

Thomas H. Dudley Family School

2250 Berwick Street
Camden, NJ 08105
(856) 365-0636
Fax (856) 365-0520

Dr. Maricarmen Macrina, Principal
Jennifer Brozoski, Lead Educator
Hope Edwards-Perry, Vice Principal

Website: <http://dudleyschool.org>



Home-School Connection

2015-2016

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Dear Parents & Guardians:

Welcome to Dudley! Entering the classes of Dudley School will be a remarkable experience for your child. In every classroom, teachers will be presenting **rigorous lessons** and students will rise to the challenge. Dudley teachers will hold students to high academic expectations and will be able focus on effective instruction because every teacher will enforce consistent classroom management expectations.

We refer to our students as scholars. A scholar is an intelligent and well-educated person. Our greatest motivator is to support every scholar's academic success and opportunity. Teachers use school-wide systems, individual techniques, strong student-teacher relationships, and strong teacher-family relationships to promote and reinforce behavioral excellence. Students hold each other accountable and support each other in reaching ambitious goals. Students internalize the values taught at school and make good decisions even when no one is watching.

Please help us reach our ambitious goals. You are always welcome at Dudley. All we ask is that you support our efforts by working together with the teachers and the administration in creating and achieving a college-preparatory environment.

If you ever have any questions or concerns please feel free to contact us. You can reach us at (856) 365-0636.

Yours truly,

Maricarmen Macrina

Dr. Maricarmen Macrina, Principal

Mission Statement

Dudley Family School prepares scholars with the academic skills and character traits needed to succeed in high school, college, and excel as future leaders of their community and our nation.

Our Motto

College Ready College Bound

Dudley Scholar's Covenant

We came to school today to help each other learn, grow, and become the best we can be. I will live up to Dudley's PREP Expectations. That means that today I will be Prepared, Respectful, Engaged, and Professional.

Core Values

We hold our PREP core values close to our hearts. They represent Dudley's highest priorities. We deeply believe that those values are the driving force to success in school, in college, and in life. They are:

- P** **Be Prepared-** We come to school and class prepared to succeed. Bring your homework, materials, uniform, and the right attitude.
- R** **Be Respectful.** Show respect to yourself, your classmates, and school. Be honest, kind, open-minded, and community oriented
- E** **Be Engaged-** Lean forward, listen, participate, volunteer, contribute, track the speaker, and ask questions. Show SLANT
- P** **Be Professional-** Stay organized, demonstrate good posture, work hard, be articulate, and follow all directions and procedure. Walk in HALL.

AM Line-Up

Gates will open at 8:10. Students will be admitted into the Blacktop area to wait until it is time to enter the building. Parents are responsible for supervising younger scholars while they wait for school to open. Students will greet the administration, enter through the gym doors and line up in their assigned line. For the PK, K, 1st and 2nd students, they enter thru the side door awaited by their teachers on Boyd Street to be signed in by teachers. Breakfast will be served in every classroom beginning at 8:30 am. In the event of inclement weather, the students will be admitted to enter into the auditorium and cafeteria. (1st-4th gr to the gym & 5th-8th to the auditorium) **For safety reasons pertaining to building capacity concerns, please note that parents are not permitted to enter the school during morning line up.**

Student Drop Off / Arrival

You must use the following traffic pattern:

1. For drop offs, please go to Boyd Street and proceed to parent drop-off zone in front of the side entrance (Blacktop).
2. Please **DO NOT DROP-OFF** your child in the middle of the parking lot in front of the building entrance.
3. Please **DO NOT PASS** any cars and wait for the car in front of you to drop-off and leave.
4. **Parent Parking spots have moved.** If you are walking your child into school or to line up with their class then please **PARK** in the new spots marked **VISITOR**. You see **VISITOR** spots when you enter front parking lot.
5. Please do not park on the island or curb! This prevents the vehicles from being deterred from picking up or taking off.

