

Hannah Caldwell School



Student Handbook
2009-2010

**Hannah Caldwell School
1120 Commerce Avenue
Union, N.J. 07083
(908) 206-6100/6102**

September 2009

Dear Parents/Guardians and Students:

Welcome to our Hannah Caldwell community! This handbook will provide information and policies for all to easily navigate our school. We hope that parents/guardians, and students will read, together, the contents and learn about the vibrant school that we belong to.

We encourage you to be involved with Hannah Caldwell and contact the P.T.A. so you are able to provide support and expertise to our programs and classrooms. We welcome the fact that “parents/guardians are partners.”

Please feel free to ask questions, inquire about our programs, and give us your thoughts.

We hope the year is a great one.

Yours truly,

Anthony R. Lentine, Jr.

Anthony R. Lentine, Jr., Ed.D.

Principal

alentine@twpunionschools.org

PTA Website-<http://www.hannahcpta.org/>

Hannah Caldwell School

TELEPHONE NUMBERS

MAIN OFFICE	206-6100/6102
NURSE'S OFFICE	206-6104
CHILD STUDY TEAM OFFICE	206-6105
CAFETERIA	206-6107
MEDIA CENTER	206-6113
INTERVENTIONIST'S OFFICE	851-4418
FAX NUMBER	206-9282

STUDENT'S NAME _____

ROOM NUMBER _____

TEACHER'S NAME _____

BUS ROUTE NUMBER _____

CAFÉ CODE NUMBER _____

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(Please complete and return to your child’s teacher)	

HANNAH SCHOOL MISSION

The Mission at Hannah Caldwell School is to:

- **provide a safe, well organized, child-centered environment**
- **establish an atmosphere conducive to mutual respect, integrity and shared values**
- **encourage each individual to reach his/her intellectual potential**
- **combine the resources of students, staff, and community for students to develop life skills needed to become productive adults and life long learners**

RESPONSIBILITY

1. A “Family” is a group of people with like or similar needs committed to the same goals and objectives. The Hannah Caldwell Family consists of students, teachers, parents/guardians, alumni, administrators, staff and the community. Pursuit of our objectives must be the collective effort of our “Family”.
2. The functioning of this Family will be based on mutual respect, mutual accountability, and common commitment to our mission.
3. Everyone affected by a decision is involved directly or representatively in the decision.

CURRICULUM

1. The foundation of our efforts is the belief that all children can learn, that standards must be set, and that expectations must be high and clearly communicated.
2. Instruction will recognize a variety of learning styles to accommodate the differences among students.
3. The curriculum will stress traditional academic subject areas, with particular emphasis given to reading, writing, and other communication skills, mathematics, science, social studies and cultural literacy. Activities and pursuits which interfere with this emphasis should be minimized.
4. Instruction and activities should be planned to:
 - encourage students to become self-directed and self-motivated learners
 - develop coping skills, and the ability to adapt to change,
 - cultivate critical thinking and problem solving skills
 - promote creativity and positive risk-taking.
5. Participation in a variety of learning experiences and extra-curricular activities will be encouraged so that each student has an opportunity to pursue excellence in an area of his/her own choosing.
6. Technology will continue to be incorporated as a learning tool and subject for study.
7. Current health, physical education and safety issues will be addressed regularly.

ENVIRONMENT

1. A nurturing environment will be provided which allows children to grow and develop self-confidence.
2. Hannah Caldwell will always be a clean, safe and structurally sound environment which will be conducive to the learning process.
3. Individual dignity and a sense of self-worth will be fostered in students and staff.
4. The Family will understand and appreciate social and cultural diversity.
5. Community resources will be identified, developed and utilized for the betterment of all.
6. By modeling the values of good citizenship, our Family will instill pride in our country, community and school.
7. Above all, we must create and maintain an environment which encourages, recognizes rewards and celebrates academic progress and achievement at all levels.

EDUCATIONAL GOALS
TOWNSHIP OF UNION PUBLIC SCHOOLS

1. Develop reading, writing, speaking, listening, and mathematical skills.
2. Develop a pride in work and a feeling of self-worth, self-reliance, and self-discipline.
3. Acquire and use the skills and habits involved in critical and constructive thinking.
4. Develop a code of behavior based on moral and ethical principles.
5. Instill respect for law and authority.
6. To be able to work with others cooperatively.
7. Acquire a knowledge and appreciation of the historical record of human achievements and failures and current societal issues.
8. Acquire a knowledge and understanding of the physical & biological sciences.
9. Efficient and effective participation in economic life and the development of skills to enter a specific field of work.
10. Develop an understanding of the historical and cultural heritage.
11. Appreciate and understand literature, art, music, and other cultural activities.
12. Practice and understand the ideas of personal and public health and safety.
13. Develop a concern for the proper use and/or preservation of natural resources.
14. Develop basic skills in sports and other forms of recreation.

Adopted by the Board of Education, Township of Union, New Jersey on May 24, 1988

Hannah Caldwell School
Breakfast program

September 2009

Dear Parents/Guardians,

Our school does participate in the National School Breakfast Program. The breakfast that is offered is a cold breakfast and satisfies the National Breakfast Program dietary requirements. Furthermore, each month you will be provided with the daily breakfast menu.

The cost of the breakfast is:

\$1.75 for elementary and Central Five full paid students

\$.40 for reduced paid students

There will not be any cost for those on free lunch

Free for those students who are currently eligible under the National School Lunch Program.

8:05-8:30 grades 3-4. The upper grade pupils will need to arrive promptly in order to have sufficient time to eat and arrive at their regular homeroom destinations.

8:30-8:55 Grades K-1-2

***We cannot provide breakfast for these paying pupils that do not have money with them.**

All breakfast pupils will enter the rear door of the cafe. They will be proctored by district staff and will be escorted to their normal "line-up" stations in order to enter school at the proper hour. We request that parents allow the pupils to arrive and allow the supervision to proceed as time frames are critical. The "Early Care" with the YMCA will still be maintained in the café.

Thank you,

Anthony R. Lentine, Jr.

Anthony R. Lentine, Jr. Ed. D

THE STAFF OF
Hannah Caldwell School

Ms. Stanco	131	SC			
Ms. Rivela	163	PreSch Dis	Mrs. Ahern	159	Interventionist
Mrs. Krom	174	Pre-K	Ms. Torres	102	Gym
Miss Huber	175	Intergrated	Mr. Wyckoff	102	Gym
Miss DiQuollo	134	Kdg.	Mrs. Pollinger	144	Nurse
Mrs. DiGena	138	Kdg.	Mrs. Braun	149	CST
Miss Beninato	139	Kdg.	Ms Strumpf	149	CST
Mrs. Ragucci	141	Kdg.	Ms. Galante	149	CST
Mrs. Matos	126	1 st	Mrs. Manfra	162	AAP
Miss Ricca	127	1 st	Mrs. Roof	162	AAP
Ms. Caruso	128	1 st	Mrs. Gechtman	162	AAP
Miss Slotnick	129	1st	Teachers Lounge	152	
Miss Petrozzino	136	2nd	Mrs. Politano	Aud	Vocal Music
Mrs. Vitale	133	2 nd	Ms. Jenkins	130	Art
Mrs. Raczynski	208	2 nd	Mrs. Sinnott	167	Computer/Gifted
Mrs. Mamish	203	2 nd	Ms. Moynihan	170	Media Center
Mrs. Muratschew	204	2 nd	Mr. Hagen	Aud	Instrumental Music
Mrs. Hamilton	206	3 rd	Mrs. Weber	177	Resource center
Mrs. Havyar	207	3 rd	Ms. Drivas	162	AAP
Mrs. Minitelli	209	3 rd	Mrs. DaTorre	180	Speech
Miss McEvoy	210	3 rd	Mrs. Sibia	162	AAP
Mrs. Kastner	212	3 rd	Mrs. Bopp	182	ESL
Miss Gillespie	184	4 th	Miss Regal	213	Resource
Mrs. Dimperio	166	4 th	Conference Rm	150	
Miss Goncalves	185	4 th	Ms. Vera-Bowen	179	Waterford
Mrs. Zaorski	186	4 th	Mrs. Karlo	105	Cafeteria
Mrs. Nigro	188	4 th	Mrs. Class	105	Cafeteria
			Mrs. Laurino	105	Cafeteria
Mrs. Prendergast		Assistant	Mrs. Reo	105	Cafeteria
Mrs. Kelly		Assistant	Mrs. Mitchell	105	Cafeteria
Mrs. Cornacchia		Assistant	Mrs. Hernandez	105	Cafeteria
Miss Signorelli		Assistant	Miss Busalacchi	105	Cafeteria
Mrs. Watson		Assistant	Mrs. Nemezio	105	Cafeteria
Mrs. Weinstein		Assistant	Mrs. Hodge	146	Secretary
Mrs. Tavares		Assistant	Michael Wright		Custodian
Ms. Fernandes		Assistant	Mr. Russell		Custodian
Mrs. Ingrassia		Assistant	Mr. Dabney		Custodian
Ms. LaRocca		Assistant	Miss Stark		Custodian
Ms. Romanischen		Assistant	Mr. Booker		Custodian
			Dr. Anthony Lentine, Jr.		Principal

