

Dr. J.P. Cleary Elementary School
“Home of the Cheetahs”

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Superintendent of Schools

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School Business Administrator

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Director of Curriculum and Instruction

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Principal of Dr. J.P. Cleary Elementary

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Buena Regional School District

July 2025						
S	M	T	W	R	F	S
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August 2025						
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September 2025 (S-19, T-21)						
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October 2025 (S-21, T-22)						
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November 2025 (S-15, T-15)						
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December 2025 (S-17, T-17)						
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Twelve Month School Calendar 2025-26

July 4	4th of July Observance
September 1	Labor Day
September 2-3	Teacher/Staff Inservice
September 4	Students first day
September 15	Mil/CLES Back to School Night
September 16	BRMS Back to School Night
September 17	BRHS Back to School Night
September 18	Cleary Back to School Night
October 9	PSAT/Single Session
October 10	Teacher/Staff Inservice
October 13	Columbus Day
November 6-7	NJEA Convention
November 10	Veterans Day (observed)
November 12	End of 1st Marking Period (6-12)
November 17	Cleary Parent Conferences
November 18	Mil/CLES Parent Conferences
November 19	BRHS Parent Conferences
November 20	BRMS Parent Conferences
November 25	Afternoon Parent Conferences
November 26	Single Session
November 27-28	Thanksgiving Break
December 5	End of 1st Trimester (PK-5)
December 23	Single Session
December 24-January 2	Winter Recess
January 1	New Year's Day
January 16	Single Session/Inservice
January 19	Martin Luther King, Jr. Day
January 29	End of 2nd Marking Period (6-12)
February 11	BRHS Parent Conf.(2:30-4:30)
February 12	BRMS Parent Conf.(2:30-4:30)
February 13	Teacher/Staff Inservice
February 16	Presidents' Day
March 16	End of 2nd Trimester (PK-5)
March 17	CLES Parent Conf. (4:00-6:00)
March 18	Mil. Parent Conf. (4:00-6:00)
March 19	Cleary Parent Conf. (3:45-5:45)
April 2	Single Session
April 3-10	Spring Recess
April 14	End of 3rd Marking Period (6-12)
May 7	BRHS Prom/Teacher In-service
May 8	Teacher/Staff Inservice
May 25	Memorial Day
June 17	BRMS Recognition Ceremony
June 18	End of 4th Marking Period (6-12)
	End of 3rd Trimester (PK-5)
	BRHS Graduation
	Student/Teacher Last Day
June 19	Juneteenth

January 2026 (S-19, T-19)						
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February 2026 (S-18, T-19)						
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March 2026 (S-22, T-22)						
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April 2026 (S-16, T-16)						
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May 2026 (S-19, T-20)						
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June 2026 (S-14, T-14)						
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■	School Closed-Students & Staff
■	School Closed for Students
■	Single Session-Students
■	Single Session-Students/Staff

In the event that schools close due to emergencies such as inclement weather, additional school days will be added in June.

Mission Statement

The vision of the Cleary Elementary School is to create a positive learning community, where we continue to evolve into lifelong learners. We embrace the values of responsibility and respect and promote effective communication and collaboration.

Arriving and Leaving School

The school day begins at 9:00 AM and ends at 3:35 PM. Students are not to arrive on school grounds before 9:00 AM. ***There is no one in the building to supervise them before this time.*** Students will be considered late after 9:10 AM.

Students who walk home must leave the school grounds as soon as they are dismissed. Any students who miss their bus are not permitted to leave the school grounds and must immediately report to the main office. The school office closes at 4:00 PM.

Car Riders

All car riders must be dropped off (between 9- 9:10 AM) and picked up (3:30 PM) in the back parking lot. If a child arrives at school after 9:10 AM., he/she is considered late, and the parent/guardian must sign him/her in at the main office. At dismissal, students will exit the doors of the music room hallway, which will be supervised by designated staff. To ensure the car rider line moves efficiently, adults are to remain in their cars when dropping off and picking up students. For everyone's safety, each car is to pull up to the building in an orderly fashion.

