Margaret L. Vetter Elementary School



Student Handbook 2026-2027

District Administration

Dr. Scott McCue	-	Superintendent of Schools
Mr. Gregory Hillman	-	Business Administrator
Mrs. Tara Micciulla	-	Director of Education
Ms. Nicole Viola	-	Supervisor of Special Services
Mr. Kenneth Dioguardi	-	Director of Facilities
Mrs. Tiffany Boufford	-	Principal, Meadowbrook School
Mr. Kristoffer J. Brogna	-	Principal, Memorial School
Mrs. Angela Torres	-	Principal, Vetter School
Dr. Megan Okuniewicz	-	Principal, Woodmere School
Mrs. Trisha King	-	Supervisor of Preschool

SCHOOL HISTORY

Margaret L. Vetter School was named after the first principal of the school. Vetter School's diverse, multicultural population makes it a unique public school educating students in Pre-School and 4th and 5th grades.



The school was constructed in 1954 and an addition was completed in 1957. In March of 2006, the voters of Eatontown approved a referendum for the renovation of all the schools in the district. In January 2008, these renovations were completed and a memorial plaque was placed in the front foyer of the school.

In the Fall of 2007, Margaret L. Vetter School was extremely proud to receive Middle States Accreditation.

DISTRICT VISION

It is the mission of the Eatontown Public Schools to set high academic and social expectations for its students. By providing our students with appropriate staffing, resources and funding they will be able to reach these expectations and achieve the New Jersey Student Learning Standards.



SCHOOL MISSION STATEMENT

The faculty and staff of Vetter School, in partnership with our parents and community, are committed to providing a high-quality education for all learners to enable them to excel. Students will be encouraged to work independently and cooperatively with others to promote positive social skills.



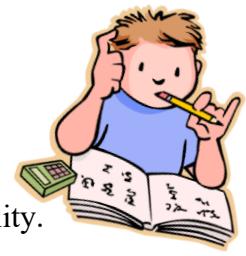
We are dedicated to meeting the needs of all students in a safe and supportive environment. We believe that diversity enriches our school, promotes an atmosphere of mutual respect by recognizing the contributions of a variety of ideas, values, and cultures. In all we do, our mission is to see our students become positive, contributing members of our society.



SCHOOL BELIEFS

- All students can learn.
- A student's performance is enhanced by mutual respect among all stakeholders and within a safe and supportive learning environment.
- Partnerships with students, parents, community, and schools are vital for the development of all children.
- Diversity enriches our schools through the recognition of the contributions of a variety of ideas, values, and cultures.

STUDENT EXPECTATIONS



Students will:

- Write intelligently and coherently.
- Demonstrate appropriate interpersonal skills and show social responsibility.
- Be able to problem solve.
- Read, analyze, and interpret printed material.

- Connect knowledge from different subject areas and experiences.
- Know how to achieve and to maintain a healthy body.
- Demonstrate good mathematical skills and mathematical problem solving ability.
- Have a basic working knowledge of basic scientific skills and information.
- Read for informational and recreational purposes.
- Possess a basic knowledge of the Arts.
- Find and present information using technology.
- Use time appropriately and productively.

CALLING SCHOOL

Vetter School Main Office Number – 732-542-4644



With over 200 students, our Main Office phones are frequently busy. Please use the voice prompts provided in our phone system as they will help to direct your call in a quick, efficient manner. ***Please only call the Main Office to leave a message for your child in an emergency or to share important information.***



ATTENDANCE/ABSENCES

Attendance Phone Number—732-542-4644 (Please press "1" when prompted)

Absent or Late

Each pupil is required to attend school regularly and on time. In the event that an absence is necessary, or you are aware ahead of time that you will be late to school, parents must call the school before 8:00 a.m. to notify the school. A 24 hour voicemail system is provided for your convenience. If the school does not receive such notice, the school nurse is obligated to call your home or work. To report an absence or late, please call: **732-542-4644 (Please press "1" when prompted)**.