Affirmative Actions/EEO Officers

Mr. Greg Tatum Mrs. Judy Marcus Mrs. A. DiQuollo

DAILY SCHEDULE

8:45 A. M.	Grades 3 and 4 Opening Exercises	
8:55 A. M.	Classes pass or remain in classroom	
9:00 A. M.	Grades Pre-K-2 Opening Exercises Preschool Disabled/Self Contained	
11:00-11:40 A.M.	First Lunch	Grade 3
11:30-12:10 P.M.	Second Lunch	Grade 4
11:30 A.M	Dismissal	Pre-K A.M. Preschool Disable
11:35-12:15 P.M.	Pre-K Lunch in classroom	
11:55-12:35 P.M.	Third Lunch	Grade 2
12:20-1:00 P.M.	Fourth Lunch	Grade 1
12:45-1:25 P.M.	Fifth Lunch	Kindergarten/Self Contained
12:30 P.M.	Pre-K P.M. Opening Exercises Preschool Disable P.M.	
2:55 P.M.	Dismissal of bus students	
3:05 P.M.	Dismissal Bell	

SCHOOL CALENDAR 2009/2010

Wednesday, September 2	Town Staff Meeting
Thursday, September 3	Staff Development Workshop
Tuesday, September 8	First Day of School
Monday, September 28	Closed Yom Kippur
Monday, October 12	Closed, Columbus Day
Tuesday, November 3	Closed, Election Day (Staff Development)
Thursday/Friday, November 5 & 6	Closed, NJEA Convention
Wednesday, November 25	Half Day Thanksgiving Recess
Thursday/Friday, November 26 & 27	Closed, Thanksgiving
Thursday, December 24	Closed, Holiday Recess
Through Thursday, December 31	Closed, Holiday Recess
Friday, January 1	Closed New Year's Day/Holiday
Monday, January 18	Closed, Martin Luther King's Birthday
Friday, February 12	Closed, President's Weekend Staff Development Workshop
Monday/Tuesday, February 15 & 16	Closed, President's Weekend
Friday, April 2	Closed, Good Friday
Monday, April 12	Closed, Spring Recess
Through Friday, April 16	Closed, Spring Recess
Friday, May 28	Half Day Memorial Day Weekend
Monday, May 31	Closed, Memorial Day
Monday, June 21	LAST DAY OF SCHOOL UNION HIGH SCHOOL GRADUATION

MAKE UP DAYS FOR EMERGENCY CLOSING

Closed	Make Up	Graduation	Closed	Make Up	Graduation
1st day	June 22	June 22	5th Day	April 12	June 25
2nd Day	June 23	June 23	6th Day	April 13	June 25
3rd Day	June 24	June 24	7th Day	Feb 16	June 25
4th Day	June 25	June 25	8th Day	April 14	June 25

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Webmaster: [Donna Restivo](#)

SCHOOL RULES AND REGULATIONS

ARRIVAL

1. Students are to report directly to their own line-up areas upon arrival in the A.M. Room numbers will be used to indicate line-up areas. Students are not to visit or play with friends in other areas. **Bats, balls, scooters, skateboards and bicycles** are forbidden on the school grounds. Any child not in the classroom by the late bell will be considered tardy. The late bell for grades 3-4 is 8:50 a.m. The late bell for grades Pre-K a.m.-2 is 9:05 a.m., and for Pre-K and preschool disabled p.m. is 12:35 p.m.
***Arrival time Grade 3 & 4 – 8:30 a.m. K, Grade 1 & 2 - 8:45 a.m.**
Please do not arrive before indicated times. There are no monitors on duty to supervise students.
2. **Tardiness- Students who come late for school must be signed-in by a parent/guardian in main office then student will report to the nurse's office for a late pass. Anyone who is tardy more than three times will receive a.m. detention at discretion of principal.**

3. Inclement Weather

In the event of rain, sleet, snow, or extreme cold, students will report to the auditorium.

PreK/SC /Preschool Disabled to classrooms

K, 1st grade, 2nd grade to the auditorium

3rd grade to auditorium

4th grade – to the auditorium

A flag will be displayed by the bus drop zone in the a.m. to indicate that students will be indoors.

DISMISSAL

1. Bus students are to report to their bus immediately after dismissal.
 2. Upon dismissal, walking students are expected to go directly home.
 3. Students will be dismissed only to parent, guardian or person (s) listed on the emergency card unless written permission is received prior to time for dismissal. Remember to update information on emergency card(s) if changes occur during the school year.
 4. **Parents/guardians are urged not to take their child out of school early as it interferes with your child's instructional program.** If you must pick up your child before the 2:45 p.m. dismissal, **please send a note** to the teacher stating the dismissal time and the reason for leaving school early.
- *** **No child will be excused for early dismissal after 2:45.**
5. Families should not plan vacations for times that school is in session.

HALLWAY SAFETY

1. Students are to walk quietly through the halls and up and down the stairs. Avoid skipping stairs.
2. Students are to walk on the right side of the hallway and staircase in single file.
3. When passing as a class, students are to stop at designated areas and wait for their teacher. Students are not "to cut" into other classes' lines.
4. Congregating is not allowed in hallways or bathrooms.
5. Students must take the shortest route to and from their destination.
6. No running, hitting, or other inappropriate behavior is allowed in the hallways. This will not be tolerated!
7. Students are expected to hold the door for the next person.

BATHROOM

1. All students must sign out when leaving the classroom and sign in upon returning.
2. Students are to use bathrooms in their section of the building or nearest the classroom.
3. Pencils or pens are not permitted in bathrooms.

*****Children should not enter the front door prior to entrance times!!**

*****Remember to provide the office/teacher with current phone numbers.**

CAFETERIA RULES AND REGULATIONS

1. Students are to enter the cafeteria in a quiet orderly manner. Cutting in line, pushing, loud talking and running are not permitted.
2. Students must sit within their assigned classroom areas.
3. Students are not permitted to move from table to table.
4. Students are to show respect and courtesy to the aides at all times. The aides are in charge during lunchtime.
5. Students must acquire permission from a cafeteria aide in order to leave the cafeteria for any reason.
6. Five (5) minutes before the end of the lunch period all food must be off tables and students in their own seats.
7. Students are to be seated at the end of the lunch period. At the cafeteria aide's signal, students will line up in their designated areas.
8. No FOOD is to be taken out of the cafeteria.
9. When the weather permits, students will be allowed to go out to their assigned playground areas. At the whistle signal, students will line up in an orderly manner and proceed to their rooms at their teacher's direction.
10. At all times, students will leave the cafeteria or playground area after lunch period in a quiet and orderly manner.
11. Students who do not bring money for lunch will receive a **SANDWICH**. There will not be an option for any other entrée on the menu.
12. Students may pay daily for lunch or by the week/month. If it becomes necessary for your child to borrow money for lunch, he/she must send the amount owed within the next three days. The lunch loan program is an important service that helps ensure that all children eat lunch daily.

