

High Mountain Road Elementary School Handbook



TABLE OF CONTENTS

[Principal's Welcome](#)

[Mission Statement](#)

[Student Code of Conduct/Bus Behavior Expectations](#)

[Bell Schedule \(Emergency Closings\)](#)

[Discipline](#)

[Attendance Policy](#)

[After Care/Before Care/Kinder Krew](#)

[Dress Code](#)

[Electronics](#)

[Homework](#)

[Nurse's Notice](#)

[Arrival and Dismissal Procedures](#)

[Lunch](#)

[School Supply Lists](#)

[Board Policies](#)

[Student Expectations](#)

[Top 10 Parent Tips](#)

[School and Class Parties/Birthday Celebrations](#)

[Volunteering Opportunities](#)

Principal's Welcome

Dear HMR Families & Community Members,



It is my pleasure to welcome you to High Mountain Road School. Here at HMR you will quickly learn that our staff is deeply committed to making a positive difference in the lives of your children. We accomplish this by setting high academic expectations for all children and providing support to help them reach those goals. With a focus on social emotional learning, high standards for teaching and learning, small group instruction, and community engagement, it is our goal at HMR that all students will succeed.

We embrace the future while honoring the history and traditions of the past. Our phenomenal staff, active parents and hardworking students create a family that makes High Mountain Road School a special place to learn and grow.

I encourage you to utilize this handbook and become familiar with our expectations, routines, and the many reasons we have to be so proud of our school. We welcome your involvement and participation at HMR!

Questions, comments, concerns? It is always recommended to speak directly to your child's teacher to discuss issues or ask questions. They typically have the most information, since they are with the children all day. However, I am also always here to support your children and family and ensure a successful school experience.

Sincerely,

Jaelyn Bajzath

Mission Statement

High Mountain Road School is an elementary school located in Franklin Lakes, NJ. The school was established in 1962. Often referred to as HMR, our school is a Preschool-Grade 5 learning environment with approximately 300 students. As a school community, we have

committed ourselves to helping students develop the attitudes and skills necessary for success. Our vision is to build a learning environment where all children and adults take ownership to develop a life-long commitment to learning, a sense of personal and social responsibility, healthy self-esteem, and a respect and appreciation of diversity. The Franklin Lakes School District develops in students a life-long commitment to learning, a sense of personal and social responsibility, healthy self-esteem, and a respect and appreciation of diversity. Students make significant growth both socially and academically throughout their years at HMR.

Student Code of Conduct/Bus Behavior Expectations

Please click the link to access the [Student Code of Conduct](#) for the District which includes Bus Behavior Expectations.

Calendar

[District Calendar](#)

[HMR PTA/School Calendar](#)

Bell Schedule (Emergency Closings)

Arrival:

K-5 Students, 8:40am

Bright Horizons Preschool, 9:00am

Dismissal:

K-5 Students, 3:15pm

K Students Modified Days, 1:00pm

Bright Horizons Preschool, 2:30pm

Delayed Opening Arrival Times(90 minute delay):

K-5, 10:15am

Bright Horizons Preschool, 10:30am

Minimum Day Dismissal Times:

K-5, 1:00pm

Bright Horizons Preschool, 12:45pm



Discipline

District Administration follows the Student Code of Conduct when discipline is necessary. Consequences are determined by the level of the infraction. Please refer to the Student Code of Conduct for specific details: [Student Code of Conduct](#)



Attendance Policy

Attendance is a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities.

1. A student will be considered to have attended if he or she has been present at least four hours during the school day.
2. A kindergarten student will be considered to have attended school if he or she has been present at least two and one half hours during the kindergarten session to which the student is assigned.
3. A student not present in school because of his or 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.

An "excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14, or for other reasons as approved by the Commissioner of Education as follows:

1. Observance of a religious holiday as approved by the Commissioner of Education;
2. Take Our Children to Work Day
3. Any other absence approved by the Commissioner of Education

Notice to School of a Student's Absence

A parent/guardian is requested to call the school office before 9 a.m. of the morning of the student's absence at the elementary school level. Make up work may be requested at that time.

