

Frederic W. Cook Elementary School



Parent and Student Handbook & Code of Conduct

2021 - 2022

Building a Better World ... One Student at a Time!

Frederic W. Cook Elementary School
739 Leland Avenue
Plainfield, NJ 07062

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From the Desk of the Principal

Dear Cook Families:

Welcome to the 2021-2022 school year! Our commitment at F.W. Cook Elementary School is to provide a safe and intellectually challenging environment that will empower students to become innovative thinkers, creative problem solvers and lifelong learners.

In addition to high academic standards for all students, we believe it is vital for students to participate in extracurricular activities. You will hear more about the extracurricular programming opportunities throughout the school year.

We are all excited about the new school year and look forward to your continued partnerships in the many activities that we have planned. In addition to the school-based activities, the PTO has planned a very ambitious calendar and needs your support. Remember - Our village is only strong when we work together.

In conclusion, I wish you all a wonderful school year. If I can be of any assistance, please do not hesitate to contact me and know that my door is always open. I can be reached at ccooper1@plainfield.k12.nj.us. I am honored to serve as your principal and look forward to a great school year!

*Sincerely,
Dr. Caryn D. Cooper*

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Vision, Mission, and Beliefs
Frederic W. Cook Elementary School

Vision Statement

Working in partnership with parents and community members we create an empowering environment where students discover their strengths and resolve their obstacles to reach their full potential.

Mission Statement

The Plainfield Public Schools in partnership with its community shall do whatever it takes for every student to achieve high academic standards. No excuses, No alibis, No exceptions!

Core Values

Our Shared Beliefs and Values That Guide Our Decisions and Behaviors to show our
COUGAR PRIDE

- **P**atience
- **R**espect
- **I**ntegrity
- **D**etermination
- **E**ffort



School Overview

LEADERSHIP

The School's highly skilled and experienced leadership team is eager to serve you and your child through the provision of a world-class education. Your satisfaction is the school's highest priority, so we hope you will contact the school's leaders with any questions or concerns.

- *Dr. Caryn D. Cooper, Principal*
- *Rosemarie Randolph, Principal's Secretary*
- *Jamilah Jones, Attendance Secretary*
- *Kia N. Alexander, School Social Worker*
- *Nurse Burhani, School Nurse*
- *Billie Driver, Head Custodian*
- *Andre Payton, Security Officer*



10-MONTH CALENDAR

2021-2022 School Calendar

Board Approved: Jan 19, 2021

PLAINFIELD PUBLIC SCHOOLS

September 2021					20/15
M	T	W	T	F	
		1*	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

February 2022					19/19
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28					

Color Codes	
 	Professional Development
 	Students Return/Last Day for Students
 	Schools Closed
 	Early Dismissal – K-12 Students
 	Early Dismissal – Parent/Teacher Conferences

October 2021					20/20
M	T	W	T	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

March 2022					23/23
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

Fall 2021	
9/1*	All Employees Return – Staff Convocation
9/2, 9/3, 9/7 & 9/8	Professional Development
9/6	Schools Closed – Labor Day
9/9	First Day for Students
9/16	Schools Closed - Yom Kippur
9/21	Back-to-School (Elementary); 9/22 Back-to-School (Middle); 9/23 Back-to-School (High School)
10/4	Early Dismissal – Professional Development
10/11	Schools Closed – Indigenous Peoples' Day
11/2	Schools Closed – Election Day
11/4 & 11/5	Schools Closed – NJEA Conference
11/15	Early Dismissal – Professional Development
11/16 – 11/18	Early Dismissal – Parent/Teacher Conferences
11/24 – 11/26	Schools Closed – Thanksgiving Recess

November 2021					16/16
M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

April 2022					15/15
M	T	W	T	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

Winter 2021-2022	
12/6	Early Dismissal – Professional Development
12/23	Early Dismissal – K-12
12/24 – 1/3	Schools Closed – Winter Recess
1/10	Early Dismissal – Professional Development
1/17	Schools Closed – Dr. Martin Luther King, Jr. Day
2/7	Early Dismissal – Professional Development
2/8 – 2/10	Early Dismissal – Parent/Teacher Conferences
2/21	Schools Closed – President's Day

December 2021					17/17
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

May 2022					21/21
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

Spring 2022	
3/7	Early Dismissal – Professional Development
4/4	Early Dismissal – Professional Development
4/15, 4/18 – 4/22	Schools Closed – Good Friday / Spring Recess
5/9	Early Dismissal – Professional Development
5/30	Schools Closed – Memorial Day
6/17	Schools Closed – Juneteenth
6/24	Last Day for Students and Staff
6/24	High School Graduation

January 2022					19/19
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

June 2022					17/17
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

Mid-Marking Period Closing Dates					
1 st MP	10/13	2 nd MP	12/22	3 rd MP	3/9
4 th MP	5/20				

Marking Period Ending Dates					
1 st MP	11/17	2 nd MP	2/3	3 rd MP	4/11
4 th MP	6/16				

Evening Parent/Teacher Conference Dates					
Elementary School	Middle School	High School			
11/16	2/8	11/17	2/9	11/18	2/10

NOTE: Emergency closing days will be made up in this order:
 If there are any unused emergency days, schools will be closed in this order: 5/27, 5/31

182 – Student Days • 187 – Teacher Days
Includes 2 Emergency Days

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INTRODUCTION

The Elementary School handbook has been compiled to provide parents and students with an overview of day-to-day duties, responsibilities, and the various procedures observed at this school. You are responsible for knowledge of the policies contained within this handbook.