The message in the attendance line **SHOULD** include the following:

- **FIRST AND LAST** name of student
- Student's Grade and Teacher
- Your relationship to the student
- Date of absence/late arrival
- Reason for absence or tardiness

Student Illness

Students having a fever, vomiting, or diarrhea are required to be kept home 24 hours **after symptoms are gone <u>WITHOUT</u>** the assistance of any medication. A doctor's note is required for any student absent longer than one full week. If antibiotics are prescribed, the student must have had a full 24-hour dosing sequence before returning to school.



<u>All contagious diseases must be reported to the nurse as soon as diagnosed.</u> Please notify the school immediately if your child has a communicable disease. *<u>In certain cases, a doctor's certificate may be required upon the child's return to school</u>*

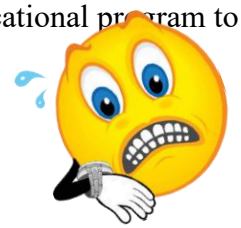
<u>Make-Up Homework</u>



If a parent wishes to pick up homework for an absent student, he/she must call the attendance line (see above) before 8:00 a.m. to give the teacher time to gather the necessary books and materials. The homework will be available in the Main Office of the school after 2:30 p.m. Homework requests will no longer be honored after three requests that were not picked up.

<u>Importance of Daily Attendance</u>

Student academic progress can be "at risk" if excessive absences or tardiness occur. When such a determination is made, the parents will be formally notified of the school's concern and may be required to meet with the principal to discuss the consequences of a pattern of repeated absences. Every effort will be made to identify the difficulties and investigate the causes of the behavior and, where necessary, modify the educational program to meet the student's particular needs.



<u>STARTING TIMES</u>

Please note: Supervision for students in grades 4-5 IS NOT provided prior to 7:40 AM.

<u>Arrival and Dismissal</u>

School Daily Time Schedule (Grades 4-5)

7:40-7:50 am	Breakfast	
7:45 am	Arrival / Doors Open	
7:50 am	School Begins	*Delayed Opening starts 9:15
7:51 am	**Tardy / Late Pass Needed**	***Parent must sign student in**
2:18 pm	Dismissal	*One Session Day 12:10

- Students should not be dropped off for school prior to 7:40 A.M.
- **<u>All students must be signed in by a parent or guardian after 7:51</u>**
- Students arriving after 10:10 AM are marked absent for the morning.

- Students arriving after 12:30 pm are marked absent for the day.

School Daily Time Schedule (Pre-K)

8:25 am	Arrival / Doors Open	
8:30 am	School Begins	*Delayed Opening starts 10:00
8:31 am	**Tardy / Late Pass Needed**	***Parent must sign student in at front office**
2:58 am	Dismissal	*One Session Day 12:50

ARRIVAL PROCEDURES

Walkers



If you are walking to school in the morning it is important that you try to walk directly to school in an appropriate way, try to walk with a friend or adult, and always cross at the crosswalks. Eatontown Police personnel will be stationed at each crosswalk to ensure you cross when it is safe. Please listen carefully to their instructions. When on school grounds, cars should not block the crosswalk and extra care should be taken to watch for children and staff crossing our parking lots.

Car Drop Off



Over the past few years we have tried a variety of ways to keep the flow of traffic moving when dropping your son or daughter off. As always, safety is our number one concern and above all else, is the first point taken into consideration when creating the system below. Please follow these instructions carefully as it will ensure the safety of your children and keep the wait times for drop off at a minimum. Please remember to **DRIVE SLOWLY:**

- Upon entering the parking lot, parents should use the access lane closest to the playground area. Please do not block the crosswalk.
- **Prior to 7:40 a.m.**, you should drive past the playground and follow the parking lot around so that the students get dropped off using the passenger side of your car, closest to the school—no students should be dropped off on the playground side making them cross the parking lot to get to the school.
- Pre-School parents may park in the parking lot and walk their child to the assigned Pre-School Drop Off door.
- Parents should not park in any of the Fire Lanes, especially in front of the school.