ASSERTIVE DISCIPLINE PLAN

In order to guarantee your child and all the students in the school the excellent learning climate they deserve, a schoolwide Discipline Plan is in place at Hannah Caldwell.

PHILOSOPHY:

We believe all students can behave appropriately in school. We will not tolerate any student who interferes with the teaching and learning process in the school environment.

SCHOOL RULES:

Students will:

1. **Follow Directions** – In or out of class, in assembly, in special classes, in the cafeteria, in the school yard, in hall-ways, etc.
2. **Raise Hand** – Seek and receive permission before leaving seat, speaking, leaving room, or asking questions.
3. **Keep Hands, Feet, Objects to Self** – This prohibits fighting, pushing, pinching, kicking, and /or throwing objects.
4. **Use Proper Language At All Times** – Classroom, hallways, playground, etc.
5. **Not Have or Chew Gum or Candy** – Students are **not allowed** to bring gum or candy. If candy or snacks are given out by a teacher for a special reason, the items are to be eaten during that classroom period. They are not to be eaten during any other class time or anywhere else in the building.
6. **Be Prepared For Class** – This includes homework, textbook, notebook, supplies, etc.
7. **Bring Snacks** –Bring nutritious snacks. **NO CANDY OR SODA. (No glass containers are allowed in school)**

If a student chooses to BREAK A RULE:

First Consequence	Verbal Warning
Second Consequence	Check by name
Third Consequence	Lunch detention with notification of Parent
Fourth Consequence	Parent Conference
Fifth Consequence	Child will call parent/guardian at principal's discretion
SEVERE CLAUSE	Send to Principal

SEVERE: Indicates a severe disruption by the student which interferes with and inhibits the teaching process and/or the safety and well-being of other students.

Students who behave will earn – Positive notes home, certificates, free time classroom activities, one night of no homework, participation on field trips, etc.

Positive rewards will be selected by the teachers.

Special Note: Participation in classroom and school functions by students who continually break classroom and school rules (See Assertive Discipline Plan) will be at the discretion of the teachers/principal.

GENERAL

1. Students are expected to return all papers, notices, etc, signed to school by the date requested. If permission slips are not returned on time, the student will forego the privilege of attending the event. Verbal permission over the telephone will only be accepted, under extenuating circumstances, at the discretion of the principal.
2. Any student who defaces property will be subject to disciplinary action.
3. Any student caught touring the building or in another area where he or she does not belong will be subject to disciplinary action.
4. No student is to leave the building during school hours without permission from the office.
5. Any child who has to leave school prior to the regular dismissal time must be picked up from the office and signed out by the parent/guardian.
6. Inappropriate or disrespectful language, gestures, or behavior throughout the school will be not be tolerated and subject to disciplinary actions.
7. Students are asked to help maintain the condition and appearance of the school building and grounds. Students are asked to stay on sidewalks and discard all paper and refuse in the proper containers.
8. During a fire drill, students are to pass without talking in a single file line out of the building by the route posted in the classroom.
9. Students are not to open outside doors for anyone.
10. Electronic or computer games, TOYS OF ANY SORT and cell phones are not to be brought to school.
11. It is expected that all pupils do not express harm or hate to others. Toys that resemble weapons are forbidden.

DRESS CODE

Everyone connected with the school should help to create and maintain the best possible atmosphere for learning. Good taste in the choice of clothing contributes to this atmosphere. Therefore, every pupil should select clothing that is in good taste and appropriate for school.

Appropriate attire is as follows:

1. All shoes must have backs or heel straps. No flip flops.
2. All sneakers must be tied at all times. Roller skate sneakers are not permitted!
3. Shirts:
 - a. Shirts with inappropriate and/or indecent expressions, pictures, and slogans are unacceptable.
 - b. All shirts and blouses must be long enough to be tucked in.

DRESS CODE FOR PHYSICAL EDUCATION CLASS

CLASS ATTIRE

1. Students are to wear comfortable clothes that are appropriate for the activities planned for physical education.
2. Sweatpants, shorts, pants, or skorts are acceptable.
3. Footwear-athletic type footwear (sneakers) with a flat sole (**no heel**), all sneakers **must** have laces or velcro.
4. All jewelry **must** be removed before physical education class (i.e. earrings, rings, bracelets, necklaces, chains, and watches).
The physical education teacher will not be responsible for holding any student's jewelry.

UNACCEPTABLE ITEMS

1. No platforms, skechers, waffle or heel type soles.
2. No dress shoes of any kind.
3. No skirts or dresses.
4. No jewelry of any kind.
5. No hats permitted in the building, unless other wise authorized by the principal.
6. Roller skate sneakers.

***Any student not following the above guidelines will not be allowed to participate in their physical education class.

VALUABLES AT SCHOOL

Students should not bring jewelry, radios, walkmans, any kind of toys, cameras, live animals or similar delicate or expensive materials to school without permission from the principal. Keep in mind that the school has no provision for replacing lost or broken items.

Never give a child more money than needed and put money in sealed envelopes with names clearly marked. With an marker or pen, always mark all coats, gloves, backpacks, lunch boxes, hats, etc., with your child's name. Our lost and found box is always full of unmarked clothing and belongings!

Children's eyeglasses are very expensive. We recommend that you select eyeglasses with great care and in consideration of the treatment children typically give them. Scratch resistant lenses, flexible frames, and high quality cases are strongly recommended. Discuss this important issue with your eye doctor when selecting eyeglasses, and review eyeglass care with your child regularly. If your child does not wear eyeglasses continually, it is easier to lose them; discuss this with your child as well.

*****VISITORS & BUILDING SECURITY*****

Parents/guardians are certainly welcome at Hannah Caldwell but to ensure the children's safety, building security, and uninterrupted instruction, certain rules must be followed.

- When you arrive, enter through the main door on Commerce Avenue, then report directly to the main office.
- All visitors, including parents and other adults, must stop in the office first in order to sign the visitor form, communicate your reason for the visit, and obtain a visitor pass. The secretarial staff will call the person you wish to see and confirm your visit. Visits are by appointment only and are managed by the office.
- All informal/formal discussions or conferences should be planned with the teacher in advance so as not to conflict with or distract staff from other teacher duties, student supervision or instructional activities.
- Office staff will advise the Principal or school nurse of any emergency situation requiring the need for a nonscheduled appointment with any Hannah Caldwell's staff member.
- Please sign-out at the end of your visit and return the pass to the office.

Please Note: Signing in and/or obtaining a pass does not allow for visits to any part of the building; please limit your visit to the prearranged appointment. Your cooperation in this regard is very much appreciated and helps us provide maximum uninterrupted instruction and security for the children. **"Building Security Is A Priority!"**

VOLUNTEER SERVICES AND RELATED PTA ACTIVITIES

Volunteer services are greatly appreciated and of great assistance. These activities are coordinated through our PTA (Parent Teacher Association). These services work in conjunction with the smooth functioning of our school and enhance the overall instructional program. Feel free to contact our PTA regarding these important activities.