REMINDERS:

Below are a few reminders that will assist us in ensuring a positive school year for our children. Please make sure your child:

1. Attend school daily and arrive on time
2. Complete all homework assignments given by teachers
3. Read daily
4. Wear Uniforms Daily

ADMISSION, RE-ENROLLMENT, TRANSFERS

Admission

Frederic W. Cook Elementary is open to all children, on a space-available basis within each grade. The school does not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law.

There are no admission requirements and no tests of any sort are given to determine whether or not admission is granted, although tests are used to determine group placement once students are enrolled. Once all available slots are filled, applicants will be placed on a waitlist. Students will be admitted from the waitlist as places become available in each grade, in the order that the applications were filed. Preference is given to siblings of admitted students.

Re-Enrollment

To secure your child's place at Frederic W. Cook Elementary for the next school year, you must officially re-enroll him or her. In February, re-enrollment packets will be sent home along with the spring deadline for re-enrollment. Students whose re-enrollment packets are received after the deadline will be added to the waitlist and admitted on a space-available basis.

Transfers

The school asks that, whenever possible, parents provide at least two weeks' notice if a student must transfer from Frederic W. Cook Elementary for any reason. Such notice will allow the school to process the necessary transfer paperwork, including having the student's records transferred. It will also enable the school to fill the vacant seat with another student from the waitlist.

ARRIVAL/DISMISSAL

Arrival

All children must enter the building through the side door that leads to the cafeteria if arriving between 7:30AM and 8:00AM. Please do not drop your child off before 7:30 AM, as there is no adult supervision. Students should arrive by 8:00 AM and are marked late after 8:10 AM. Breakfast is served in the classroom free of charge to all students from 8:00 AM until 8:15 AM. Please note: Students arriving after 8:10AM must be accompanied by an adult to the Main Office. Parents are not allowed to walk students to class in the morning.

Dismissal

Students are dismissed daily at 2:35PM excluding half day sessions which end at 12:10PM. If it is necessary for a student to be dismissed from school prior to the end of the school day, please notify the office in advance. In such cases, only adults who are listed in the school's records as being authorized will be allowed to take students from the school.

ATTENDANCE

Tardiness

Instruction at Frederic W. Cook Elementary School begins promptly at 8:10AM, and it is critical that all students be prepared to begin instruction on time. A student who is late misses valuable instructional time. A parent/guardian must accompany any student who arrives after 8:10 AM to the office before the child proceeds to the classroom. Repeated tardiness will result in a mandatory meeting with the principal and/or the attendance secretary and parents.

Absences

Parents must contact the school office by phone whenever a child is going to be absent, and send a written excuse to the teacher when the child returns to school.

The following reasons are sufficient cause for an excused absence: a.) illness, b.) death in the family, c.) inclement weather, which would be dangerous to the life or health of the child, d.) legal quarantine, e.) emergency conditions as determined by the principal and f.) prior permission from the principal and consent from the legal guardian.

In the event that extraordinary circumstances require that the student be absent from school, an Authorized Absence Plan may be developed jointly by the teacher, the principal, and the student's parent or legal guardian. The plan will define the length of the absence and the means by which the student will make-up the work he or she will miss. The plan must be approved and signed by the principal and the parent/guardian prior to the student's absence.

If a student returns to school after an absence without a note of explanation from the parent, the teacher will call the parent to remind him or her to send a note the following day. If a note is not received within two school days of the absence, the absence will be regarded as unexcused. If the child receives three unexcused absences, the parent will receive a notice from the school.

In response to continued absenteeism or chronic tardiness, the Parent Liaison will conduct a home visit with a citation. The citation will be explained and, if necessary, issued with a court date and location. The Parent Liaison will represent the school at court, providing the court with the student's attendance record, a copy of the student's progress report and grades, and all documentation related to the child's truancy. Legal sanctions include fines.

District Attendance Procedures

Attendance Procedures

Attendance is the collaborative responsibility of students, parents, and school personnel. The Board of Education Attendance Policy states in part, "The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully." Absences from school jeopardize the pupil's ability to satisfactorily complete prescribed courses of study and violate New Jersey Statutes 18A:25-31 that requires children of the school compulsory age to attend school regularly.

In order for students to receive credit for a class/course and the maximum instructional time, the following written attendance reporting procedures have been adopted district wide:

First (1st) Student's Unexcused Absence – The homeroom class/period one reporting instructor/teacher is to report all student absences to the Attendance Secretary after the teacher has attempted or made initial contact with the parent or legal guardian and is on record regarding the student's first absence from class.

Note: All school instructors/teachers are to report daily attendance and absences of students enrolled in his or her class electronically to the Attendance Secretary by 9:00 a.m. each day school is in session.

