

Claremont Elementary School



**Family Handbook
2023 - 2024**

Genesis Update

Franklin Township Public Schools will continue to utilize several electronic forms, district-wide, this school year. These forms, which require parental and, in some cases, student acknowledgment, will be available on the GenesisParent Portal before the school year begins.

This year, these forms will include the acceptable use of district computers/network form, permission to participate in G Suite for Education - formerly Google Apps; a media consent form; and the acknowledgment of the student code of conduct form. Please take a few minutes to confirm your access to the Genesis Parent Portal.

Please contact the main office of your child's school with any questions.

Welcome to Claremont Elementary School, students and families! This handbook is for you and your child to review together and it contains information about school policies and procedures. All students are expected to know and follow our school rules and to be familiar with the guidelines discussed within our Family Handbook so that our school atmosphere remains positive and productive.

Here at Claremont Elementary School, we believe that providing our students with a supportive academic environment will help them develop self-confidence and a desire to strive for excellence in the 21st Century. We also believe in fostering an atmosphere of cooperation and teamwork. We encourage students to become good decision-makers and to practice CES's overarching expectations.

**Pactice Kindness
Act Responsibly
Work Hard; &
Show Respect.**



Finally, we expect that all students will adhere to these expectations not only in their homerooms but in all specialty area classrooms. We also expect students to follow the district guidelines as cited within the district's Code of Conduct which can be found on our district's website.

We look forward to working with you throughout the year and continue to welcome and encourage home-school partnerships and open communications.

Respectfully Yours,

Miguel Rivera

Principal

Angela Pape

Vice Principal

A PROFILE OF CLAREMONT ELEMENTARY SCHOOL STUDENTS

STUDENTS who attend school regularly and arrive on time;

STUDENTS who take responsibility for themselves in the way they act, talk and look;

STUDENTS who exhibit good study skills, work habits, and who can collaborate well with others;

STUDENTS who are motivated to take academic risks in the classroom;

STUDENTS who bring outside experiences into the classroom to enrich the learning activities;

STUDENTS who do their homework regularly, submit assignments on time, and who are open to constructive criticism;

STUDENTS who have good manners... can say “please” and “thank you”...are friendly, courteous, and show respect to everyone at Claremont Elementary School;

STUDENTS who are honest with themselves and others;

STUDENTS who follow the school rules for acceptable behavior at Claremont Elementary School and model that behavior for others; and

STUDENTS who volunteer to do a little extra to make their class, Claremont Elementary School, and our community a better place.

TABLE OF CONTENTS

Important Points to Remember	5
Arrival Procedures	6
Attendance	7-8
Birthday Recognition	9-10
Bus Policies	10
Cafeteria/Recess/ Lunch Time	10-12
CARE offered through the YMCA	12
Change of Address/Telephone	12
Conferences	12
DCP&P	13
Emergency Forms	13
Emergency Closings / Snow Days	13
Enrichment & Gifted & Talented	13-14
Grading & Reporting	14
School Counselors	15
Harassment, Intimidation & Bullying	15
Homework	15
Lost & Found	16
Media Center	16
Medication	16
Nurse/Health services	16-17
PBSIS (Positive Behavior Support in Schools)	18
Personal Property	19
Parent-Teacher Organization Activities	19
Safety Drills	19
Safety Patrol	19
Recess	20
Telephones	20
Textbooks	20
Visitors	20
School Hours	21

