect lockers provided for use by students as long as students are informed at the beginning of each school year that such inspections may occur, according to [Policy 5770 Student Right of Privacy](#). Students are informed of locker inspections through this handbook and by their homeroom teachers at the time of locker assignments. If students misuse lockers, try to observe another student's locker combination, or try to enter another student's locker, they will receive consequences. Students can only decorate lockers if they receive permission from their homeroom teacher. The homeroom teacher must also supervise this process.

LOST AND FOUND: Lost and misplaced items could be brought to the office. A lost and found section will be kept outside the Cafetorium where items may be claimed. All items not claimed by the end of the school year will be disposed of properly by the school.

LUNCH PROGRAM: Bedminster School participates in the National School Lunch Program. Students eat lunch in the school cafetorium. Students may bring their own lunch from home or purchase lunch at school. The

food service will provide a choice of an entree or sandwich each day along with an a la carte menu. Bedminster School cafeteria uses an electronic point-of-sale lunch program from Maschio's Food Service which allows families to purchase prepaid student meals in any amount. Visit the cafeteria page on the school website under the "Departments" tab to view menus, details regarding the electronic point-of-sale program, and to obtain free and reduced meal applications.

MEDIA PERMISSION: Students are photographed and/or videotaped for: display in newspapers, magazines, newsletters, or brochures; viewing on cable or network television stations, the Internet, training videos for out-of-district educators; display for agencies, companies, and corporations who sponsor or work with school activities, etc. There are occasions when students have a chance to be interviewed, to interview, or exchange questions and answers with the media. In order to more easily honor parent wishes in such situations, we will maintain a list of students whose parents/guardians prefer that their child/children does/do not participate in such activities. **All parents will be required to complete a media consent form in the parent portal in Genesis.**

PHONE SYSTEM: Students may seek an administrator, counselor, or nurse to make calls on an emergency basis. The School Automated Voice Call System can be used by the school to give you general information or to call you when we need to deliver a school wide message.

When calling the main school number, 234-0768, please use the following codes:

- 0 – Receptionist/Operator
- 5 – Dial-by-Name Directory
- 6 – Absent
- 7 – School Office:
 - Absent Line/Option 1
 - Nurse/Option 2
 - Child Study Team/Option 3
 - Guidance Elementary/Option 4
 - Guidance Middle School/Option 5
 - Principal's Office/Option 6
 - Main Office/Option 7

8 – District Offices
Sports Hotline – Ext. 238

PHYSICAL EDUCATION: The State of New Jersey requires children attending public school to have physical education students need to have:

PreK-4: Sneakers and socks (no dresses or skirts on PE days)

REPORT CARDS: Student grade reports will be available on-line, four times per year within 2 weeks after the end of each marking period through our student information system. Grades will be unavailable during that 2-week period.

REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN: As per New Jersey Administrative Code (NJAC 6:29-9.2) school employees both compensated and uncompensated (volunteer), must immediately report to the Division of Child Protection and Permanency (DCP&P) incidents of suspected child abuse and/or neglect, as well as the local police. Early identification of child abuse or neglect is very important to the safety of children. Notice does not have to be given when the reporting person believes such notice would likely endanger the referrer or child/children involved or put either in a situation where the result may be retaliation against the child or discrimination against the referrer. **Refer to [Policy](#) and [Regulation 8462](#).**

SCHOOL COUNSELORS: School Counselors provide educational guidance and counseling services to the school population. They conduct individual and small group guidance counseling on a long or short term basis as a means of intervention and/or prevention of various emotional, social, and academic areas of concern. The School Counselors will provide classroom guidance activities on an as-needed basis.

SPECIAL EDUCATION SERVICES:
Department of Special Services: The summary below is a brief introduction to special services. We encourage you to contact us with any questions or concerns regarding your child. Our office is located at 234 Somerville Road in the

Bedminster Township School. Contact the Director of Student Services at 908-234-0768 x290 for any additional information or **refer to [Policy and Regulation 2460 Special Education](#)**.

What are special services?

- Special services are governed by the New Jersey Administrative Code, Title 6A, Chapter 14, Special Education (NJAC 6A:14). These services are designed to meet the special needs of students who may be experiencing difficulty in accessing the general education curriculum or experiencing difficulty in adjusting fully to the daily requirements of the general classroom environment. Emphasis is placed upon offering services that are responsive to a student's individual learning style and educational disability.
- There are many professionals who provide services for students identified with special needs. These professionals include special education teachers and the Child Study Team. The Child Study Team (CST) is composed of a learning disabilities teacher consultant (LDTC), a school psychologist, and a school social worker. Speech/Language Specialists, occupational therapists, physical therapists, and behavior specialists are related service providers that target specific needs of students as well.

Who is eligible for special services?

- Any child between the ages of three and 21, whose parent(s)/guardian(s) is/are legal residents of Bedminster Township is a potential candidate for services if they have a disability or are suspected of having a disability as outlined in the New Jersey Administrative Code, Title 6A, Chapter 14, Special Education.

How does a child become eligible to receive services?

- A child may be referred for a Child Study Team evaluation based on a written request from a parent, teacher, counselor, school administrator, or the Intervention and Referral Services (I&RS) committee. A referral is recommended when a student displays severe difficulty in the general education classroom due to potential learning disabilities, behavioral/social difficulties, chronic illness, or other emotional, neurological, intellectual, or communication difficulties.
- After a referral is received, an initial planning meeting is held to establish whether an evaluation is warranted. Parent(s)/guardian(s) participate in this initial meeting with the Child Study Team, other specialists, if needed, and the child's classroom teacher. If there is an agreement to conduct an evaluation, the parent(s)/guardian(s) provide written consent regarding the nature and scope of the evaluation before it is conducted.
- The evaluation may include the review of relevant data, standardized testing, an observation, and interviews with parent(s)/guardian(s) and classroom teachers to determine whether the child meets the eligibility requirements of a disability as defined by the New Jersey Administrative Code, Title 6A, Chapter 14, Special Education. If the evaluation determines that a child does have a disability, another meeting is scheduled to develop an Individualized Education Plan (IEP) to address the child's needs. A full continuum of programs and services are available in the Bedminster Township School District to meet the needs of students with disabilities.

What is an Individualized Education Plan (IEP)?

- An IEP is a written plan that describes the student's current performance, a specific course of action appropriate for the student, and measurable goals or benchmarks. Parent(s)/guardian(s) are

invited to attend all IEP meetings and provide written approval for the initial IEP before it is implemented.

- A member of the Child Study Team serves as case manager and monitors the child's progress. The IEP is reviewed and updated annually or more often, if needed.

STUDENT/PARENT RIGHTS:

Grievance Procedures: The Board of Education has established procedures for addressing grievances or problems raised by students or parents/guardians and for the protection of individual rights in **Board [Policy 5700 Student Rights](#) and [Policy 5710 Student Grievance](#).**

TEXTBOOKS: Students are responsible for textbooks issued to them and they are subject to fines for damages or replacement cost. A lost book must be paid for at its full value. If it cannot be found, a new one must be purchased for the school by the student. If the missing book is found, a refund will be given. **Refer to [Policy 5513 Care of School Property](#).**