Regular Day Schedule

	ARRIVAL	
Grades	Time	Location
PK through 2 nd grade	8:30 arrival	Boyd Entrance
3 rd through 5 th grade	8:20 arrival	Gym
6 th through 8 th	8:10 arrival	Cafeteria

Older siblings with younger children (PK to 2nd) will bring the child with them to the cafeteria or gym. A teacher or paraprofessional will pick up the students at 8:25 and take them to their classroom to eat their breakfast. No student in grades 3rd through 8th will be allowed in the primary grades hallway.

DISMISSAL/PICK UP

End of School Day Dismissal

Students are dismissed in an orderly fashion. **Bus riders** will be dismissed first via a public address announcement. Students will be assisted by the bus aides to exit the building at the designated exits (back parking lot) and proceed directly to the busses.

The walker/parent-pickup plan shown below is in effect because we can more efficiently ensure student safety, ensure a manageable number of students at any one exit, distribute the flow of students in the hallways, maximize the professional time of teachers with respect to bus dismissal, and promote greater school-wide order.

Grades	Time	Location
PK through 2 nd grade	2:55 pick up	Boyd entrance
3 rd through 5 th grade	2:55 pick up	Blacktop
6 th through 8 th	2:50	Blacktop

Students in 6th through 8th grade picking up students in grades PK through 2nd will exit the building through the Black Top doors and walk to Boyd Street to pick up the child/ren. All parents and students in grades PK through 2nd will use the same door to exit the building.

Half-Day Schedule

Time	Periods	Details for Lunch
8:10 – 8:27	Breakfast	6 th – 8 th
8:30 – 8:45		PK – 5 th
8:45 – 9:15	1 st period	
9:15 - 9:45	2 nd period	
9:45 – 10:15	3 rd period	1 st Lunch
10:15 –10:50	4 th period	2 st Lunch
10:50-11:30	5 th period	3rd Lunch
11:30- 12:00	6 th period	
12:00-12:30	7 th period	
12:30- 1:00	8 th period	

Emergency School Closings and Delayed Openings

District Number is **614**

Website: <http://www.camden.k12.nj.us>

Plan with your children what to do in the event that school may close early, if the opening of school is delayed, or if school is going to be closed due to inclement weather or other emergencies. School closing or delayed opening information is carried on the Camden City Public Schools website, Comcast Cable channel 19, on KYW Radio (school closing #614), on television channels FOX, 3, 6 and 10. In the event that an emergency situation only affects Dudley School, the classroom parent’s telephone chain and the PTO’s email system will be used in an attempt to contact all parents. The principal in conjunction with central administration will initiate this process.

Delayed school opening:

1. School hours

Grade(s)
Pre-K--8

Begin Time
10:25 AM

End Time
2:55 PM

2. Bus pick up times will begin two hours later than usual. Students may be dropped off at school no earlier than 10 minutes before the day is scheduled to begin.

Attendance

NJ State Law, Title 18A, Section 38-26 states: "Parents or guardians have the responsibility to have their children in school on days when schools are declared open other than for reasons of illness." Every child is expected to be in school everyday except for illness, religious holidays and emergencies. Excessive Absence will result in a conference with the principal

School Absences

Please contact **(856) 365-0636** between 8:30 AM and 9:00 AM to report if your child is going to be **late or absent** from school. If we do not receive a telephone call reporting the absence, the school nurse or an office staff person will call home. If we do not receive a response at home, the parent/guardian will be contacted at work.

Upon returning from an absence from school, please send in a note explaining the reason for the absence. Any student absent for five or more days is required to submit a doctor's note stating the reason for the absence and that the student is ready to return to school. Excessive absences will result in a conference with the principal.

Additionally, in the event of an absence, homework assignments may be requested. Please allow teachers enough time to prepare assignments. Generally, assignments will be available to parents after 3:00 PM. The homework will be left on a table outside the main office door unless other arrangements are made.

Lateness

Equally important to regular attendance at school is having children arrive at school on a timely basis. Developing punctuality is important in the development of a lifelong habit. Late arrivals cause disruptions in the classrooms and a rushed start to the school day. Any student arriving to school late must be brought to the main office by the parent to be marked as tardy and to receive a pass to class. Habitual lateness will result in home contact by the principal's office.