If a parent/ guardian (or an adult designee) wishes to pick up their child from school, please send a note to school. In the event of an emergency, please call the main office by 3:00 PM that day. Office staff will then inform the student to go to the parent pick up line. Students will not be dismissed from the main office after 3:10 PM.

Communication

Communication between parents/ guardians and the school is essential. We have provided various tools to enhance this process.

1. Each staff member has an email address.
2. The district website is available for general information.
3. On Tuesdays, students will bring home a folder with information.
4. Parents can sign up to receive email notifications of events and activities.
5. Parents can make appointments to see the Principal and/or staff.

Discipline DISCIPLINARY CODE

The main purpose of Cleary Elementary School's existence is the education of its students. **In order for learning to take place, students must be in attendance, their behavior must not be disruptive to the atmosphere for learning, and their actions must not jeopardize the right, property, or well-being of others.**

In order to develop the self-discipline necessary for learning and living, students have a right to know what is acceptable and what is not acceptable in the way of behavior. For this reason, the disciplinary code which follows should be carefully read and understood by faculty, parents, and students. This code will be reviewed annually and revised where necessary.

Rules of Conduct:

- a. Students shall respect themselves and everyone in the school community by demonstrating the following behaviors:
 - 1. Follow classroom rules set by teachers;
 - 2. Be polite;
 - 3. Use appropriate language with no profanity;
 - 4. Follow the dress code (board policy 5132);
 - 5. Treat others the way you want to be treated;
 - 6. Keep the school bully-free, including reporting all incidents of bullying.
- b. Students shall respect school property by demonstrating the following behaviors:
 - 1. Keep desks, walls, and lockers clean;
 - 2. Take care of books and all other school materials;
 - 3. Respect hall and classroom displays;
 - 4. Refrain from gum chewing and candy consumption in school;
 - 5. Use all school facilities, including bathrooms as intended.
- c. Come to school prepared:
 - 1. Be on time for school and class;
 - 2. Do your own work. Cheating and plagiarism will not be tolerated;
 - 3. Be prepared for class by having all the supplies you need;
- d. In the school building and the classroom:
 - 1. Keep hands, feet, and objects to yourself;
 - 2. Fighting is never acceptable.
 - 3. Follow fire and safety rules.
 - 4. Cell phones remain off and away in lockers or bookbags.

Student Code of Conduct (continued)

e. In the hall:

1. Walk quietly and orderly in the hall;
2. Use an inside voice;
3. Stay to the right;
4. Respect the learners in the rooms you pass;
5. Hold doors open for others;
6. Follow fire and safety rules.

f. In the cafeteria:

1. Follow directions given by the staff;
2. Speak quietly to other students at your table;
3. Use good table manners: clean up after yourself and no throwing food;
4. Raise your hand if you need assistance, or need to be excused from the table;
5. Running, throwing food and yelling in the cafeteria are not permitted.

g. On the playground

1. Be respectful, responsible, and kind;
2. Follow directions the first time they are given by the assistants;
3. Play games in designated areas;
4. Line up immediately when the bell rings or the whistle is blown;
5. Get permission from the assistants before entering the building.

h. On the Bus

1. Be on time at the designated stop;
2. Conduct oneself in a safe manner while waiting;
3. Wait for the bus to come to a complete stop before getting on/off;
4. Stay in your assigned seat and keep seated until it is time to be discharged from the bus;
5. Eating and gum chewing is not permitted;
6. No shouting;
7. No “playing” or “fooling around;”
8. Do not throw objects;
9. Keep aisles clear;
10. Any damage done must be paid for by the offender;
11. Students who must cross the highway to reach home shall cross in front of the stopped bus at the signal of the bus driver;
12. In case of emergency, students are to remain on the bus unless directed otherwise.

