

STUDENT HANDBOOK

2009-2010



ROBERT MORRIS SCHOOL

One School, One Community

122 Elizabeth Street

South Bound Brook, NJ 08880

Dr. Carol Rosevear, Superintendent of Schools

Mr. Dennis Donahue, Principal

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Name: _____

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Welcome to The Robert Morris School. Hopefully this booklet will provide all of the information about various policies and procedures in our school. I encourage all of you to read this information carefully and retain for future reference. If you are just entering our school, I believe you will find it to be a helpful introduction to our school. If you have been here for many years, you will learn about recent changes that have been made.

One of the reasons we have written this booklet is to make you aware of policies and procedures which enable us to operate the school efficiently and consistently. We want everyone, students and parents, to be treated fairly and equitably; following these policies and procedures helps us to accomplish this. However, for our school to continue its tradition of excellence, our work must continue to go far beyond what is included in this booklet.

We can never forget that the school is a place to help our students grow to their fullest potential. We all contribute to creating the type of learning environment that enables students to succeed. Our work is critical, not merely for today, but for the future.

As an unknown author stated,

“The most important people who enter this school each day are not the principal or the teachers.

The most important people who enter this school each morning are the students.

Students are not an interruption of our work: they are the purpose of it.

Students are not statistics: they are sensitive young people with feelings and emotions just like our own.

Students are young people who bring us their needs, and it is our responsibility to meet those needs.

Teach and cherish them. That is why we are here.”

We have a huge responsibility, one that I am genuinely pleased and proud to share with you. I hope that each and every year is happy and productive for every student and teacher in our school.

Dennis J. Donahue
Principal

OUR VISION STATEMENT

The vision of Robert Morris School is to discover the needs and enhance the talents of all students in order to create well-educated, caring individuals who embrace diversity, seek knowledge, challenge existing ideas, and create new ones. Our students will develop a spirit of belonging and a desire for excellence as a result of collaboration with teachers, staff, parents, and community members. This will enable our students to become exemplary citizens as they develop the ability to excel in their chosen and future endeavors.

Our expectation is that all students will achieve the New Jersey Curriculum Content Standards at all grade levels.

DISTRICT DIRECTORY

BOARD OF EDUCATION OFFICES

732-356-0018

732-469-6000

FAX No. 732-356-0621

ROBERT MORRIS SCHOOL

732-356-3018

FAX No. 732-469-5771

SPECIAL SERVICES

732-356-0241

FAX No. 732-356-2372

NURSE'S OFFICE

732-356-7950

MEDIA SPECIALIST

732-356-7707

SCHOOL HOURS

Children are not to be on school grounds prior to 8:16 a.m., since supervision of the children is not available until this time.

PSD

8:26 a.m. – 10:56 a.m.

Pre-K

12:26 p.m. – 2:56 p.m.

Kindergarten

8:26 a.m. – 2:15 p.m.

Grades 1st – 8th

8:26 a.m. – 3:00 p.m.

Half Day Session

NO BREAKFAST OR LUNCH SERVED

PSD

8:26 a.m. – 10:56 a.m.

Pre-K – CANCELED

Grades K – 8th

8:26 a.m. – 12:48 p.m.

Delayed Opening

Inclement weather or unusual circumstances occasionally necessitate a delayed opening of school. Delayed openings are always announced on WCTC (1450), WMGQ (98.3) and WKXW (101.5). A fire siren will sound twice at 7:30 a.m. and 8:00 a.m. to notify the community of a delayed opening.

Delayed Opening Schedule

Grades 1st – 8th

10:00 a.m. – 3:00 p.m.

Kindergarten

10:00 a.m. – 2:15 p.m.

PSD, Pre-K

a.m. 10:00 a.m. – 11:45 a.m.

p.m. 12:37 p.m. – 3:00 p.m.

SCHOOL CANCELLATION

Severe weather conditions or unusual circumstances sometimes make it necessary to cancel school entirely. The decision is broadcast several times between 6:30 a.m. - 8:00 a.m. on radio stations WCTC (1450), WMGQ (98.3) and WKXW (101.5). A fire siren will sound at 7:30 a.m. and 8:00 a.m. if school is to be closed. Our Global Connect emergency contact system will contact each family by way of phone for school cancellations. **Please make sure that all current phone numbers are on file with the main office.**

EMERGENCY CLOSING DURING THE SCHOOL DAY

Please make sure that your child's emergency information is updated throughout the school year. There may be times when weather related emergency and non emergency situations require a school closing. It is essential that we have accurate phone numbers for our Global Connect system.

ATTENDANCE AND TARDINESS PROCEDURES

School attendance has been proven to be correlated with student achievement. Thus, those who attend school more frequently have a more positive educational experience. Student attendance is an integral part of the total educational program, and a student's time on task is even a more relative indicator of achievement. Recently the state of NJ has revamped attendance requirements. Below please find the attendance policy of the South Bound Brook Board of Education as mandated by NJ state law:

ATTENDANCE

1. "Attendance" is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
 - a. A pupil will be considered to have attended school if he/she has been present at least four hours during the school day.