Make up work / homework will not be provided in advance for absence that counts toward truancy(i.e family vacation during a school day). Arrangements for any such make up work / homework will not be made until such time as the child returns to school.



Readmission to School after an Absence

A. A student returning from an absence of any length must present a written statement, dated and signed by the parent/guardian, including the dates and reasons for the absence.

B. A student who has been absent by reason of having or being suspected of having a communicable disease must be readmitted by the school nurse, who must be provided with written evidence of being free of communicable disease, in accordance with board policy.

[Attendance Policy](#)

[Attendance Regulation](#)

After Care, Before Care, and Kinder Krew

The YMCA provides many programs to extend the day for Franklin Lakes K-5 Elementary Students. For more information or to register please click [here](#).

**Note programs are based on enrollment numbers and are not always available.*

Dress Code

Students are expected to prepare themselves mentally and physically for the process of learning by coming to school well-nourished, rested, clean, and properly dressed and groomed.

Students are not permitted to dress in a manner that jeopardizes their health and safety or the health and safety of others.

Students are not permitted to dress in a manner that interferes with the educational process or causes disorder.

Electronics

Students are not permitted to use unauthorized electronic devices (i.e., cell phone, smartwatch) in school or on school grounds between arrival and dismissal, including on school buses. Unauthorized electronic devices must be concealed and turned off during the school day. The school is not responsible for missing electronic devices.

Students and Parents review and sign a 1:1 Parent/Guardian & Student Technology Handbook in Genesis prior to starting school. It is linked here for reference also: [1:1 Parent/Guardian & Student Technology Handbook](#)

The Board of Education has an [Internet Safety and Technology Policy](#).



Homework

The Board of Education maintains a [Homework/Makeup Work Policy](#).

The Board of Education maintains a [Homework/Makeup Work Regulation](#).

Homework Guidelines for K-8 can be found [here](#).

Nurse's Notice

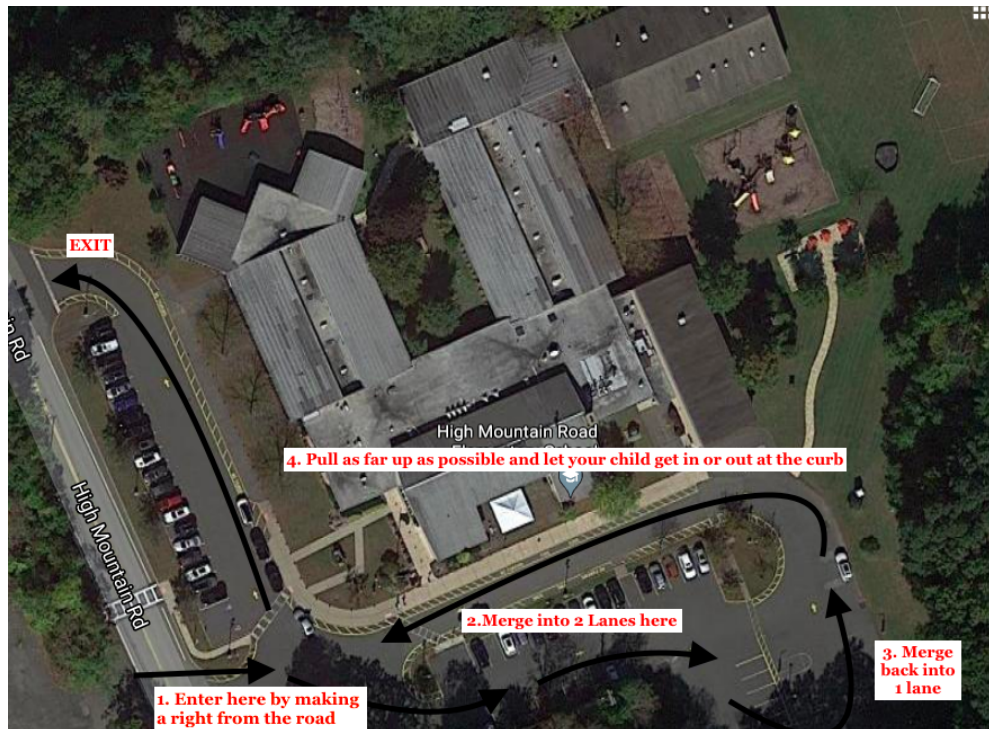
[Nurse Linde's Parent Presentation](#)