Student Code of Conduct (continued)

13. Riding a school bus is a privilege. Students may be suspended from riding the school bus for misbehavior. If this should occur, the student is still expected to attend school and transportation must be provided by the parent/guardian. Students who are reported by the bus drivers may be disciplined. It is understood that this discipline code must include some administrative judgments. Students who are reported by the bus drivers will be disciplined as follows:

1st Offense: Warning or possible bus suspension

2nd Offense: 1-3 day bus suspension

3rd Offense: 2-4 day bus suspension + possible Superintendent Hearing + possible loss of bus privilege

4th Offense: 3-5 day bus suspension + possible Superintendent Hearing + possible loss of bus privilege

5th Offense: 4-10 day bus suspension + possible Superintendent Hearing + possible loss of bus privilege

1. Student infractions not readily covered by the discipline code will be interpreted by the school administration. Complaints may be signed and/or Board of Education action may be added to any suspension for any offense if deemed necessary by the school administration. The administration reserves the right to remove a student from any privilege offered at Cleary Elementary School for students in continuous violation of the discipline code.
2. Consequences are assigned progressively, unless the incident is considered significant in nature, and range from lunch/recess detention to after-school detention to in- or out-of-school suspension(s). In the event a student receives an after school detention, parents/ guardians will receive at least 24 hours notice and will be required to pick up their child from the school no later than 4:10 PM the day of the after school detention. Student pick-up will be at the Cleary main office.
3. **It is understood that the administration of this code must include some administrative judgments where cases do not exactly fit the descriptions.** Nevertheless, unless there are specific and considerable extenuating circumstances, this code will be followed.
4. Each student is entitled to due process.
5. Teachers and other personnel are authorized and required to report offenses and enforce the code.
6. In cases where an infraction of this code is also a violation of the law, the administration may file a complaint with the police as well as administer fitting administrative punishment.
7. Concerns about equal application of the code should immediately be brought to the attention of the administration. **In cases where two or more students commit the same offense it is still possible that their punishments might differ.** A review of their disciplinary record will show whether they have been guilty of the same infractions in the past and which punishment by the code is more appropriate.
8. Consequences assigned under this code can be supplemented by more severe punishment where circumstances warrant. Most of the consequences listed are for up to four offenses. In cases, which exceed this number, the administration will increase the punishment and may recommend actions by the Board of Education.
9. **This code applies to behavior on buses and at all school sponsored activities.**

Field Trips

The Board of Education recognizes that field trips can be an enhancement to the curriculum. All students and chaperones are expected to ride the bus to and from the designated location. **Students may be prohibited from attending field trips if they do not follow the school rules, or have accumulated a significant amount of discipline referrals over the course of the year. Once students reach 5 referrals, a review will be conducted to determine whether an exclusion for field trips or other school activities should be made.**

Food Services

1. All students are encouraged to eat lunch. A student not buying lunch must make sure to carry a packed lunch. A note from a doctor must be presented for students on special diets or allergies, and for those not eating a lunch because of medical reasons.
2. When buying lunch, pupils will have choices and should check the monthly menu before coming to school each day.
3. Students who bring a packed lunch may purchase milk, juice, or other a la carte items.
4. Students are permitted to bring their own breakfast to school each day.
5. Carbonated beverages, glass containers, and candy are not to be brought to school.
6. Snacks may be purchased in the cafeteria after a student eats his/her lunch.
7. All snacks/treats that are to be shared by a class or a group of students that are brought in for celebrations must be store bought and the ingredients must be clearly listed on the packaging. Sugar may NOT be the first ingredient as per state mandate.

Health Services

1. Parents of children requiring medication must submit written orders from their child's physician to the school nurse.
2. The physician's orders must state the name of the medication, dosage, time of administration and the side effects.
3. The medication must be brought to the school in the original container, appropriately labeled by the pharmacy or physician.
4. Only the school nurse or parent/guardian is permitted to administer medication.
5. The records or documentation process is required to be maintained by the school nurse.
6. Students are not allowed to have any kind of medication in their possession unless they have written permission from the school nurse.

