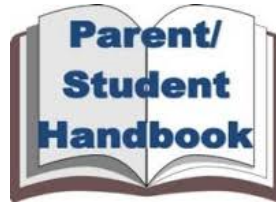


Frank W. Gavlak School

2021-2022 



Dear Parents,

Welcome to all of our students and families as we begin the 2021-2022 school year. The Elementary School faculty and administration both look forward to working with our parents so that we can provide the best possible educational experience for all of our students.

This handbook should serve as a guide about important school processes and procedures. Please review this handbook with your child; the information will help your child to do their best while in school. Also, I strongly encourage parental involvement with the school and your child's program. Do not hesitate to contact the school or your child's teacher if you have any questions.

- *Please be aware that there have been some changes this year to the school process and procedures listed in this handbook due to the need to make sure that we keep all of our students and staff safe due to the current health crisis.*

Additional information on our schools can be obtained by visiting the web site at www.wboe.org.

******IMPORTANT: ALL FORMS ARE AVAILABLE IN PARENT PORTAL. Please fill out these forms prior to the start of the school year to ensure the safety of your child.***

I look forward to working and speaking with all of our parents as we act together as partners in educating all of our children safely and securely.

Sincerely,

Nancy Giambrone

*Ms. Nancy J. Giambrone
Principal, Frank W. Gavlak School*

F.W GAVLAK SCHOOL WALLINGTON, NJ



2021-2022 School-Year

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM 8:40 AM	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM
8:40 AM 9:25 AM	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1
9:25 AM 10:10 AM	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2
10:10 AM 10:55 AM	PERIOD 3	PERIOD 3	PERIOD 3	PERIOD 3	PERIOD 3
10:55 AM 11:40 AM	PERIOD 4	PERIOD 4	PERIOD 4	PERIOD 4	PERIOD 4
10:55 AM 11:40 AM	Lunch Gr. 3 -4	Lunch Gr. 3 -4	Lunch Gr. 3 -4	Lunch Gr. 3 -4	Lunch Gr. 3 -4
11:40 AM 12:25 PM	Lunch Gr. 5-6	Lunch Gr. 5-6	Lunch Gr. 5-6	Lunch Gr. 5-6	Lunch Gr. 5-6
12:30 PM 1:15 PM	PERIOD 5	PERIOD 5	PERIOD 5	PERIOD 5	PERIOD 5
1:15 PM 2:00PM	PERIOD 6	PERIOD 6	PERIOD 6	PERIOD 6	PERIOD 6
2:00 PM 2:45PM	PERIOD 7	PERIOD 7	PERIOD 7	PERIOD 7	PERIOD 7
<div style="border: 1px solid black; display: inline-block; padding: 5px 20px;">STUDENT ARRIVAL / DISMISSAL:</div>					
GRADE 3	GRADE 4	GRADE 5	GRADE 6		
8:30 AM 2:50 PM	8:30 AM 2:55 PM	8:30 AM 2:55 PM	8:30 AM 2:55 PM		

STUDENT ARRIVALS AND DISMISSALS

- Students in Grades 3-6 should arrive by 8:30am and stand by their designated area.
- Students must be masked upon arrival at school and while waiting to enter the building.
- Students arriving late should report to the main office. It is important that students arrive on time.
- Students who walk to and from school need to obey the crossing guard when crossing the street. Playing on the road is dangerous and will not be permitted.
- There is no parking at any time in front of the school.
- Students riding a bicycle need to wear a helmet.

Dismissal Reminders

- Students will have staggered dismissal times (Gr. 3-2:50pm, Gr. 4-6-2:55pm); please pick up your child in a timely manner.
- Students should continue to wear masks during dismissal for their own safety and the safety of others
- All students need to go directly home during dismissal and not hang out around the school premises or on the high school field.

F.W GAVLAK SCHOOL PARKING LOT IS A SAFE ZONE. - Parents or Guardians are not permitted to drive into the Frank W. Gavlak School driveway area at any time during student arrival/dismissal times. This is due to the children entering and exiting the building and grounds during these times. Should it be necessary because of emergency reasons to drive into the Gavlak School driveway area, please note one-way traffic regulations have been established. You must circle AROUND THE SCHOOL. PLEASE ADHERE TO **"NO PARKING IN THE FIRE LANE AR**

ATTENDANCE and STUDENT GROUPS



All children are expected to be in attendance each day unless they are ill, out due to religious reasons, or a family emergency arises.