- b. A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition, will be considered to be in attendance.
2. "Excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:
- a. The pupil's illness or quarantine,
 - b. Family illness or death,
 - c. Educational opportunities,
 - d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
 - e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3,
 - f. The pupil's suspension from school,
 - g. The pupil's required attendance in court,
 - h. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day (documentation from a physician is required),
 - i. School approved trips, and
 - j. An absence for a reason not listed above, but deemed excused by the Superintendent, upon a written request by the pupil's parent or legal guardian to the building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.

3. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:

- a. Leaves school at lunch time without a pass,

- b. Leaves school without permission when school is still in session,
- c. Leaves class because of illness and does not report to the school nurse as directed, or
- d. Is present in school but is still absent from class without approval. Such truancy from class is a "class cut."

4. "Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in A2 above.

NOTICE TO SCHOOL OF A PUPIL'S ABSENCE

1. The parent(s) or legal guardian(s) is requested to call the school office the morning of the pupil's absence. **The school should receive a telephone call from a parent before 9:30 a.m. indicating why the youngster is absent. If homework is requested, it MUST be requested before 9:30 a.m.**
2. The parent(s) or legal guardian(s) who anticipates a future absence will be prolonged should notify the Principal, who will assist in the arrangement of make-up work.

READMISSION TO SCHOOL AFTER AN ABSENCE

1. A pupil returning from an absence of any length must present to the Principal a written statement, dated and signed by the parent(s) or legal guardian(s), of the reasons for the absence.
2. A note explaining a pupil's absence for noncommunicable illness for a period of more than three school days must be accompanied by a physician's statement of the pupil's illness.
3. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of

being free of communicable disease, in accordance with Policy No. 8451.

has not had full opportunity to make up missed work.

INSTRUCTION

1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of three or more school days duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.
2. A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.
3. Pupils absent for any reason are expected to make up the work missed.
4. In general, pupils will be allowed one day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.
5. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

2. An elementary pupil will be retained at grade level, in accordance with Policy No. 5410, when he/she has been absent seventeen or more school days, whatever the reason for the absence, except that absences for the observance of religious holidays and during a pupil's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

SCHOOL DISTRICT RESPONSE TO UNEXCUSED ABSENCES DURING THE SCHOOL YEAR

DENIAL OF COURSE CREDIT

1. The teacher will determine the credit to be awarded a pupil for make-up work, subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a pupil who

1. For up to four cumulative unexcused absences, the Building Principal or designee shall:
 - a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - b. Conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent or legal guardian;
 - c. Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies,

as appropriate.

2. For between five and nine cumulative unexcused absences, the Building Principal or designee shall:
 - a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - b. Conduct a follow-up investigation, including contact with the pupil's parent or legal guardian, to determine the cause of each unexcused absence;
 - c. Evaluate the appropriateness of the action plan developed pursuant to 1.C. above;
 - d. Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:168;
 - (2) Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;
 - (3) Consider an alternate education placement;
 - (4) Make a referral to a community based social and health provider agency or other community resource;
 - (5) Refer to the court program designated by the New Jersey Administrative Office of the Courts; and
 - (6) Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child

abuse situation is detected.

- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:3827, and the Building Principal or designee shall:
 - a. Make a mandatory referral to the court program required by the New Jersey Administrative office of the Courts;
 - b. Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;
 - c. Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;
 - d. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - e. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
 - f. If your child is out of school in excess of ten (10) days without a medical excuse signed by a physician, you will be required to re-register your child.
4. For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; Accommodation Plans under 29 U.S.C. §§794 and 705(20); and individualized

health care plans, pursuant to N.J.A.C. 6A:16-2.3.

5. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(A) shall act in accordance with 1. above for each pupil with up to four cumulative unexcused absences.
 - a. For each pupil attending a receiving school with five or more cumulative unexcused absences, the absences shall be reported to the sending district by the receiving school.
 - (1) The sending school district shall proceed in accordance with the district Board of Education policies and procedures pursuant to 1. above and provisions of 1. through 4. above, as appropriate.

DISCIPLINE

1. Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Board Policy No. 2430.
2. Pupils may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 2431.
3. No pupil who is absent from school for observance of a religious holiday may be deprived of any award or eligibility for or opportunity to compete for any award because of the absence.
4. In addition to the requirements as outlined in 3.a through e. above, a pupil deemed truant shall be subject to appropriate pupil discipline.
5. The absence of a pupil missing from school for unexplained reasons will be handled in accordance with Regulation No. 8464.