Early Dismissals

Early dismissals will not occur after 2:30 PM. Any parent who reports to school after this time must wait for their child to be dismissed at the normal dismissal time. To be dismissed early, students should bring a note from home requesting the early release. Report directly to the main office to pick up the student, inform the main office personnel of the student's name, his or her teacher's name and sign the early dismissal log. The main office personnel will call the student from the classroom. Please note that we are legally responsible for the safety of your children. We will not release students to anyone but the parent, legal guardian or a person designated on the emergency card. If possible, medical or dental appointments should be made for times other than school hours.

Visitors/Volunteers

All parents and visitors should enter the building at the main entrance doors and report directly to the main office. The Video/Intercom system is in use for security. All school doors including the side parking lot entrance and the main lobby doors are to be locked during school hours. No one is permitted in the corridors, in the cafeteria during lunch, in the classrooms, or on the playground without authorization from the main office. Parents participating in classroom or school activities should sign the Visitor's Log in the main office and take and wear a Visitor's Pass before proceeding to the classroom.

1. To deliver items: report directly to the main office. Students will be called to the main office to pick up the item(s). Please encourage your children to be responsible by allowing him or her to deal with the consequences of not having the forgotten item, thus, promoting better organizational skills.
2. To pick up sick children: Report to the nurse's office to pick up your child. Sign out your child in the main office.
3. To speak to a teacher: Parents who wish to speak to a teacher **should not** go directly to the teacher's classroom. Arrangements for conferences should be made in advance. Please contact the main office to set an appointment. Upon arrival for a scheduled appointment, report to the main office. Teachers will then be notified of your arrival for the meeting. Additionally, each teacher has an email address that he or she checks daily.

Telephone Calls and Cellular Telephones

The school telephones are not available for students' use except for emergencies as determined by the school. Forgetting notes or assignments are not emergencies. Our goal is to help students develop responsibility for gathering the necessary materials required for school prior to coming to school. Emergencies include forgotten lunches, damaged clothing or wet clothing. Students **will not** be interrupted in class to receive telephone calls.

Unauthorized possession of non-school related objects (cell phones, pagers, video games, cd-portables, lighters, and all electronics devices not used for instruction is prohibited.

Emergency Information Forms

The information on the form is vital and should be carefully filled out and updated as changes occur. Each student will have a completed emergency information form on file in the main office and nurse's office. It contains telephone numbers where parent(s)/guardian(s), relatives or close friend may be reached in an emergency. When listing an emergency contact person, please be sure that the person is willing and able to assist when help is required in an emergency situation. Please ensure that all telephone numbers are up to date. Notify the main office to update any information.

Emergency Drills

In an effort to be prepared to respond to an emergency, staff and student participate in two different types of drills during the school year. **Fire drills and Security Drills** are held monthly so that students know how to react in the case of a fire and/or emergency. While these drills may be unsettling to the students, please be reminded that knowing how to respond in emergency situations provides a safer environment for your children.

Bus Students

The district's goal is to transport students safely to and from school. We ask for your assistance in helping us by reviewing and requesting appropriate behavior at school bus stops and on the school bus with your children. Respecting the bus driver and other students is expected. Continued inappropriate behavior on the school bus can result in the suspension of bus privileges. The following rules apply to school bus transportation:

- Student must remain in their seats until the bus stops and the bus driver directs them to leave.
- Bus riders must ride only their assigned bus.
- Bus students that are not riding the bus to go home must bring a note in from their parent(s)/guardian(s) indicating alternate transportation.
- Walkers are not allowed to ride buses.
- **Students MUST wear seatbelts as per State of NJ law!**



Health Office

Ms. Denise Martinez, our school nurse, handles a variety of student medical issues each day as well as maintaining medical records on each student. Should you have any specific medical or health concerns you may contact her via our main telephone number at (856) 365-0636. You may email her at dmartinez@camden.k12.nj.us

Please provide the nurse with a copy of your child's immunization record any time he/she receives a vaccine from the doctor. If a student becomes ill during the school day, he or she will be given immediate attention. You will be notified if your child is too ill to return to class and must be sent home. Please ensure that all telephone numbers to contact you are up to date. Please be reminded that sick children should not be sent to school. It is necessary for the well being of children that following an illness, they should not return to school until their temperature is normal for twenty-four (24) hours and other symptoms have subsided.