- Walkers should cross using the crossing guards and utilize the sidewalks to the sides of the school.
- **When driving in our parking lot, please maintain a safe/slow speed and be aware of all surroundings.** Teacher volunteers will be outside to help direct traffic and cross students safely.
- If you are waiting with your child, please park your car in a designated space and walk your child to the front of the school. **PLEASE DO NOT DOUBLE PARK.**
- Additional parking is available at Memorial School.
- If you arrive after 7:50am, you must park and walk your child into the school. **All students in Grades 4-5 must be signed in by a parent or guardian after 7:50am and all Pre-K students must be signed in by a parent or guardian after 8:30 a.m.**.



DISMISSAL PROCEDURES

Dismissal

Once your child is in the care of the school, we take their safety very seriously. As a result, we are very careful and organized in the way we dismiss your children—we kindly ask for your patience at the end of each day.

You will be asked at the beginning of the year to identify the method in which your child will be going home. If your child is not part of a special program requiring a bus at the end of each day, they will either be staying after school for a specified program, or walking home/getting picked up.

Student Pick-Up

The front of the building is a designated bus lane at the end of the school day. Please keep this area free from cars. We dismiss from the side doors at the end of the hallways closest to Memorial School. Students in Grade 4 will be dismissed from the upper wing exit and students in Grade 5 will be dismissed from the lower wing exit. This is where you should make arrangements to meet your child. The Memorial School parking lot should be used for all parents picking up your child in Grades 4 & 5. Parents of students in Pre-K may park in the school parking lot and meet students by the same arrival door.

IMPORTANT: If you are late picking up your child or the designated person responsible for picking up your child is not there, please contact the front office. Your child will be brought to the front office where you will need to sign your child out. Identification may be required.



Bus Riders

Children may not switch buses. They must ride the bus they are assigned to. Bus riders who need to walk home for whatever reason must bring a note otherwise they will be sent on their regular bus.

Early Pick Up

Whenever possible, please notify the school in advance if you plan to pick up your child early. You may send a note with your child or contact the Main Office. All early pick-ups must be processed through the Main Office, where you will be required to sign your child out. If you need to pick up your child before regular dismissal, please do so by 2:10 pm on a regularly scheduled day or 12:10 on a one-session day. This helps ensure the safety and efficiency of our dismissal procedures. Children will only be released to parents/guardians or individuals listed as emergency contacts. If you need to make other arrangements, please provide written notification to your child's teacher in advance. Photo identification is required for anyone picking up a child who is not the parent or legal guardian.

GENERAL SCHOOL SERVICES

Breakfast



A breakfast program is provided for students each day of school. Breakfast will not be served on delayed openings. ***ONLY students eating school breakfast may arrive to school starting at 7:30 am***. Students participating in the Breakfast Program are the only students allowed in the building at that time. The program concludes promptly at 7:50 AM. Pre-K students will eat breakfast in their classrooms.

Lunch



Students may bring their lunch or purchase one here at school. **Free and Reduced Lunch Applications can be found on the district website at the following link: Food Services. If interested in applying for this program, please complete the application.** Lunch money may be placed on a student's account on a weekly basis.

Children forgetting a lunch may charge it but are expected to pay for the charge the next day. Checks for lunches should be made out to the **BOARD OF EDUCATION: CAFETERIA FUND**.

We recognize extenuating circumstances sometimes occur and an occasional lunch needs to be dropped off. Please ensure that it is marked with the student's name, teacher, and room number and dropped off in the main office **prior to 10:00 am.**

School Programs

- All students in Vetter School have Music, Art, PE, and Media.
- Students in grades 4 and 5 have a 1:1 personal computer tablet ratio. Each week, students will be instructed for at least one period by a certified technology teacher.
- Music is offered to students in grades 4 and 5. The school band and chorus perform at both the winter and spring concerts.
- Students in Grades 4 and 5 are offered Spanish as a world language.
- Our Gifted and Talented Program is a pull-out program for students in grades 4-5.