STUDENT TARDINESS

Pupils are expected to be on time for school every day. Students who are late disrupt not only their own education, but that of others around them. School begins at 8:26 a.m., and students are expected to be in school at that time. Students who are late for school and arrive after 8:26 a.m. must report to the main office for a late pass. The following Board policies will be followed concerning tardies:

- Beginning with third grade, students will be granted five excused tardies during the school year.
- Beginning with the sixth tardy, all tardies will be considered unexcused and a consequence will be given.
- Students who are unexcused will be assigned Friday Administrative Detention in the following time increments:
 - Students who arrive up to 15 minutes late must serve one 1/2 hour of Administrative Detention
 - Students who arrive 15-30 minutes late must serve one hour of Administrative Detention
 - Students who arrive 30-60 minutes late will serve two hours of Administrative Detention, and so on.
- Late arrivals will also be cumulative. For example, if a student arrives late on Monday for five minutes and late again on Wednesday for five minutes, he or she will serve one hour of detention. Additionally, students who are assigned this detention and do not serve it will automatically be assigned a full three hour Administrative Detention the following Friday.
- A PARENT ESCORT WILL NO LONGER EXEMPT STUDENTS FROM SERVING DETENTION. NO PHONE CALLS OR NOTES WILL BE ACCEPTED.

ARRIVAL AND DISMISSAL

ARRIVAL - Students must be in their classrooms by 8:30 a.m., or they will be considered late to school. Students should not arrive at their assigned entrances prior to 8:16 a.m. There is no supervision at school entrances before that time.

Because of the number of students on the playground in the morning before school, basketball, football, Frisbee, and other games which may create a safety hazard are not permitted.

EARLY DISMISSAL - If it is necessary for a student to leave school early, a note from the parent must be presented to the office at 8:26 a.m. The note must state the specific reason for the time of dismissal. When it is time for the student to leave, he/she must report to the office. The student then signs out of the building along with the adult who is picking him/her up. If the student returns to school, he/she must report back in at the office before returning to his/her classes.

BEHAVIOR GUIDELINES

The entire staff of the Robert Morris School has the goal of providing a positive educational climate in which all students can learn. In an effort to achieve this goal, we expect all students to adhere to the following:

School Expectations:

Students will:

1. Follow the directions first time they are given.
2. Keep their hands, feet, and objects to themselves.
3. Be respectful to students and adults.
4. Be respectful of school property and each other's personal property.
5. Enter and exit the school building through assigned doors with permission of a staff member.

Classroom Expectations:

Student will:

1. Be on time.
2. Come Prepared.
3. Follow class rules.
4. Speak one person at a time.

Students will perform in a:

- ❖ Safe and careful way
- ❖ Responsible manner
- ❖ Respectful manner

Telephone use, whether using the pay phone or office phone, requires prior permission from a staff member.

Rules of Acceptable Conduct during Assemblies/Performances

- Enter and exit in a quiet, orderly manner.
- No talking or physical contact during the performance.
- Remain in one's seat for the duration of the programs, unless one has an emergency or assignment; if one must enter/exit, do so only between selections, not during a performance.
- Any student/child who is not part of the performance must remain seated with an adult.
- Treat the performer(s) in a respectful manner and offer appropriate applause.

It is important that parents, students, and staff work together to maintain a positive educational atmosphere. If you have any questions about these guidelines, please contact us, and we will gladly discuss them with you.

Behaviors that result in disciplinary actions include, but are not limited to:

- Disobedience or disrespect to a staff member
- Excessive tardiness to school/class
- Use of profanity
- Chewing gum
- Leaving the school without permission
- Academic dishonesty
- Cutting a class or assembly
- Defacing school property

- Jeopardizing the safety of others
- Inappropriate bus behavior

Infractions that result in suspension from school:

- Fighting/threatening to cause physical injury
- Use or possession of drugs or alcohol
- Use or possession of weapons, explosives, or other dangerous or inappropriate objects
- Smoking
- Gambling
- Damage to school and/or personal property
- Stealing/extortion
- Serious insubordination toward a staff member
- Assault upon a staff member
- Profanity directed at a staff member
- Repeated harassment; verbal or physical
- Leaving school property without permission

LUNCHROOM BEHAVIOR

Students are expected to enter and leave the lunchroom in an orderly manner under the direction of the Robert Morris staff. Students are to be seated during the lunch period. Soft talking is permitted. Students are expected to leave their tables and eating space neat and clean. No food may be taken from the lunchroom without the permission of an adult. Students must ask permission of the lunchroom/school staff to leave the lunchroom for any reason, including using the bathroom facilities. Students who need to see a teacher or counselor during lunchtime must have a pass. Students are responsible for helping to maintain the cleanliness of the cafeteria by placing all trash in the receptacles. Recyclable products should be placed in the appropriate containers.

DISCIPLINARY PROCEDURES

Students who choose to be uncooperative and/or unresponsive to staff direction can expect disciplinary action. For students who continually encounter disciplinary problems or commit an offense that is serious in the judgment of the administrator, an out-of-school suspension will be warranted. Repetition of improper behavior illustrates a student's refusal to comply with school rules. When this occurs, a student will be

suspended from the school. During an out-of-school suspension, students are not eligible to participate in any school activities scheduled during the day, after school, in the evening, or on weekends during the suspension period and are not allowed on school grounds for any reason.