- Student attendance will be taken each day as required by NJDOE requirements
- ***Parents of children MUST Call the school when their child is absent;***

FRANK W. GAVLAK SCHOOL ATTENDANCE LINE- 973-777-4420 ext. 207

- If we don't receive a call, we will assume that the child should be in school. In such a case, we will initiate a call from the main office to inquire about the absence.
- Should a child be absent for 5 or more consecutive days, a doctor's certificate or note to the nurse indicating that the child is fit to return to school instruction is required.
- We realize that there will be instances when your child may be tardy to school. Please have your child attend school at their grade level designated time, avoiding late arrivals whenever possible. Tardiness interrupts your child's instructional time and is at the current time more important in helping to keep all children safe. A note should accompany your child to explain the reason for his/her tardiness.

BEHAVIORAL EXPECTATIONS

It is expected that students follow the following rules:

- ALL STUDENTS SHOULD ARRIVE ON TIME AND LINE UP SOCIALLY DISTANCED IN THE PROPER LINE (GRADES 3 AND SHOULD STAND QUIETLY IN LINE UNTIL THE TEACHER ESCORTS YOU INTO THE BUILDING.)
- STUDENTS IN GRADE 4-6 SHOULD ARRIVE ON TIME AND ENTER THE SCHOOL IN AN APPROPRIATE MANNER.
- ALL STUDENTS SHOULD BE WEARING FACE MASKS FOR PROTECTION WHILE IN LINE AND UPON ENTERING THE BUILDING AND DURING THE SCHOOL DAY WHEN APPROPRIATE.
- STUDENTS SHOULD BE SOCIALLY DISTANCED AND KEEP HANDS TO YOURSELF
- WALK QUICKLY AND QUIETLY IN THE HALLS TO YOUR CLASSROOMS.
- STUDENTS SHOULD ENTER THE CLASSROOM QUICKLY AND NOT "HANG OUT" IN THE HALLS
- FOLLOW THE CLASSROOM RULES AT ALL TIMES
- ACT RESPECTFUL TOWARD OTHERS
 - SPEAK WITH KIND WORDS
 - **STAY SOCIALLY DISTANCED FOR SAFETY (3 feet apart)**
 - LISTEN TO OTHERS WHILE THEY SPEAK
- LISTEN AND FOLLOW DIRECTIONS
- LEAVE THE BUILDING AND SCHOOL GROUNDS IN A QUIET AND ORDERLY MANNER AT DESIGNATED DISMISSAL TIMES.
- DURING THE SCHOOL DAY, ALL PHONE CALLS NEED TO BE MADE IN THE MAIN OFFICE. CELL PHONES ARE TO BE TURNED OFF, AND KEPT IN THE BACK PACK. UNDER NO CIRCUMSTANCES ARE STUDENTS ALLOWED TO TAKE PICTURES OF OTHER STUDENTS IN SCHOOL.

EARLY DISMISSAL

We encourage you to try to schedule your child's medical/dental appointments around school hours. If this is not possible, a note is to be sent to school informing us of the early dismissal. You must come to the main office to check your child out. A child must remain in school one full hour to receive credit for that session. Other reasons for early dismissal: religious obligations and family emergencies.

EMERGENCY DISMISSAL

It may be necessary to dismiss the entire school system earlier than the regular dismissal time during weather and civil defense emergencies. Parents will be contacted prior to student dismissal.

In the event that school is dismissed, one parent should be home to pick up or receive the child. If this is impossible, the parent should make arrangements for the child to go to the home of a relative or neighbor. In the case of individual illness, the same as the above applies.

EMERGENCY INFORMATION

Student emergency data should be carefully completed by the parent on the Genesis Parent Portal. This information is used when locating parents when their children become ill, have had an accident while at school, or in the event of an emergency early closing of school. There should be someone, other than the parents, listed in case the parents cannot be reached. This person should be notified that he/she may be called in such a case. Please list someone with a telephone and a car.