We urge every family to join the Hannah Caldwell Elementary School PTA

BIRTHDAY PARTIES

Parents and/or children should pass invitations out **before or after school**. If parents wish, they may send invitations in stamped envelopes with children's names to the office. The office personnel or volunteers will address the envelopes and put them in the mail within two (2) days. Your child's birthday is an exciting day, however, please limit the classroom celebrations to small food items. Donuts, cupcakes, juice boxes are acceptable. Please **NO CAKES, CANDLES, BALLOONS OR GOODY BAGS!!!!**
****All snacks and food items must meet the NJ Nutritional Food policy and Union Board of Education Policy.**

TEXTBOOKS

Each student is responsible for the care of the books loaned by the Union Township Board of Education during the school year. Textbooks must be covered at all times. Book inspection will be conducted regularly by the classroom teacher.

If a book is lost or damaged, a fine will be imposed and should be paid immediately. Books lost during the year must be paid for promptly. Students whose fines are not satisfied at the end of the year will not receive a report card until the fine is paid.

TRIPS

There will be times, during the school year, when students may be going on field trips. A signed permission slip from parent/guardian is required before students will be permitted to participate. As a representative of Hannah Caldwell, students are expected to be well-behaved, appropriately dressed, and fully prepared for a unique educational experience.

Any money for field trips should be sent in a sealed envelope with the child's name and room number on it.

V.I.P AWARDS

Awards will be presented by teacher recommendation to outstanding students from each class at Hannah Caldwell each month. The following criteria will be used to make the selections:

- being obedient to rules, parents, teachers, and other people in authority.
- caring about other people and working cooperatively with them.
- working, playing, and learning to the best of your ability.
- respecting other people, their ideas, and their property.
- taking the initiative to contribute to the betterment of the school environment.

PERFECT ATTENDANCE

Students receive recognition for perfect attendance at the end of the year. Each student should make every effort to attend school every day and to be on time.

MEDIA CENTER ADMISSION/CIRCULATION

The Media Center is open each school day from 8:45 a.m.-3:30 p.m. Students may borrow books and magazines using the following schedule for a period of two (2) weeks.

Grades	Kdg. and 1	1 book or 1 magazine
Grades	2 and 3	2 books or 1 book and 1 magazine
Grade	4	3 books or 2 books and 1 magazine

Books may be renewed once for an additional two weeks. Students may borrow materials simply by writing their name and classroom number on the book card and giving it to the media center clerk in exchange for the date due card. Students who fail to return borrowed materials on time will receive an overdue notice. If the student has not returned materials, parents/guardians may be contacted about the child being delinquent in taking care of his/her library responsibility. Each day a book or magazine is kept overdue results in a fine of five cents (\$.05) per school day for each item. Reading room privileges are suspended until all over dues/fines are cleared.

The borrower is responsible for all lost or damaged books. If a lost book is paid for and later found the price of the book will be refunded.

TOWNSHIP HOMEWORK REQUIREMENTS

The Union Township Board of Education believes that homework, relevant to material presented in class, provides an opportunity to broaden, deepen and reinforce the student's knowledge. Students absent for any reason must make up assignments, class work and tests within a time that shall be equal to the number of school days missed.

HOMEWORK WHEN ABSENT:

When you call in your child's absence, you may request homework for your child. The homework will be ready in the office by 3:00 p.m. for you to pick up, or you may request to have it brought home by your child's friend. Adults are not permitted to go to the classroom to pickup homework materials or books.

The following guidelines are used by our teachers in determining the minimum length of nightly homework assignments:

Grade Kindergarten	5 minutes	Grade 2	20 minutes
Grade 1	10 minutes	Grade 3	30 minutes
		Grade 4	40 minutes

When the classroom teacher has not assigned homework, it would be beneficial for you to have your child read or study for their allotted time.
*Homework is expected to be completed on a daily basis.

GOOD STUDY HABITS

The habits, attitudes, organizational skills, and knowledge that you develop at an early age can help you to achieve success as you go on through school. A great deal depends upon YOU and the habits which you form now.

Here are some suggestions which may help you to achieve success:

1. **ORGANIZE** your books, notebooks, pens, pencils, erasers, and other materials and have them with you.
2. **BE PREPARED** for class.
3. **WRITE YOUR ASSIGNMENTS** in an assignment pad. Don't trust your memory.
4. Have a **QUIET PLACE TO STUDY** at home, away from all distractions.
5. **STUDY** on a regular basis. It's easier to do a little each day rather than trying to cram all your studying into one night.
6. **PLAN YOUR TIME** so you have **study** time and **fun** time.
7. Be sure your assignments are **COMPLETE** and handed in **ON TIME**.
8. Use a **DICTIONARY** when you are not sure how to spell something.
9. If you need extra **HELP** in a certain subject, ask the teacher to schedule a time for you to go in for the additional help.
10. Be sure to **MAKE-UP** any work missed because of absences. See your teacher.
11. **LISTEN CAREFULLY TO ALL DIRECTIONS.**
12. **Be PROUD** of all your work; maintain high standards of **Penmanship, Spelling, and Neatness.**

GRADING POLICY

As the children proceed through the grades, different systems are utilized to indicate progress in a variety of subject areas. These areas are described in detail on the report cards. The actual marks utilized on report cards are as follows:

<u>Grade</u>	<u>Assessment Mark(s)</u>
Grade K	- S=Satisfactory I=Improving N=Needs Improvement
Grade 1-2	- S=Student exhibits satisfactory growth in these grade level skill areas I=Indicates improving(Gr. 1) I=Inconsistent (Gr. 2) N=Needs improvement
Grade 3-4	- X=Not yet presented 4=Outstanding 3=Above Average 2=Average 1=Below Average X=Not yet presented N=Needs Improvement <input type="checkbox"/> Student exhibits this skill or Student exhibits these characteristics.

Grades 3 and 4 represent your child's first experiences with number grading on the report card. The elementary school grading experience is designed to prepare students for the rigorous academic road ahead of them while at the same time provide an important positive learning experience within the constraints of a more objective assessment instrument.

CLASSROOM ASSIGNMENTS

Classroom assignments for the next school year are made by the building principal with input from the present classroom teacher.

Letters of request for teachers will not be considered.

A Little Something for Parents/Guardians: “Be A Partner in Learning, It Adds Up”

1. Provide a quiet place and time without television, radio and stereo where children can study every night.
2. Check that children do their homework every day.
3. Make sure children get a full night’s sleep and a healthy breakfast.
4. Arrange for children to arrive at school on time every day.
5. Take time to talk to each child about daily events, both at home and at school.
6. Spend at least fifteen (15) minutes a day reading with each child.
7. Check the Friday Folder on the last school day of the week.

FRIDAY FOLDERS

Each student will be given a folder provided by PTA in which to include important notices.

It is expected that this folder will be brought home by the student **every Friday**, or the last day of the school week. The folder must be signed and dated by a parent/guardian and returned to the classroom teacher on Monday or the next school day. Consequences for unreturned folders are at the discretion of the classroom teacher.

Please be on the lookout for the “**Friday Folder**”. It is our way of helping to ensure that you, the parents/guardians, are being kept informed of school activities on a regular basis.

INTERVENTION SERVICES

Intervention Services have been implemented at Hannah Caldwell School. These services are designed to be a support to all children as they are assisted in developing socially, academically and emotionally. The interventionist works with parents/guardians, teachers, and students to create a supportive environment that will help the student achieve to the best of his/her ability. The interventionist will be seeing students individually, in the classrooms and in a small group setting.

Parents/guardians will be able to speak and meet with the counselor to discuss their issues and concerns.

PARENT/TEACHER CONFERENCES:

All teachers are asked to hold at least one conference during the course of the school year with the parents/guardians of each pupil. Parent/guardians may request additional conferences with their teachers as needed. Open communication is encouraged. It is always the best policy to contact your child’s teacher immediately when you have concerns; you will find the teachers helpful, encouraging and able to provide you with the information you need.