Special Education Services

The Eatontown Public Schools has an obligation to ensure that all students with disabilities, who are in need of special education and related services, are provided with a free, appropriate, public education beginning no later than a student's third birthday.

In order to accomplish this goal, our district has staffed various professionals. The Child Study Team is composed of a school psychologist, a learning disabilities consultant, a school social worker and, as needed, a speech/language specialist is available for consultation and the evaluation of children.

In each school, special education teachers, speech/language specialists, as well as regular classroom teachers are available to implement each student's individual education program. In addition, when needed, the school is able to provide students with counseling, occupational therapy, and physical therapy

Guidance



Vetter School has a full-time student guidance counselor. The counselor serves the school community by being a resource for students, parents, and school staff. If you would like your child to speak with the counselor, please contact the counselor at 732-544-4644 and press the appropriate number for Guidance when prompted. At times, the school counselor may find it necessary to speak with your child regarding a variety of issues or experiences during the course of the day. Every effort will be made to notify you when or if that happens.

Physical Education



Students have PE two times each week and are expected to dress appropriately. Earrings, chains, and other jewelry are not permitted during PE class. For safety reasons, students are expected to wear sneakers to PE class. *If there is a medical need for a student to be excused from Physical Education, a doctor's note is required. This must also include the use of crutches if necessary.*

After School Clubs



At different times during the school year students may participate in various clubs after school. Each club runs for a different number of weeks and serves different grade levels. Letters and permission slips will be sent home prior to the beginning of these individual after school programs.

Pick up time is 3:18p.m. ***Students that are not picked up on time a total of three times will be removed from the after school program they are enrolled in***.

If the student normally rides a bus to school, bus transportation may be provided for the after school clubs.

Homework

Homework is an extension of classroom instruction designed to expand and enrich the regular school day. It is assigned to provide practice, reinforce or apply newly acquired concepts, and learn necessary skills of independent study. Homework, like many aspects of the learning process, is a shared responsibility among the teachers, parents, and students. Parents can help by checking daily the child's homework folder for assignments and notes from the teacher.

REPORT CARDS



Report cards are issued four times a year for students in grades 4-5 and three times a year for Pre-K. Report cards are developmentally appropriate for each grade level. Report cards will be posted on the Parent Portal. Please see the district calendar for Report Card dates.

Grading

Grades 4 & 5 are graded for achievement using letter grades ranging from A+ to I. Parents can access these grades through the Parent Portal online.



The following is the grading scale for grades 4 & 5:

A+ = 96-100
A = 92-95
B+ = 88-91
B = 84-87
C+ = 80-83
C = 73-79
C-=70-72
D=65-69
F= <65
I= Incomplete

Awards

Every marking period students are recognized for Honor Roll, High Honor Roll, and Student or Citizen of the Quarter. Students are chosen as Student of the Quarter from each grade level on the basis of class work/academics, behavior, and citizenship. It is not just A or B students that are recognized, but any student who strives to be the very best they can be. Students are chosen for the Citizen of the Quarter from each grade level based on the following:

- ✓ Student is courteous and respectful
- ✓ Gets along with others
- ✓ Refrains from unnecessary talking
- ✓ Obeys school rules
- ✓ Accepts constructive criticism
- ✓ Cooperates
- ✓ Practices self-control, is willing to help others when appropriate, and helps in the classroom when appropriate
- ✓ Adheres to the Pillars of Character celebrated each month



High Honor Roll Criteria:



- A student must receive all A's in the four academic areas of: ELA, Math, Science, and Social Studies
- A student must receive any combination of A's & B's in the areas of: Media, Music, Art, PE, Spanish, Health, and Technology

Honor Roll Criteria:

- A student must receive any combination of A's & B's in the four academic areas: Reading/LA, Math, Science, and Social Studies
- A student must receive any combination of A's & B's in the areas of: Media, Music, Art, PE, Spanish, Health, and Technology

GENERAL SCHOOL RULES

Dress Code



The following is an excerpt from Eatontown Board Policy 5511- Dress and Grooming: "Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement."