**It is very important that you notify the school office whenever there is a change in emergency contact information.*



GENERAL ACADEMIC REQUIREMENTS

Promotion and Retention

The Board of Education requires that all pupils move through the program of instruction in the Wallington Elementary Schools in accordance with their academic and social growth. Promotion in grades 3 through 6 shall be based on consideration of each child's academic achievement as determined by teacher judgment using Progress Report grades, state assessment tests, achievement and daily teacher observation as criteria. Social and emotional maturity will also be considered. The Principal and Child Study Team shall have input in the promotion/retention process. A copy of the promotion/retention policy can be found on the Wallington schools' website under B.O.E. school policies.



LUNCH PROGRAM

Applications for free and reduced lunches will be distributed to parents during the first week of school. Please keep in mind; we are required to provide every parent with the opportunity to apply for this program. Families who do not qualify for the program can also purchase lunch for their child at the regular weekly price if they prefer. Lunch is paid for on a weekly basis. More information will be forthcoming from our Lunch Time Coordinator.

If a child must bring his/her lunch regularly, or participates in the school lunch program, parents are required to sign the "**Lunchroom Permission Slip**" found on the Parent portal. Additionally, if your child is walking home at lunchtime parents need to sign "**The Lunch Authorization Form**". on the Genesis Parent Portal. **Please make sure these forms are filled out by the 1st week of school.**

LUNCHROOM REGULATIONS

1. The Lunchroom Permission Slip or a note from a parent/guardian is required for permission for the child to stay and eat lunch in school for the school year.
2. A note from the parent/guardian is required to excuse a regular lunchroom child for a particular day to eat elsewhere.
3. Upon arrival in the lunchroom, the children will be seated in their assigned areas. In order to avoid choking on food and spilling of beverages, all children are encouraged to sit quietly and eat their lunch for the first 15 minutes of the lunch period.
4. Soda bottles and other glass containers are not to be brought to school.
5. Appropriate lunchroom behavior is expected. It will include the following:
 - a. Following adult directions and respect for those in charge.
 - b. Following lunchroom rules.
 - c. No throwing of food or other objects
 - d. Always acting in a controlled and appropriate manner.
6. Radios, cell phones, musical instruments, toys etc. are not permitted in the lunchroom.
7. Loud talking and shouting, and unnecessary running around are not permitted inside the lunchroom.
8. Students must ask permission to leave their tables to dispose of garbage. Each child is responsible for cleaning up his/her areas.
9. Students must ask permission to use the bathroom facilities. They should ask for a pass and follow set procedures.
10. Students who do not follow the lunchtime rules will be required to eat in a designated area by the Principal or may be excluded from eating in school. In the event that they are excluded, the parents will be notified and may be responsible for providing them with a site for lunch.

SCHOOL HEALTH SERVICES



Emergency Health Changes to our School Health Services

Please be aware of the following additional information regarding our school health services.

- All students will need to wear an appropriate facemask while entering, attending and exiting the school.
- Students who may show possible virus symptoms upon entering or during the scheduled school day will be checked by the School Nurse and relocated to a safe "isolation area" in the school until a Parent/Guardian can pick them up.
- Every classroom will be cleaned and disinfected (two separate procedures) in making sure that the school remains a safe environment.
- Students who need to use bathroom facilities; the number of students allowed in the bathrooms will be limited to a maximum of two at one time.
- Students within the classrooms; students will maintain social distancing and will be spaced out within each classroom environment.
- Students will not be allowed to congregate in hallways, classrooms, the multi-purpose room and other school areas at any time.
- Safety processes and procedures will be reviewed with all students with the School Nurse and Principal facilitating this activity.

All students must meet the mandatory health requirements established by the New Jersey Department of Education and the Wallington Board of Education.

During your child's school years, every available safeguard should be used to see that his/her physical and intellectual development reaches its fullest potential. Our professional school staff will join with you, the parents, in your efforts to promote the health and well-being of your child. A School Nurse is available full-time at all schools. Health folders are maintained in the Nurse's Office for all students. At the beginning of each school year, parents/guardians are asked to submit current health and emergency information. It is also requested that parents/guardians notify the school nurse immediately if any changes occur in the health/emergency information of the student during the school year. Immunizations on each student are kept on file as well as reports of physical examinations, illnesses and emergency information.