**FRIDAY ADMINISTRATIVE
DETENTION – K-8**

Friday administrative detention is a serious penalty and is only assigned for serious or repeated offenses. Detention will begin at 3:00 p.m. and will last until 6:00 p.m. Work will be assigned, and individuals are expected to work the entire time. If a student runs out of work, the proctor will assign work. There is to be no talking, no food, and no radio/walkman/cell phone/MP3 player. If the child does not attend or is removed from Friday detention by the proctor, the result will be a three (3) day out-of-school suspension. **Students must be picked up from Friday detention at 6:00 p.m.**

SUSPENSION POLICY

In all cases of suspension, a parent will be notified in writing and by phone when possible. A letter will be sent home explaining that the student has been suspended and the reason for the suspension. The parent may contact the school for a full explanation of the suspension. Whenever a student is directly involved in a disciplinary offense, any teacher who was present during the incident will relate both verbally and in writing what took place. The student subject to the disciplinary action has the right to know the nature of the infraction for which he/she may be penalized. This information is made known to the student in a hearing with the administrator before the penalty is imposed.

CELL PHONES

The administration and staff of Robert Morris School strongly discourage students bringing cell phones to school. However, if as parents, you choose for your child to be in possession of a cell phone, the following guidelines must be followed:

1. Cell phones often come with camera and

other “activating communication devices.”

Pictures may not be taken while on school property.

2. Cell phones are to be turned off and out of sight throughout the entire school day. This includes lunch and recess and in the hallways and restrooms. They may be turned on at the conclusion of the school day outside of the school building.
3. Text messaging, recording or verbal communication on a cell phone is strictly prohibited.

Cell phones that are turned on in violation of this policy will be confiscated. A parent or guardian will be required to pick up the cell phone from the school and conference with a school administrator or his/her designee.

MP3 PLAYER/WALKMAN/ELECTRONIC GAMES AND DEVICES

MP3 players, walkmans, electronic games and other electronic devices are not to be brought to school. If a student chooses to violate this policy, the school will not be responsible for the loss or theft of any electronic equipment.

Beepers and lasers are illegal in public schools in the state of New Jersey. If they are found, they will be confiscated and turned over to the police.

DRESS CODE

Students at the Robert Morris School usually dress well and in good taste. However, at times, students need to be told that their clothing is inappropriate for school.

The following guidelines also apply:

1. Student attire shall be school appropriate, neat, clean and reflecting an appearance of modesty.
2. Students shall not wear clothing deemed to be a safety hazard while participating in

activities so regulated.

3. Dress which restricts the student from doing his/her best work is discouraged.
 - a. Hats or any item worn on the head will not be permitted in the building. This includes visors, headbands and bandanas.
 - b. Pajama bottom pants are not acceptable school attire.
 - c. Hanging chains from belts or belt loops are considered dangerous and unacceptable.
 - d. Belly shirts and short shorts are unacceptable.
4. Styles that create or may create a classroom disturbance such as slacking or tight and revealing clothing, distracting hair styles and hair colors are not permitted.
5. T-shirts with inappropriate pictures, liquor advertisements, sexually suggestive messages, cursing, or drug-related messages are not allowed.
6. Students are not permitted to wear coats, hats, headwear or outerwear of any kind during school hours unless required by religious custom.
7. Safe footwear must be worn and securely fitted at all times. Footwear must be school appropriate. (No flip-flops, slippers, shower shoes, high heel shoes or high heeled wedge sandals.)
8. Students may not wear sneakers to school that have wheels in the bottom. If you are wearing these shoes, you will be asked to remove the wheels.
9. For those special functions, such as dances, field trips, parties, etc., students are to conform to the type of dress deemed appropriate by the sponsoring

organizations.

Any questions concerning the above policy should be directed to the administration. Using their best judgment, parents should monitor the appearance of their children daily, keeping in mind health, safety, and styles that are most conducive to learning. If you, the parent, feel that your child's dress is inappropriate for school, it probably is.

If a child is deemed to be dressed inappropriately, he/she will call home to arrange alternate clothing to be brought to school.

RACIAL, SEXUAL, RELIGIOUS, ETHNIC HARASSMENT

Robert Morris School does not tolerate harassment/bias based on race, religion, ethnicity, sexual orientation, national origin or disability. Reports of written or verbal harassment will be investigated, and appropriate consequences administered. **Students who have witnessed or been victimized by harassment/bias statements or actions should report the incident immediately to a teacher, counselor or principal. Student confidentiality will be protected.**

Harassment can include any unwelcome verbal, written, or physical conduct which offends, denigrates or belittles any individual because of his/her race, religion, color, national origin, sex, sexual orientation or disabilities. Such conduct includes, but is not limited to, derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, threatening, bullying or the display or circulation of written materials or pictures.