Harassment, Intimidation, and Bullying

Cleary Elementary School prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and as schools ability to educate its students in a safe and disciplined environment. For a more detailed reading, the entire policy can be found on the district website, www.buena.k12.nj.us.

Homework Policy

Students should write all their homework assignments down in their agenda. If a child is absent, please call the office to make arrangements to get the students homework. They will have one day from the day of their last absence to make up missed work.

Leaving School Grounds

Students are not to leave school grounds once they have reported to school unless authorized for an early dismissal/pickup. Bus drivers will not pick up students at any place other than their designated bus stop.

Lockers

At the beginning of the year, students in 4th and 5th grade will be assigned a locker. No student will be allowed to share another student's locker. If lockers are damaged, students will be charged for the amount of the damage. Students may use the lockers only at the beginning of the school day, when they switch to another class, and at the end of the school day. The lockers will not have locks on them, and students are prohibited from using their own locks. Students will be given a locker clip, which they must return to the teacher at the end of the year. Lost clips will cost 50 cents. The school has video cameras in all the hallways to monitor the lockers. Lockers and other storage spaces provided by the Board of Education are subject to the Board policy on pupil privacy. Consequently, they are subject to examination when warranted. Third grade students, with the exception of Mrs. Kavanagh's class, will keep their items in the classrooms. They have hooks to hang any items as needed in the classroom.

Parent Teacher Organization

Through various fundraisers, Cleary School's PTO is able to provide events and field trips to students. Please join the PTO and volunteer your time to help make your child's educational experience even better. Membership is \$3.00.

Policy for Use of Computers

Student users of the district computer networks are responsible for their behavior and communications over those networks. As outlined in the Board of Education Policy and Procedures on students' rights and responsibilities, the following are not permitted and are subject to disciplinary action:

- Sending or displaying offensive messages or pictures, and/ or using obscene language
- Harassing, insulting or verbally attacking others
- Damaging computers, computer systems or computer networks
- Using another's password or trespassing in another's folder, work or files

Pupil Attendance

According to research, there is a direct correlation between student attendance and academic success. Therefore, it is critical for students to attend school on a daily basis so they are fully exposed to grade level curriculum. As per district policy, the following reasons are considered “excused absences”: A death or critical illness in the student’s immediate family; quarantine; observance of a religious holiday; suspension; student’s required attendance in court; Take Your Child to Work Day; Necessary and unavoidable medical appointment (Doctor’s Note Required).

Please be advised that written notification will be sent to the parent/ guardian once a student has missed five, eight, or ten days of absence. Lastly, pursuant to NJSA 18A:38-25, for students with 10 or more unexcused absences in one school year, the student is considered truant and may require a court appearance. Please refer to the complete policy on our district website: www.buenaschools.org

Tardy To School

To ensure students receive a thorough and efficient education, regular attendance in all classes is imperative. Lateness to school disrupts the educational process. Students who arrive after 9:10 am are considered late to school and must pick up a late slip from the main office. Examples of tardies that will be excused with a parent’s signature are:

- Verified doctors or dental appointments
- Extreme emergency circumstances as determined by the School Administration.

Consequences for Excessive Tardies

A student who is tardy to any class will be subject to disciplinary action as outlined in the student code of conduct. Consequences for accumulated occurrences of tardiness may include detention, loss of credit, and an unexcused school day absence. Parents will be contacted and restorative practices will be instituted.

Promotion and Retention

When a child is academically at risk, the teacher will maintain communication with the parent and principal. If a student fails two or more subjects for the school year, the student is subject to a retention review. As per policy 5410, any student who has been in attendance fewer than one hundred fifty days may be subject to a retention review as well.

School Visitors

For security purposes, every school is equipped with cameras and a vestibule at the main entrance. All exterior doors remain locked daily. All visitors must report to the main office upon entering the building. If picking up a child, identification is required and will be requested. Visitors are prohibited from entering the building without prior authorization from the building principal or personnel.