Points of Interest: Must Reads

Attendance Procedures	Page 6	<ul style="list-style-type: none"> Parents/guardians must submit a note or medical documentation explaining each student's absence. When students are absent for more than three (3) consecutive school days, they must submit a medical excuse from their physician. Such notes must be submitted within five (5) days of the student's return to school. Any absence that does not fall into one of the categories listed in the policy is considered "unexcused." If a parent/guardian is planning an extended leave from school for 10 days or more (consecutive), the parent/guardian must complete an Extended Leave/Withdrawal Form, which can be found on the district's website. Upon return, the parent/guardian must re-register the student online on the district website. When a student accumulates four (4), eight (8), and ten (10) days of unexcused absences, parents/guardians will be notified. Students who accumulate ten (10) unexcused absences or who show a pattern of truancy will be referred to the Truant Officer. Students must be present for a minimum of four hours to be considered present for a full day of school.
Birthday/ Nutrition Policy	Pages 7-8	<ul style="list-style-type: none"> The last fifteen (15) minutes of the designated day at the end of each month is to allow grades K to Grade 5 students' birthdays to be recognized. Pre-K students will celebrate their birthdays on the day of their birthday. <ul style="list-style-type: none"> We cannot accommodate parents accompanying the snack to the classroom to serve the snack, take photographs, organize games, etc. For all grade levels, Pre-K to 5, birthday snacks should be simple. Please refrain from sending in a whole birthday cake. All would appreciate a simple, healthy snack that is easy to distribute. Please be advised that invitations for private birthday parties are NOT permitted to be distributed through the school. Teachers cannot be asked to send home personal invitations via backpack, whether for every student or not.
Sick Child Procedure	Pages 14-15	<ul style="list-style-type: none"> In case of an accident or sudden illness in school, parents/guardians or alternate contacts are notified of the health emergency so that the child may be taken home or to a physician. The school cannot provide transportation. In extreme emergencies, the local First Aid Squad will be called. The district requires that all new Pre-Kindergarten and Kindergarten children have a physical. In addition, all new students to the district (PreK-5) entering from out of state must also have a physical.
Visitation Procedure	Page 20	<ul style="list-style-type: none"> All visitors must report to the security desk prepared with a legal ID. Anyone who has signed in at the security desk will be issued a visitor's pass. <ul style="list-style-type: none"> For parent visitation to a classroom, the school policy calls for: <ul style="list-style-type: none"> A one day notice to the teacher 30-minute time limit Visitation by the parent to their child's classroom only A member of the administrative team has to accompany the parent <p style="text-align: right;"><i>* Pending District COVID Safety Guidelines</i></p>

ARRIVAL PROCEDURES

Students who are not being bused should **not** arrive before 9:15 a.m. unless they are in the YMCA before care program or are a part of a before-school activity.



Buses and Vans

Please ensure that your child knows their bus letter!

Each morning, buses and vans will park and unload our Pre-K- Grade 5 students on the rear side of our school building. Streets leading to the main building will be closed at this time to regular traffic. Students will remain on their buses until 9:15 am, at which time they will exit and move to their designated building entrances. As a safety precaution, all children should be reminded to walk on the portion of the sidewalk away from the curb. Additionally, the CES Safety Patrol will assist in both arrival and dismissal.



Car Riders

Students arriving by car must be dropped off in front of the Main Entrance. Parents/guardians should remain in their vehicles. Students should exit using the passenger rear door. Supervision is in place, and children will be escorted by staff and safety patrol.

At student dismissal, parents/guardians should pull their car all the way up to the top of the car line at the front entrance and **remain in their car**. All families will be issued a piece of cardstock on which will appear your child's last name and grade in large lettering. This sign should be put in the inside of your front windshield or on your car visor so that it is visible to the staff. We will call your student(s) from the main entrance awning and main lobby during dismissal when we see that you have arrived and send them to your car. It is important that you **DO NOT** get out of your vehicle as this will help make the car line move quicker. If you have multiple vehicles, we have provided you with two signs to make sure to have it in all cars that will be part of the pick up procedure.



Students arriving for the YMCA Care Program (7:00 am and 9:00 am) Students and their families should use the rear entrance adjacent to the cafeteria marked "YMCA ENTRANCE." A parent must escort and sign their child in.



ATTENDANCE

I. Student Absences

When a child is unable to attend school, please call the main office at **(732) 210-3500 ext. 10903 as soon as it is known that your child will be absent** and leave the following information:

- Student's name
- Teacher's name
- Date of Absence
- Reason for absence

School achievement begins with regular attendance. Parents/Guardians must ensure that all school-aged children in their care are in school on time daily. Additionally, school personnel will communicate any attendance problems or concerns to parents/ guardians promptly.