Teachers have very demanding schedules and strive to give all their students 100% of their attention. The best way to contact them is to leave a phone message in the main office or send a note in with your child. They will call you back and you can then discuss your concerns or set up an appointment if you wish to meet in person. Many times, two-way written communication works extremely well. We cannot permit adults to walk into the school and go to classrooms without an appointment—this is particularly difficult in the a.m. when children are arriving and preparing for class or at 3 p.m. when children are preparing for dismissal. Such impromptu visits can distract teachers from their important responsibilities and interrupt the educational process which relies on one of our society’s most limited and precious commodities, time.

REPORT CARDS

Pre-Kindergarten progress report cards are issued in February and June. In kindergarten to Grade 4, report cards are distributed in November, February, April and June. See “Grading Policy” for more information.

SUPERVISION BEFORE & AFTER SCHOOL

Students in Grades K through 4 are not allowed on the playground before 8:30 a.m.- that is when professional supervision begins.

Pre-K, Preschool Disable and Self Contained children are not allowed on the playground—See PRE-K AND PRESCHOOL DISABLE STUDENTS--ON PAGE 9 DAILY BELL SCHEDULE for more information. For a fee, the Five Points Branch Y.M.C.A. offers a morning and after care program here at Hannah Caldwell and also, Boys and Girls Club has someone pick the students up in our auditorium after school and bring them to the boys and girls club for a fee. Information regarding these programs can be obtained by calling them. Note that children must be picked up daily at 3:05 p.m. sharp at their designated dismissal area. In addition, emergency cards must have up-to-date phone numbers that connect directly to adults who are available to come to school within minutes should it become necessary.

HEALTH OFFICE/ABSENCE PROCEDURES

It is of utmost importance that all absence students be reported to the School Nurse (Health Office), before 9:00 a.m. on the day of the absence at 908-206-6104. This must be done for each daily absence. If a prolonged period of illness is indicated, please notify the nurse at this time.

If you wish to report an absence prior to 9:00 a.m., voice mail is available. Parents using the voice mail must give the following information:

**NAME, ROOM NUMBER OF STUDENT
REASON FOR ABSENCE
NUMBER WHERE PARENT CAN BE REACHED**

Any student excused for sickness or for any other reason will not be excused from the building until a parent or guardian enters the building to pick up the student.

MEDICATION IN SCHOOL

The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, and the student would not be able to attend school if the medicine were not made available during school hours.

1. The school does not provide medication to students.
2. The parent/guardian or parent designee must bring in all medication.
4. The parent/guardian must provide a written request for the administration of the prescribed medication in school.
(Signed Medication Authorization Form)
5. **Non-prescription medication:** Written orders are to be provided to the school by the primary physician, detailing the name of the student, name of the drug, dosage, and time of administration. All non-prescription medication must be brought to school in the original container. (Signed Medication Authorization Form). It is recommended that medications be given between 11:30 a.m. and 12:30 p.m., in order to maintain the continuity of the student's learning process.
6. **Prescription medication:** Written orders are to be provided to the school by the Primary Physician, detailing the name of student, name of the drug, diagnosis and reason for administration of the drug, dosage, and time of administration. It must be brought to school in the original container with a **CURRENT DATE**, appropriately labeled by the pharmacy or physician indicating the student's name, name of medication, diagnosis and reason for administration of medication, dosage time of administration.. (Signed Medication Authorization Form) It is recommended that medications be given between 11:30 a.m. and 12:30 p.m, in order to maintain the continuity of the student's learning process.
7. The school will provide safe storage of the medication.
8. The records or documentation process is required to be maintained by the certified school nurse.
9. The certified school nurse or parent/guardian is the only one permitted to administer medication in the school or on school trips.

CONSIDERATION FOR FIELD TRIPS

Children who require daily medication will need special consideration when planning school trips. The following is a list of appropriate options. Of course, each of these would require approval of the child's parent/guardian and physician.

They include:

- a. Altering the scheduled hours of administering the medication so the child is getting the first dose at school (about 9:00 a.m.) and the second dose after the class returns (usually about 2:00 p.m.)
- b. Withholding medication during the course of that particular activity and giving it when the student returns to school.
- c. Requesting that a parent/guardian of the affected child accompany the group to administer the medication to the child.

Linda Ionta, Supervisor

GUIDELINES FOR TREATING PEDICULOSIS: (a message from the nurse)

The beginning of school is always a busy and exciting time. Please pay close attention to the following material regarding pediculosis (head lice). After summer camp or other summer activities pediculosis can occur. We are providing this information for prevention purposes.

Head lice can happen to anyone! Getting head lice is not as bad as you may think. It is not a sign of uncleanliness, or poor health habits. It is not limited to the poor, or to certain racial or ethnic groups. Head lice can occur at any age, and to either sex. It doesn't just affect "other people"... it could happen to you or your family. So it's wise to learn how to recognize head lice infestation, how to treat it, and how to prevent it from coming back.

What are Head Lice! (Pediculosis) These tiny insects live in human hair. They hatch from small eggs, called nits, which are attached to the base of individual hairs. The eggs hatch in about 10 days, with the new lice reaching maturity in about two weeks. The female louse can live for 20 to 30 days, and can lay as many as six eggs a day. Since lice multiply fast, they should be treated promptly.

How does someone get head lice? Head lice can be transmitted in a number of ways beside direct physical contact. Borrowing a comb or brush from a person who has lice will do it. So can borrowing hats, ribbons, scarves or other head coverings. Sharing towels or pillowcases can also spread head lice. Even a stray hair that has nits can transmit head lice. A common belief is that head lice can be caught from grass, trees, or animals. Some people believe, too, that you can only get head lice in summer, or only if you have long hair. These are simply myths.

What signs should I look for? Persistent itching of the head and back of the neck can indicate head lice. You should also look for infected scratch marks or a rash on the scalp. Most important of all, look for nits attached to individual hairs. These can be seen with the naked eye, but you can probably identify them more easily with the aid of a magnifying glass under strong illumination. Sometimes, small white specks in the hair such as dandruff or droplets of hair spray can be confused with nits. Try removing the specks from the hair shaft. Dandruff or hair spray will come off easily- nits are very difficult to remove. Check with a health professional, if you are not sure whether head lice are present.

Are there other symptoms? Occasionally there maybe swelling in the lymph glands in the neck or under the arms. There may also be mild fever or muscular aches. These symptoms generally indicate severe cases of head lice. Contact your doctor or nurse for advice on treatment.

Treatment: Today's treatment consists of shampooing the head with one of a variety of products available. Contact your physician to determine the treatment he or she advises. The shampoo treatment must be followed by nit removal using a special comb. All members of the family should be checked. Even after all lice are removed from the hair and scalp, the danger of reinfestation still exists. Disinfect your home by washing affected clothing, towels, and bed linen in hot water. Upholstery, rugs, pillows, mattresses and carpets should be vacuumed. Combs and brushes should be treated. Sprays are available for disinfecting the home.

School Policy: All students who are found to have pediculosis will be excluded from school. Students will be readmitted only after inspection by the nurse and student is found to be lice and nit free. Random inspections are performed by the nurse throughout the school year to prevent widespread infestation. This is district policy and will be adhered to.



In order to prevent the spread of diseases, parents/guardians should keep their children home when they show any of the following symptoms:

1. Chills
2. Coughing
3. Earache
4. Enlarged Glands
5. Fever for at least 24 hours after the fever is down
6. Headache
7. Pain
8. Rash
9. Running Nose
10. Sore Eyes
11. Sore Throat
12. Vomiting

Please inform the teacher and school nurse of every physical condition (e.g., allergies, asthma, seizures) which might in any way affect your child in school.

