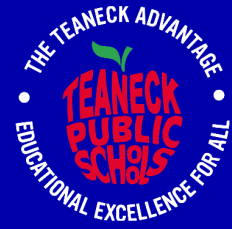




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# PARENT AND STUDENT HANDBOOK

David Deubel  
Principal

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(201) 833-5545

Johanna Reyes  
School Nurse

(201) 833-5549

School Fax Number

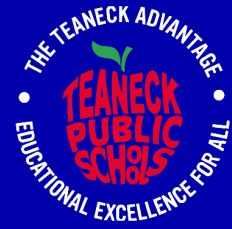
(201) 862-2348



1 E Tryon Avenue  
Teaneck, NJ 07666  
[www.teaneckschools.org](http://www.teaneckschools.org)



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## A Message From Your Principal

Dear Bryant and TELC Families,

I am so excited to welcome you to Bryant School for the 2023-2024 School Year!

This handbook has been designed to provide you with information about Bryant School. I hope that it will serve as a guide in answering many of the questions you may have about our policies and school procedures. In an effort to 'go green,' our handbook will remain on the school website. Our website will be a good starting point for any school questions. We are also accessible via the [Teaneck Public Schools District Page](#).

Bryant School is a place where academic excellence, personal integrity, diverse perspectives, and meaningful relationships thrive in a safe, respectful, nurturing, and intellectually stimulating environment. Parents, faculty, and community members work together to advance student achievement and assist each child in reaching his/her full potential.

Our faculty is dedicated and focused on the academic achievement of our youngest learners. They work diligently to provide a strong foundation through developmentally appropriate practices that build reading, math, critical thinking, and problem-solving skills necessary for your child's success. We work with the children to ensure social-emotional learning, encouraging the development of self-regulation and executive function. We strongly motivate ongoing communication between home and school, so that we can truly meet the needs of your children.

Please read through the handbook and familiarize yourself with the policies and procedures of our school. It is important for all of us to understand the rules and regulations we need to follow in order to ensure that everyone is safe, welcome, and a member of the Bryant School community.

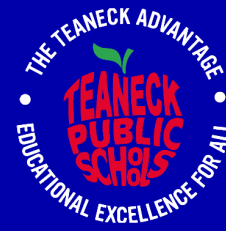
I am confident that this will be a productive school year for your child. Please do not hesitate to contact me with any questions or comments.

Regards,

David Deubel

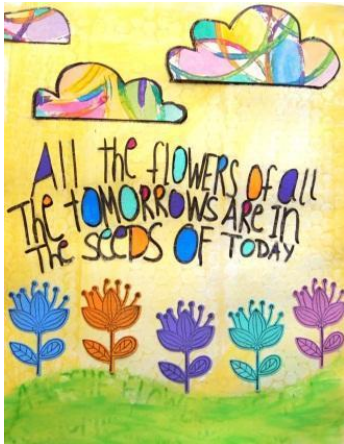


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*\*Please note that the policies and procedures in this handbook refer to the procedures and practices during the typical school year,*

## Welcome to Bryant School



### **The Mission Statement**

Bryant School is the place where seeds of happiness and academic excellence are planted.

Bryant School serves approximately 300 students from grades Pre-K3 and Pre-K4. As in all of Teaneck's schools, Bryant's classes are balanced according to gender, race or ethnicity, and academic ability.

### **Curriculum**

For the 2023-2024 school year, your child will follow the New Jersey Student Pre-School Teaching and Learning Standards. To meet the standards, preschoolers will use Tools of the Mind Curriculum. The curriculum supports children's cognitive, social, and emotional

development with a special emphasis on the development of executive function and self-regulation. One very effective and foundational Tool of the Mind is blending learning with play. Children love to play and learning while having fun is often more effective than traditional classroom work. Creativity and imagination stimulate a desire to learn more and apply what is learned in real-life situations.

### **Assessments**

A performance-based assessment/portfolio system is used. Teachers collect data on each child's development and learning to inform their practices and guide instruction.

We utilize [Teaching Strategies Gold](#) for formative assessment where students are observed through everyday activities in the natural classroom environment.

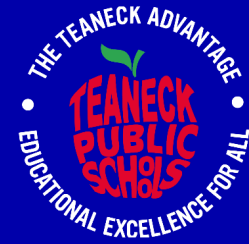
- The Teaching Strategies Gold (TS Gold) Objectives for Development and Learning is a developmentally appropriate ongoing assessment for early learners.

### **Behavior and Classroom Management**

Bryant School's approach to classroom conduct requires positive and developmentally appropriate techniques that ensure a child's physical and psychological safety.



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- ★ We validate children's positive behavior, promote confidence in their abilities, and encourage and teach pro-social behaviors.

- ★ All teachers will be implementing the Pyramid Model:

The Pyramid Model is a tiered approach to supporting all children and families by first teaching pro-social skills, then providing targeted strategies to those who need more support, and finally intensive individualized behavior plan when needed through the PIRT process (see below).

### **The Preschool Intervention and Referral Team Process (PIRT)**

The Preschool Intervention and Referral Team consists of educational professionals who are trained and experienced in supporting families and teachers in modifying instruction and classroom interventions for preschool-aged students.

- ★ PIRT members provide professional development for preschool staff and assist teachers in providing for the needs of children in the classroom.
- ★ PIRT assistance is called upon when children demonstrate need in the areas of social-emotional skills, behavior, speech/language, gross/fine motor skills, or cognition.
- ★ In the event that a child demonstrates concerns in any of the aforementioned areas, a teacher will first contact parents and then may request assistance from a PIRT member.

Support will always be based on analysis of the behavior's function and may include:

- ★ Class-wide or individual approaches
- ★ Increased communication instruction as many children can act out when their needs and wants to exceed their current abilities to express themselves
- ★ Practice in turn-taking
- ★ Practice in joining peers in play
- ★ Visual supports and reinforcement for learning to transition from play to teacher-led activities.

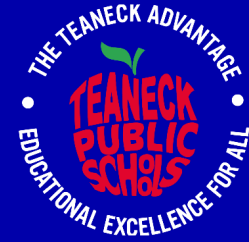
### **Transition to Kindergarten**

Saying Goodbye to Preschool and Hello to Kindergarten: The Bryant School is committed to fostering a smooth transition from preschool to Kindergarten.

The following activities to support a successful transition are provided:



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- ★ Kindergarten transition parent information meeting
- ★ Preschool teachers conduct visits to Kindergarten classrooms
- ★ Teachers complete and share Kindergarten portfolios with families and homeschools

### **Community and Parent Involvement**

At Bryant, we believe that supportive home-school partnerships provide an environment in which families, schools, and the community work together to achieve and sustain shared goals for children.

Family involvement activities are coordinated by the Community/Parent Involvement Specialist (CPIS)/Parent Liaison and Preschool Social Worker in conjunction with the Teaneck Early Childhood Advisory Council, Teaneck Preschool Support personnel, and Bryant school staff.