It is important to remember that parents/guardians must submit a note or medical documentation explaining each student's absence. When students are absent for three (3) consecutive school days, they must submit a medical excuse from their physician. Such notes must be submitted *within five (5) days* of the student's return to school.

Under New Jersey law and regulation, individual Boards of Education determine categories of absences, which the District will consider "excused." *Franklin Township Board of Education Policy 5113* on absences is available on the district website. Any absence that does not fall into one of the categories listed in the policy is considered "unexcused."

Notes must also be submitted for absences for family travel or vacations, the performance of household or babysitting duties, and other daytime activities unrelated to the school program. However, they are "unexcused" absences.

Parental permission is not considered an excused absence.

If a parent/guardian is planning an extended leave from school for 10 days or more(consecutive), the parent/guardian must complete an Extended Leave/Withdrawal Form which can be found on the [district's website](#). Upon return, the parent/guardian must re-register the student online on the [district website](#).

When a student accumulates four (4), eight (8), and ten (10) days of unexcused absences, parents/guardians will be notified. It is hoped that through communicating and working together, the parent/ guardian, student, and the school will be able to develop and implement effective strategies that will result in improved student attendance and academic achievement

It should be noted that students who accumulate ten (10) unexcused absences or who show a pattern of truancy will be referred to the Truant Officer. Additional unexcused absences/truancy will result in referral to the Franklin Township Municipal Court.

Students must be present for a minimum of four hours to be considered present for a full day of school.

II. Student Tardiness

A student is considered tardy if arrival is after 9:30 A.M.

A student who arrives late must report to the Security Office, where their arrival time will be recorded, and a late pass will be issued. The principal will address excessive tardiness.

III. Early Student Dismissal

A student dismissed early must be signed out in the Main Office before 3:45 pm.

- Personal illness as determined by the nurse
- Emergencies require a need for a parent or guardian to sign a child out of school personally. Only authorized individuals on the student's contact emergency list will be permitted to pick up the child
- Personal reasons when the office has been notified, and the child is signed out by the parent or guardian

III. Change in Dismissal Procedure

Any changes to a student's dismissal procedure on a given day must be reported to the main office no later than 3:15pm to ensure adequate time for communication with the child's teacher

BIRTHDAY RECOGNITION

Claremont Elementary School Staff are always happy to celebrate a student's birthday. They have designated the last fifteen (15) minutes of a special day at the end of each month to allow grades K- 5 students' birthdays to be recognized.

Pre-K students will celebrate their birthdays on the day of their birthday. If you would like to send in a special healthy snack on a designated Friday, noted below, please contact your child's teacher by Monday of that week.



September 29th	All September Birthdays
October 27th	All October Birthdays
November 17th	All November Birthdays
December 22nd	All December Birthdays
January 26th	All January Birthdays
February 23rd	All February Birthdays
March 22nd	All March Birthdays
April 19th	All April Birthdays
May 31st	All May Birthdays
June 14th	All June, July, and August Birthdays

For all grade levels, K to 5, birthday snacks should be simple. Please refrain from sending in a whole birthday cake as this creates a more time-consuming snack period than our schedules allow. A simple, healthy snack is easy to distribute and will be appreciated by all.

As you may know, New Jersey recently enacted a new School Nutrition Policy to promote healthy food alternatives to students in public schools. In addition to the cafeteria menu changes, the new policy affects foods served during parties and birthday celebrations. **Soda is completely prohibited, as is all candy and all items that contain sugar as the primary ingredient. If you are sending a treat to celebrate your child's birthday, muffins, fruit, or snack bags are acceptable, i.e., Goldfish, pretzels, Chex mix. Please DO NOT send in goody bags.**

Kindly check with your child's teacher or the school nurse about any potential food allergies that may be in your child's class. All items should include a list of ingredients for staff to refer to. **Lastly, please remember this is a special snack time treat and not a class party. Therefore we cannot accommodate parents accompanying the snack to the classroom to serve the snack, take photographs, organize games, etc.**

Please be advised that invitations for private birthday parties are NOT permitted to be distributed through the school. Teachers cannot be asked to send home personal invitations via backpack, whether for every student or not.