LOCKERS

Lockers are assigned to students in grades 5 - 8 by their home room teacher. Students must use the locker assigned to them. It is required that all lockers be locked at all times. Lockers are the property of the Board of Education and, as such, may be inspected at any time.

1. Do not place personal locks on lockers. They will be removed and confiscated.
2. Do not reveal your combination to anyone.
3. Students are not permitted to share lockers.
4. Lockers may not be used between periods and only at times designated by the classroom teacher.
5. Students must accept full responsibility for possessions maintained in their lockers. The school cannot assume responsibility for missing possessions.
6. Keep your locker clean and organized at all times.
7. Never force open a locker, kick a locker, slam the door, or damage the locker in any way.
8. Under no circumstances should you tamper with a lock or locker other than your own without specific permission.

GUIDANCE

The school counselor in Robert Morris School works with students in grades K-8 to help them develop academically, personally, and socially. The school guidance department works to serve the needs, abilities, and interests of all students. The counselor also meets with small groups of students to provide information and assistance; promote productive study skills; help orient new students; provide conflict resolution when necessary; oversee the administration of standardized testing programs; and work with parents and guardians, teachers, and students to develop cooperative plans for solving student problems. Parents may contact the school counselor to arrange a group conference with their child's teachers. The counselor acts as a liaison for the Child Study Team and outside agencies.

How do students go about seeing their counselor?

- a student may be sent by a teacher
- a parent may call and request that his/her child meets with the counselor
- the building principal may refer a student
- a student may request to meet with the counselor at a mutually convenient time

HOMEWORK

Homework can consist of reading, studying, and written work or a combination of all three. It may be given at the discretion of the classroom teacher. Students should strive to meet all homework deadlines.

HOMEWORK REQUESTS

Homework requests for students who are absent from school should be made by 9:30 a.m. to the main office. The homework will be on the homework cart outside the school office and can be picked up after school. **Please note that we are moving towards inquiry based learning, and it may not always be possible to send work home.**

STUDENT OF THE MONTH

Teachers at Robert Morris select a Student of the Week every week that school is in session. These selections are then used to name a Student of the Month for each grade level PreK-8. The students are honored at a School Spirit assembly, given award certificates and honored in a grade appropriate way. Their pictures are put up on a display that remains up throughout the year.

HONOR ROLL

Robert Morris School sponsors an honor roll at the end of each marking period for 5th through 8th grade students. First honors is achieved by earning all A's (with the possibility of one B). Second honors is achieved by earning all A's and B's. The students are recognized at the end of each marking period with a breakfast and an award certificate.

STUDENT COUNCIL

The Student Council (grades 5-8) is the governing

body of our school. The council works hand in hand with the administration and teachers to provide fund raising and community service activities. Elections are held early in the fall to elect representatives from each home room. These representatives attend meetings and participate in the planning and executing of all of the Council's activities. Officers for the student council are elected as follows: eighth grade, president; seventh grade, vice-president; sixth grade, secretary; fifth grade, treasurer. A commitment of time and hard work is necessary to make Student Council successful, so serious consideration should be given before taking on the job of officer or home room representative. Good academic standing is required to remain an officer or representative.

REPORTING TO PARENTS

Report Cards

- Report cards are issued 3 times during the school year for grades K-6; for second, third, and fourth marking period progress. Marking period one progress will be discussed with parents at our annual Parent/Teacher Conferences held in late November.
- Report cards are issued four times during the school year for students in grades 7 & 8.

Progress Reports

Grades K-8 teachers issue progress reports at the midpoint of each marking period to notify parents of the current status of their child's grade.

Non-custodial Parents

Non-custodial parents wishing to be informed of their child's academic status may receive a copy of their child's report card by submitting a request in writing to Mrs. Montferrante in our guidance office. This request should include the following:

- Current address and phone number
- Child's or children's name, grade level, and teacher.

Parents can also keep abreast of the activities and important dates at Robert Morris School by picking up a school calendar in our main

office and referring to our monthly newsletters. As always, our website, www.rmschool.com is an additional source of valuable information and a way of staying informed.

TEXTBOOKS

Students are financially responsible for all textbooks and other materials which have been issued to them. In order to keep all text books in good condition, students are required to keep them covered. Students will be required to pay for damaged or lost materials, including library books. Any unpaid fines will result in the withholding of report cards and diplomas until all debts are honored or materials returned.

TESTING PROGRAM

Students will be assessed at all grade levels through State mandated assessments and either standardized or criterion-referenced tests. Parents will receive children's scores in a timely fashion.