The school Nurse is not permitted to diagnose (illness, rashes, fractures, etc.), prescribe treatment, or prescribe medication to a pupil. She is available for conferences with the student or parent/guardian on matters pertaining to health or personal hygiene. In addition, she will implement the following schedule of yearly health screenings:

Height/Weight/Blood Pressure: All students

Physical Screenings: Students in Grades 3 and 6 by School Physician. Private physical examinations completed within 365 days of the school year will be accepted.

Vision Screening: Students in Grades K, 2, 4 and 6 by the school Ophthalmologist. Referrals from other grades are followed through by the school nurse.

Audio (hearing) Screening: Students in Grades K through 3. Referrals from other grades are followed through by the school nurses.

Scoliosis Screening: Students in Grade five by the School Nurse.

When screening results deviate from the normal, parents will be notified in writing of these results. We strongly encourage immediate correction of any remedial defect as soon as possible as it may affect the child's performance in school. We are concerned with the total health status of your child. This is only accomplished through such means as parent, teacher, and nurse observation; screening tests; physical fitness tests; study of information concerning the pupil's past health experience; and medical and dental examinations. It is strongly recommended students receive physical examinations by their primary care physician at least once during each of their developmental stages: early childhood (pre-school – grade 3), pre-adolescence (grade 4-6) and adolescence (grade 7-12). The results of exams should be forwarded to the health office.

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

In order for your child to receive any medication during the school day, the following conditions must be met as required by the Department of Education and the Wallington Board of Education. The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed oral medications should be avoided, but will be permitted when failure to take such medication would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not administered during school hours. Medication will be administered only after the following conditions have been met and must be renewed for each new school year.

1. Your physician must provide a written order for medication which includes the child's name, diagnosis, name of medication, dosage, time to be given, duration medication is to be administered, and possible side effects.
2. Prescription medication must be brought to the school nurse in a pharmacy labeled container by the parent/guardian. The label must state the child's name, name of medication, dosage, time to be given and name of prescribing physician. Label may not say "as directed". Pharmacy if asked will split prescriptions for home and school use.
3. A written request must be completed by the parent/guardian allowing the nurse to give the medication as per physician's orders.
4. Permission may be granted to a student for the self-administration of medication for asthma or other potentially life-threatening illnesses (i.e.: inhalers, Epi-pens, Glucagon, etc.) provided by the Parent/Guardian and Physician's Authorization are completed including written certification regarding the student's condition and that the student is capable and has been instructed in self-administration of the medication.
5. Absolutely no over the counter medications (i.e.: Tylenol, Advil, etc.) will be administered in school unless ordered by a physician.
6. All medication must be kept in the health office unless provisions for special life-threatening situations exist. If the medication is to be discontinued, the parent must notify the school nurse in writing. If the medication must be changed during the school year, a new written order must be presented from the physician. All discontinued medication must be picked up from the health office by the parent/guardian. Medication will be held for five days after the end of the school year, if not picked up, will be discarded.

Please see the School Nurse for forms to be completed for school medication administration.

COMMUNICABLE DISEASES

The control of communicable disease is a situation in which there must be cooperation between the school and the home. You, as a parent, are an important member of the health team. If any of the signs or symptoms below are present, it is recommended that your child stay at home for the protection of himself/herself and of others:

1. Flushed or pale face, "glassy" appearance to the eyes
2. Stuffy or "running" nose, coughing, sneezing, tearing or other signs of a common cold
3. Rash of any kind
4. Swollen glands
5. Sores on skin
6. Nausea or vomiting- child should be symptom free and be able to hold down fluids and food for 24 hours before returning to school
7. Pink or red eyes especially with discharge
8. Lethargy or listlessness
9. Fever- any student who has a fever should be off of fever medication and without any fever for 24 hours before returning to school
10. Head Lice- student is excluded until the application of medicine has been completed and all nits are removed. Students must be examined by the school nurse upon returning to school.