BUS POLICIES

The large volume of students who ride buses necessitates strict adherence to the following policies:

- All bussed children will be sent home on their assigned buses unless the school has been notified in writing that the parent/ guardian will pick the child up at school.
- Students may not change their bus assignment or their bus stop without explicit permission from *Transportation*.
- Children in the YMCA Program must be picked up and signed out by a parent or guardian each day.
- Buses will be identified by a LETTER, which students will be expected to learn and know.
- All students will be assigned a seat on their bus. Good conduct is expected. Discipline issues will be handled through a bus referral/parent reporting system.

All questions should be directed to Teri Peterson, Transportation Safety Coordinator at 732.828.6620 tpeterson@franklinboe.org



CAFETERIA (BREAKFAST & LUNCH)/RECESS

Lunch and breakfast will be made available to all students. Breakfast will be \$1.00 and will be served at the school upon arrival. Lunch will be \$2.35 and served at the assigned time for the grade levels listed below.

Free and reduced lunch will be available to students who apply. Applications and instructions can be found [here](#).

For the 2023-2024 academic year, the following schedule is in place:

Grade Level	Lunch Begins
Pre-K	12:30 pm
Kindergarten	12:30 pm
Grade 1	11:50 am
Grade 2	11:50 am
Grade 3	12:30 pm
Grade 4	1:10 pm
Grade 5	1:10 pm

I. Recess

When weather permits, students will go outside for recess and are expected to follow these rules:



- Students should be dressed appropriately for the weather.
- Food and drink are not permitted outside.
- Good sportsmanship is required at all times.
- Games involving physical contact are not permitted. Students must keep within the boundaries of the playground.
- Students will line up when the whistle is blown and return playground equipment to its proper place.
- Students will follow the directions of the adults supervising the playground.

II. Lunch Time

While in the cafeteria, children are assigned to tables by class and are expected to behave in a calm, quiet and orderly fashion. The following guidelines have been established to provide a safe and pleasant atmosphere:

- An adult in charge will send students to the lunch line.
- All jackets, coats, etc., are to be left at the student's cafeteria seat when the students are called to the lunch line.
- Since cutting in line is not acceptable behavior, anyone found cutting will be sent to the back of the line.



- Students must stay in their assigned seats. Permission is necessary to dispose of garbage or to use the bathroom.
- Tables must be kept clean. Trash must be picked up around the table and appropriately discarded.
- School rules, such as **walking at all times, using appropriate language and manners**, and **respecting others**, are enforced in the cafeteria.
- Students who occasionally forget their lunch money may charge.

YMCA Before and After CARE Program



In an attempt to meet the demands of working parents, the district has partnered with the YMCA. The YMCA program is offered Monday through Friday for both before and aftercare. The morning program begins at 7:00 a.m., while the afternoon session concludes at 6:00 p.m. Rate information for AM, PM or both sessions are [available here](#). Financial aid is available from the YMCA. The process begins by filling out a [financial assistance application](#) and gathering documents from the financial assistance [checklist](#). The contact at the YMCA for this Program is **Ben Green**, who can be reached via email at bgreen@gsymca.org. Please contact him about registration, rates, availability for 3-year-old students, and financial aid information.

There is no a.m. YMCA program in the event of a delayed opening.

In the event of an early school closing, the YMCA will be held, with the understanding that parents will pick up their children as swiftly as possible.



CHANGE OF ADDRESS/TELEPHONE

The school office must have a current address and telephone number for every student. Please be sure to update your information *immediately* in the Genesis Parent Portal if any changes occur.