Family involvement in school activities is encouraged in the following ways:

- Volunteer opportunities: Families are encouraged to participate in class activities such as reading favorite books to the class, speaking to the class about an area of interest or expertise, or doing an activity with the class.
- Family workshops are offered in the areas of health, safety, literacy, and behavior.
- Families are encouraged to participate in the Teaneck Early Childhood Advisory Council.
- Family meetings are offered at various times of the day, helping to ensure that all families have the opportunity to attend.

Direct Communication takes place regularly:

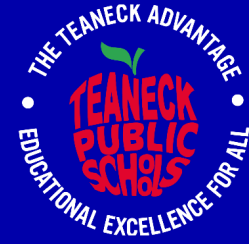
- Teachers send home newsletters throughout the year
- A monthly calendar of school and community events is provided to each family
- Families receive a procedure and policy handbook.
- Written communication is presented in the home language as needed
- Information about the child and feedback about the program is solicited from the family at school entry and throughout the year

For additional information, the family handbook, calendar, and helpful parenting links, please visit the Bryant School website:

[https://www.teaneckschools.org/bryantelementaryschool\\_home.aspx](https://www.teaneckschools.org/bryantelementaryschool_home.aspx)



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## School Supplies

- Each student will need a backpack or school bag that they can easily open and close without assistance and is large enough to hold oversized art projects.
- Please take the time to review the items in your child's backpack every school day.
- Toys and personal articles from home are NOT to be brought to school,
- On the first day of school, please send your child with a change of seasonally appropriate clothing (underwear, socks, shirt/pants) in a Ziploc bag with your child's name on it. These items will be stored in your child's cubby. *Write your child's name on each item w/ a laundry marker or Sharpie.*

Each student should bring a crib sheet and light blanket for rest time. These items will be sent home every Friday for washing and should be returned to school every Monday.

- *Write your child's name on each item w/ a laundry marker or Sharpie.*

## Teacher Qualifications Notice

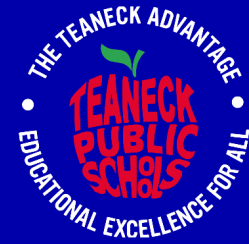
**As a parent of a student at Bryant, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, specifically, you have the right to ask for the following information:**

- Whether the New Jersey State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the New Jersey State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degree(s).
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Please be assured that the Teaneck Public School district has an extensive recruitment and screening process to ensure that each classroom teacher hired not only holds appropriate NJ



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certification but possesses a high level of competence and potential for growth, essential qualities of a successful teaching and educational experience

### **Daily Schedule**

**Students will not be permitted to enter the school building prior to 8:20 A.M. The Bryant School day will begin at 8:30 AM and end at 2:20 PM.**

**\*Please note:** The School Age Child Care Program is under the Teaneck Community Education Center. For more information please call (201) 833-5534/5514.

Teaneck Early Learning Center will follow a similar schedule.

### **TO CONTACT YOUR CHILD'S SCHOOL**

Bryant Office	(201) 833-5545
TELC Office	(201) 347-3480
School Nurse	(201) 833-5549
School Fax Number	(201) 862-2348
Principal's Email	<a href="mailto:Ddeubel@teaneckschools.org">Ddeubel@teaneckschools.org</a>

**In the event that phone service in the school is not functional**, the following number can be used: 201-837-8154

### **CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER**

Changes of address must be reported to the Board of Education. Please notify the school office immediately of any change in a pupil's address, telephone number, changes in guardianship, etc. Emergency numbers should be continuously updated.

***It is most important that the school has the correct and current information in the event of an emergency.***

### **ATTENDANCE**

Regular school attendance is an important factor in children's social and cognitive development. Regular school attendance can provide children with various enriching opportunities and experiences that are beneficial to their social development and relationships with peers and adults. *Excessive absenteeism whether sporadic or consistent can have long-term effects on a child's educational path starting in preschool.*





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Students are expected to attend all the days and hours that the public schools are in session in the district. You may request an excused absence\* only for the following reasons:

- personal illness of 5 or more days (student must report to nurse's office upon return with a doctor's note preferably accompanied by a parent)
- approved religious holidays
- death in the immediate family
- court-ordered appearance

The following are excused absences:

- authorized school field trips and athletic events,
- as set forth in the student's IEP, Section 504 Plan, or individual health care plan, where appropriate,
- official appointments with Principals, Guidance Counselors, or medical staff.

You are asked not to take students out of school for vacations or nonessential activities. Call the main office or school nurse to tell us when your child will be absent. Students cannot call the school themselves.

***If your child is absent for all or part of a day, you are required to present a note or provide a doctor's certificate to the Attendance Secretary within three (3) days of return from the absence.***

- ***The note or doctor's certificate has to say why your child was absent. Students need to bring the note to school on the day they return.***
- ***This note is required even if you have called the school to report that your child will be absent.***

**Board of Education policy specifically outlines penalties, up to and including retention, for students with excessive absences, i.e., more than eighteen (18) days of unexcused absences.**

### **TARDINESS**

Simply stated, **your child must be in school, on time, each day.** Parents/guardians should note that accompanying their children to school does not excuse them from being late.

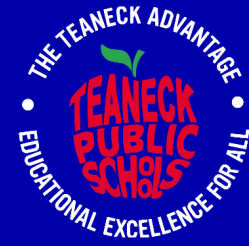
**Understanding that emergencies occur, three (3) unexcused tardies are permitted per semester (marking periods 1 and 2 combined) before a consequence is enforced.**

Bryant School encourages punctuality at all times. Arriving late to school causes a disruption in the student and classroom environment. Any student who is late must be accompanied by an





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adult into the building and signed in at the main office. **Chronic lateness results in loss of instructional time.** Additionally, students arriving after 9:00 may be unable to order lunch. In some cases when attendance has already been recorded, parents will be instructed to report tardies to the nurse.

### **REPORTING STUDENT ABSENCE / LATENESS**

Whenever your child is absent for illness or other reasons, we ask you to **contact the school nurse no later than 8:15 A.M.** The nurse's phone number is **201-833-5549.**

- When the student returns to school he/she must have a *written* note from the parent/guardian stating the reason for absence.

If a phone call is not made or a note is not received, this results in an unexcused absence for your child.

In the event that the school is not notified of a child's absence, we will attempt to call the home. The purpose of this is, of course, the safety and well-being of the student.

If your child will be arriving late, we ask that you contact the school nurse **before 8:30 A.M.** Students who are late for school should first report to the main office to sign in and will be escorted to class by a staff member.

**Reminder: your child's lateness disrupts his/her learning as well as the learning of others. Please BE ON TIME – 8:20 A.M.**

### **TRANSPORTATION**

Children who live more than 1.4 miles from school are entitled to busing/transportation according to Board of Education policy. All buses have seat belts and wearing seat belts is required by NJ Law and Board of Education policy. Please explain to your child that wearing the seat belt is mandatory to prevent serious injury.