Students are expected to dress appropriately for school and the following attire is **NOT ACCEPTABLE:** short shorts (shorts/skirts shorter than fingertip length), athletic shorts, bathing suits, bare midriffs, T-shirts with inflammatory, emotional or derogatory statements, hats, caps, spaghetti strap tops, bandannas, and flip flops (any sandal type footwear without a strap around the heel). All pants must be worn at the waist (no sagging pants). If a violation of the above policy occurs, parents will be contacted and asked to bring appropriate clothing or attire to the school.



Electronic Equipment

All electronic equipment, unless requested by the classroom teacher, is not to be brought to school. Electronic games and listening devices should not be brought to school. Since these items are not permitted in school, the school will not be held responsible for lost items.

Cell Phones / Internet-Enabled Devices (NEW!!)

In accordance with Eatontown Board of Education Policy and Regulation 5516, students are prohibited from using cell phones or other internet-enabled devices on school grounds from the start of the school day until dismissal. Devices must be turned off and stored in the student's backpack, other bag, or another designated storage area throughout the entire school day.

Students may not make or receive calls or texts, take photographs or videos, access social media, or otherwise use their device during the school day. This includes responding to calls or messages from parents or guardians. Families who need to contact a student during the school day should call the Vetter School Main Office.

Consequences for Violations

- **1st Offense:** Device is confiscated for the remainder of the school day; parent/guardian is notified. The student may retrieve the device at dismissal after signing an acknowledgment.

- **2nd Offense:** Device is confiscated; parent/guardian pickup is required; the student is assigned **detention**.
- **3rd Offense:** Device is confiscated; parent/guardian pickup is required; the student is assigned **detention**.
- **4th Offense:** Device is confiscated; parent/guardian pickup is required; the student is assigned **in-school suspension**.
- **More than 4 Offenses:** The student is prohibited from bringing an internet-enabled device to school or school-related activities for the remainder of the school year. Bringing a device after this prohibition will result in **out-of-school suspension**.

Exceptions will be made only as permitted under **District Policy and Regulation 5516**.

Toys, Cards, Games

All toys, cards, games, and other similar items are inappropriate for school, a distraction to the learning environment, and must be left at home. The school procedure for dealing with toys, games, and cards is similar to the procedures outlined for electronic equipment.

STUDENT CODE OF CONDUCT

School Behavior Expectations

Students are expected to demonstrate appropriate behavior throughout the day. The school behavior code states:

- Students will walk through the hallways in a safe, orderly, quiet fashion and remain to the right of the hall at all times.
- Students will treat their classmates and teachers with respect by using kind words and actions.
- Students will respect school property and the property of others.
- Students will strive to make good choices throughout the school day.

Lunch Conduct

All general school rules apply in addition to the following:

- Glass bottles are not permitted in the cafeteria.
- Students will walk at all times in the cafeteria.
- Students will remain in their seats.
- Students will use their inside voice at all times.
- Students will not ask other students for food or money.
- Students will not play with or throw food.
- Students may lose their recess time for disciplinary reasons.
- Students are to follow the directions of the cafeteria staff.

Playground Conduct

All general school rules apply in addition to the following:

- Students will walk to the playground.
- Students will use playground equipment properly.
- At the end of recess, students will line up in an orderly manner and quietly enter the building.



- Students may be assigned lunch or after-school detention for misbehavior.
- Chronic misbehavior may result in the loss of class trip(s) and/or Field Day privileges.
- Students are to follow the directions of the supervising staff at all times.
- During indoor recess, students should have an activity/game/book, etc. that is able to be played or worked on while seated.
- "Inside voices" should be used during indoor recess.