The Attendance Secretary records both excused and unexcused absences in the GENESIS system. The Attendance Secretary notifies the parent or the legal guardian on record of a student's unexcused absence within 24 hours of the unexcused absence(s) through the generation of an automated phone call (Global Connect).

Third (3rd) Student's Unexcused Absence – The homeroom class/period one reporting instructor/teacher is to report the third absence to the Attendance Secretary after the teacher has attempted or made initial contact with the parent or legal guardian on record about the student's third absence from class. Written documentation of parent contact by the instructor/teacher must be recorded in the grade book or on an identified parental contact log with dates and comments about the student's absence(s).

The Attendance Secretary – After receiving notification of absence from the instructor/teacher, the parent is notified within 24 hours of the third absence by the Attendance Secretary, School Social Worker, Dropout Prevention Specialist, School Counselors and/or Family Liaison that the student has not reported to school. A verification letter of absence is required by the parent explaining the student's cumulative third absence with the parent's signature and/or the submitting of a doctor's note if the student's absence is due to illness.

The Attendance Secretary records both excused and unexcused absences in the GENESIS system which notifies the parent or the legal guardian on record of a student's unexcused absence within 24 hours of the unexcused absence(s) through the generation of an attendance letter.

Follow up with parent/guardian is made by the Attendance Secretary, School Social Worker, Dropout Prevention Specialist, School Counselors and/or Family Liaison to determine reasons for the student's absences. Home visits should be conducted by the School Resource Officer, School Social Worker, Dropout Prevention Specialist, Family Liaison and/or School Counselors in addition to follow up calls that address the student's attendance.

After a student has had a minimum of five (5) unexcused absences within a calendar month, it is expected that the school principal or designee advise the parent or the legal guardian on record of the student's unsatisfactory absences and begin to provide services to prevent the truancy referral.

Sixth (6th) Unexcused Student Absence – The homeroom class/period one reporting instructor/teacher is to report the sixth absence to the Attendance Secretary after the teacher has attempted or made initial contact with the parent or legal guardian on record about the student's sixth absence from class. Written

documentation of parental contacts by the Instructor must be recorded in the instructor's grade book or on an identified parent contact log with dates and comments about the student's absence(s).

The Attendance Secretary records both excused and unexcused absences in the GENESIS system which notifies the parents or the legal guardian on record of a student's unexcused absence within 24 hours of the unexcused absence(s) through the generation of an attendance letter.

The Attendance Secretary – After receiving absence notification from the instructor/teacher, the parent is notified within 24 hours of this sixth absence by the Attendance Secretary, School Social Worker, Dropout Prevention Specialist, School Counselors and/or Family Liaison that the student has not reported to school. A verification letter of absence is required by the parent explaining the student's cumulative six absences with the parent's signature and/or submit a doctor's note if the student's absence is due to illness. The school and district will work collaboratively and be responsible for parent contacts, home visits, coordination of parent and student conferences, to review and address the sixth student absence and possible consequences.

Monitoring and Notification of Attendance Consequences must be documented by student services personnel and school administrator and/or designee that clearly identify and outline the progressive strategies and interventions put into place as appropriate for the student's excessive absences from school and documented in the GENESIS technology system. Note: The types of consequences should be thoroughly reviewed with both the student and parent, so that all parties clearly understand the consequences and expectations.

Ninth (9th) Unexcused Student Absence – The homeroom class/period one reporting instructor/teacher is to report the ninth absence to the Attendance Secretary after the teacher has made an initial contact with the parent or legal guardian on record about the student's ninth absence from class. Written documentation of parent contact by the instructor/teacher must be recorded in the grade book or on an identified parental contact log with dates and comments about the student's absences.

The Attendance Secretary – is to notify the Truancy Social Worker and Truancy Attendance Officer of the ninth absence from school.

The Attendance Secretary records both excused and unexcused absences in the GENESIS technology system which notifies the parent or legal guardian on record of a student's unexcused absence within 24 hours of the unexcused absence(s) through the generation of an attendance letter.

The Truancy Social Worker and/or Truancy Attendance Officer – is to meet with the student's school counselor and school administrator and/or designee to address and recommend appropriate attendance service interventions where applicable.

Fifteenth (15th) Student Absence – The homeroom class/period one reporting instructor/teacher is to report all cumulative student absences to the Attendance Secretary after the instructor/teacher has attempted or made contact with the parent or legal guardian on record about the student's fifteenth absence from class.

The Attendance Secretary records both excused and unexcused absences in the GENESIS technology system which notifies the parent or legal guardian on record of a student's unexcused absence within 24

hours of the unexcused absences through the generation of a Truancy Letter addressing the cumulative fifteenth unexcused absence.

The Attendance Secretary – Notifies the student services team with a request that the potential truant student be referred to the Truancy Child Study Team and school administrator and/or designee.

Note: Parents have five (5) school days beginning the day after the student's absence to provide written substantiation as prescribed by state law as an excused absence.