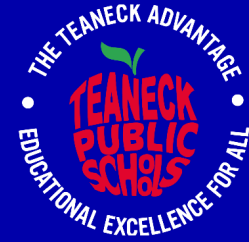


- Remember:**
1. Be at the bus stop on time.
  2. Respect the rights of property owners in the vicinity.
  3. Form a single line when the bus is approaching - and no pushing.

**At no time may a "walker" ride the school bus; nor can children be switched from bus to bus. Parents should not board the bus as it delays the scheduled bus route.**



# TEANECK EARLY LEARNING CENTER



## ARRIVAL PROCEDURES

MORNING DROP-OFF: 8:20 – 8:30 a.m.

- Classes begin at 8:30 a.m. Students who walk or ride with parents must arrive at school no earlier than 8:18 a.m. at the assigned walker/carpool door for your child's class.
- **There is no supervision for your child before this time.** When driving/walking your children to school, please bring your child to their assigned entrance.
- **Do not** drop students off in the Bryant School parking lot or playground doors. Crossing guards are at Teaneck Road and Tryon Avenue.
- Buses/Vans line up in the Bryant School parking lot.
- For safety and security, parents and guardians will not be permitted to enter the building during arrival other than by appointment.
- Children learn quickly where their classrooms are located and how to navigate throughout the building to get to their classrooms. We have many staff members in the building on duty each day to ensure students' safety along the way.
- Our goal is to provide all of our children with a safe and secure environment as they are welcomed into their classroom.
  
- Therefore, we ask that parents say goodbye in cars and at the doors and allow the students to enter and walk to their individual lines under the watchful eyes of the morning supervisors and staff members.
- We ask that you respect our requests and allow us to provide a safe and orderly morning procedure so that your child can begin each day in a calm and safe environment.
- If you or your child experience separation difficulties, we encourage you to reach out to your child's teacher to arrange a time to discuss strategies to assist in successful transitions to school.

## DISMISSAL PROCEDURES

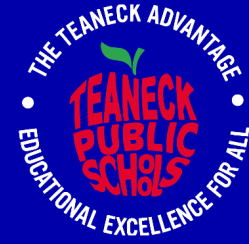
DISMISSAL: STUDENT PICK-UP: 2:20 – 2:30 p.m.

The end of the school day is filled with exuberant children and parents anxious to move on to their next activity.

- Students will begin **dismissal at 2:20 P.M.** To ensure our children's safety, we encourage you to be patient and careful.
- **Bussing students will exit the building on the Bryant parking lot side. The buses board at the curb near the staff parking lot.**
- **Walkers and those who will be picked up by car will exit through their assigned exit doors on Intervale Road, and be dismissed using our carpool sign process.**
- Do not ask children to walk across the grass or street to meet their ride. Parking is **not permitted** in the school parking lot.



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- **After 2:35 p.m.** students will be sent to the office and a parent or guardian will be contacted to retrieve their child from the office.

### **REQUEST FOR EARLY DISMISSAL**

**A parent or guardian's written request must be submitted to the main /principal's office prior to picking up.**

- Written requests must include the following information: child's name, teacher, date and time of dismissal, reason for leaving school early, and the name and relationship of the person picking up the child.
- Persons picking up children will be required to show identification. You or your designee must come to the office **no later than 2:00 PM** to sign out your child.
- **Please be patient and understanding as safety is the priority.**

\*\*\*\*The end of the day is a very busy time for the office staff. Consequently, we ask that you do not pick up your child after 2:00 p.m..\*\*\*\*\*

- If you arrive after the 2:00 p.m. pick-up window, parents of students who walk will have to proceed to the walker/carpool line to retrieve your child and parents of students who are bussed will have to meet your child at their letter bus to retrieve them prior to them getting on the bus.
- **No student will be allowed to sign out via the office after 2:00 PM.**
- **Only those people who have been included as your designee(s) in Skyward can sign your child out!**
- For security reasons, designees will be asked for identification.

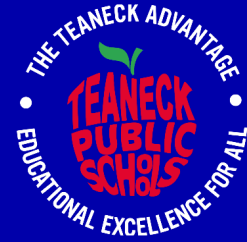
*Please try to schedule doctors' appointments before or after school hours. If your child must leave school early, **you must contact the Main Office to sign out your child**, who will be called to the office by the school secretary.*

### **NOTES FOR FAMILIES OF BUS STUDENTS & WALKERS**

- Please be at your child's bus stop before the scheduled pickup/drop-off time. To ensure safety at the bus stop, parents/guardians should try to plan rotating supervision responsibilities.
- Walker/Carpool students are dismissed at 2:20 p.m. at their assigned exit. Please have your walker/carpool sign.



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- Bused students are dismissed between 2:10 and 2:20 p.m. on the parking lot side of the building.
- Bus riders meet their buses in the Bryant School parking lot.
- No child may be picked up in the office after 2:00 p.m.

### **PUPIL SUPERVISION AFTER SCHOOL DISMISSAL**

The district has stringent policies in place to ensure the safety and security of students once school is dismissed. Please review the district's policy on **Pupil Supervision After School Dismissal, Policy #8601** which is an addendum to this handbook.

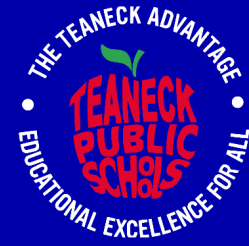
### **Changes and Updates**

Parent/Guardian must inform the teacher and office in writing of any changes in the daily dismissal routine.

- Written permission must be delivered to the school office no later than the morning of the change in the procedure. While we want to accommodate you and your child, our first concern must always be the child's safety.
- **If we do not have written permission, children will be directed to their regular routine.**



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**Walker/Carpool**

**Drop-Off & Pick-Up Procedure**

To ensure everyone's safety, please review the procedure for dropping off and picking up students at school each day:

- The only place students may be dropped off between 8:20 a.m. and 8:30 a.m. and picked up between 2:20-2:30 p.m. is on Intervale Road.
- You can access Intervale Road from Teaneck Road. All cars should form a single line along the yellow curb on the right-hand side of the street.