Policy 5511 DRESS AND GROOMING

The responsibility for the appearance of the students of the Buena Regional School District rests with the parents and students themselves. Learning is the first concern in the Buena Regional School District, however, dress and appearance which causes a disruption of the educational process; presents health and safety problems, causes excessive wear or damage to school property or prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement shall not be permitted.

All Students must adhere to the following:

1. Student clothing should be reasonably neat, clean, not ragged, and not ill fitting. Students who look unkempt or unduly sloppy will be asked to dress more appropriately. Cleanliness is an important part of developing a good self-image;
2. Students may wear flip-flops, slides, and sandals, however, slippers, heellies, and other footwear deemed unsafe by administration are not permitted;
3. Undergarments must be worn; however, they may not be worn as outer garments nor may they be exposed or visible;
4. Transparent/sheer blouses/shirts are prohibited unless worn over an appropriate top; Tank tops, halter tops, tube tops, backless or strapless clothing, low-cut dresses or tops, pajamas or clothing resembling pajamas, beachwear, and clothes in which the abdomen or lower back are exposed are prohibited;
5. Students are permitted to wear shorts; however, shorts must fully cover private areas and fit students appropriately. Spandex/biker shorts are not permitted unless worn under an appropriate pair of shorts;
6. Articles of clothing displaying indecent pictures or slogans, the advertisement for alcoholic beverages, tobacco, or any illegal substances, or articles containing inappropriate language or messages are prohibited;
7. Articles of clothing deemed indecent or offensive by implication of gender, race, ethnicity, religious identity, or other specified group are prohibited;
8. Articles of clothing deemed representative of a group or gang deemed adverse to the school mission and/or culture/climate are prohibited;
9. Articles of clothing deemed as potentially disruptive to the orderly operation of the school by administration are prohibited;

Dress Code (continued)

10. No theatrical-type costumes/hats/glasses may be worn unless administrative permission is provided;
11. Articles of clothing or accessories which may cause damage to students or property (i.e. studded bracelets) are prohibited;
12. Heavy coats and/or outdoor hooded jackets are not to be worn during the school day unless authorized by administration;
13. Students are permitted to wear hooded shirts/sweatshirts; however, the hood may not be worn over the students' heads;
14. Hats and other headwear/head coverings are not to be worn in the building during the school day unless for appropriately documented medical/religious reasons;
15. Sunglasses are prohibited unless proper medical documentation is provided identifying its necessity;
16. Students must demonstrate proper hygiene; Students should not bring spray deodorant or cologne to school as it triggers asthma in some students.

In the final analysis, the building administration has the right to interpret that, which does not follow a reasonable standard of conduct and appearance. A student in violation of the dress code may be required to obtain proper clothing before being allowed to attend class. Any change from the dress code for religious or health reasons must be accompanied by a note from a parent or doctor (if medical) and pre-approved by the school administration or health office.

In the final analysis, the building principal has the right to interpret a reasonable standard of appearance.

Student Services

The 21st Century Community Learning Center BOOST program is housed in the school and is open to all students. Parents/ Guardians must fill out paperwork for students to participate in the BOOST program. The program runs after school until 6:15 pm and follows the school calendar.

Use of School Property

A student or his/her parents/ guardians must pay for any damage that is done to school property. In addition, a student may be suspended for damaging or destroying school property. Books are loaned to students. Should a student lose or damage a book, they will be charged to replace the book.

Policies 2363 & 5516: Cell Phones

During the school day, student cell phones are to be turned off and placed in a secure location (i.e., book bag, locker, coat). Student cell phones are not to be used during the school day to contact friends, family members, or any other person. In addition, cell phones are not to be used to video or take pictures of other students, staff, or people at school or on the school bus. Failure to adhere to this policy will result in confiscation of the phone and additional consequences as determined by administration.