BREAKFAST AND LUNCH

Frederic W. Cook Elementary is committed to offering children a superior education and that commitment extends to the meals that we provide for students. The school aspires to the highest possible quality in its breakfast and lunch programs, and is dedicated to meeting high standards of nutrition, taste, attractiveness, and accurate delivery. Breakfast is free and lunch is \$1.75 per student.

All students must submit a Free and Reduced Priced Meals Application. The application can be found at <http://www.plainfieldnj12.org/cms/one.aspx?portalId=520485&pageId=4536504>

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reaction.

Students will practice etiquette and clean-up skills during mealtimes.

CONDUCT AND CONSEQUENCES

Student Conduct

Frederic W. Cook Elementary School recognizes that effective instruction requires an orderly environment focused on learning, and that schools have an important role to play in supporting parents' efforts to teach basic values to their children. The School's Code of Conduct clearly defines expectations for all in the learning community. Students are expected to model good character in their daily actions. Parents can help reinforce such lessons by discussing the following virtues at home: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Cook School strictly adheres to a zero tolerance policy for physical, emotional and cyber bullying.

A complete copy of the Code of Conduct is provided on the Plainfield Public School website: www.plainfieldnj12.org. Please read the Code thoroughly, discuss it with your children and sign and return to your child's homeroom teacher the compact on the last page to indicate that you understand and agree to the school's rules and expectations. Students are also asked to sign the form, which will be co-signed by the principal upon receipt. The Code will thus serve as a contract among students, parents, and School staff, involving parents at the most fundamental level in their children's character development.

The principal will make appointments to discuss the Code of Conduct with any parents who do not return signed copies of the form indicating their approval of the Code.

In addition to the expectations described in the Code of Conduct, the following Cook Rules apply in every classroom and throughout the school:

Be respectful

Be kind

Follow adult direction

Walk quietly

Keep your school clean

Helping your child meet these expectations will facilitate the creation of a safe and orderly learning environment.

Consequences for Minor Misbehavior

It is expected that the great majority of students at the school will strive to meet the expectations for responsibility and self-discipline outlined herein. It is also understood, however, that no single set of procedures will be effective in helping every student develop the skills and attitudes necessary for success. Therefore, a series of interventions will be designed for students who have not been motivated by the school-wide procedures. As teachers and faculty adapt disciplinary procedures to meet individual needs, the focus will remain positive and an emphasis will be placed on the continuing need for calm and consistent consequences.

Students will learn that certain actions are unacceptable at the school and misbehavior has consequences that are neither amusing nor pleasant. Students who engage in any type of misbehavior, whether minor or severe, will be required to make amends and/or restore the situation. Restitution may involve an apology; community or school service; or fixing, replacing, and/or paying for damage caused. The principal and/or teacher will determine the type of restitution required for a particular infraction. If possible, the restitution assignment will be communicated to the student's parents prior to his or her completion of the task. In all cases, parents will be informed of the child's inappropriate behavior and the restitution requirement.

Consequences for Severe Misbehavior

Most misbehavior will be handled with discussion or the use of mild consequences. However, severe misbehavior will be met swiftly with equally severe consequences. Such behavior is defined as belonging to at least one of the following categories:

Insubordinate behavior

Physically dangerous behavior

Illegal behavior

Insubordinate behavior is the direct refusal to comply with a reasonable staff instruction within a specified period of time. In such cases, the staff member involved will first explain to the student why his or her actions are inappropriate and will issue a mild consequence for the offense. If the student continues to disregard the staff member's instruction, he or she will be sent to the office and the incident will be reported to the appropriate staff member.

Insubordination is a breakdown in communication. When a student has been referred to the office for this offense, the principal or designee will arrange a conference between the student, the staff member involved, and possibly the student's parent or guardian. The purpose of the conference will be to establish a plan that will help the student communicate more responsibly in the future.

In cases of physically dangerous behavior—fighting, assault, verbal assault, physical intimidation, sexual intimidation—staff will firmly inform the students to stop the physical altercation. If the students do not respond, staff will use professional judgment to determine whether or not to intervene physically. Staff will not be required to take action that could be physically dangerous; in such cases, another student will be sent immediately for assistance. The principal or designee will notify parents and make all decisions regarding whether to contact the appropriate law enforcement authorities.

If a staff member is aware that a student has been or is engaged in illegal activity, the staff member will refer the case to the office. The principal or designee will notify the student's parent or guardian and make all decisions regarding whether to contact the appropriate law enforcement authorities. Any student who brings a weapon to school or who uses a dangerous item in a way that makes another person feel threatened is subject to immediate expulsion. All incidents involving weapons will be reported to the appropriate law enforcement agencies.

Insubordination: A Scenario

Custodian: "Jason, you need to slow down and walk in the hallways."

Jason: "You're just the custodian. I don't have to do what you say!"

Custodian: "Jason, stop, that was disrespectful. You need to stand by the wall now! Here, we work hard to respect everyone. I think you owe me an apology."

Jason: "I don't have to do what you say!" (Jason begins walking away.)

Custodian: "Jason, you need to stand by the wall within ten seconds, or I will report this to the School Director."