CONFERENCES

A parent-teacher conference is scheduled during the week of November 27th through December 1st. It is a beautiful opportunity to learn about the progress of your child. If you wish to confer with your child's teacher at any other time, please contact them at school to arrange for an appointment.

DIVISION OF CHILD PROTECTION AND PERMANENCY



By law (N.J.S.A. 9:6 8 .10) and (18A: 36-25) and Department of Education regulations (N.J.A.C. 6A: 16-11), any person having reasonable cause to believe that a child has been abused or neglected by a parent or caretaker is required to notify DCP&P at 1-877-652-2873 (1-877-NJ-ABUSE) immediately.

EMERGENCY FORMS

Emergency forms will be made available to parents via the Parent Portal in Genesis. Parents/Guardians should review, make corrections, or change as necessary. We must have the most current information. Please be sure that all information is accurate and alternate contacts are available to act on your behalf in the case of an emergency.

Please update Genesis immediately of any changes that occur throughout the year.

Note: Any court orders/custody orders must be on file in the main office.

EMERGENCY CLOSINGS/SNOW DAYS



School closings or delayed openings that are due to inclement weather will be publicly announced via radio stations WNJO (FM 94.5), WMGQ (FM 98.3), WPST (FM 97.5), WKXW (FM 101.5), WBUD AM 1260), WHWH (AM 1350), WCTC (AM 1450), WOR (AM 710).

Emergency closings are also announced through the district's emergency telephone line: (732) 873-2400, ext. 555. Updated changes are also on our website at www.franklinboe.org and school channel 14.

In the event of a **delayed opening**, school hours will be:

PreK - Grade 5 11:10am – 3:50pm



ENRICHMENT AND GIFTED AND TALENTED

The Franklin Township Enrichment Program provides opportunities for students who possess or demonstrate high ability levels in one or more content areas. The Enrichment Program in Franklin Township is based on Joseph Renzulli's Schoolwide Enrichment Model, which provides enrichment for all students through a tiered system that consists of three types of activities. An integral part of the model includes project-based learning activities that focus on developing 21st-century skills with a strong emphasis on problem-solving, creativity, and critical thinking.

For 2023-2024, Digital Citizenship will again be provided to all students in grades 3-5, one time per cycle. This class will typically be co-taught by the Library/Media Specialist and your child's homeroom teacher. Students will learn research and presentation skills by working on scaffolded projects.

Additionally, Student College will run for the 2023-2024 school year. This semester-long class affords all students in grades 4-5 the opportunity to choose two elective courses, one in Semester 1 and one in Semester 2, based on their interests. Student College will meet one time per cycle and is a non-graded course.



GRADING AND REPORTING

For the 2023-2024 school year, students in kindergarten through grade five will receive trimester, standards-based report cards.

Report Card Distribution dates are as follows:

- December 22, 2023
- April 11, 2024
- June 20, 2024

Although you will have the opportunity to speak with your child's teacher during their conference, the following hyperlink is meant to guide how your child's performance will be evaluated.

<https://www.franklinboe.org/Page/18064>

For our Pre-Kindergarten, the district will use the KEA GOLD reporting tool.

Research shows that the first three years of life lay the foundation for all future learning and development. GOLD's expanded progressions highlight the critical importance of those foundational skills and how they build upon each other to support children's development and learning through the early years.

Our main goal is to develop the whole child. By using GOLD, the teachers of our youngest learners are given the tools to expand their role in supporting children's development and learning, which is essential to the child's future development and education. All teaching and learning are scaffolded to meet children's individual needs. We are placing as much importance on social-emotional skill development as on mathematics, language, literacy development, and cognitive development. All of these skills are equally essential for future success in school and life.

With GOLD, teachers can meet children where they individually are and the progression and set a path for supporting their development and learning moving forward.

Parents will be able to see progression in development and learning when viewing the report card.



