

SCHOOL HOURS:

Arrival Time:	8:30 a.m.
Classes Begin	8:45 a.m.
Dismissal	3:00 p.m.
Early Dismissal	12:30 p.m.
Delayed Opening	10:30 a.m.

ABSENCES /LATE ARRIVALS

Parents/guardians, please call the school nurse, extension 106, before 9:00 a.m. on days when your child will not be attending school. An excused absence is defined as the following:

- An absence for which a medical professional provides a note.
- An absence for disciplinary reasons.
- An absence for religious holidays.
- Severe weather.

Students are expected to be in regular attendance at school unless prevented from doing so by illness. Regular attendance is especially important to the academic progress Banyan School seeks to attain with all of its students. The school is accommodating of absences caused by illness, but reserves the right to withhold academic credit for specific courses for an entire academic quarter when such absences exceed 10 days a semester.

Students absent from school for more than three days must return to school with a note of explanation from the parent/guardian or a doctor. A student who is absent 5 or more consecutive days without proper justification will be reviewed. It is mandatory to send an attendance notice to districts when 5 or more absences occur.

Students arriving late must report to the main office to obtain a late pass before going to class.

If it is necessary to schedule a doctor's appointment during school hours, please send a note in with your child. The parent/guardian must come to the office to sign the student out before they will be dismissed. Please notify the office, in writing, if anyone other than the parent or guardian is to pick up the child. If the office is not in possession of a written note, the child will not be released.

Please Note: It is the responsibility of the parent/guardian to notify the bus company if a child will not be riding the bus on a particular day.

ACTIVITIES

Banyan students are encouraged to participate in activities based on their interests. Typical

offerings have included: Clubs, Student Council, Community Service, Music, Basketball and Softball.

ATTIRE

Students should wear collared shirts, turtlenecks or tee shirts. Shirts with pictures or inappropriate logos or language **may not** be worn. Sweaters and solid colored sweatshirts without inappropriate logos may be worn to school. No halters, spaghetti strap tops or cut off shirts. Full shirts are required. Khaki, denim or colored pants and shorts may be worn. Oversize pants, short skirts, and short shorts are **NOT** permitted.

Appropriate hair styles and color are expected. Hats or other head gear are **NOT** permitted. No excessive chains, rings, earrings, keys, etc. should be worn in school.

Students' outerwear should be appropriate to weather conditions. Students will play outside during lunch recess. Hats, gloves and coats are necessary during the winter months.

BANYAN NEWS

Banyan News will be sent home with your child on Wednesdays. It contains important information relating to school events, activities and other items of interest. Be sure to look for the Banyan News in your child's backpack each week. Banyan News can also be accessed on our website: www.banyanschool.com

BIRTHDAY PARTIES

Parents may send in a treat (e.g. cupcakes, donuts) in honor of their child's birthday. (Please check with the teacher to ascertain an acceptable day and time.) Candles cannot be lit in the school. Please check with your child's teacher to determine if there are any children in the class with special food allergies. All items must be individually wrapped and have ingredients clearly marked. **Food items containing nuts are not permitted.**

For individual parties, held off-site, invitations may be sent in to be distributed if all students in a group or class are being included. However, if all students are not included, invitations may not be sent in to be distributed through the school.

BACK TO SCHOOL NIGHT

Back to School Night is a time when parents have the opportunity to meet with teachers to discuss curriculum and classroom procedures. The evening is a time for parents to ask general questions concerning homework, academic expectations and home-school communication. If parents have specific questions, they are encouraged to arrange for a conference.

CELL PHONES

Students may carry cell phones before/after school as a convenience to parents and guardians. Cell phones are permitted on the grounds of Banyan School, however, the use of digital or video photography is not permitted. Please discuss proper cell phone use with your child at home to reinforce this. Cell phones are handed in to and secured by homeroom teachers during the school day and returned at the time of dismissal. Failure to appropriately respond will result in the loss of the cell phone privilege. Banyan School is not responsible for lost or stolen cell phones.