If Jason walks away, he is being insubordinate and the custodian will refer him immediately to the school main office. If Jason refuses to go to the office, the custodian will make no effort to coerce him; rather the custodian will simply inform the office of the chain of events.

If Jason listens to the custodian's instructions and apologizes, no office referral will result. A reasonable consequence may be imposed for the disrespectful behavior, such as having Jason work with the custodian during a recess or notifying his teacher.

The following consequences may be applied in cases of severe misbehavior.

Office Referral

Referrals to the office will be made only in response to severe or recurring behavior problems. Reserving office referrals for such cases will help combat the notion that being sent to the office is "no big deal."

When making an office referral, the referring staff member will complete an Office Referral Form as soon as possible after the infraction. The principal and office staff will keep records on all office referrals, and the records will be reviewed by the School's Leadership Team at least four

times a year. Using these records, the Leadership Team will determine whether it is necessary to revise School policies, or whether there is a need for further staff development to ensure the consistent implementation of current policies.

Exclusionary Timeout from Reinforcement

At Frederic W. Cook Elementary students may need a neutral environment to help manage their own behavior, or to cool down or reflect on inappropriate behavior. Such timeouts involve removing the student from the instructional setting to a supervised area, such as the back of a classroom or the office. An exclusionary timeout from reinforcement may also be imposed as a consequence of misbehavior.

Faculty, staff, and school leaders will adhere to the following procedures when imposing an exclusionary timeout from reinforcement. No student shall ever be unsupervised during a timeout situation.

1. Upon the behavioral infraction, the student will be sent on a three-minute timeout away from the instructional setting. The student will be told in a firm, non-emotional voice, that he or she has made the choice to continue the inappropriate behavior, and that a timeout is the consequence.
2. When the three minutes have passed, the student will be required to complete a simple task in order to show that he or she is ready to transition back to the learning setting.
3. The student's chair will then be moved close to the room or instructional group, and he or she will be required to do a more limited compliance set (about five tasks).
4. Upon the successful completion of the set, the child will be allowed to rejoin the group.
5. The child will be required to make-up the time spent in timeout during an activity that is relatively rewarding (e.g., recess or unstructured activities).
6. If the child does not follow the directions during any of the previous steps, the timeout procedures will be repeated. The student will owe this extra time (see #5).

Records of the number of exclusionary timeouts from reinforcement imposed and the students involved will be maintained and reviewed by the Leadership Team at least four times a year. These records will be used to make judgments about the efficacy of the school's timeout procedures for helping students learn to be responsible.

Suspension

In response to cases of severe misbehavior in which a student violates school policies, rules, or regulations, or otherwise interferes with the orderly operation of the school, the principal or a designee may suspend or temporarily remove the student from school. Suspension will be regarded as a serious consequence and students will be removed immediately. If there are extenuating circumstances preventing immediate removal from the school grounds, the principal or designee will assume full responsibility for the student until he or she is removed. The student's parents will be required to meet with the principal or designee and any staff members involved in the suspension prior to the student's return to the school. A suspended student

must make up missed work, and will not be allowed to be on the school grounds or to attend any school-related functions at any time during the suspension. In addition, the student may be required to complete homework related to the disciplinary infraction. For suspensions of 10 days or less, the student's parents will be required to meet with the principal and any staff members involved in the suspension prior to the student's return to the school. A student can only be readmitted to class with the consent of the staff member involved. If the staff member disagrees, the Board will establish a placement committee to find an appropriate placement for the student. The committee will make a decision within three days. This policy in no way diminishes the due process rights under the federal law of a student who has been determined to be eligible for special education programs and services.

Terms defined:

"At school" means in a classroom, elsewhere on school premises, on a school bus, or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises or elsewhere.

"Physical Assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

"Expulsion" is defined as the removal of the right and obligation of a student to attend the school under the conditions set by the school's Board of Trustees. A student who brings a dangerous weapon to school or uses an implement in school in any way that makes another student, staff member, or school volunteer feel threatened will be subject to an expulsion hearing before the Board of Directors. An expelled student will not be permitted on school grounds or at any school-related functions for the duration of his or her expulsion. If the expulsion is for a limited time, such as one year, the expelled student may choose to attend another school during this period. Students under the age of fourteen may be expelled for the duration of the existing school year.

Expulsion

Expulsion is defined as the removal of the right and obligation of a pupil to attend the school under the conditions set by the school's Board of Trustees. A student can be recommended for expulsion if the student has had three or more suspensions for severe misbehavior (as defined in the section on suspension). The principal will make a recommendation to expel a student to the School Board.

A student who brings a dangerous weapon to school or uses an implement in school in any way that makes another student, staff member, or volunteer feel threatened will be subject to an expulsion hearing before the School Board. If a student brings a firearm to school, the student will be expelled for at least one year. If a student enrolled in grade 6 or above commits a physical or verbal assault at school against a person employed by or engaged as a volunteer or contractor by the school board, and if the physical or verbal assault is reported to the school board, or building principal by the victim or, if the victim is unable to report the assault, by another person on the victim's behalf, then the school board, shall expel the student from the school permanently. In addition, if a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other property, or at a school-related event, then the school board, or designee on behalf of the school board, shall expel the pupil from the school for up to 180 school days. If the principal receives a report of physical or verbal assault, he or she shall forward the report to the school board with the recommendation to expel. If an individual is permanently expelled, the school shall enter on the individual's permanent record that he or she has been permanently expelled pursuant to state law.