SCHOOL COUNSELORS

Two full-time student school counselors are available during the school year. A child's parent or teacher may make a counseling referral at any time during the school year. Written parental approval must be obtained before the initiation of regular counseling contacts, i.e., Lunch Bunch. They can be contacted by phone or email at the following:

Leslie Chong, lchong[@franklinboe.org](mailto:lchong@franklinboe.org) ext: 13072; and

Nicole Esposito, nesposito[@franklinboe.org](mailto:nesposito@franklinboe.org) ext: 13071.



HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

All students are expected to follow the district's harassment, intimidation, and bullying policies. These policies can be found at the Board of Education's website: www.franklinboe.org. **Claremont School's Anti-Bullying Specialist** is Ms. Leslie Chong. She can be reached at (732) 210-3500, ext. 13072 or lchong[@franklinboe.org](mailto:lchong@franklinboe.org). In addition, a building administrator should be contacted with any bullying concerns on our campus.

HOMEWORK

Meaningful, engaging homework assignments that reinforce student learning and promote parental collaboration are an important part of a student's learning experience. Typically, **students may receive 10 minutes of homework per day per grade level**. For example, a first-grade student may receive up to 10 minutes of homework each night, while a third-grade student may receive up to 30 minutes each night. These time allocations are in addition to nightly reading as all students are required to read daily and record that activity onto their reading log.

Parents can help by setting aside a specific time and quiet workspace for homework or school-related activities. Students are responsible for any classwork and homework missed due to absences.

****Parents are encouraged to reach out to their child's teacher should students struggle to complete their work in these time frames.***

LOST AND FOUND



A Lost and Found area for most items (lunch boxes, clothing, etc.) is located outside the cafeteria. Eyeglasses, money, or other valuables that have been lost will be held in the main office..



MEDIA CENTER

Students use the media center for instructional purposes with their class. Books may be checked out for up to two weeks. Students are held financially responsible for lost or damaged books.



MEDICATION

Please follow the Board of Education policy if your child requires medication of any kind. Medication is defined as any prescription drug or over-the-counter drug. All medication must be delivered to the school by a parent/guardian in its **original labeled container** and accompanied by the school district's authorization form. Students are not permitted to transport medication of any kind on the bus.



NURSE /HEALTH SERVICE

Emergency care in the school is limited to first aid for accidents or illnesses in school or on the way to school. In case of an accident or sudden illness in school, parents/guardians or alternate contacts are notified of the health emergency so that the child may be taken home or to a physician. The school cannot provide transportation. In extreme emergencies, the local First Aid Squad will be called.

Documentation of a current physical examination is required of all pre-k and kindergarten students, as well as those students transferring from another district. We encourage you to have your family doctor perform the physical examination since they are familiar with your child's health history. Franklin Township, in conjunction with Zufall Health Community Health Centers, offers pediatric medical services at [Zufall's mobile clinic at Hillcrest Elementary School](#). Please provide the required note from your family physician or the health clinic stating that this exam has been conducted and have them include any significant findings. The [form for authorization to administer medicine](#) should be brought to the physical appointment and filled out by the doctor. The school nurse will contact you if conclusions from any of the screenings need follow-up attention.

According to New Jersey Department of Health regulation (NJAC 8:57-4), **ALL** children attending pre-school must receive the seasonal influenza vaccine between September 1, 2023 and December 31, 2023. Pre-schoolers will be excluded from school on January 2, 2024 if documentation of vaccination has not been provided.

When visiting the dentist, parents should bring [this district form](#) for the dentist to complete.

Students with asthma, food and bee allergies, and seizure disorders need to provide the nurses' office with the appropriate forms below and any necessary emergency medication as prescribed by their physician before the first day of school. Forms must be signed by both the parent and the physician. Our school nurses are **Ms. Maribeth Virzi (ext. 15500)** and **Ms. Clariss Flourney (ext. 15507)**.