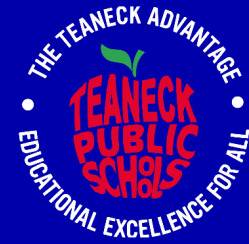
<b>Morning Drop Off</b>	<b>Afternoon Pick Up</b>
1. Follow Teaneck Road past Tryon Avenue to Intervale Road	1. Follow Teaneck Road past Tryon Avenue to Intervale Road
2. Make a right onto Intervale Road	2. Make a right onto Intervale Road
<b>3. Please follow the carpool line</b>	<b>3. Please follow the carpool line</b>
4. Staff members will greet your children as they exit the car with your assistance	<b>4. Display your GREEN carpool sign</b>
5. Children will walk to the door and proceed to their class (escorted by staff members waiting inside)	5. To maintain a smooth flow of traffic and for safety reasons, <b>please DO NOT</b> get out of your car until your child arrives.
6. To maintain a smooth flow of traffic and for safety reasons, <b>ONLY</b> get out of your car to assist your child.	6. Staff members will walk your children to your car
7. Please do not leave the carpool line until all cars in front of you have exited.	7. Please <b>DO NOT</b> leave the carpool line until all cars in front of you have exited.
8. <b>Please be patient.</b> We will try to keep the line moving as quickly as possible	8. <b>Please be patient.</b> We will try to keep the line moving as quickly as possible

- Please follow the security officer's direction to move all the way up before dropping off your child.
- Similarly, at dismissal, the security officer will call your child to enter your car once you are at the front of the line.

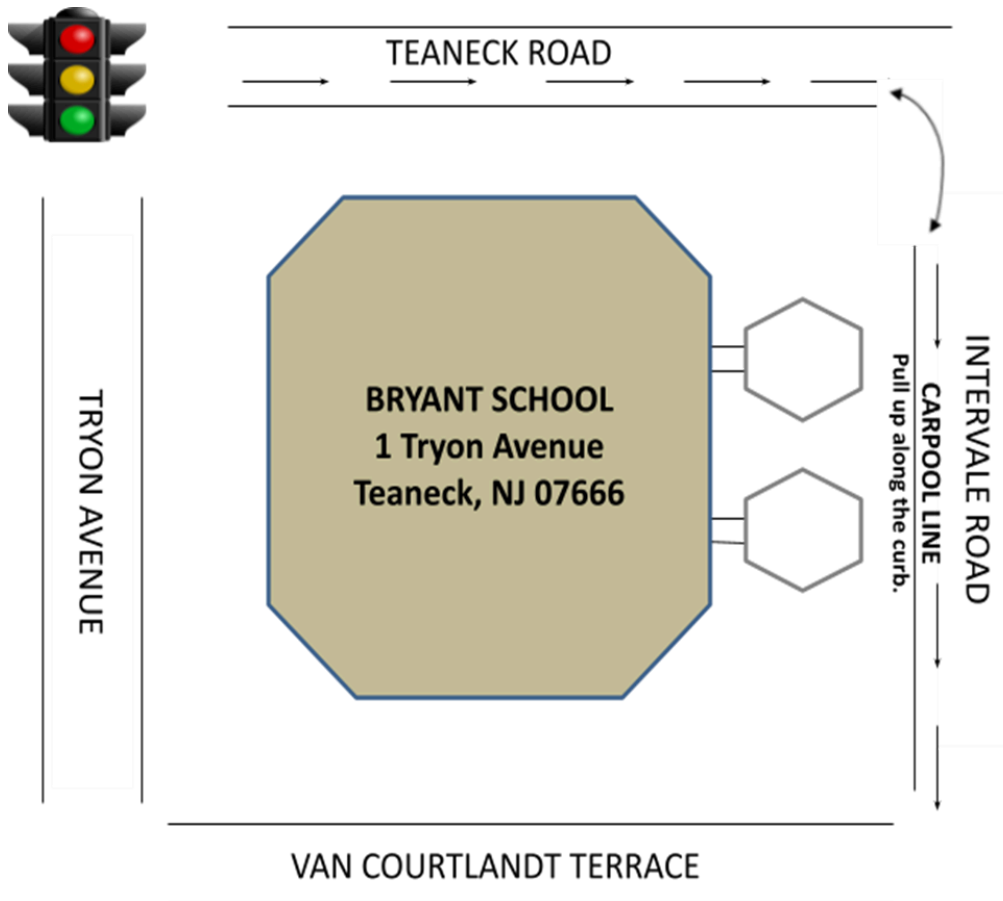
If everyone follows these directions, it makes the process move much more quickly.



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Please do not park on Intervale Road and walk your child across the street. This causes additional congestion and is dangerous with so many cars moving through the street.



\*If you plan to walk your child to the building, you can park in a legal parking spot on the street. **Please do not block the driveways of our neighbors and adhere to ALL Township parking signage.** Please refrain from parking on the opposite side of the walker line and crossing between vehicles



## **BUILDING SECURITY**

All steps must be taken to ensure to the utmost that students not be placed in harmful or unlawful circumstances

We need to know who is in the building at all times; therefore, all visitors to the school, including parents/guardians, must identify themselves at the office, sign in and receive a visitor's badge.

**No one may wander the hallways, make unannounced visits to classrooms or activities, or make unannounced entries into offices.**

Additional precautions to be taken for maximum security include the following:

- Each member of this staff has the right and the responsibility to question strangers in the building. A staff member may ask: "Have you been to the main office?" "May I help you?" "I am going in that direction and will show you the way, etc."
- The Main Entrance by the parking lot is the only location that is to be used for entry into the building by parents/guardians. All other entrances will remain locked. Every exterior door is equipped with a panic bar for regular and emergency exiting. The Main Entrance is equipped with an intercom and buzzer entry system.
- Anyone wishing to enter the building must be buzzed in by the main office.
- Upon entering the building, please provide the security officer/main office staff with your state-issued identification to be scanned for a visitor's pass.
- **Please do not hold the door open for anyone to enter even if you know the person.**
- While in the office, please be patient and wait your turn. Do not leave the office until the secretary gives you permission to do so and you have obtained a pass.
- All visitors must state the following:
  - Full Name
  - Child's Name
  - Class
  - Reason for Visit

*We want our students to understand that all visitors to the school must wear identification. The intent of this procedure is not to distance the school from parents but to better protect the children. We in no way want you to think that you are not welcome and we apologize for any inconvenience that this might cause.*

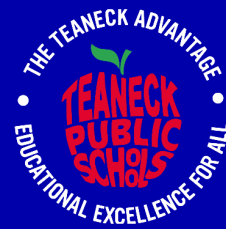
## **BOARD POLICY ON BUILDING SECURITY**

***"Except for the purpose of attending functions to which the public at large has been invited, no person shall enter any school building under the control of the Teaneck Board of Education without first making his/her presence known to the principal or other person then in charge of said building or buildings.***





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***All persons desiring to visit a school building for any purpose shall first report to the office of the principal or person then in charge to announce the purpose for which admission into the building is desired.***

***The principal or person then in charge may grant permission sought by the person entering the said building. A person found in a building without first having reported to the office of the principal or person in charge shall be liable to prosecution on charges of trespassing and be subject to such penalties as the law shall allow.”***

IT IS ABSOLUTELY ESSENTIAL THAT THE ABOVE GUIDELINES ON SECURITY BE STRICTLY FOLLOWED. Each of us has a special responsibility in this regard.