Arrival and Dismissal Procedures

[Arrival and Dismissal Letter from the HMR School Safety Committee](#)

[Daily Dismissal Form \(regular weekly schedule\)](#)

[Change of Dismissal Form \(one time changes\)](#)

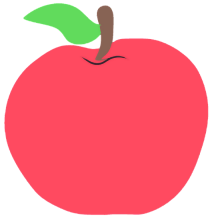


Lunch



Students enjoy a daily lunch and recess period. Students may bring their own lunch from home or they may choose to purchase lunch by pre-ordering and signing up for these services through our PTA. Lunch is not available for daily purchase at the school so families should plan ahead to determine which options work best for their child. Children should come to school with a refillable water bottle each day as our school is equipped with water filling stations.

The Franklin Lakes Board of Education believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education. The Board of Education has a [Local Wellness/Nutrition Policy](#).



Children go outside to play and remain inside for recess only in the case of extreme weather situations. Please plan to dress your child for the weather and send your children to school wearing safe footwear and appropriate rain and/or snow gear, including a hooded jacket and gloves, when necessary.

School Supply Lists

[Click Here to access 22-23 Supply Lists for K-5](#)

Preschool Teachers will send a supply list directly to families in August.

Board Policies

All Board of Education Policies can be accessed from our District Website by selecting BOE from the menu at the top of the page and then selecting Board Policies.

Student Expectations

The Board of Education expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students are required to conform to the code of student conduct; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.

The Board of Education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self discipline. Such an atmosphere must include respect for self and others, as well as for district and community property. The Board of Education has a [Conduct/Discipline Regulation](#) with regards to student expectations.

Students are expected to bring all necessary items with them to school each day. Accountability and responsibility go hand in hand. Practicing

these skills in elementary school is developmentally appropriate and prepares our students to be lifelong learners. Students are not encouraged to call home for forgotten items. They will only be able to call home if they have forgotten their lunch, instrument, or need to clarify their dismissal procedure for the day. Students will not call home for other forgotten items, including homework, projects, folders, books, snacks, etc. This also means that we will not accept these items if they are dropped off in the vestibule by a parent or guardian.

Elementary school is a great time to make mistakes and learn, they can bring it the next day and it will all be okay!

Top 10 Parent Tips

1. Attend Back-to-School Night and Parent-Teacher Conferences
2. Visit the school grounds and school website
3. Support homework expectations with a routine at home
4. Support organizational skills at home
5. Send your child to school ready to learn after a good night's sleep and nutritious breakfast
6. Communicate directly with your child's teacher if you have a question or concern
7. Be familiar with disciplinary policies
8. Get involved through the PTA
9. Take attendance seriously
10. Make time to talk to your child about school

School and Class Parties/Birthday Celebrations

Our schools work with the PTA to host classroom parties for our students throughout the school year. Our class parents support the organization of these classroom celebrations by providing an activity and a snack for the occasion. Information about school wide celebrations will be communicated to all families through our eblast

system. If you are not receiving email messages and text messages from our automated system, please contact the school's main office.

Birthdays are such a special part of a child's life and celebrating with their classmates is no exception. This year, we would like the focus of your child's birthday to be on the fun, not the food. On your child's special day they will be able to choose from a variety of FUN options for the whole class to enjoy such as: leading our daily movement, free time, play a class game, dance party, etc. Please note, there will not be any food consumed during this special time.

Goody bags are not permitted at school for any reason.

Volunteering Opportunities

Our schools maintain active PTAs that depend on volunteers. After joining the PTA, you can access all pertinent information on opportunities to volunteer through Memberhub, their information portal. You can also contact the PTA President of your school to learn more about supporting our schools.