Students are not to bring any kind of medication to school or to self-administer any type of medication. If a child is required to take a medication during the school day, the medication must be prescribed by a physician and the administration must be arranged by the parent/guardian through the nurse's office. The physician's written order must include the diagnosis, the name of the medication, the dosage, the date, and the time(s) of the day to be administered. All medications and prescriptions are to be brought in their original containers to the nurse's office and stored in the nurse's office. Over the counter drugs including pain relievers and cough medicines must also be accompanied by a doctor's note. If you must administer medication to your child personally during the school day, please report to the nurse's office. The nurse will contact your child in class to report to the nurse's office to receive the medication. Medication cannot be dispensed at any other location other than the nurse's office. **(See Habla Espanol)**

Teams and Specialists

- **Guidance:**

Our guidance counselor, Edward Brown is involved in various aspects of the students' program. The Elementary School Counseling Program is structured to focus on two aspects of a child's development: Character Education and the ability to resolve conflicts. In the primary grades, counselors work with students to show them how to build and develop relationships. In the upper grades, counselors work to help students develop self image, to resolve conflicts with others and to handle pressures. Counselors may assist with classroom assignment and organization skills when necessary. Finally, classroom instruction is provided in select areas of study. Mr. Edward Brown is assigned to Dudley full time. You may contact Mr. Edward Brown at our main telephone number, (856) 365-0636 or email him at ebrown@camden.k12.nj.us

- **Child Study Team (CST):**

The CST consists of a learning disability teacher consultant, a psychologist and a social worker. The team meets at least once per month to discuss referrals from teachers and parents. Parental permission and involvement is required before, during and after all formal referrals to ensure that the most effective program can be developed and implemented for the student. Various members of the school staff may be participants in these meetings. Mrs. Jazmin Rodriguez is one of Dudley's School's CST case managers. She may be contacted at (856) 365-0636.

- **Speech Therapist:**

Our Speech Therapist works with students who demonstrate significant difficulties in communication skills. You may contact at our main telephone number, (856) 365-0636.

- **Special Areas Teachers (Art, Computer, Music, Physical Education, and Spanish):**

In order to provide a well-rounded educational experience for students in grades one through five, special area teachers provide learning opportunities on a weekly basis. Often these teachers collaborate with classroom teachers and/or support building goals as they teach the students. Students attend physical education twice per week. In PE, the students focus on wellness and life long skills that develop and maintain a healthy lifestyle. Art, Music, Computer, and Spanish meet a minimum of once per week to allow students opportunities to develop their abilities in visual and performing arts and a world language. Students are provided many challenges in these academic area as well as opportunities for performance and personal growth.



Grading System

Student profiles (report cards) are issued a week after the close of each marking period. There are 4 marking periods. You may contact your child's teacher anytime during the school year regarding his or her progress. Cooperative effort and support between home

and school are necessary to ensure your child's success. The following student profile keys will be used to communicate your child's progress:

Grades Kindergarten

Grading Codes

- 4: Above Grade Level
- 3: Meets Grade Level
- 2: Approaching Grade Level
- 1: Below Grade Level
- N: Needs Improvement
- X: Demonstrates

(N/A) = Not assessed at this time

(*) = See teacher comment

Grades 1-8

Grading Codes

- 92—100% A = Exceeds standards
- 83—91% B = Above standards
- 74—82% C = Basic standards met
- 65—73% D = Needs Strengthening
- Below 65% F= Not meeting standards

(NA) = Not assessed at this time

(*) = See teacher comment

Dudley Scholar's List

Requirements (must meet all)	Privileges
<ul style="list-style-type: none"> • 95% attendance or above • 3.0 GPA or above • PREP Report Average of 50 or above 	<ul style="list-style-type: none"> • College T-shirt or sweatshirt Fridays once per month • Second in line for lunch, bathrooms during breaks • Two exceptions for PWC • Consideration for leadership opportunities • Surprise privileges and events

Principal's List

Requirements (must meet all)	Privileges
<ul style="list-style-type: none"> • 95% attendance or above • 3.5 GPA or above • PREP Report Average of 60 or above 	<ul style="list-style-type: none"> • College T-shirt or sweatshirt Fridays three Fridays per month • First in line for lunch, bathrooms during breaks • Transition to lunch independently • Five exceptions for PWC • First consideration for leadership opportunities • Surprise privileges and events

How to Study

Attitude is important! Think positively; work independently; seek help only when you have exhausted your own resources.