One or any combination of the above symptoms may be indicative of illness or communicable disease. Certain communicable diseases are reportable to the Board of Health, (i.e. Whooping Cough or Pertussis-German Measles or Rubella-Measles-Mumps-Scarlet Fever, etc.). Chicken Pox, Strep Throat, Pink Eye or Conjunctivitis, and Head Lice are contagious and must be reported to the school

nurse at all times. Children who have been absent from school with certain contagious diseases must secure a release from their physician before returning to school. Our main goal is to prevent and control the spread of disease and to provide a healthful environment for your children.

PLEASE CALL THE SCHOOL WHEN YOUR CHILD IS ILL AND/OR ABSENT:

FRANK W. GAVLAK SCHOOL ATTENDANCE LINE- 973-777-4420 ext. 207

REMEMBER...IF YOUR CHILD IS ILL, PLEASE KEEP THEM HOME FOR THEIR SAFETY AND THE SAFETY OF THE OTHER CHILDREN. This is especially important if your child is exhibiting any symptoms of illness that could impact others in the school community.

Wallington Board of Health- 973-773-9570

ILLNESS/INJURY

If a student becomes ill or injured during the school day, the student is to report to the nurse's office. If the nurse is not present, the student is to report to the main office. Students will be sent to the nurse's office if staff members notice the following visual signs...rashes, red eyes, open wounds, bruises, swelling, casts, elastic bandages or any other unusual signs.

Any student showing potential virus symptoms of illness will be checked by the school nurse and isolated until a parent/guardian can pick them up.

If a student must be sent home due to illness, the nurse will telephone the parent/guardian or person designated on the emergency card in order to make arrangements for the child to be picked up.

There are specific reasons, such as elevated temperature, vomiting, and rashes that require students to be excluded according to the Board of Education Policy. All students are excluded based on the clinical assessment of the nurse.

In the case of injury, the school nurse will provide emergency treatment. All school injuries are to be reported promptly. A parent/guardian or person designated on the emergency card will be called if a student requires more than first aid. If they cannot be reached, Emergency Services will be called.

Parents/guardians will be notified of all puncture wounds. All head injuries may be possible concussions. Therefore, students with head injuries will be sent home for observation.



DOCTOR'S NOTES

Any student absent five (5) school days in succession must present a note from the family physician upon returning to school. The note is then sent to the Nurse's Office and recorded on the student's Individual Health record.

Gym excuses for one week or more must be in writing by a physician with the diagnosis and date for resuming all physical education activities. Students that are excluded from gym will not be permitted to participate in recess unless a note is provided from the physician. Gym excuses for three (3) days or less

will be honored with a note from the parent/guardian. All information given to the School Nurse is kept confidential and maintained in her office.

SUBSTANCE ABUSE PREVENTION AND CONTROL POLICY

With the realization that there has been an increase in drug/alcohol usage among school age children, our district has adopted a set of guidelines to prevent substance abuse in our schools. The policies ensure the constitutional rights of our students and are consistent with the legal requirements for the state of New Jersey. Substances related to this policy include drugs, alcohol, and anabolic steroids.

It is clear that the unlawful possession and use of alcohol is wrong and harmful. Our substance abuse prevention and control policy is based on this premise. The following is a summary of the key parts of the policy related to student standards of conduct and disciplinary sanctions.

1. The selling, transferring or possessing of drugs or alcohol during school hours, at a school function, or at any time on school grounds is strictly prohibited. Student violators will be reported to the principal who will notify the parents and the police. The students will be suspended from school.
2. If a student appears to be under the influence of drugs or alcohol, he/she will be reported to the principal who will notify the parents.
3. In both cases, a physical examination of the student will be required. Attendance at school will not resume until a written report is submitted which certifies that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school.
4. Students who test positive for drug usage will be out of school suspended for a minimum of three days. A second offense will result in a minimum of five days of out of school suspension. Subsequent instances will be addressed on an individual basis.

Our district is aware that a substance abuse control program should be both preventive and remedial. Drug Prevention education programs are part of the instructional process. The School Counselor is available to our students and families. For further information, please contact Gavlak School at 973-777-4420, ext. 217.