HEALTH SERVICE

1. A school nurse is available during regular school hours for first aid treatment for those accidents that happen in school or on the way to school. The nurse will also be consulted by the staff if a child gets sick in school.
2. All children must return a signed Emergency Contact Card. Please make sure the person(s) you have designated as your emergency contact is aware of his/her role. Notify the school immediately of any changes in this information.
3. Impress upon your child that the school nurse is a friend.
4. All children are weighed and measured each year.
5. All children have their eyes and ears tested each year and parents/guardians are notified, if there is any cause for concern.

Union Township Board of Education

File Code: 5113

ABSENCES AND EXCUSES

All absences except for religious observances shall be charged against a student's annual cumulative attendance record.

Elementary students in grades one through five may not be promoted if his/her annual absence exceeds 18 days.

Parents/Guardians of Pre-K and Kindergarten children below the age of six are encouraged to send the children to school regularly, once they are enrolled. Children absent in excess of eighteen (18) days at this level may not be recommended for advancement to the next level. Each case would be reviewed on an individual basis by the principal and teachers(s) involved with the child's education program.

Student absences for any reason shall be confirmed by a parent/guardian unless the student has reached his/her majority.

At the elementary level this shall require a telephone call to the school nurse on the day of the absence unless the reason for the absence has been made known to the school administration in advance.

Parents/Guardians of children in the Pre-K or Kindergarten shall comply with the requirements for the elementary grades.

At the secondary level the reason for a student's absence from school must be communicated to the school's attendance department on the day of the absence unless prior notice of the reason for the absence has been given to the school administration.

Only students with valid reasons for their absence shall be given the opportunity to make up daily work missed as a result of such absences.

The purpose of the following rules is to implement the district's attendance policy and to maintain a high academic standard. Towards these ends students are encouraged to attend school regularly.

Regulations Covering Valid Excuses

- A. Only valid excuses are recognized as suitable reasons for a student's absence. In this district a valid excuse is one for personal illness, a religious observance, death of a member of the immediate family, or suspension by the administration. Verification may be requested to certify the legitimacy of the absence. This verification may be in the form of a doctor's note, a letter from the religious group, or some documentation concerning the death of a member of the immediate family.

Situations involving extenuating circumstances judged not to be valid excuses by the principal will be referred to the central office administration (the Superintendent or his/her designee) for determination.

- B. Following a valid excused absence a student will be given the opportunity to, and be responsible for, making up daily class work missed as a result of the absence. An amount of time equal to the duration of the absence is allowed for the make-up work to be completed. (e.g. If the absence is two days, the work must be made up within two days).
- C. Full credit may be earned for work made up for a valid excuse only. Test, quizzes, reports and homework may also be made up and be awarded appropriate credit.

Regulations Covering Unexcused Absences

- a. Teachers are not required to give specific assignments to cover the period of unexcused absences.
- b. Test, quizzes, reports, homework, and any work missed as a result of an unexcused absence cannot be made up for full credit.
- c. Any work listed above, that is graded by the teacher will not receive a mark above the minimum passing mark which is a one in the district's marking system.
- d. Final examinations will not be taken by those students charged with being unexcused on the day of the exam. A failing mark of an "F" shall be recorded on the student's report card and a permanent record card.

Revised: October 20, 1992

Union Township Board of Education

File Code: 5113

ATTENDANCE

The Union Township Board of Education recognizes its responsibility to determine annually the dates between which the schools of the district shall be open. The school year for students shall not begin before July 1 and shall end by June 30.

The Board is bound to enforce the compulsory attendance statute. This statute requires that every parent, guardian or other person having custody and control of a child between the ages of six (6) and sixteen (16) years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.

Such regular attendance shall be during all the days and hours that the public schools are in session in the district. Unless it is shown to the satisfaction of the board of education of the district that the mental condition of the child is such that he cannot benefit from instruction in the school or that the bodily condition of the child is such as to prevent his attendance at school, but nothing herein shall be construed as permitting the temporary or permanent exclusion from school by the board of education of any district of any child between the ages of five (5) and twenty (20), except as explicitly otherwise provided by law.

Any absence because of a religious holiday shall be recorded as excused absence on the pupil's attendance record or on that of any group or class of which he is a member, and any transcript or application or employment form or any similar form on which information concerning a pupil's attendance record is requested shall show, with respect to absences, only absences other than absences excused because of religious holidays.

No pupil of any public school, who shall be absent, by reason of observances of a religious holiday, from such school at any time when the same is in session, shall be reason of such absence be deprived of any award nor of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any such test or examination which he missed by reason of such absence, if a written excuse signed by a parent of, or person standing in loco parent's to the pupil, be presented to the proper school authority.

When there is evidence of departure from normal health of any pupil, the principal of the school shall upon the recommendation of the school physician or school nurse exclude such pupil from the school building, and in the absence from the building of the school physician or school nurse, the classroom teacher may exclude the pupil from the classroom and the principal may exclude the pupil from the school building.

The Superintendent of Schools shall promulgate such administrative rules as are necessary to implement this policy statement.

The administrative rules shall apply to all pupils enrolled in the district including those above or below the compulsory attendance ages.

Ref: 18A:36-1, 18A:36-2, 18A:36-14, 18A:36-15, 18A:38-25, 18A:38-26, 18A:38-31, 18A:40-4

RULES OF CONDUCT FOR PUPIL TRANSPORTATION

Please go over these rules with students on a monthly basis in order to insure a maximum degree of safety and comfort to students involved in pupil transportation. Each student is expected to abide by the following rules of conduct:

- Abide by the rules governing accepted and polite conduct.
- Observe property rights by not defacing the property surrounding the bus stop.
- Do not crowd or push at the bus stop.
- Board the bus in single file, go immediately to a seat, and sit down.
- Remain seated at all times while the bus is in motion.
- Talk in conversational tones; do not become boisterous or loud.
- Follow the directions of the bus assistant, bus stop assistant and bus driver.
- Answer politely and accurately when questioned.
- Do not talk back when reprimanded.
- Do not talk to the driver while the bus is in motion unless there is an emergency.
- Do not eat or drink anything on the bus.
- Do not operate any equipment on the bus. If you wish to open a window, ask the bus assistant or driver for permission.
- Keep arms, hands, and other parts of the body inside the bus.
- Do not throw or propel in any way objects on or out of the bus.
- Remain seated until the bus has come to a complete stop.
- Exit the bus in single file and move away from side of the bus immediately upon exiting.
- Fighting, profanity, and smoking are forbidden on the bus.
- Alcoholic beverages and non-prescribed controlled substances are prohibited on the school bus.
- Radios/Tape recorders are not permitted on the school bus.
- Secondary students (9-12) are required to carry their student I.D. at all times and present it to the driver or assistant.
- **Passes will be checked and students without a pass will not be allowed to ride the bus!**
- Students not involved in sports or after school activities **are prohibited from using the LATE ATHLETIC BUS.**

If you are going to cross in front of the bus after you get off, do the following:

1. Exit the bus promptly.
2. Walk with the assistant ahead of the bus along the sidewalk or shoulder of the road until you can clearly see the **bottom of the windshield and the steering wheel and STOP.**
3. When the driver has checked to make sure no cars are coming, he/she will motion you to cross in front of the bus.
4. For your safety, look both ways to see that there are no cars coming.
5. Walk quickly across the street; don't stop; don't turn back; don't run; and when you get to the other side, get up on the sidewalk or shoulder of the road.

Students in violation of any of the preceding rules are subject to suspension from student transportation or from school for a period of time to be determined by the building principal.

BUS INFORMATION

1. **No student may change buses for any reason.**
2. No walking students may ride a bus for any reason.
3. Bus students may change stops on their route if notes from their parents/guardians stating the stop and reason are brought to the office in the morning.
4. Bus students who are not going home on the bus for any reason (ex.: parents are picking you upon leaving school early, walking with a friend, etc.) must bring a note from their parents stating the reason.
5. All notes are to be brought to the Principal's office by 9:30 a.m. Do not wait until 3:00 p.m. to come down.
6. If a student forgets his/her note, he/she will not be able to change a stop.
7. No bus student is to cross a major street to get to his/her bus stop. Students must go to the stop closest to his/her home.
8. Students should learn their bus route number and the name of the driver.