### **CLASSROOM VISITS/VOLUNTEERS**

**No visitors or volunteers should be wandering the hallways, making unannounced visits to classrooms and activities, or making unannounced entries into building offices.** All visitors (including regular visitors/volunteers such as PTO persons) must follow the building rules set forth above.

All volunteers must be able to **keep their commitments to the classroom teacher**. In order for a parent to be an effective classroom volunteer, the teacher must be confident that the parent will participate in and support the classroom activities and will **maintain confidentiality** regarding individual children’s progress. Parents are required not to use their cell phones while volunteering or working with children.

All volunteers are required to undergo a criminal background check (the district reimburses the volunteer for a \$31 fee). We will provide a training handbook for volunteers.

If you are interested in volunteering, please call Linda Kuhran at 201-833-5510 to request a volunteer registration form and more information.

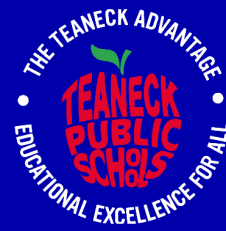
### **FAMILY INVOLVEMENT**

Research has shown that family involvement is the most important factor in a student’s success. Families are encouraged to be involved in their child’s education. If you would like to talk to your child’s teacher, please send in a note, email them directly, or call the main office.

- Teachers will communicate with families through email and Google Classroom.
- Additionally, information on all events at Bryant School is posted on the Bryant webpage of the [www.teaneckschools.org](http://www.teaneckschools.org) website.
- The Parent Teacher Organization encourages families to attend its meetings and to become active members of this organization that supports our school. PTO meetings are held on the first Tuesday of each month.



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## **CELEBRATIONS**

Everyone loves to celebrate; a birthday or other special occasion. At Bryant School, we celebrate with “FUN NOT FOOD.” Please do not send your child in with any food, snacks, or giveaways for a birthday or celebration. Your classroom teacher will work with your child to create a birthday celebration by choosing from a variety of fun activities. Example: a dress-up theme day, extra gross motor time, etc. Please note the following:

- Invitations to parties may only be distributed to the entire class, so as not to exclude or hurt an individual's feelings. Teachers **will not** be responsible for distributing invitations.
- Small celebrations in the class must be set up **prior** to the day with the teacher and are limited to 15 minutes.
- All celebrations are subject to review by the classroom teacher and/or the building principal, as needed.

## **INCLEMENT WEATHER**

If the day is inclement, bused students will assemble inside the school until their buses arrive. Walkers will be dismissed through their assigned door.

## **EMERGENCY SCHOOL CLOSING**

Should the Superintendent deem it necessary to close schools, the Fire Department will sound a signal at 7:00 A.M. School closings will be broadcast over various radio stations (710, 880, and 1010 AM and 103.1 FM). Closings are also broadcast on Cablevision Channel 12). An automated phone blast will be sent. The school answering machine message will also contain school closure information. You may call also call the District Voice Mail number 201-833-5508 for up-to-date information. You can check on school delays or closures on our web page at [www.teaneckschools.org](http://www.teaneckschools.org).

The School Aged Child Care Program (SACC) will not operate on any day the district is closed due to inclement weather or emergencies.

## **DELAYED OPENING**

In the event of a delayed opening, automated phone calls will be sent out. **Bryant will open at 10:20 A.M. Please do not bring students earlier than 10:15 AM on a day with a delayed opening as there will be NO supervision before this time! There will be NO before-school child care (Morning SACC).** Buses will pick up children approximately two hours later than the normal pick-up time. Lunch will be served on delayed opening days. Dismissal time will remain the same. The Bryant SACC will be in operation for the afternoon session only *unless otherwise noted*.

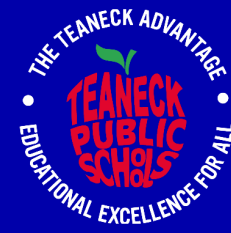
## **EARLY DISMISSAL/HALF DAYS**

Students will arrive at 8:20 am and dismiss at 12:20 pm. During Half Days/Early Dismissal:

- Lunch WILL NOT be served



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- Students attending after-school/after-care programs will be notified by their providers of the program's hours during the half-day

**2023-2024 Half Days Schedule\*:**

September 19, 2023 - Back to School Night  
October 9 - Half Day (Professional Development)  
November 16 - Parent/Teacher Conferences  
November 22 - Half Day (Thanksgiving)  
December 4 - Half Day (Professional Development)  
December 22 - Half Day (Holiday Break)  
March 21, 2024 - Parent Teacher Conferences  
May 24 - Half Day (Memorial Day)  
June 12-14 - Half Days

\*The above dates are published on the [District Calendar](#). Dates may be added or changed.

**EARLY CLOSING:**

The Teaneck Board of Education does not have an Early Closing policy.

**HEALTH OFFICE**

**Johanna Reyes, RN School Nurse  
201-833-5549**

**STUDENT HEALTH**

***Please do not send your child to school if he or she is sick.*** This is not in the best interest of the child and can affect the health of others. Please see above for the procedure to follow when you do not send your child to school.

**MEDICATION IN SCHOOL**

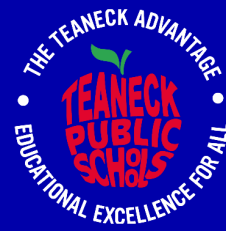
Generally, only the school nurse or parents/guardians are legally allowed to dispense medication. Call the School Medical Office at 201-833-5549 for information regarding procedures and for the necessary forms. Both parents/guardians and the child's doctor must complete these.

**IMMUNIZATION RECORDS/PHYSICAL EXAMS**

New Jersey State law and district policy require that all immunizations be current in order for children to attend school. Requirements are different for different ages/grade levels. If you receive a notice that your child's immunization record is not up to date, please supply proof of the missing immunizations promptly. Failure to comply may result in your child being excluded from attendance until requirements are met.



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New Jersey State law also requires that all new entrants to school present a current, complete physical exam report prior to starting school. Physical exam forms can be found on the district website under "Residency & Registration".

### LICE

From time to time a student will come to school with head lice. **Head lice is highly contagious! If your child has head lice, he/she cannot be permitted to attend classes until checked by the School Nurse. Please call the nurse if you have any questions.**

### CHANGE OF CLOTHING

Please supply a complete change of clothing to be kept in the classroom. Please place clothing in a Ziploc plastic bag marked with the child's name. A limited supply of clean clothing is available for students, in the nurse's office, in the event that an emergency requiring a change of clothing occurs and we do not have anything on hand and/or a parent or guardian cannot be contacted.