HARASSMENT, INTIMIDATION OR BULLYING

STUDENTS NEED TO TREAT EACH OTHER WITH RESPECT: ACTS OF HARASSMENT, INTIMIDATION OR BULLYING WILL NOT BE TOLERATED. Examples include: hitting, pushing, spitting, tripping, teasing, spreading rumors, ridiculing, writing offensive notes, graffiti, threatening to take one's possessions, stealing, hiding or damaging property and posting inflammatory information about other students on the Internet are all prohibited. Please be aware that students exhibiting these behaviors will have consequences. If your child has been the victim or has observed an incident of Bullying, it should be immediately reported to a school staff member (Teacher, Principal, Counselor or any adult staff member) so that it may be addressed.

Our schools' Anti-Bullying Specialist is Ms. Radan (Guidance Counselor). Phone number: 973-777-4420



PARENT CONFERENCES/SCHOOL VISITATION

We welcome conferences between teachers and parents. However, such conferences are scheduled after school hours so that the teacher is free to devote his/her time and attention to the discussion with the parents. Please call 973-777-4420 for all appointments.

Your invitation to visit school stands throughout the school year. We ask only that you use the following procedures:

1. ALWAYS report in at the office whenever you enter the building, state the nature of your visit and **sign-in**.
2. If you wish to visit a class, please make an appointment with the teacher in advance.
3. Please do not ask a teacher to step out of his/her class during the school day to talk. This interrupts valuable instructional time.

Your cooperation in complying with these requests is very much appreciated.



The school and the home have the common objectives of helping your child make the greatest academic progress possible. It is very important to work with the school and your child in reinforcing the importance of homework. Try to have a consistent and quiet place at home where your child can study and complete assignments. The teacher will make every attempt to explain what has been assigned so that the child may work independently. Parents have the opportunity of sharing in the educational process through the supervision of such homework.

Benefits of Homework

1. Homework keeps parents in touch with the school program and their child's progress, thus creating a closer bond between home and school.
2. Homework teaches a child to follow directions and helps him/her learn how to organize his time.
3. Homework teaches the child to accept responsibility; helps him/her develop self-reliance in his work; and improves study skills and work habits.
4. Homework reinforces school learning and gives needed review on work started in class.
5. The amount of knowledge required by the curriculum simply cannot be imparted during the school hours alone.
6. Discipline and consistent completion of homework builds character.

Homework Hints

1. Homework should be completed shortly after the end of the school day, if possible.
2. As a suggestion, Children in grades 1, 2, 3 and 4 should be in bed between 8:00 and 8:30 p.m.; grades 5 and 6 between 8:30 and 9:00 p.m.
3. Children should be expected to study 15 minutes in kindergarten two to three times per week; 20 to 30 minutes daily in grade 1; 30 minutes daily (minimum) in grades 2 and 3; 1 hour daily in grades 4 and 5; and 1 hour to 1½ daily in grade 6.
4. Reading with a parent or independently enhances the learning process and is encouraged.
5. If homework is completed before the study time is up, there is plenty of valuable reading to be done.
6. It's recommended that children should join the public library; wide and diversified reading is a must in today's world.

The Parents' Part

1. Cooperate and support the school in making homework effective.
2. Provide their children with suitable study conditions (desk, light, books, and supplies), reserve quiet area and time for homework.
3. Encourage your child's efforts but avoid undue pressure.
4. Show interest in your child's work, but do not do their work for them.
5. Understand what the school expects homework to accomplish.
6. Homework Assignments Requested for Absent Students-Should your child be absent you may pick up the assignments of the day either by yourself or with another student. The request cannot be honored until 2:50 p.m. Please make the request through the office by 11:30 a.m.

PROGRESS REPORTS

Progress Reports will be issued to students after the close of each of the four grading periods. Progress Reports will contain both academic and behavior grades. Attendance will be reported on the Progress Reports. Interim reports are provided for students in Grades 3-6.

GENESIS

Parents of students in Grades 3-6 are able to access student grades, Interim reports (Gr. 3-6) and Progress Reports through the Parent Portal. You will be provided with information regarding this process. If you have any questions regarding the Parent Portal procedure, please contact the Gavlak School office.