PERSONAL PROPERTY

The responsibility for your personal property is your own. Large sums of money, jewelry, and electronic devices (which are prohibited) should be left at home. If you lose an article, check to see if it has been placed in the lost and found box. Smaller items may be found in the main office. **IT IS NOT THE RESPONSIBILITY OF SCHOOL PERSONNEL TO LOCATE LOST ITEMS.**

BICYCLE USE

Bicycle riding to school is permitted for students with consent of their parents. When students reach school property, they are required to walk their bikes to the bike rack. Please make certain that the bike is chained and locked. **The school is not responsible for theft or damage.**

AFTER-SCHOOL HOURS

Students should not remain in the building after school is dismissed unless the student has an appointment with a teacher and his/her parent has been notified or is participating in an approved after school activity. Students should return to their homes immediately after dismissal at 3:00 p.m.

FIRE/EMERGENCY DRILLS

Fire drills are held twice a month to ensure that we can empty the building in a quick and orderly fashion during an emergency. Fire drills are required by State law because of the necessity to protect human life and property. Children are given instructions as to what they must do during each drill. At the doorway to each room, a sign has been posted telling students and staff what exit to use and where to go. Each child must be concerned with not only his/her safety, but with the safety of others. To facilitate the evacuation of the building during fire drills or other emergencies, the following directions must be followed:

1. Listen for directions from your teachers.
2. No talking is permitted during evacuation.
3. Students should move into the corridor in single file.
4. Walk - do not run.
5. The teacher will leave the room last, turning off lights, closing the door, and carrying the class registers for attendance purposes.
6. Leave the building through designated exit.
7. Once your class is outside the building, students must stay together. **There**

should be no talking.

WORKING PAPERS

State law requires that any person between ages 14 to 18 who desires to work must have working papers. You may secure the Promise of Employment form from the board office. Upon completion, this form must be brought back to the board office in order to secure working papers. The guidance office will assist in completing this process.

TELEPHONES

All students who wish to make outside telephone calls should use the phone provided by the school which is located outside the Board of Education offices. There are times when students are allowed to use the school phones in the office, such as notifying a parent that they will be remaining after school for extra help, detention, or meetings. When this is the case, students are to report to the office, politely ask to use the phone, and state the reason why. Outside calls for pupils will be accepted only in case of illness or emergencies. **Children will be called to the phone during class time ONLY if it has been established as an emergency by their parents.**

STUDENT INSURANCE

Students have an opportunity to purchase insurance. Home room teachers or the office will submit the forms early in September.

TRANSFER PAPERS

Students who are moving to another school district must return all South Bound Brook school property, and their parent/guardian must come into the school and sign the forms necessary to complete the transfer properly. Students in grades 5 - 8 are required to obtain a withdrawal sheet from the office on their last day of school. This sheet will then be signed by every teacher, indicating that the assigned

materials have been returned. No transfers will be issued until all property has been returned or the lost and/or damaged material paid for.

STUDENTS SOLICITING FUNDS FOR STUDENT ACTIVITIES

The South Bound Brook Board of Education recognizes the desire for the student body to raise funds for student activities. It is the board's desire that such fund raising endeavors be carried out in a manner that benefits the students without any disruptions to their academic program or compromising their personal welfare. Student fund raising activity is defined as an activity which involves collecting monies from the general public to support activities and other endeavors from which the students will benefit. All student fund raisers must be approved by the superintendent. Student fund raisers which involve door to door solicitation require that the student be accompanied by an adult. This policy will be given to all faculty sponsors. Faculty sponsor is defined as a member of the professional staff. It is the duty of the faculty sponsor to assume overall responsibility for the fund raising event.

PASS PROGRAM – GRADES 1 – 8

The Pass Program, grades 1-8, is designed to provide extra academic assistance for students who are experiencing academic difficulty in language arts, reading or mathematics. Selection for the program is based on teacher recommendations as well as test scores and report card grades. The program runs from mid-January to the end of March from 3:00 p.m. to 3:45 p.m.

SCHOOL BREAKFAST PROGRAM

Our school breakfast program will continue for the 2009 - 2010 school year offering a cold breakfast option. Breakfast will be served on all days that school is open for a full day session. **Breakfast will not be served on a half day session.** Our cafeteria will open at 8:00 a.m. where students will have a daily selection based on a monthly menu of cold breakfast options. Students will be required to remain in the cafeteria until the regular school

day begins. Only students purchasing breakfast will be allowed in the building. Food or drink may not be brought into the breakfast program. The cost for a breakfast will be \$1.25. Students eligible for reduced lunch will pay \$.30 for breakfast, and those students eligible for free lunch will be eligible for free breakfast. Students attending our breakfast program should enter the building on the Madison Street side at the door near the science lab. A monthly breakfast menu will be sent home.

SCHOOL LUNCH PROGRAM

Students may bring lunch from home or purchase lunch at school. The cost of a student lunch is \$2.00 and the reduced price remains at \$.40. Monthly school lunch menus are given to all students. Free and reduced price lunches are available to children who qualify. Applications are sent home and processed during the first month of school but may be requested at any time throughout the year. Students are to remain in school for lunch. Occasionally, a parent may request that his/her youngster leave the school during lunch time. The procedure requires the following:

1. The student must be met by the parent or guardian in the school office. The parent or guardian must sign their child out.
2. When the child returns, **the parent and student** must report to the office to be signed in.