- ❖ Learning requires concentration - keep your mind on what you are doing. It will take less time.
- ❖ At home, have a definite, well-lighted, quiet place to study. You will have to study at home each day.
- ❖ Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations, and directions. If the assignment is not written, make notes of your own; outline what you have learned. Work with classmates.
- ❖ If the assignment is a long-term project, do a little of it each day, don't let it go until the last minute. It will be easier and you will do a better job.
- ❖ Read ...Read...Read!

Homework Policy

Homework is an important part of students' learning.

Philosophy of Homework. The intention of homework is:

- to develop in students the practice of reflecting about newly acquired skills/knowledge.
- to extend and deepen knowledge through experience with challenging problems.
- to provide independent practice and develop skills and knowledge.
- to activate thought in preparation for the next lesson.
- to instill study habits and encourage student planning for long term assignments.

Amount of Homework. As a general guide, students at all grade levels are expected to complete their regular, ongoing assignments DAILY. Although the amount of homework daily will vary, students should expect to plan time each school day for outside work.

- **Kindergarten:** 20-30 minutes per day, including time spent reading and a reading response. Assignments may include: Large and fine motor skills, verbal and social skills, basic facts, and nightly reading.
- **First Grade:** 30-40 minutes per day, including 20 minutes of nightly reading and a reading response. Assignments may include: Math practice, nightly reading with parents, penmanship, Language Arts activities, and writing.
- **Second Grade:** 30-40 minutes per day, including 20 minutes of nightly reading and a reading response. Assignments may include: Spelling, math practice, reading to or with family members, writing and language arts, special projects.
- **Third Grade:** 40-50 minutes per day, including 20 minutes of nightly reading and a reading response. Assignments may include: Writing, spelling, math, projects, and skill reinforcement.
- **Fourth Grade:** 50-60 minutes per day, including daily independent reading and a reading response. Assignments may include: Math, social studies, science, language arts, special projects, and incomplete class assignments.
- **Fifth-Eighth Grade:** 60-75 minutes per day, including daily independent reading and a reading response. More time may be required for special projects or reports. Assignments may include: Projects, research, skill reinforcement, writing, reading, math, social studies, and incomplete class work.

Incomplete Homework. Incomplete homework assignments may result in corrections given in the PREP Challenge behavior system. and will surely hamper a child's ability to learn. If a student excessively does not complete homework assignments, parents will be scheduled for a conference with the teacher and/or principal.

Homework and Student Absence. Homework missed because of sickness, absence, etc., must be made up. This is to be arranged with the child's teacher upon return to school. When a student is absent due to vacation plans, work will be made up when the student returns to school. At the teacher's discretion, a travel-related project may be assigned. Regular assignments will not be provided in advance of the days that will be missed.



Breakfast and Lunch Programs

Breakfast will be available daily from 8:10 (6th through 8th) and 8:30 PK through 2nd. Students arriving on buses will be able to get their breakfast and eat it in a designated location. Walkers and students receiving rides to school must be at school on time to participate in school breakfast. Students who come to school late will receive a bagged breakfast consisting of two or more of the following: breakfast bar, yogurt, juice, milk.



Field Trips

Field trips are planned to enrich or to enhance the programs presented in the classrooms. Generally, each grade level plans one trip per year. A specified number of parent volunteers are recruited by the classroom teacher. Each volunteer is needed to accompany the class on the bus and to fulfill specific responsibilities for student safety and supervision. Only designated parent chaperones, without younger siblings are to attend the class trip as a volunteer. Under special trip specific circumstances and guidelines acknowledged by the teacher and the principal, a parent can arrange to meet his or her child's class at destination. All students must ride the bus to and from field trip destinations. If your child requires medication or has specific medical needs, please contact Ms. Denise Martinez, School Nurse at (856) 365-0636 or email her at dmartinez@camden.k12.nj.us. Teachers may not administer medications.