### HEALTHY SNACKS

We suggest that you send only *healthy snacks* to school with your child. Cookies, candy, cupcakes, and high salt-content chips are **NOT** considered *nutritional* and may affect your child's behavior due to the high sugar and/or salt content. GUM CHEWING IS NOT PERMITTED. Consider fruits, fruit snacks, cheese, and/or pudding snacks. Please refer to [THIS LINK](#) on the website that provides recommended healthy snacks for the children



### ALLERGY ALERT

Each year, there are several students with life-threatening food allergies attending Teaneck Schools. Peanuts, nuts, and nut products **ARE NOT PERMITTED** in any classrooms at Bryant School.

Should your child have any allergies to food or other substances, you must inform the nurse in writing of such allergies as soon as you become aware of them.

### HAND WASHING

Lack of proper hygiene is one cause of illness and absences. A school policy was initiated to encourage hand washing before lunch and at other needed times. Students will have the option of using a waterless hand cleaner or washing at a sink before lunch.





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**TEANECK PUBLIC SCHOOLS  
MEDICAL DEPARTMENT**

**ADMINISTRATION OF MEDICATION**

Following are the district guidelines in relation to the administration of medication in the schools. If it is necessary for any medication to be given during school hours, the following requirements must be met:

**A completed medication form must be submitted to the school nurse.** This form available from the nurse's office must be renewed with each prescription and annually for long-term medication.

- The medication form must be signed by the parent/guardian or the parent's note must be stapled to the form.
- The child's physician must complete a medication form or a prescription from a physician must be stapled to the form.

**NO MEDICATION WILL BE ADMINISTERED UNTIL THE ABOVE FORMS ARE COMPLETED.**

An adult must bring the medication into the school. No child is to carry medication or to self-medicate. Unless specifically authorized in accordance with the law.

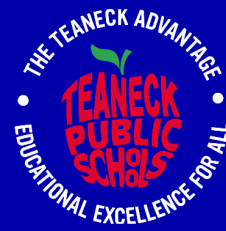
The medication must be in the original pharmacy container with the pharmacy label indicating the patient's name, doctor's name, name, and strength of the medication, and doctor's instructions.

- All medication will be given to the school nurse and kept in a locked closet in the school's medical office.
- Unless prescribed, NO "OVER THE COUNTER MEDICATION" will be given in school and the child is not to carry such medication. This includes aspirin, Tylenol, cold tablets, cough syrup, etc. Any such medication should be given to the nurse who will safely store it until it is returned to the parent.

**The certified school nurse or parent/guardian are the only persons permitted to administer medication in school.** Students may self-administer in accordance with New Jersey State regulations. While attempts will be made to have the medication administered while the nurse is present in the building, if she is not present due to split assignment, absence, etc. and medication MUST be given (as per prescription), the parent must be called to administer the medication. No assignment of an alternate person to administer the medication by the parent/guardian is permissible.



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Your adherence to the above guidelines will provide for the lawful and safe administration of medication in our schools.

**SCHOOL LUNCH PROGRAM**

**OPTIONS:**

- Pre-paid lunches may be purchased online or by sending cash or check to the school. To purchase online visit <https://www.myschoolbucks.com/>
- Lunch/Snacks may be brought from home.

**PREPAID LUNCH**

**A minimum of ten (10) lunches may be purchased in advance. The office will accept checks or exact change only.** Please make checks out to the Teaneck Board of Education.

<i>Quantity of Lunches</i>	<i>Amount</i>
<b>10</b>	<b>\$ 35.00</b>
<b>20</b>	<b>\$ 70.00</b>
<b>30</b>	<b>\$ 105.00</b>
<b>40</b>	<b>\$ 140.00</b>

**If your child forgets or loses his lunch or lunch money, he/she will be provided with a cheese sandwich.**

If you choose not to prepay for lunch, the daily cost of lunch is \$3.50.

Menus can be viewed by going to <https://teaneckschools.nutrislice.com>

**Federal Lunch Program**

This program is for families who meet specific guidelines established by the federal government. (Your child will bring home the application form on the first day of school.) **YOU MUST REAPPLY EVEN IF YOU RECEIVED THIS SUBSIDY LAST YEAR.**

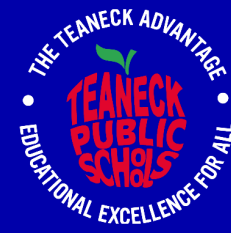
**Allergy Alert:** Should your child have an allergic reaction to certain foods, please inform the nurse/ classroom teacher in writing. She will inform Food Services and indicate this on the daily lunch sign ups.

**RELATED SERVICES AND PROGRAMS**





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**Special Education**

Children with disabilities are provided a free appropriate public education in the least restrictive environment. Such children are provided special education and related services which may include speech, occupational, and physical therapy. Children with identified learning problems may receive extra help with their classroom work and study skills. Referrals may be submitted to the Child Study Team (CST) by school personnel, parents or agencies concerned with the welfare of students. The Bryant 504 committee will also consider referrals for students needing a 504 accommodation plan based on disability. For information please call 201-862-2495.

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**FAMILY AND SCHOOL COMMUNICATION**

**Reporting to Parents**

We value our partnership and feel that it is important to maintain open lines of communication between home and school throughout the year. A conference can be initiated at any time by either a parent or teacher.

Scheduled reporting of pupil progress will take place three times each year. This involves a combination of conferences and written reporting.

Report cards will be distributed three times during the school year:

**ELEMENTARY SCHOOLS (Preschool): Bryant, TELC, BDS, Lacey**

GRADES P3 - P4				
	Start Date	End Date	# of Days of Instruction	Report Cards Distributed
Checkpoint 1	09/06/2023	11/08/2023	44	11/15/2023
Checkpoint 2	11/13/2023	03/15/2024	80	03/20/2024
Checkpoint 3	03/18/2024	06/07/2024	53	06/14/2024
Total # of Days of Instruction			177	(# of Days of Instruction do not include the last week of school)

**Conference Requests**

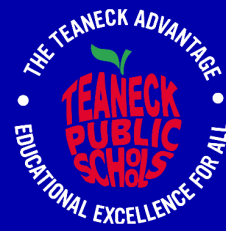
Parents are urged to stay informed about all phases of the school program by accepting invitations to visit the classrooms and meet with the teacher on occasions such as Back-To-School Night, parent conferences, classroom performances, and demonstrations.

Please call or send a note if you would like an appointment with your child’s teacher. Bryant discourages unscheduled parent conferences held during the instructional day.





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### **Request for a Specific Teacher**

Each year principals receive numerous requests from parents to have their child placed with a specific teacher. Unfortunately, it is not always possible to honor such requests. Consideration of educational, academic, and social factors are the primary determinants in placement decisions for every child. Parents having unique placement concerns are invited to share their concerns in writing with the classroom teacher/principal. Please be advised that it is not possible for principals to provide individual responses to these requests.

**Concerns/ Resolving Problems:** Your child's teacher needs to know of any concerns you may have. Please call them for an appointment. If you still have concerns after a discussion with the teacher, please call the principal's office.