Although lunch is a time for students to relax and socialize with their peers, we do maintain rules and regulations to insure an orderly and safe environment. Teachers and cafeteria assistants are responsible for enforcing cafeteria and playground rules.

2009 – 2010 Tentative Price Guide

Student Lunch Price	\$2.00
Reduced Lunch Price	\$.40
Student Breakfast	\$1.25
Reduced Breakfast	\$.30
Milk	\$.50

LIBRARY/MEDIA CENTER

The Library/Media Center seeks to be a welcoming environment that offers a range of services to the Robert Morris School community. These services are established to develop thinking skills, help patrons find information, and encourage students to discover the wonder and joy of reading. In order to provide these services, the library media center asks patrons to care for books, furniture, and equipment and to be considerate of others. Books and other library materials are lent free of charge, although fines are charged for lost/damaged items. Students are expected to return borrowed items when they are due. Most items may be renewed at the student's request. All overdue items must be returned by the end of the marking period or their replacement costs paid before report cards will be issued.

CONTROLLED SUBSTANCES

The use, sale, transmission and/or possession of alcoholic beverages, cigarettes and other controlled substances while attending school or any school related function is prohibited.

SMOKING

New Jersey law requires all schools to maintain a smoke free environment; therefore, smoking is prohibited on school property. This policy applies to students, staff, visitors, members of the public and any other persons.

CAUSTIC SUBSTANCES

Students should not bring the following substances into school.

- Hair dyes or sprays
- Spray deodorants
- Colognes
- Perfumes
- Any other spray canisters

BASKETBALL GAMES

Students attending school basketball games will be required to exit the school at dismissal. Students may return to school to attend the basketball games 10 minutes before the official start of the game. All school rules and regulations will be enforced during these games. Students must promptly leave school property when games are over.

WEAPONS

Cigarettes, matches, lighters, fireworks, weapons, controlled substances (drugs, pills, etc.), and alcohol are not permitted on school grounds or in lockers. **Lockers will be searched if the administration has reason to believe these articles are present in a locker.**

PARENT/GUARDIAN VISITS

Parents and guardians are welcome to visit the school to confer with teachers and the principal, as well as assisting teachers. Conferences with teachers or the principal should be scheduled in advance. Should you decide to visit during the school day, we require all visitors to first report to the main office on Elizabeth Street to sign in and obtain a visitor's pass. This policy allows school personnel to monitor who is in the building at all times. While permissible, interruptions concerning routine matters like forgetting a lunch or lunch money, a musical instrument, sneakers, or homework, does disturb a class and should be facilitated through the main office.

DANCES

Dances are held several times throughout the school year. Rules for dances are as follows:

1. Dances are from 4:00 p.m. to 6:30 p.m. and 6:30 p.m. to 9:00 p.m. Parents should arrive for pick-up promptly at 6:30 p.m. or 9:00 p.m., respectively.
2. The school dress code is enforced during dances.
3. No student may leave a dance early without written parental permission.
4. Outside guests (must be in grade 5-8) may be

brought to school dances with advance approval.

5. All school rules apply to students and their guests, including cell phones and electronic devices. Any violation of the above rules may result in exclusion from future dances.
6. Students absent from school, regardless of reason, may not attend dances that are held on the day of the absence.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are held throughout the school year. The dates and times of these activities can be located in our school calendar.

- Students must obtain a permission slip from the sponsoring teacher to participate.
- Students will be expected to adhere to the behavioral code of conduct during these activities.
- Parents will be notified by the sponsoring teacher if their child is excluded from any activity due to behavioral difficulties.
- **Students must maintain at least a C average in each class in order to participate in intramural and inter-school activities.**

SCHOOL/CLASS FIELD TRIPS

School trips taken throughout the year play a vital role in the well rounded education of our students. To ensure the best experience for all students, guidelines will be set as the particulars of the trip indicate. These guidelines include permission slips, dress requirements and responsible behavior. **Students with a history of unacceptable behavior and/or suspension may lose their privilege of participating in class trips.**

INTERNET/TECHNOLOGY ACCESS PROCEDURES

South Bound Brook Board of Education maintains a strict policy concerning procedures of internet access and computer use. Our policy including violation consequences will be sent home in September in first day packets.

Health Services and Regulations

The services of a State Certified School Nurse are available in Robert Morris School. When a child becomes ill at school or is injured, the child will be sent to the nurse's office. If necessary, the school nurse will contact a family member to transport the child home. Parents are required to provide the school with up-to-date telephone numbers and emergency information for use in such instances.

Requirements for Health Examinations and Immunizations

All students who enter or transfer into the school district are required to provide proof of a physical exam from their private physician. The physical examination must have taken place within the last 365 days prior to entry into school, or a new exam is required.