An expelled student will not be permitted on school grounds or at any school-related functions for the duration of his or her expulsion. If an individual is expelled, it is the responsibility of that individual and of his or her parent or legal guardian to locate a suitable educational program and to enroll the individual in such program during the expulsion. If the expulsion is for a limited time, such as one year, the expelled student may choose to attend another school during this period. Students under the age of fourteen may be expelled for the duration of the existing school year.

The following tables outline the specific procedures that will be applied in response to severe misbehavior. Each of the consequences listed for the various offenses will be imposed.

CURRICULUM AND INSTRUCTIONAL DESIGN

At the heart of Frederic W. Cook Elementary is a highly structured curriculum that sets high expectations and provides individualized monitoring to assist students in attaining ambitious goals for achievement. Frederic W. Cook Elementary provides a strong academic foundation for students that will prepare them for demanding academic studies of senior high school and college.

Academic Enrichment

Academic enrichment and academic practice will be assigned on an individual basis.

Practice Work at Home

Create enrichment rules together with your child. Decide when it will be done, where it will be done, and what will happen if it is not completed.

Provide a quiet place for your child to do academic practice, such as a desk in his or her room or the kitchen table. Make sure there is sufficient light and that distractions are limited.

Show an interest in your child's academic practice and ask him or her about it each night.

Give your child a healthy snack before he or she begins academic practice. This should help with concentration.

Give your child a short break from his or her work if needed.

Encourage your child to work independently. Assist him or her if needed.

Give your child positive words of encouragement, such as, "I'm proud of you," or "I knew you could do this all by yourself!"

DAILY SCHEDULE

7:30 - 8:00 AM	Doors open
8:05 - 8:10 AM	Homeroom
8:15 AM	Academic School day begins
2:35 PM	Buses
2:35 PM	Dismissal

Regular Bell Schedule

Teacher Bell	8:00 a.m.	
Student Bell	8:05 a.m.	
Homeroom	8:10 - 8:15 a.m.	
1st period	8:20 - 9:00 a.m.	
2nd period	9:05 - 9:45 a.m.	
3rd period	9:50 - 10:30 a.m.	
4th period	10:35 - 11:15 a.m.	
5th period	11:20 - 12:00 p.m.	Lunch - Grades K-2
6th period	12:10 - 12:50 p.m.	Lunch - Grades 3-5
7th period	1:00 - 1:40 p.m.	
8th period	1:45 - 2:25 p.m.	
Homeroom	2:25 - 2:35	Dismissal

Half-Day Schedule

Homeroom	8:05 – 8:15	
1st Period	8:20 – 8:45	
2nd Period	8:48 – 9:13	
3rd Period	9:16 – 9:41	
4th Period	9:44 – 10:09	
5th Period	10:12 – 10:37	
6th Period	10:40 – 11:05	
7th Period	11:08 – 11:33	Lunch - Grades K- 2
8th Period	11:36 - 12:01	Lunch - Grades 3-5
Homeroom	12:04 - 12:10	Dismissal

ELECTRONICS

Any devices supplied to your student are the property of Plainfield Public Schools. Students are responsible for maintaining and protecting these items. Devices are to be returned immediately when requested. If they are lost or damaged, the student will be fined accordingly.

Personal device use should be limited to before and after school. Students are not allowed to use cell phones during school hours unless given permission from the principal.

FERPA LAW

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FIELD TRIPS

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents may be asked to assist in paying for field trips. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent/guardian in order for the student to participate in a field trip. Students without signed permission slips will remain at the school in another class. Students will be provided with a bag lunch if necessary.

Occasionally, parents will be needed to serve as chaperones on class field trips. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip. Babies and children who are not enrolled in the class may not accompany the chaperones.

FUNDRAISING

Cook School encourages fundraising activities to help support our many activities. All fundraising events must be approved by the principal.

HEALTH AND SAFETY

Students' health and safety is the school's foremost concern. The following information describes the precautions taken to protect the well being of all students. If your child has any specific health, safety, or security needs, please inform the school so that appropriate accommodations can be made. Frederic W. Cook Elementary is regulated by the State Department of Health Services. All facility inspection reports are available upon request.

Accidents

The nurse or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the school's records for your child up-to-date.

Candy, Gum, and Toys

Students may not bring candy, toys, cell phones or other non-school related items to school unless approved by the principal. The student assumes responsibility for any items brought from home. Toy weapons are strictly prohibited, and no cell-phones, headphones, radios, games, virtual pets, electronic gaming devices, etc., are allowed and will be confiscated and only returned to a parent. Gum is NEVER allowed in school. Please help us keep our school beautiful!