### **STUDENT CONDUCT**

Our Code of Conduct is based on the administration's beliefs in responsive school discipline, which has as its foundation that a positive, physically and emotionally nurturing environment enables children optimal growth academically and socially.

All students will be guided toward actions and general behavior that help children develop self-control. We will offer clear expectations for behavior and actively teach children how to live up to the expectations.

Every school must have rules. Rules must be fair and must be the same for everyone.

- Rules establish guidelines and expectations for positive behavior.
- Rules create a sense of order and safety in the classroom.
- Rules make it possible to live and work together.

All students are expected to behave appropriately in accordance with general rules of good conduct, Board policy, and regulations. The administration will consider each case individually and administer appropriate discipline in accordance with Board policy. Drugs, alcohol, and weapons are never permitted at school, on a school bus, or at school-sponsored functions. "Weapons" includes knives, guns of any sort (including "toy or other imitation," pellet and B-B guns), slingshots, chains, box cutters, or anything that can be used to inflict serious bodily injury.

We want our students to feel that Teaneck Elementary Schools are comfortable and safe places for all of them to "live and learn". We expect that while at school they will behave appropriately in accordance with general rules of good conduct, Board policy, and regulations.



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The administration will consider each case individually and administer appropriate discipline in accordance with Board policy.

The classroom teacher handles most student conduct issues. When there is a need for student discipline, expected behaviors and consequences for not meeting standards will be explained. Parents will be notified of serious behavior incidents.

Some student conduct issues cannot be resolved by staff members. These students are referred to the principal. The following behaviors are strictly prohibited:

- Bullying and/or intimidation
- Weapons, bringing or carrying to school
- Fighting/assault

Such occurrences are subject to immediate disciplinary action as determined by the principal.

### **PLAYGROUND EXPECTATIONS**

1. The expectation is to have the children play outside, weather permitting, with the children dressed appropriately.
2. We will respect others by not teasing, arguing, or name-calling.
3. We will show courtesy to others by using “thank you” and “please”.
4. We will have a safe playground by not throwing objects, running, hitting or pushing others, climbing fences, and not leaving an area without permission.
5. We will keep our playground clean by placing all papers and wrappers in the proper container.
6. We will line up at the appropriate place when the signal is given.
7. Remember and use these two GOLDEN RULES:
  - Treat other people the way you want to be treated.
  - If you don't have something nice to say to someone, don't say anything at all.

### **NO TOUCHING ALLOWED**

In general, neither students nor adults are allowed to physically touch each other except during times when the touching is required or welcomed as part of a school or classroom activity, or as part of a playground game permitted by staff.

Students who touch each other for any other reason may be reported to the principal and subject to disciplinary action. Adults who touch any student for any other reason may also be subject to disciplinary action.



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Examples of touching that are not allowed include but are not limited to, rubbing, pinching, kicking, pushing, shoving, tickling, kissing, poking, punching, tripping, pulling others' hair, pulling at another's clothes, pulling at one's own clothes to show a body part, and touching one's private body parts.

## **GUIDANCE AND DISCIPLINE**

### **Guidance and Discipline will:**

- be positive;
- be appropriate, considering the age and developmental needs of the child;
- lead to the child's ability to develop and maintain self-control.

### **The following consequences will be imposed as determined by the teacher or the Principal:**

1. A verbal warning. Child spoken to by the appropriate staff member.
2. Conduct Report \* sent home: Parent-Teacher Communication.
3. Meeting with the Principal and/or teacher, parent and child.

## **DISTRICT POLICY 8690 – MONITORING DEVICES ON SCHOOL VEHICLES**

The Board of Education recognizes that safe and secure conditions for all pupils transported in school-owned or contracted school vehicles are paramount. Pupils transported in a school-owned or contracted school vehicle must maintain proper discipline in the vehicle at all times.

To maintain safe and secure conditions for all pupils transported on school-owned or contracted school vehicles, the Board may use devices to monitor and/or observe pupil behavior, teacher and support staff behavior, school bus driver discipline procedures, and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that:

“Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time.”

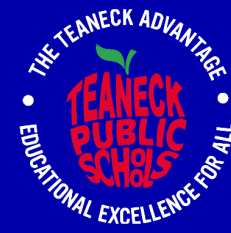
The recording may be used in pupil and staff discipline matters, driver evaluations, or for driver discipline or training. Notice of this policy will be provided to the parent(s) or legal guardian(s) and all transportation personnel each year in staff, pupil, and/or parent handbooks.

## **BUS OFFENSES**

Since busing is a privilege, if a bus offense occurs, the child may be refused admittance on the bus. If there are 2 or more bus offenses, the child may lose bus privileges as per Board of Education policy. Please see Superintendent's letter about behavior on the bus.



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The following is an excerpt from the District's Code of Conduct which is available in its entirety online at [www.teaneckschools.org](http://www.teaneckschools.org).

## **CHART OF DISCIPLINE**

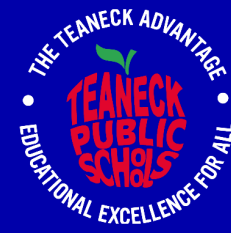
Below is a listing of pupil behaviors that are subject to pupil discipline including expulsion pursuant to N.J.S.A. 18A:37-2. This list is not meant to be exhaustive. The behaviors include but are not limited to

### **PUPIL DISCIPLINE FOR ELEMENTARY SCHOOL (For K-12 Reference)**

	<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
1.	Abusive Language/Language Misuse per age abilities and understanding	reflection	parental conference and reflection	parental conference and reflection
2.	Arson	parental conference and reflection	parental conference and reflection	parental conference and reflection
3	Bus Incident per age abilities and understanding	Warning, parental conference and reflection	Bus , parental conference and reflection	Bus , parental conference and reflection
7.	Destruction of Property/ Vandalism/Damage to Property per age abilities and understanding	reflection	parental conference and reflection	parental conference and reflection
8.	Disobedience/ Insubordination per age abilities and understanding	reflection	Parental conference and reflection	parental conference and reflection
9.	Disorderly Conduct per age abilities and understanding	reflection	Parental conference and reflection	Parental conference and reflection
10.	Disrespect to Others per age abilities and understanding	reflection	and parental conference	Parental conference and reflection