- [Asthma Form 1](#)
- [Asthma Form 2](#)
- [Authorization for Epi-Pen](#)
- [Allergy Form 1](#)
- [Allergy Form 2](#)
- [Seizure Action Plan](#)

Positive Behavior Support in Schools (PBSIS)

School-wide Positive Behavior Support is an evidence-based approach to building a positive school climate that creates a continuum of support for students to promote positive social behaviors. At Claremont Elementary School, we call this, ***“We Strive to be “PAWSitive,”*** which aligns with our school’s new overarching expectations and values:

We Strive to be “PAWSitive” at CES

Practice Kindness, Act Responsibly, Work Hard & Show Respect

CLASSROOM



Cooperate with everyone



Listen and look when someone speaks



Always keep your hands, feet and objects to yourself



Succeed by following directions



Stay safe



Digital Citizenship



Treat technology with care



Educational purposes only



Communicate effectively and respectfully



Help our friends stay safe online



BUS



Be kind to everyone



Use your quiet voice



Seat belts on!



BATHROOM



Flush the toilet



Leave the area clean



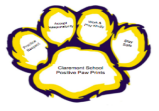
Use your quiet voice



Soap and water to wash your hands



Head back to class



HALLWAY



Head in the right direction



Always keep hands to your sides



Line is straight



Leave room in front of you



Stay to the right



CAFETERIA



You should always say “Please” and “Thank you”



Use your quiet voice



Make sure your area is clean



PLAYGROUND



Play by the rules



Listen to adults



Always keep hands and feet to yourself



You should always be kind





PERSONAL PROPERTY

Claremont Elementary School cannot assume responsibility for lost or damaged items. Students **should not bring** valuable personal possessions to school or distracting toys, games, electronic devices, etc. Common sense and consideration are the best guides in determining what is appropriate.



PTO ACTIVITIES

The PTO is a valuable and vital part of the school's functioning. In addition, the PTO has been highly involved in improving our school.

Parents/guardians are strongly encouraged to become PTO members and support the organization by attending meetings and PTO-sponsored events. Volunteers are always welcome.

****Be sure to join the Claremont PTO Facebook page for updates.**



SAFETY DRILLS

Emergency Drills are conducted twice each month. Detailed routes are posted inside the door of each classroom. Students are reminded to follow safety rules established in the building. There is no talking during safety drills.

Off-Site Evacuation Drills may be conducted during the school year. Students are escorted to a designated off-site location. All procedures are explained and practiced with students. Students are reminded to follow safety rules established in the building. There is no talking during an evacuation drill.



SAFETY PATROL

In addition to certified staff being positioned throughout the campus, fourth and fifth-grade students will have the opportunity to apply and be selected for the Claremont safety patrol during arrival and dismissal. Approximately 50 students serve in this role during the Fall and Spring of the school year.



RECESS

Appropriate play activities will be supervised and may include: soccer, basketball, four square and blacktop games, track and field, and playground.



TELEPHONES

Students are not permitted to use cell phones or smartwatches during the school day. If a parent has given their child permission to carry a cell phone, it should be off and stored in their backpacks during the instructional day. If a child is wearing a smartwatch, parents cannot call the child while school is in session. In the case of an emergency, a parent should contact the school directly.



TEXTBOOKS

Students are responsible for returning the textbooks issued to them and all library books that they borrow. In the event of a loss or damage, they will be financially responsible.



VISITORS

Claremont Elementary School welcomes parents, community members, professional guests, and other visitors.

All visitors must report to the security desk prepared with a legal ID. Anyone who has signed in at the security desk will be issued a visitor's pass.

For **parent visitation** to a classroom, the school policy calls for:

- A one day notice to the teacher
- 30-minute time limit
- Visitation by the parent to their child's classroom only
- A member of the administrative team will accompany the parent

Regular School Hours

Pre-Kindergarten – Grade 5

Student Arrival/First Bell	9:15
Late Bell	9:30
Dismissal Begins	3:50

Minimum Session Hours

Pre-Kindergarten – Grade 5
9:30-2:10

Delayed Opening

Pre-Kindergarten – Grade 5
11:30-3:50