Bus Conduct



The code of behavior for students riding the bus is located on the back of the District Calendar as well as the District Transportation page. Please review this code with your child. You will be notified if your child misbehaves on the school bus. Serious or continued misbehavior will result in loss of bus privileges for a period of time.

Conduct During Special Events/Assemblies

We expect students to be well mannered during all school wide assemblies or event and to follow the guidelines listed below:

- Students will remain quiet and remain in their own space during the assembly.
- Students will maintain eye contact with the presenter(s).
- Students will be permitted to use the restroom only in case of emergencies.
- Students will show respect to the presenter(s) by applauding appropriately.

Field Trips

Remember—when you are on a field trip you are a representative of our school and district. Following the established school and bus rules is extremely important. Students may be excluded from field trips if:

- General school behavior throughout the year is poor.
- The child would present a clear and present danger to him/herself and/or others.



Consequences and Discipline

Infractions of expected behavior will result in disciplinary action. Disciplinary action may include:

- A conference between the student and the teacher.
- A conference between the student and the principal.
- A phone call from the teacher/principal to the parents.
- Loss of after lunch playtime.
- Lunch detention in the Main Office.
- After school detention (severe or repetitive behaviors)
- In school suspension, served at either Vetter or Memorial (severe or repetitive behaviors)
- Out of school suspension (severe or repetitive behaviors)

Technology

We are fortunate enough to have access to various forms of technology for student/teacher use. Each classroom contains an interactive board and a document camera. However the educational and technological highlight is the 1:1 tablet ratio enjoyed by all Vetter school students. This provides opportunities for our students to wirelessly connect to the internet through our district network as a means of conducting research, utilizing online programs, and engaging in typing programs intended to develop skills needed for state assessments. In order to maintain the safety of the students as well as maintain the integrity of the educational process, the following technology guidelines have been established for Vetter School:

Inappropriate site/wrong site for classroom (not teacher approved)/misuse of device

- The teacher fills out a google form with the student name/website used. Once a student has received 3 strikes (cumulative, not per class): The form would go to the school's tech specialist.
- After three strikes students are blacklisted for one week (they will have access to tablet and certain educational sites, but everything else will be blocked)
- 3 strikes = 1 week blacklisted
- 1 more strike = 2 weeks blacklisted
- 1 more strike = 1 month blacklisted
- Every strike after will be a month blacklisted

Stolen/Missing Device

- After 2 days (morning of 3rd day): principal calls police and files report
- Student ‘interviewed’ by the police officer/principal
- Detention based on student negligence and letter home to be signed

Damage

Damage such as (but not limited to): Cracked screens, damaged USB port, damaged headphone jack, damaged power cord, key damaged, liquid/food spillage, etc. will be handled as followed:

- The student fills out a google form incident report.
- A letter will be sent home through parent portal (with student explanation of what happened) - signed/returned AND lunch detention or after school detention to be decided by principal in coordination with the tech specialist.



Academic Accountability

Students are expected to take a responsible role in their daily academic endeavors. As part of the learning process, teachers will assign homework to reinforce what had been taught during the school day. It is the responsibility of the student to ensure that these assignments are complete. Those students who choose not to participate in the completion of homework assignments, jeopardize their academic success.

Bullying & Harassment

New Jersey's Anti-Bullying Bill of Rights Act was signed into law in 2011. As such, each school district is required to have an anti-bullying coordinator, specialist and school safety team. This team meets regularly to discuss school climate and review any cases of bullying. Below is a list of the district and school's anti-bullying team. More information regarding the anti-bullying legislation is available on the district's website (Anti-Bullying Information).

Mrs. Nicole Viola District Anti-Bullying Coordinator	nviola@eatontown.org
Mrs. Courtney Kokourdelis Chair/Anti-Bullying Specialist	ckoukourdelis@eatontown.org
Mrs. Angela Torres Principal	atorres@eatontown.org

The Eatontown Public Schools Board of Education affirms its responsibility to ensure that all students in Eatontown Public Schools have equal educational opportunity free from limitations based upon ethnic or racial background, religious beliefs, gender, economic and social condition, or national origin.