School /Home Communication

Parent/guardian and school communication is vital to the educational success and experience of your child. Together we form a team which focuses on your child's academic, social, emotional and behavioral growth. You are invited to contact your child's teacher or any other staff members should you have any questions or concerns. Teachers may be emailed via the Dudley School website. Additionally, school/home communication takes through the following ways:

- Community Coordinator
- Scheduled parent/teacher/student conferences
- Progress reports
- Student profile reports (report cards)
- Notes in student notebooks
- Telephone calls
- Email messages
- The Dudley School website at <http://dudleyschool.org>
- The Camden City Public School District website at <http://www.camden.k12.nj.us/>
- Postings on the entrance doors and throughout the building
- Other types of school and district informational programs
- Letters
- LED sign (located outside of building on Marlton Pike St. side)
- Mass text messaging. Please make sure that your phone information is up to date.



Student Dress Code

At Dudley School, it is our aim as educators to help in establishing and maintaining high expectations and standards in all areas including the area of student dress. The Camden City School District mandates that students wear school uniforms. The appropriate uniform for Dudley school is as follows: White or Light Blue Polo shirt. The pants /skirts are to be Navy Blue or Khaki colored. The most sensible guideline for parent(s)/guardian(s) to employ is that your child should always be neat, clean and dressed appropriately for the school setting and the weather conditions. School uniforms will be available for purchase at Dudley.

Parent(s)/guardian(s) should advise their children that certain clothing is in poor taste for the school setting. **If there is any question in your mind about a particular type of clothing, more than likely it should not be worn to school.**

On days that your child has physical education (PE), please have him or her wear clothing that can be easily cared for if soiled during PE class. Appropriate gym shoes should be worn.

Finally, hats, caps, hoodies and bandannas are not to be worn in the building. For safety purposes, open back sandals and flip flops are not allowed. In our experience, far too

many students have been injured wearing these types of footwear while running on the playground, climbing the playground equipment, climbing stairs and entering and exiting buses.

Items Not Permitted in School

Students in Dudley School are **NOT** allowed to bring the following items to school:

- Electronic games, radios, CD players, MP3 players, and headphones, cell phones
- Wheelie sneakers with the wheels inserted during the school day and at other school activities
- Dangerous items such as razors, pen knives, matches, sharp/pointy object, can openers, etc
- Items that are brought to school for the purpose of selling them to teachers and other students.
- Trading or game cards of any type (i.e. Pokemon cards)
- Scooters, skateboards or any motorized vehicle
- Any other items that common sense would deem as inappropriate in school

Footballs, basketballs and soccer balls may be brought to school to be used during recess. However, the use of these balls during other parts of the school day including AM line-up is strictly forbidden. The student's name should be clearly written in large letters in permanent marker on any balls brought to school.

Discipline Policy- The PREP Challenge

A. Description

The PREP Challenge is a whole class, and group challenge positive incentive system. The system uses peer-motivation and inter-class competition to encourage students to meet high expectations for preparedness, respect, engagement, and professionalism.

B. Prep Points Challenge

Letter	Basic Expectation	To be a scholar...
Prepared	Have books and notebooks for class, having glasses, well rested	Prepared to use these materials and prepared to advocate for one's own learning
Respectful	Respect teachers, peers, and materials	Get a bonus for going above and beyond with respect
Engaged	Tracking, Not Repeating answers or questions, Listening to Others	Insightful comments that drive class conversation, genuine awareness of surroundings and appropriate responses, pushing thinking of self and others. Show SLANT
Professional	Neat room, organized materials, volume	Ability to get down to business regardless of distractions, Calling on classmates to speak louder. Walk in HALL.

Students gain PREP Points or lose them when they get Corrections.