CHILD ABUSE OR NEGLECT

Banyan School's policy on child abuse or neglect is aimed at helping staff members recognize, report and resolve any such cases and at protecting the child. The faculty of Banyan School are mandated reporters under New Jersey Law. Any staff member who suspects, for whatever reason, any abuse or neglect of a child is required by law to orally report this suspicion immediately to the New Jersey Division of Child Protection and Permanency (DCPP) or to the Principal. If the staff member elects to report to the Principal, it must then immediately be reported to Division of Child Protection and Permanency (DCPP).

CHANGE OF ADDRESS

Parents are requested to notify the school office ***immediately*** whenever there is a change of address or telephone number because it is important to keep our school records accurate and up to date. The principal should be notified about any change in the legal status of the guardian of any child.

COMPUTERS

Banyan School's computer network, communication and internet system offers vast, diverse, and unique resources for both students and faculty. Our goal in providing these services is to help promote a wide variety of educational opportunities for all students. The school makes reasonable efforts to prevent unsuitable material from being accessed using content-filtering software and dictionaries. The school also has the capacity of monitoring each user's internet activity. Despite these safeguards, it is impossible to completely prevent users from accessing all inappropriate websites. Therefore, it is the responsibility of each user not to intentionally access, distribute or promote inappropriate material. The school computers belong to the school and should not be treated as personal computers. Activities such as setting desktop preferences, changing default settings or changing the way a computer functions may render the computer unusable. Students who engage in such activities lose the privilege of using school-based technology.

DISCIPLINE

The aim of discipline at Banyan School is to foster the growth of self-discipline and good decision making in each student. Parents are asked to support the policies of the school. Respect for fellow students and teachers is always expected.

The focus of discipline includes:

- Ensuring that the student recognizes the behavior as inappropriate by providing any needed discussion.
- Implementing conflict resolution, as appropriate, through social harmony guidelines.
- Clarifying alternatives to the inappropriate behavior.
- Assigning consequences to reinforce the importance of proper conduct.
- Rewarding positive behaviors to reinforce and encourage them.

All students at Banyan School with educational disabilities are subject to the same discipline policies and procedures, unless the pupil's individualized educational program includes exemption to those policies or procedures. Teachers shall develop and post rules governing the student conduct that relates to the maintenance of a positive school environment that is conducive to learning. School and classroom rules shall not discriminate nor violate the rights of any student. All students at Banyan School shall take responsibility for their own behavior and learning. Consequences regarding student behavior shall be determined with input from staff and the Principal.

ELECTRONIC DEVICES

Devices including CD players, iPods, DVD players, Game Boys, etc. may not be used during the school day. Students may use these devices on the bus, but upon entering the school building, they must be stored in back packs or given to the homeroom teacher.

FIELD TRIPS

Field trips are planned that correlate with the students' curriculum. After trips have been approved by the principal, information is then passed on to the parents who must sign a permission slip indicating whether or not the child has permission. **If the permission slip is not returned to the school, the child will not be permitted to go on the trip.**

FOOD

Students are not to chew gum or eat candy during the school day. **Banyan School is a nut free environment. All snack and lunch items must be nut free.**

FUNDRAISING

The school sponsors several fundraising events during the year. All parents are encouraged to participate. Information will be distributed via the Development Office.

GRADUATION

Upon successful completion of eighth grade, students receive a diploma verifying their graduation from the Banyan School.

GUESTS AND VISITORS

All guests, visitors and parents must first report to the school office, sign in and receive a visitor's pass. Please enter and exit through the main entrance to Banyan School. This precaution is taken to ensure the safety of our children. **In compliance with privacy policies, and student confidentiality. Parents and Visitors are not allowed to visit classrooms without prior approval from the office.**

GYM

Students must wear sneakers during gym period. Students will not be allowed to participate in gym activities if not properly attired. Jewelry must be removed for safety.