Fire Drills/Evacuations/Lockdowns

The school will have at least one fire drill/Lockdown per month within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice fire drill and security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

Medication

The nurse and the student's teacher must be informed of any prescription medication that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a permission slip from the student's parent. All medication must be brought to the office in its original prescription container, labeled with the student's name, a picture of the child, the name of the medication, the date of expiration, and the proper dosage. If medication needs to be administered to the child when the nurse is not present, a staff member trained by the nurse will administer the medication.

Non-prescription medications: If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), the parent/guardian must fill out a Medicine Administration Form. Parents/guardians must inform the school of any allergies to or restrictions on non-prescription medication that their children might have. Parents/guardians are required to notify the nurse in writing if your child has a chronic illness that may affect his or her performance at school.

Money and Other Valuable Property

Students are encouraged to leave all money and other valuable property at home, especially cell phones. Cell phones are authorized to be used before and after school only. If you need to contact your child, please call the Main Office. The School assumes no responsibility for the loss or theft of such articles.

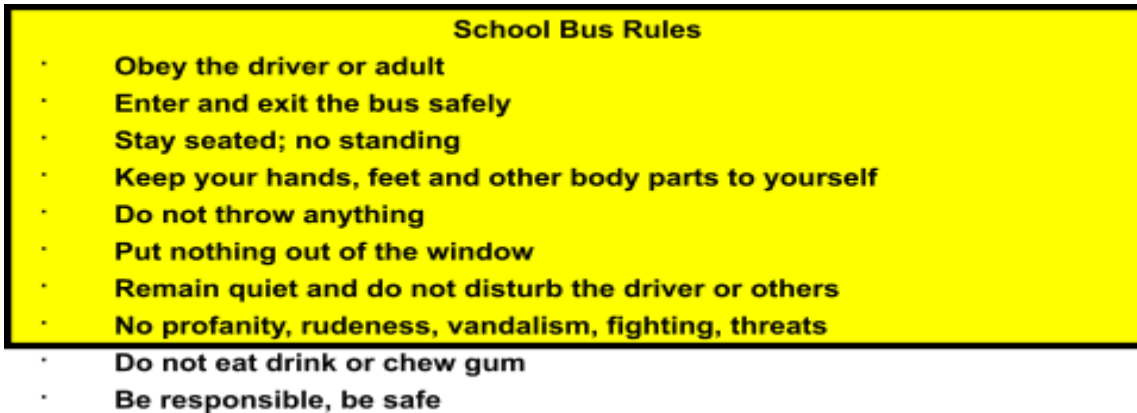
Solicitation

Solicitation of or by any student, parent, or staff member on school property for any cause except those authorized by the principal is strictly prohibited.

Student Arrival and Departure

Parents should thoroughly familiarize themselves with the designated pick-up and drop-off points and visitor parking areas at the school, and carefully follow the school's instructions for operating a motor vehicle in the vicinity of the school and its students. Parents should **NEVER** pull into the school parking lots during arrival and dismissal times.

NOTE: A legal document is required to support any questions of custody between divorced or separated parents. Unless the principal is informed otherwise, either natural parent is considered to have access to or request dismissal of a student.



Visitor Identification

To help ensure a safe and secure learning environment for your children, all visitors to Frederic W. Cook Elementary are welcome during active business hours. All visitors must enter through the front door only and are required to sign-in at the school office and security desk and wear a visitor's pass. Long-term visitors need a valid fingerprint clearance on file with the school district.

PARENT CONFERENCES

Formal parent/teacher conferences are scheduled twice per year to facilitate open communication between parents and teachers regarding students' progress. Refer to the school calendar for specific dates. The district sets the dates and notifications will be sent.

Frederic W. Cook Elementary maintains an open door policy, and parents are encouraged to visit their children's classrooms to see them in action. We do ask that parents notify the office upon arriving at the school for a visit to a classroom so as to keep disruptions to a minimum. Informal conferences or conversations are encouraged and may also be scheduled with teachers or school leaders at any time throughout the year.

PARENT INVOLVEMENT AND COMMUNICATION

Volunteering

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also be involved in monitoring the playground, student drop-off and pick-up, crosswalk, and assisting with school events. In addition, parents are encouraged to contribute their time and talent to organizing extracurricular activities and community outreach projects. A recognition night for volunteers is held at the end of the year.

All volunteers must complete an Application for Employment and a Character Questionnaire, and each must be fingerprinted (for federal and state clearance). Any volunteer working after-school hours must show proof of full vaccination against COVID-19. A log of volunteer hours is kept in the school office. Volunteers receive structured training, and must follow all policies and procedures defined by the school. If activity occurs that is not in keeping with the school policies, the principal reserves the right to relieve the volunteer of his or her responsibilities.

PARENT NEWSLETTER

Parents will receive monthly newsletters from the principal with announcements of upcoming events and school-wide activities.

PARENT TEACHER ORGANIZATION

Frederic W. Cook Elementary PTO was founded by a group of parents dedicated to supporting student learning and the overall success of the school. The PTO provides school leaders with ongoing input on the operation of the school and serves as a vital link between the school and you – its customers. All parents are encouraged to join the PTO. For more information, contact the school at (908) 731-4210.