Students get PREP points when:

Displaying genuine enthusiasm. Volunteering to help without being prompted
Materials ready, pencils sharpened before school, homework in,
Making an insightful comment or asking an insightful question
Improvement resulting from extra effort
Taking initiative. Beautifying a classroom, the school, or our surroundings
Pushing through a challenge/ Displaying great academic posture
Displaying leadership. Doing the right thing when others are not, or when no one is watching
Assisting a teacher/ Tutoring a peer
Showing courtesy/kindness. Caring for a teammate in need
Expressing ideas with genuine tone, energy, etc.
Making a respectful argument to counter a classmates thought or idea
Using the process of reflection to improve decision making /Respectfully advocating for their own learning

Student get corrections and lose PREP points when:

Late to Class
Shirt untucked, chain out, missing one component
Not having homework in class/ Missing materials or having the wrong materials/ Lack of organization
Expecting others to do things for you
Saying things like “shut up”, “damn”, etc
Talking out of turn/ Slang, vocal fillers or inappropriate volume
Not paying attention, looking to see who is at the door, acknowledging visitors while in class
Making inappropriate noises (e.g. giggling)
Behaving improperly in line
Poor attitude
Responding to consequence inappropriately (smacking lips, mumbling, physical display etc.)
Off task or disengaged /Not tracking speaker with eyes/ Other not engaged
Fixing hair, make-up, using lotion, etc. during class
Not following a direction a teacher gave (please rise) /Not following a school or class procedure
Misusing personal or school resources. Using personal electronics during class.
Making excuses

More serious consequences such as In Class Suspension, administrative detention, or out of school suspension will occur when student fail to improve their behavior after repeated support from school staff

Some example of more serious offenses include:

Disrespect to adult/ Disrespect to peer (may require a bully report)
Disrespect to property
Using high-level profanity (e.g., cursing, etc.)
Making inappropriate contact (incl. kiss, hug, “playful” bumping, tapping, accidental trip etc.)
Disrupting class deliberately (including getting up on tables/chairs)
Horse playing or throwing
Bringing banned objects after told not to; i.e. Gum/Candy/Soda / Cell Phone / Electronics / Etc.
Leaving premises during school hours
Other unacceptable behavior as determined by administrators and district policy

Ladder of Discipline

1. Phone call or letter home
2. Parent/Teacher Conference
3. Conference with the Guidance Counselor
4. Conference with the Principal
5. Detention
6. In School Suspension
7. Out of School Suspension

Out of School Suspension

Suspended students are not permitted on school property before, during or after school hours. Students on suspension are not permitted to attend class trips, after school activities or dances.

MOVEMENT THROUGH BUILDING

Students should move quickly through the halls with their classroom teacher. Students in the halls during class time must have passes. The following courtesies are expected:

1. Keep to the right when walking.
2. Keep walking until you reach your destination.
3. Be polite and courteous
4. Walk in HALL: **H**ands by your side, **A**lways facing forward, **L**ips closed, **L**ow speed.

Recess

Students will have recess during their scheduled lunch times. Most often, recess is held outside on the playground in the rear of the school building; therefore, students should dress in accordance with the weather. Educational assistants provide the supervision and monitor student behavior. Also, the principal, or designee, is often present to assist.

Please encourage your children to respect the adults in charge of supervision and to respect their fellow students. They should remember to treat other students like they would like to be treated themselves. As well, students should be caring by showing compassion and concern for others. During times of inclement weather, indoor recess is held in the auditorium.

In Dudley WE DO NOT TOLERATE bullying, rough play, or harassment

Right to Know

As required by Act L. 1983, C315, NJSA 34:5A-1 et seq., guidelines have been established to identify and monitor any hazardous substances in the workplace. Any questions regarding the Worker and Community Right to Know Act may be directed to **Mr. Steve Nicolella** at (856) 966-2613 or 2617 or email at snicolella@camden.k12.nj.us. A copy of the Right to Know guidelines is kept in the main office.

Board of Education Policies and Procedures

Camden City Public Schools' Board of Education Policies and Procedures can be accessed at the district website: <http://www.camden.k12.nj.us/> Go on the right side of the opening page click on **District Policies**.