HEALTH AND EMERGENCY CARDS

Every family registered in the school must have the following on file in the office:

- Health History
- Physicians Report
- Medication Contract
- Authorization to administer medication
- Emergency Contact Card

The above information will be used for notifying parents in the event a student becomes ill or has an accident at school. It is important that if any information on the card changes during the course of the year, the school office is informed immediately. **If health information is not completed and returned, the student will not be permitted to return to school.**

HOMEWORK

All students receive a student planner the first week of school. Students will be guided and reminded to record assignments in the planner. It is vital that all parents read and review the homework sheet each day to ensure the homework is completed as assigned. All homework is the student's responsibility, and will consist of work that the teachers believe can be done independently.

If a student is absent, homework and classroom assignments are expected to be completed. If absence is due to a serious or prolonged illness, parents should consult with the teacher.

Parents having special concerns regarding homework should contact the school office to

discuss accommodations or modifications that may be needed.

ILLNESS

Communicable illnesses are to be reported to the school nurse. A written statement from the doctor is required for re-admission to school after 5 days of illness. Students leaving the school because of illness must be signed out by the parent/guardian in the school office. If a child sustains an injury requiring crutches, or a cast, the school nurse must receive authorization from the doctor for return to school and resuming physical activities including recess.

INCLEMENT WEATHER

Banyan School utilizes the Honeywell Instant Alert System for schools. This program is a web based system that enables schools to rapidly, effectively and accurately notify all parents via all possible devices (email, cell phone, pager) in the event of a school wide emergency (including weather.)

LOCKERS

Middle School students are issued a locker. The locker is the property of Banyan School. The administration reserves the right to inspect lockers at any time with or without cause. Lockers will remain unlocked at all times.

MEDICATION

No medication may be administered to a student without the written permission of the parent. **MEDICATION MAY NOT BE SENT TO SCHOOL WITH STUDENTS.** Written instruction signed by the parent shall be required and shall include child's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects and the termination date of medication. Medication is administered by the school nurse. No student may keep medication of any kind in his or her possession on the school premises unless by specific orders from a physician.

NURSE

Banyan School employs a full-time school nurse. The nurse cares for our students when they are ill or require first aid. In addition, she maintains student Health Records, as well as teaches various health programs, including family life, nutrition, drug awareness and safety.

It is important for the nurse to be informed of any changes in your child's health status. This includes updates on immunizations, development of allergies, asthma, illnesses or changes in medication. This information can be important in the event of an emergency. Also, please be sure that all numbers are current on your child's emergency card, so that the nurse can reach parents/guardians in case of an emergency. Please direct all calls pertaining to illness to the nurse's office – 973-439-1919 ext. 106.

PERSONAL ITEMS

It is a regrettable fact of life that occasionally theft and loss do occur in the school environment. Banyan School will do its best to help recover stolen or missing items, however, the school will not accept responsibility for their loss.

READING LABORATORY/MEDIA CENTER

The **Reading Laboratory/Media Center** is equipped with multi-media Apple Computers that will be accessible for use by all students. Software programs that support student assessments and reinforcement of learning have been installed onto the lab's computers. Programs include the **Lexia Reading Program and Raz-Kids**. The Lexia Program is designed to help in assessing student skills and will serve to present reading and decoding activities that will help to reinforce specific reading performance areas. All students will be scheduled for a reading assessment in determining skill levels and appropriate reading instruction based on each child's individual needs.

The second program entitled Raz-Kids, allows students to access leveled, interactive e-books with guidance from the teacher. Books can be downloaded and or printed with additional learning support materials available to the students. The reading Lab/Media Center is facilitated by the Reading Specialist, Ms. Jennifer Kempton who will be working closely with our classroom teachers in augmenting reading services for our children.

REPORT CARDS/EVALUATIONS

Students will receive report cards quarterly during the academic year. An evaluation of IEP goals and objectives will also be sent to parents and sending school districts four times a year. All district sponsored students will be subject to New Jersey testing mandates. Results will be sent to parents and districts.

SCHOOL LUNCH

School lunch is available to purchase via Simply Gourmet lunches. Please visit their website or click the link from the Banyan School website.

SPECIAL EVENTS

Students will have the opportunity to participate in special school events, including sports events, vocal music concerts, and Talent Show activities that are scheduled during the school year. Families and friends are invited to attend.