PROGRESS REPORTS AND REPORT CARDS

Progress reports will be sent to parents midway through the marking period to provide specific information about student progress in each subject. At the end of each marking period, parents will receive report cards with cumulative data on their children’s performance and progress.

Grading Policy

Grading Student Performance

- 90 - 100 A
- 80 - 89 B
- 70 - 79 C
- 60 - 69 D
- 64 and below F

RESPONSIBILITIES IN COMMON AREAS

The school's common areas include the playground, hallways, rest rooms, and the multipurpose room. Because students from every grade and class will be using these areas under the supervision of various faculty and staff, it is important to establish rules and expectations that are commonly understood and consistently applied. With such rules in place, staff can focus on encouraging good character among students rather than correcting misbehavior.

Staff will continuously encourage appropriate behavior in the school's common areas through positive and friendly interactions with students. Verbal praise will be used to recognize students who exercise courtesy, safety, and respect. The principal will visit classrooms or use the intercom to compliment good behavior in the school's common areas. In addition, small rewards will be granted for especially good conduct; for example, two or three times a year, the entire student body will be allowed an extra ten-minute recess at the end of the day as a reward for consistently good conduct on the playground. Or, when students demonstrate appropriate behavior during lunches over a long period, the principal or teacher may provide a special treat.

Procedures

Procedures are a set way of doing things (often related to a transition). Defining and utilizing these procedures throughout the entire community:

Students know the expected behavior in most situations and are able to succeed at a higher rate than without the procedures in place.

Knowing the expectation also increases the "climate of competence," increasing students' sense of safety and acceptance.

Teachers and staff are able to provide specific positive feedback to all members of the community when they have met the expectation.

Example:

Lunchroom:

1. Sit in your assigned area.
2. Follow directions
3. Stay in your seat
4. Quiet, whisper voices
5. Clean up after yourself - make sure the table is clean when you leave

Frederic W. Cook Elementary's non-classroom setting school-wide expectations are on the next page. These will be posted in the classrooms and school environment where they will serve as a good reminder to students.

Cook School Rules

Be respectful

Be kind

Follow adult direction

Walk quietly

Keep your school clean



SCHOOL CELEBRATIONS/INCENTIVES

Classroom celebrations and competitions are conducted regularly. Teachers will notify students and parents of all upcoming events.

SCHOOL COLORS/MASCOT

Our school colors are burgundy and gray and our mascot is the Cougar.

SCHOOL PLEDGE/AFFIRMATION

I am a beautiful person.
I control the good things that happen to me.
Every day can be better for me than the day before.
Every day I will learn something new.
Every day is another opportunity to improve myself.
I can learn from others,
and they can learn from me.
I can dream dreams
and make those dreams come true.
If it is to be, it is up to me.
I can be anything I want to be.
Only the best is good enough for me.
I will, I must, I can!

SCHOOL UNIFORMS

To help create an environment conducive to learning, students at Frederic W. Cook Elementary are required to wear uniforms. This policy is designed to permit students to focus their attention on academics and on those aspects of their personalities that are truly important. Student dress down days will occur periodically. Students will be required to wear uniforms on school field trips unless otherwise stated. Students are required to wear white or burgundy collared shirts with khaki bottoms.

SOCIAL DISTANCING, MASKS AND TESTING

Due to the circulating and highly contagious Delta variant, CDC recommends universal indoor masking by all students (age 2 and older), staff, teachers, and visitors to K-12 schools, regardless of vaccination status.

In addition to universal indoor masking, CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms to reduce transmission risk. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully reopen while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as screening testing.

Students, teachers, and staff should stay home when they have signs of any infectious illness and be referred to their healthcare provider for testing and care.

TEXTBOOKS AND SUPPLIES

Frederic W. Cook Elementary furnishes textbooks and instructional materials that remain school property. Parents may be required to reimburse the school for lost or damaged books, before new books are issued. Supplies are required and teachers will send home a list of such supplies.

CONTRACT

The success of Frederic W. Cook Elementary *Code of Conduct* depends on the support of each member of the school community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the school and throughout life. On behalf of the administration, management, faculty, and staff of Frederic W. Cook Elementary, I pledge to fulfill the responsibilities and uphold the expectations outlined in the *Code of Conduct*

Frederic W. Cook Elementary is dedicated to ensuring that communication between the school and parents is continual, on-going, and uniform.

Principal

Your signature in the appropriate space below will indicate your commitment to helping fulfill the school's primary mission – rigorous academic learning.

As the parent of _____, I pledge:

- to maintain high expectations for my child and the school
- to demonstrate consistent interest in my child's progress at school
- to support my child's best efforts
- to model school expectations and encourage their use as described in the *Code of Conduct*
- to support and work with school staff to promote my child's learning

I have read the *Code of Conduct* and support the rules and expectations outlined herein.

Signed: _____ Date: ____/____/____

As a student at Frederic W. Cook Elementary, I pledge:

- to project a positive attitude in all I do
- to be responsible for my achievements and my mistakes
- to make smart choices
- to stay on task at all times
- to respect myself and others in the school community

Signed: _____ Date: ____/____/____