WITHDRAWAL OF STUDENTS

If you are moving, or are withdrawing your child from school for any other reason, please call or come by the school at least five (5) days prior to the withdrawal date. This will provide ample time to complete the necessary paperwork, etc. Your cooperation is always greatly appreciated.

UNIFORM DRESS CODE

Students are required to wear their uniform dress on a daily basis unless exempted by Board of Education Policy.

Long or Short sleeve polo style shirt with a collar (with or without logo). Acceptable colors shall be royal blue, white, or grey. For clothing with a logo, the Wallington Public School logo will be printed on the left side.

- A grey, royal blue, or white cardigan or fleece (without a hood) may be worn in addition to a polo shirt.
- A long sleeve shirt (WITHOUT writing on the sleeve) may be worn under the polo shirt.
- Bottoms can be any shade of khaki, black, or non-denim navy blue.

Bottoms may include:

1. Slacks (must be worn at waistline)
2. Skirts & skorts (no shorter than 2" above the knee) during designated times of the year.
3. Capri pants



PHYSICAL EDUCATION

All students in Grades 3 through 6 will participate in physical education instruction during the school year. Additionally, children will be required to wear sneakers during Physical Education class.

Students may be excused from P.E. due to a physical disability, upon written request from the doctor. If there is any other reason for a child to be excused, contact the school principal.

Elementary Students will wear their official school wear the entire school day on the days they participate in P.E.



FIRE DRILLS & SECURITY DRILLS

Fire Drills and Security Drills are necessary for the safety of the student, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he or she may be. Specific information for fire drills is posted in each room.

- Monthly Fire and Safety Drills will be continued but conducted as drills without close contact.

PARENT-TEACHER ASSOCIATION (PTA)



Parents are encouraged to join and participate in the Wallington Elementary P.T.A. The P.T.A. is organized during the first month of school and has membership in both the state and national organizations. The P.T.A. works with our families to support our children, our schools and the community. Parents will be notified when meetings take place.

FIELD TRIPS

Field trips are an extension of our curriculum and we expect that all students attend and benefit from these wonderful curriculum-based experiences. Students should act in an appropriate manner when participating in school excursions in order to keep everyone safe. Behavioral infractions may result in the loss of this privilege.

ACCESS TO CHILD'S SCHOOL RECORD

New Jersey law provides parents with the right to review their child's records. This may be arranged by setting an appointment through the main office at the elementary schools, telephone number 973-777-4420.

ARTICLES PROHIBITED IN SCHOOL

Please note:

- No toy items should be brought into the school at any time. This is even more critical during the emergency health period.

Problems arise each year because children bring articles to school which are safety hazards to others or which interfere in some way with school procedure. Such items, brought in as toys and playthings, are undesirable and will be confiscated. Parents are requested to help children understand the necessity for such regulations. Also, children are not to carry spending money or valuable objects to school. Only school activity money is to be submitted to the classroom teacher immediately upon arrival. The school cannot be responsible for valuable items brought to school by students. Any item construed to be a weapon will be confiscated and submitted to the local police department. Students may receive disciplinary action and parents will be contacted for a conference.

BIRTHDAY PARTIES

If you wish your child to distribute birthday invitations in the classroom, permission must be secured from the teacher with a written note. Permission will only be granted if all children receive an invitation.

CLASS PARTIES

- No food items will be allowed to be shared.
- Gavlak School continues to be a nut free school.

Party Schedule:

Grade 1...Halloween, holiday, end of year, and individual birthday recognition.

Second Grade...Halloween, holiday, end of the year, and two collective birthday parties per semester.

Third Grade...Halloween, holiday, and two collective birthday parties per semester.

Grades 4 to 6...Halloween and holiday. (Only)

When sending in classroom treats for class parties or special events, please be mindful of the Wallington Nutrition Policy. The policy states "*all food and beverage items listing sugar, in any form, as the first ingredient may not be served, sold or given out.*" Some suggestions might include fruits, vegetables, non-iced cookies, pretzels and 100% fruit juice, milk, or water.