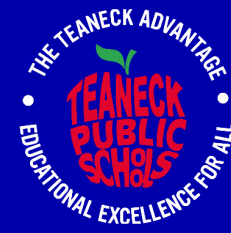
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12.	Disruption of Educational Process per age abilities and understanding	reflection	parental conference and reflection	parental conference and reflection
15.	Exposure of undergarments/body parts per age abilities and understanding	reflection	parental conference and reflection	parental conference and reflection
16.	Failure to Wear Seatbelt in School Bus	Parental conference and reflection	Bus parental conference and reflection	Bus parental conference and reflection
17.	Falsifications/ Misrepresentations (Lying) per age abilities and understanding	reflection	Parental conference and reflection.	Parental conference and reflection.
18.	Fire Alarms/Other False Alarms/Bomb Threat per age abilities and understanding	parental conference and reflection	parental conference and reflection	parental conference and reflection
20.	Harassment, Intimidation, Bullying (including cyber bullying) per age abilities and understanding	reflection	parental conference and reflection	parental conference and reflection
21.	Inappropriate Use of Hands/Physical Aggression/Use of Force/Fighting/ Assault per age abilities and understanding	reflection	parental conference and reflection	parental conference and reflection
22.	Leaving School Grounds	Parental conference and reflection	parental conference and reflection	parental conference and reflection
23.	Littering per age abilities and understanding	Warning	reflection and parental conference	reflection and parental conference



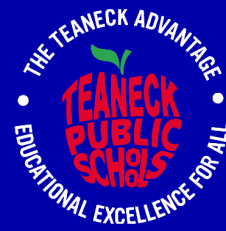
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24.	Misuse or illegal use of the Acceptable Use of Computer Networks/Computer and Resources per age abilities and understanding	Warning, parental conference and reflection	reflection and parental conference	reflection and parental conference
25.	Other Inappropriate Behavior; Spitting, Throwing Food, Yelling per age abilities and understanding	reflection	Parental conference and reflection	parental conference and reflection
27.	Recklessness per age abilities and understanding	reflection	Parental conference and reflection	parental conference and reflection
28.	Sexual Harassment per age abilities and understanding	parental conference and reflection	parental conference and reflection	parental conference and reflection
30.	Stealing/ Extortion/Theft per age abilities and understanding	reflection	Parental conference and reflection	parental conference and reflection
31.	Threatening Words or Behavior per age abilities and understanding	reflection	Parental conference and reflection	Parental conference and reflection
32.	Truancy	Parental conference and reflection	Parental conference and reflection	Parental conference and reflection
33.	Weapons/Weapon Possession	parental conference and reflection	parental conference and reflection	parental conference and reflection.
34.	Wrongful Entry / Trespassing per age abilities and understanding	reflection	Parental conference and reflection	parental conference and reflection



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## Bryant School Conduct Report

Student's Name: \_\_\_\_\_ HR Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Report written by: \_\_\_\_\_

This incident occurred in the:  Classroom #: \_\_\_\_\_  Cafeteria  
 Playground  Other: \_\_\_\_\_

Dear Parent or Guardian,

Your child has exhibited inappropriate conduct. It would be most beneficial to your child's academic progress and social growth if you work with your child to develop the following skills:

- Demonstrating safe actions** (*Demonstrate acceptable, safe physical behaviors. This means avoiding fighting, hitting, pushing, or physically harming someone else on purpose or accidentally.*)
- Respecting Property** (*Demonstrate acceptable behaviors that are respectful to school and others' property. This means no damaging or defacing personal or school possessions.*)
- Respecting Authority** (*Demonstrate respect towards adults in charge, following established routines, and following directions carefully with a positive attitude.*)
- Respecting Others** (*Demonstrate respect to peers and others. Avoid mean-spirited, rude, discourteous, or harassing behavior.*)
- Using appropriate language** (*Use suitable language that is not vulgar, abusive, offensive or obscene.*)
- Acting Appropriately** (*Listening, speaking, working, and acting in a controlled, calm, quiet, sensible manner without being dishonest or cheating.*)

Explanation of Incident:

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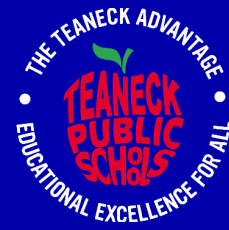
**Student's version of incident/conduct is attached:**

Parent/Guardian Comments and Signature: \_\_\_\_\_





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## **NOTICE OF NONDISCRIMINATION**

As required by law, this District does not discriminate on the basis of race, color, national origin, sexual orientation, age, or disability, religion, ancestry, and social or economic status in the admission or access to, or in treatment in, its programs and activities. Sexual harassment is expressly prohibited.

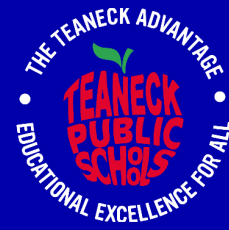
The District will evaluate, identify and provide a free appropriate education to all students who are individuals with disabilities pursuant to federal and State law.

The District will furnish auxiliary aids and services to students, parents/guardians, and members of the public who have disabilities to the extent necessary for communications with other persons unless it will result in an undue burden on or a fundamental alteration in the program.

Any person having inquiries concerning the Teaneck School District's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act or Affirmative Action is directed to contact the following personnel: for Affirmative Action / Title IX: Karen Kramer at (201) 862-2320. For ADA / 504 concerns, contact Lorena Meadows at (201) 833-5425. These individuals have been designated by the Teaneck School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, and Section 504. The District has a grievance procedure for discrimination complaints. Contact one of the above named coordinators for a description of this procedure and/or to obtain information as to the existence and location of services, activities, and facilities that are accessible and usable by disabled persons.



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# POLICY

## TEANECK BOARD OF EDUCATION

8601/page 1 of 3  
Pupil Supervision After School Dismissal

### 8601 PUPIL SUPERVISION AFTER SCHOOL DISMISSAL

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in *Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemary Clarke*.

The New Jersey Supreme Court, in *Jerkins*, indicated dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of pupils attending district-operated schools or programs in grades Kindergarten to twelve who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Kindergarten to twelve, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

The Form shall be made available in the Main office of the school building or the location of the program.

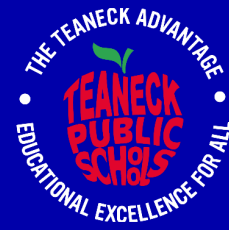
Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the duration of the need, not to exceed one school year. The





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# POLICY

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Pupil Supervision After School Dismissal

Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date on which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the pupil at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day.

Each Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick up the child without disrupting the dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal or designee will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures.

The pupil(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the pupil and signs the pupil out of school.

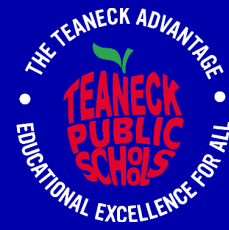
In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit the interaction of parent(s) or legal guardian(s) or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each Principal or program administrator after considering the unique circumstances at the school building and the building's typical dismissal protocol.

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# POLICY

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Dismissal

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school's facilities after formal school dismissal.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) at the beginning of the school year, the school's calendar to include the starting and dismissal times for the full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgment of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to the parent(s) or legal guardian(s).

Additional BOE Policies may be found via the following websites:

[TBOE Code of Conduct](#)

IEP- <https://www.teaneckschools.org/ProgramsServices.aspx>

HIB- <https://www.teaneckschools.org/HIBInformation.aspx>

Child Find -<https://www.teaneckschools.org/ChildFind.aspx>