No one – including pupils, staff members, vendors, volunteers, or visitors – shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

Harassment is behavior of a physical, verbal, and/or, psychological nature with the effect of causing harm or hurt. Harassing behaviors are all those behaviors that are unwelcome, unwanted, and uncomfortable in the view of the recipient. Harassment may be claimed by a third party. That is, individuals who are not directly involved in the behavior may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

Any member of the student body may file a formal grievance related to the provisions of this policy. The Affirmative Action Officer will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged

harasser, including the right to receive confidential help and support. An immediate report of the allegation (i.e. grievance form) should be made to the Affirmative Action Officer.

The Affirmative Action policy is available in the Main Office. The Eatontown Public Schools Board of Education has appointed Mr. Kristoffer Brogna, as the Affirmative Action Officer for the school district. Mr. Brogna can be contacted at: Memorial School, 5 Grant Ave., Eatontown, N.J. 07724. 732-542-5013.

GENERAL SCHOOL PROCEDURES

Security



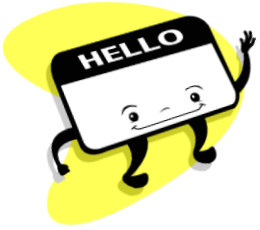
For the safety of all students and staff, all exterior doors remain locked at all times—before, during, and after the school day. Visitors must ring the bell and enter through the main entrance doors. All visitors to the school or the school's grounds must report to the office to sign-in and receive a visitor's pass. Other security guidelines include:

- Vehicles should not pull up to the main entrance of the school.
- All vehicles must be parked, even if you are simply dropping something off in the Main Office.
- Upon ringing the doorbell, the office staff will "buzz" the visitor in.
- Once inside, visitors should report to the Main Office.
- Parents may not visit classrooms during the day as it is a disruption to the learning process.
- If you are dropping off something for your child, the office staff will make sure it is received in a timely manner.

Thank you for your understanding and support in helping us maintain a safe and secure school environment.

Visitors & Volunteers

- As a safety precaution, in order to enter the building, all visitors must be "buzzed in" by the office staff.
- All visitors and volunteers are required to sign in at the Main Office to receive a "Visitor's Badge" before entering any area of the school.
- If a parent brings in homework, books, lunch, snack, etc. to school, they must be dropped off at the Main Office. Our staff will arrange to get these materials to the child at an appropriate time.



Birthday Celebrations

Birthday celebrations are valued here at Vetter School. However, specific state and district guidelines are important to follow. As you look forward to planning your child's school celebration, please keep in mind the following:



- Celebrations should be limited to a 10 minute time frame which will be designated by the teacher. Due to the limited time frame, parents are encouraged to drop off any food items in advance so that the Nurse can review the ingredients.
- **Since it is our intention to minimize the educational time taken to celebrate a student birthday, items must be easy to distribute. Ice cream that requires the teacher to scoop, or cakes that require the teacher to cut will not be permitted.**
- If treats such as cupcakes or cookies are going to be provided for a birthday party celebration, a healthy alternative **must be** offered as well. A healthy snack alternative must accompany any food items that are brought in by a parent. **All food items must be store bought with the ingredients and nutritional facts displayed on the package** (Dunkin Donuts are not acceptable since there are no ingredients and nutritional facts displayed on the items). Please be mindful of food allergies and choose foods that are "peanut-free". All food items or treats should be uniform in order to avoid potential student issues.
- **Home baked goods are not permitted.**
- Goodie bags, candy, balloon bouquets, and other party related items are not allowed in school. All party food should be consumed in the classroom, and nothing should be taken home from the event.
- Students are not permitted to distribute birthday party invitations to classmates in school.
- If there are any questions concerning Birthday Celebrations, please contact the main office.