All students who enter or transfer into the school district are also required to present an immunization record, as required by law. The New Jersey Department of Health has recently revised Chapter 14, which establishes the immunization requirements for public school children. The requirements are as follows:

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School

DISEASE(S)	MEETS IMMUNIZATION REQUIREMENTS	COMMENTS
DTaP	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Pupils after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. Laboratory evidence of immunity is also acceptable.
Tdap	GRADE 6 (or comparable age level for special education programs): 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES	If born before 1-1-90, 1 dose of a live Measles-containing vaccine on or after the first birthday. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine on or after the first birthday. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine on or after the first birthday.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.
RUBELLA and MUMPS	1 dose of live Mumps-containing vaccine on or after the first birthday. 1 dose of live Rubella-containing vaccine on or after the first birthday.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Any child entering Kindergarten needs 1 dose each. Each student entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.
VARICELLA	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten or Grade 1 need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib)	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ⁽¹⁾ Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
HEPATITIS B	(K-GRADE 12): 3 doses or 2 doses ⁽¹⁾	⁽¹⁾ If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.
PNEUMO-COCCAL	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ⁽¹⁾ Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Pneumococcal vaccine is needed after the first birthday.

MENINGO-COCCAL	(Entering GRADE 6 (or comparable age level for Special Ed programs): 1 dose ⁽¹⁾ (Entering a four-year college or University, previously unvaccinated and residing in a campus dormitory): 1 dose ⁽²⁾)	⁽¹⁾ For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ⁽²⁾ Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)

CHILD'S AGE NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):

- 2-3 Months 1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
- 4-5 Months 2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
- 6-7 Months 3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
- 8-11 Months 3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
- 12-14 Months 3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
- 15-17 Months 3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
- 18 Months-4 Years 4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza

PROVISIONAL ADMISSION:

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Pupils must be actively in the process of completing the series. If a pupil is <5 years of age, they have 17 months to complete the immunization requirements. If a pupil is 5 years of age and older, they have 12 months to complete the immunization requirements.

GRACE PERIODS:

- 4-day grace period: All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.
- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of state/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

ATTENDANCE AND ILLNESS

1. If your child has one or more of the following symptoms in the morning or the previous evening, consider keeping him/her home from school:
 - a. Temperature of 100 degrees F
 - b. A very sore throat or difficulty swallowing
 - c. A severe headache
 - d. Severe cough
 - e. Earache
 - f. Diarrhea/vomiting
 - g. Rash
2. Be prepared to provide transportation home if you are notified that your child has become sick at school.
3. When a child is going to be absent from school, a parent/guardian should call the school office before 9:00 a.m.
4. When a child is absent from school for five or more consecutive days, a doctor's note is required on his/her return to school.

ADMINISTRATION OF MEDICINE

Medication will be administered in school only when necessary for the health and safety of students. In order to protect all the children in school, these guidelines must be followed:

1. Parent/guardian provides written permission for the administration of the prescribed medication at school.
2. Written orders from the private physician must be provided, detailing the diagnosis or type of illness, name of medication (prescription or over-the-counter), dosage, and time to be given.
3. Medication must be brought to school in the original container, labeled by the doctor or pharmacist.
4. A nurse or parent/guardian may administer medications at school.
5. Only medications which need to be given at least four (4) times a day should be sent to school.

6. All medications must be brought to the nurse's office immediately upon arrival at school.

PHYSICAL EDUCATION EXCUSES

The school nurse will accept a written excuse from a parent for a single-day health problem. All such requests must be presented to the nurse at the start of the school day. If a pupil's request for a gym excuse is because of serious illness or injury or is for an extended period of time (3 days or more), a note is needed from a doctor.

HEALTH SCREENINGS

Throughout the school year the nurse provides the following services:

- Auditory Screening
- Blood Pressure Screening
- Immunization Screening
- Measurement of Height/Weight
- Scoliosis Screening
- Tuberculosis Screening
- Vision Screening

“2ND FLOOR” NEW JERSEY’S YOUTH HELPLINE

The New Jersey Youth Helpline, 2ND Floor, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youths can call 2ND Floor at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally, and compassionately to issues and problems they are facing. You can visit www.2NDFLOOR.org for more information and to try the message board.

By no means is this manual all inclusive. The school retains the right to alter or vary the application of these rules. This handbook is intended to help parents, students and school personnel work together. Many guiding statements are included in this document but by no means does it cover every situation.

As new policies or regulations are developed by the school board, the State or Federal Statutes, additions/deletions will be made to this manual. Every effort will be made by school employees to help students understand what is expected of them.

**ROBERT MORRIS SCHOOL
STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM 2009-2010**

Please complete form and return to your home room teacher

Student Name (please print)

Grade

*Our signatures indicate that we have received, read, and understand
The 2009-2010 Robert Morris School Student Handbook*

Student Signature

Date

Parent/Guardian Signature

Date