SUSPENSION

Banyan School believes that the appropriate conduct of students in school will enable them to derive the greatest benefit from its educational program. Although positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize students for violations of school regulations to ensure the good order of the school and to teach students the consequences of disruptive behavior.

Banyan School recognizes that the temporary exclusion of a pupil from the educational program may include removal of a student to another location within the school facility which would be designated as an “in-school” suspension. Students on “in-school” suspension will be required to complete assignments. No socializing with other students will be permitted. The students shall be counted as present in school but absent from individual classes.

For more serious offenses, students will be removed from the instructional program for a long term suspension ranging in duration from 1 to 3 days. The parent/guardian will be contacted and the sending school district case manager will be notified in writing. A parent conference shall be scheduled and required before the student returns to school.

TRAFFIC AND SAFETY REGULATIONS

In order to maintain traffic safety around the school please observe the following regulations:

At drop off times in the morning a bus/car line will form. The area immediately in front of the school will be designated for buses/cars to pull up to drop off children. ***Absolutely no child will be permitted to get into or out of a car that is double parked or passes another.***

Students may not enter the building prior to the start of supervised unloading of the buses (8:25 a.m.), without prior approval from the office. No student supervision is available prior to 8:25 a.m.

At pick up times in the afternoon a bus/car line will form in the same manner as the morning drop off. Students arriving via private transportation may be picked up at the rear of the building.

The parent or guardian of a child being dropped off late due to tardiness may drop off their child directly in front of the building.

We urge you to utilize the correct lines and stay in your car to drop off or pick up your

children. If circumstances require you to park, please use the parking lot.

All traffic signs and regulations will be enforced. Please make a note of signs around the school. These include no-parking zones and entrance and exit signs for the parking lot.

Drive slowly in the vicinity of the school and the parking lot. Under no circumstance is a school bus ever to be passed. Buses always have the right of way.

Banyan School Mission Statement

The Banyan School was founded in 1993 to educate elementary and middle school students with learning differences. The curriculum reflects the needs of every student, the beliefs of the staff and the values of the entire Banyan School community.

Students at Banyan School learn that education is the process of living. They discover that their lives are connected to a larger world, a world that requires a relationship to community. Families, administrators and staff members work together to develop programs that educate the whole child. Students are presented with multi-sensory opportunities that build confidence and address learning challenges. In addition, a strong social skills program provides for the emotional and psychological needs of all students.

Banyan School empowers students to believe in themselves and to develop the

skills necessary to achieve success.

Individual Phone Extensions for Faculty and Staff

You may dial these extensions directly if you would like to leave a message for those listed:

- | | |
|-----|---|
| 101 | Cora Withers - Office |
| 102 | Conference Room |
| 103 | Wendy McNeill, Principal |
| 104 | Annmarie Gentile - Bookkeeping |
| 106 | Diane Boysen– Nurse |
| 108 | Faculty Room |
| 208 | Rick Manista-School Psychologist |
| 209 | Joe Hofmann – Phys Ed. Teacher |
| 210 | Jennifer Kempton Reading Lab/Media Center |
| 111 | Lisa Spinozzi – Learning Consultant |
| 113 | |
| 114 | Linda McCabe - Development |
| 115 | Linda McCabe – Human Resources |
| | Occupational Therapy |
| 251 | |
| 252 | Speech Office |

255 Mary Wilson
Annin Johnson
Heather Battista Welsh
Dave Camp
259 Susan Schenfeld
260 Lori Michel
261 Kim Rallo
262
263
264

SCHOOL ADDRESS AND PHONE NUMBER

*Banyan School
12 Hollywood Avenue
Fairfield, New Jersey 07004*

Phone: 1-973-439-1919

FAX: 1-973-439-1396

Web Address: www.banyanschool.com

Banyan Elementary School

**12 Hollywood Avenue
Fairfield, New Jersey 07004**

**Phone – 973-439-1919
FAX - 973-439-1396
www.banyanschool.com**

**Principal – Wendy McNeill - wmcneill@banyanschool.com
Administrative Assistant – Cora Withers
Bookkeeper – Annmarie Gentile
Development and Human Resources – Linda McCabe**

**2014 - 2015
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