FIRST OFFENSE- Generally, when a student has been reported by a bus driver, assistant or another student for misconduct at a bus stop or on the school bus and his/her actions have endangered the safety of others, the principal shall investigate to determine the accuracy of the charges. If the student has, in fact, violated any of the **Rules of Conduct for Pupil Transportation**, the principal shall have a conference with the student and driver. A letter advising the parents/guardians of this incident shall be sent by the principal.

SECOND OFFENSE – When the same student has been reported for a second infraction, the principal shall verify the charges as in the case of the first offense. If the student has, through his/her misbehavior endangered the safety of others, the principal shall request a parent conference at the earliest possible date. Generally, **The Rules of Conduct** should be reviewed with the parents/guardians at this meeting as they relate to their child’s behavior, and reference should be made to the possible consequences of any future misbehavior.

THIRD OFFENSE- When the same student has been reported for the third time and the steps of verification and endangerment have been established by the principal, he/she may notify the parents that the student will be suspended from pupil transportation for a period of **five days**. If the principal does, in fact, suspend the student from transportation, the principal should further advise the parents/guardians that they are responsible for providing transportation during the suspension period, and the student’s absence from school during the suspension period will be considered truancy unless the absence is due to some medical reason which can be supported by a doctor’s letter, or some other justifiable reason. In any event, absence during transportation suspension will cause the suspension period to be extended for the number of days of such absence. The student’s name, route number and suspension dates should be sent to the transportation department as soon as the principal has made this determination.

FOURTH OFFENSE- The procedure for this offense and subsequent offenses shall be handled in the same manner as a third offense, except that the suspension period may be from **ten days** to **twenty days**. **18A:25-2. Authority over pupils.**

A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school and during recess and on the playgrounds of the school and on the way to and from school. The driver shall be in full charge of the school bus at all times and shall be responsible for order. The driver shall never exclude a pupil from the bus. If unable to manage any pupil, he/she shall report the unmanageable pupil to the principal of the school which the pupil attends.

A pupil may be excluded from the bus for disciplinary reasons by the principal and his/her parents/guardians shall provide for transportation to and from school during the period of such exclusion. Revised 9/5/95

UNION TOWNSHIP PUBLIC SCHOOLS ELEMENTARY LEVEL BEHAVIOR CODE

1. The following discipline policy and accompanying regulations shall be in effect for all Elementary Schools. It reflects the need for students to exhibit acceptable behavior and good self-control at all times.
 - A. The following behavior during any part of the school day is strictly forbidden: Fighting, profanity, abusive language, obscene gestures, disruptions and/or misconduct in class and any insubordinate act directed toward an employee of the Board of Education.
 - B. All students are expected to attend school dressed in a neat, clean and decent manner. The interpretation of this rule shall be at the discretion of the building principal in accordance with the dress code.
 - C. Any action which endangers or threatens to endanger the health, safety and welfare of others is not permitted.
 - D. Vandalizing, destroying, damaging or defacing personal or school owned property is forbidden and will be strictly enforced.
 - E. Students **shall not bring or use** on Board property any tobacco or any other “smoking” substance nor any other controlled dangerous substance.
 - F. A student will not be eligible for promotion if unexcused absences exceed 10%.
 - G. Other behavior disruptive to the normal school routine which does not conform to the local school’s established regulations will not be permitted. See specified building behavior codes.
 - H. Parents/Guardians and student are advised that school lockers are subject to inspection at any time.

2. Methods of Behavior Modifications

Where appropriate, principals, teachers, the Superintendent and the Board of Education are authorized under Law, policy or practice to prescribe and implement any one or combination of the following types of corrective disciplinary action in the case of students committing any one or combination of the types of offenses listed in Section 1.

Individual Assertive Discipline Rules – Class

Student Conference

Deprivation of Privileges

Detention

Parent Conference

Referral

Suspension

Suspension with referral to Superintendent

Other appropriate corrective actions deemed necessary in accordance with the Law and due process.

STUDENT COMPLAINTS AND GRIEVANCES HEARING PROCEDURE

A. Rights of Students

Any student having a complaint has the right to discuss the matter with an appropriate school administrator. No reprisals of any kind shall be taken by anyone against any student as a result of a complaint or appeal.

B. Local School Level

The principal is responsible for:

1. Ensuring that procedures for considering student problems and processing complaints and appeals are cooperatively developed by students, faculty, and school administrators;
2. Determining that the procedures are precise and clearly stated and make provision for (a) guaranteeing each student due process; (b) submitting, in writing an appeal and the explanation of issues involved to the appropriate individual or office; (c) requiring that all parties involved be notified, in writing, of the decision within ten school days of the date the appeal is received; forwarding an information copy of the procedures to the assistant superintendent;
3. Distributing the procedures (Local school level and beyond the local school level) to each student;
4. Planning with the faculty, school administrators, and student council representatives orientation and discussion meetings to assure that each student has been informed of the appeal at the local school level and beyond the local school level; and
5. Requiring an annual review and revision, if appropriate, of the procedures at the local school level.

C. Appeal of the Decision of the Principal

If a student has attempted, without success, to have a problem resolved at the local school level and is not satisfied with the decision rendered, he/she may appeal the decision to the superintendent in the following steps;

1. Submitting an Appeal

Within ten school days of the decision of the principal, the student request, in writing, a review of the complaint and appeals the decision to the assistant superintendent. The statement should include (a) all pertinent factual information; (b) the remedy requested; and (c) a request for a review of the complaint and the decision of the principal or an informal hearing before the assistant superintendent.

2. View of an Appeal

Upon receipt of a request for a review of a decision rendered by the principal, the assistant superintendent acknowledges receipt of the request. The assistant superintendent makes a decision based on the information submitted by the student and any additional information he/she has obtained. Within ten school days of the date the appeal is received, the assistant superintendent notifies the student and principal, in writing, of the decision concerning the appeal.

3. Informal Hearing Before the Assistant Superintendent

Upon receipt of a request for a hearing the assistant superintendent (a) acknowledges receipt of the request; (b) sets the date for an informal hearing which must be held within ten school days from the date the request is received; (c) informs all individuals concerned, in writing, of the time, date, and place of the hearing; (d) notifies the student of his right to present information, evidence, and witnesses.

The assistant superintendent is responsible for conducting the informal hearing, questioning parties to the informal hearing, and providing an opportunity for the student to question parties to the hearing. Within five school days after the informal hearing, the assistant superintendent reviews all data and information presented at the hearing, renders a decision, and notifies the student and principal, in writing, of the decision and the student's right of appealing the decision.

4. Review by the Superintendent

The student may appeal the decision of the assistant superintendent. The appeal must be submitted to the superintendent within ten school days of the receipt of the notification of the decision of the assistant superintendent and include information to justify the appeal. The superintendent reviews the issue and related information. Within five school days of receipt of appeal, the superintendent renders a decision and notifies the student, principal, and assistant superintendent in writing.

5. Appeals to the Board of Education

A student may appeal decision of the superintendent in #4 to the Board of Education. Such appeals must be presented to the Board within five (5) days of receiving the superintendent's written decision.

The Board shall render its decision within ten (10) days and reduce it to writing.

6. Decision of the Board may be appealed to the New Jersey Commissioner of Education. Revised: May 29, 1990

**TOWNSHIP OF UNION PUBLIC SCHOOLS
INTERNET USE GUIDELINES
STUDENTS/STAFF**

PURPOSE

The Internet is an electronic communications network that provides vast, diverse and unique resources. As a learning resource, the Internet is similar to books, magazines, videos, CD-ROMs, and other informational sources. In the Township of Union Public Schools, the Internet will be used to educate and inform.