Suggested Activities or Food Items for Birthday Treats

As you are aware, it is difficult to ensure the safety of children with food allergies when various types of foods are sent to school. Providing healthy classroom celebrations demonstrates a school commitment to providing healthy behaviors**.** Please remember that all items must be "store-bought" and contain an ingredient label. If there is no healthy treat, cupcakes will not be distributed. The following list includes "non-food alternatives" to celebrate birthdays. If it is important for you and your child to have a food item as a treat, the list also includes "healthy food alternatives."

- Donating a book to the classroom library
- Providing a sticker or pencil to classmates
- Healthy snacks, such as precut fruit (teachers cannot cut fruit)
- Graham Crackers
- Pretzels
- Frozen fruit bars
- Fresh fruit assortment
- Vegetable platters



Code Red/Swift 911

The Eatontown Board of Education has once again entered into an agreement with the Eatontown Borough to use their high speed emergency notification system to notify you of important events concerning our schools, such as emergency closings and delayed openings. We believe you will find this service to be extremely helpful. We are asking you to update this information yearly. If you do not, you will be deleted from the list. You may provide up to two telephone numbers to be called. Cell phones are especially useful in the event there is a power failure and you have a cordless phone. Please do not give numbers with extensions. Should the number that you submitted for this notification system change, please be sure to contact the office with updated information.



Emergency Closings

Occasionally, inclement weather, loss of water, electricity, or some other emergency, may force the early closing of school. These unscheduled changes of school days are infrequent. However, it is vital that each family make arrangements to ensure that children know, specifically, what they are to do if an emergency forces the early closing of school. Please take time to discuss this with your child(ren.)

- Your cooperation in making plans with your children to deal with the possibility of an early dismissal will mean peace of mind for you and safety for your children.
- Telephone calls will be made through the Code Red system.
- Announcements of early closing of schools will be made on the radio/TV stations as listed below.
- In the event of a severe storm or other emergency that necessitates the closing of schools, a special announcement will be made between 6:45 a.m. and 8:00 a.m. over radio stations.
    - WJLK (AM Dial 1310 - FM 94.3)
    - WKXW (AM Dial 1260 - FM 101.5)
    - The Hawk (105.7)
    - WOBM (AM Dial 1160 – FM 92.7)
    - WHTG (141O AM, FM – 106.3, 107.1, 99.7)
- Information is also provided on News 12 New Jersey.

Inclement Weather/Delayed Opening Procedures

1. The delayed opening time for Vetter School is 9:20a.m. Please do not send children to school earlier than necessary to meet the delayed opening time.
2. All students should report to their designated line-up area in the All-Purpose Room.
3. Lunch will be provided as usual.
4. Parents are urged to tune to the following radio/TV stations if weather is inclement:
    - WJLK (AM Dial 1310 - FM 94.3)
    - WKXW (AM Dial 1260 - FM 101.5)



- The Hawk (105.7)
- WOBM (AM Dial 1160 – FM 92.7)
- News 12 New Jersey
- WHTG (141O AM, FM – 106.3, 107.1, 99.7)
- Eatontown Public Schools Webpage

5. Telephone calls will be made through the Code Red system.
6. It is important to remember that our delayed opening is for 90 minutes. Therefore, you can expect that your child's bus will arrive approximately 90 minutes later than normal pickup time.
7. Schools will dismiss at the regular time.



PARENT TEACHER ASSOCIATION (PTA)

The Eatontown Schools PTA is an important partner in supporting the students, staff, and school community. All parents and guardians are encouraged to join and participate. The PTA supports a variety of school programs and activities throughout the year, including special events, assemblies, student experiences, hospitality, and fundraising efforts that help enhance opportunities for our students.

Parent and guardian involvement is always welcomed and encouraged. Families interested in volunteering should contact the school office in advance. For information about PTA meetings, upcoming events, membership, and volunteer opportunities, please visit the following link: Eatontown Schools PTA