USE

Union students and staff will use the Internet to participate in distance learning activities to include, but not limited to: consulting with experts, communicating with other students and professionals and locating material to meet their educational needs. Just as the purpose, availability, and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content.

In order to ensure Internet access is used only for appropriate purposes through Board of Education sponsored access lines, all staff and students are required to sign Use Agreements.

While the Internet can be a useful learning tool, the parents, students, and staff signing the permission form must understand that certain undesirable information may become available that may be considered inappropriate and/or offensive. District staff will attempt to monitor these activities, but they cannot guarantee that there will be no contact with undesirable, offensive or unwanted information. For the student, parental counseling is extremely important. For the staff, prudent judgement is the norm. The use of Internet is a privilege, not a right. Inappropriate use will result in a cancellation of privileges.

NETIQUETTE

The district has rules for acceptable behavior. Likewise, there are correct procedures and rules that govern the use of the information networks. If students do not follow these guidelines, they will lose their privileges to access the information highway.

- Be polite. Do not get abusive in messages to others.
- Do not use vulgar or obscene language.
- Do not intentionally disrupt the network or other users.
- Do not reveal your personal address or phone number or that of students or colleagues. Electronic mail is not guaranteed to be private.
- Vandalism and/or harassment will result in the cancellation of the offending user’s privileges.
- Illegal activities are forbidden.

PENALTIES

Any user violating these provisions, applicable state and federal laws or posted classroom and district rules is subject to loss of network privileges and any other district disciplinary options, including criminal prosecution where appropriate.

The district will not be responsible for content accuracy or quality of information obtained through any Internet connection.

What is Section 504?

Section 504 is a broad civil rights law protecting the rights of individuals in programs and activities that receive federal funding from the U.S. Department of Education. The law protects all school-age children who qualify as “handicapped” according to the definitions described below. Section 504 of the Rehabilitation Act of 1973 states: “No otherwise qualified individual with handicaps in the United States shall, solely by reason of her or his handicap, as defined in section 706(8) of this title, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service” (Sec. 794).

The Township of Union Public School district does not discriminate in admission or access to, treatment or employment in its programs and activities in accordance with Section 504 of the Rehabilitation Act of 1973 and ADA.

Questions regarding Section 504 should be directed to Greg Tatum, Assistant Superintendent of Schools, and to the Section 504 designee in each of the district’s schools. The Section 504 designee for Hannah Caldwell Elementary School Anthony R. Lentine, Jr., Ed. D, 908 206-6101

NOTICE OF CHILD FIND ACTIVITY
Pursuant to the Individuals with Disabilities
Education Act and New Jersey Administrative Code,
Title 6A:14, Special Education

The Township of Union Public School District has a responsibility to locate, identify and evaluate all resident students with disabilities who are in need of special education and related services, including students with disabilities attending nonpublic schools. The school district locates, identifies and evaluates, where appropriate, the following:

Children below school-entry (3-5); school age children; children entering school for the first time; children enrolled in public and private schools; transfer pupils and school age children who are eligible to attend school but who are not attending school and who are residents of the Township of Union School District. Upon written request, the district will conduct an initial identification meeting for any resident child to determine whether a referral for special education and related services is appropriate. Such a request may be made by contacting Kim Conti, Supervisor of Special Services, Township of Union Public Schools at (908) 851-6478 or by writing her at 2155 Morris Ave, Union, N.J. 07083. The school district provides special education and related services for children ages 3-21. Information for children with potential disabilities or those with disabilities from birth to three is available through Project Child Find, (1 service established by the NJ Department of Education through I.D. E. A., Part B funds from the U.S. Department of Education) at 1-800-322-8174.

HANNAH CALDWELL SCHOOL

Dear Parents/Guardians:

In order to insure that you are aware of and understand the rules, policies, and requirements of Hannah Caldwell School and the Union Township Board of Education, we ask that you read the contents of this handbook. Sign and return the bottom portion of this page to your child's classroom teacher.

We hope that you will also take the time to discuss the handbook contents with your child. The information provided will enable each child to make a smooth adjustment to Hannah Caldwell School and help each one on his/her way to a successful, productive year.

We look forward to a **Good Year!**

(Please complete and return to your child's homeroom teacher at Hannah Caldwell.)

This is to certify, as a parent/guardian of the student named below, that I have received and read the Union Township Board of Education's policies and regulations regarding the following. (Please check)

- Absences and Excuses Regulations
- Friday Folder- End of Week Folder
- Dress Code
- Detention Information
- Homework Policy
- Assertive Discipline Plan, Consequences, and Rewards
- Rules of Conduct for Pupil Transportation
- Union Township Elementary Level Behavior Code (Revised July 11, 1989)
- Student Complaints and Grievances
- Pupil Assistance Committee
- Medication Procedure
- I have shared the contents of these documents with my child/ward.
- Other school policy descriptions that affect my child(ren).
- Library/media center policies

(Student's Name)

(Teacher)

Parent's/Guardian's Signature

INTERNET USE GUIDELINES PERMISSION FORM

Dear Parent/Guardian:

Please review your individual family expectations regarding materials you may approve for your son/daughter to access on the Internet. If you want to allow your student independent access, please sign below.

Yes, I give permission for my son/daughter to be issued access to the Internet through the computer network at the Union Township Schools. I have reviewed the school rules (in this booklet) regarding network and Internet use with my child.

No, I do not give permission for my son/daughter to be issued access to the Internet.

Parent's/Guardian's Signature_____

Date_____

Print/Parent's/ Guardian's Name_____

Home Phone No:()_____

There will be times during the 2009-2010 school year when students may have the opportunity to use the Rabkin Park, which is located directly behind the Hannah Caldwell School, for physical education classes and/or other activities during the school day. A signed permission slip from a parent/guardian is required before students will be permitted to participate in any of these activities.

Please sign the form and return it to your child's teacher.

I give my child, _____, permission to participate in any school sponsored activities at Rabkin Park during school hours during the 2009-2010 school year.

Student's Name (Please Print) Classroom # Signature of Parent/Guardian Date

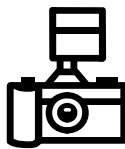
Dear Parents/Guardians:

We will be submitting photographs, video tape, and stories to be printed in the local papers during the school year. Please indicate whether or not we have permission to include your child in these photographs, tapes, and news stories.

Child's Name _____ Parent/Guardian Signature _____ Date _____

Check one

- Yes, I give permission
- No, I do not give permission



Parent /Guardian Signature Form

There will be times during the 2009-10 school year when students may have the opportunity to go to other schools in our district for musicals, plays, assemblies, introduction of instruments, and to Central Five to see their next year school, etc. A signed permission slip from a parent/guardian is required before students will be permitted to participate in any of these.

I give my child, _____, permission to participate in any school sponsored activities during school hours during the 2009-10 school year.

Student's Name (Please Print) Classroom Teacher Parent/Guardian Signature

Notice To All Hannah Caldwell Parents/Guardians

The bus lanes are for **BUSES ONLY!**

No cars are to utilize these lanes to drop-off children!

No cars will be permitted to use the back driveway to drop off children, This will also include morning care.

There is ample space in the parking lot for you to park your car and escort your children to their designated areas before school.

This is for the safety of children, parents/guardians, and school personnel.

Please also remember:

Children must be supervised by an adult until the time they are allowed to enter the school yard or auditorium.

The safety of your child is your responsibility, if they are left unsupervised before the designated times.

- **Grades 3-4 No earlier than 8:30 a.m.**
- **Grades K-2 No earlier than 8:45 a.m.**

Illegal use of the handicap parking spaces could result in ticketing of vehicles.

