

Warren E. Sooy, Jr. Elementary School

601 N. 4th Street

Hammonton, NJ 08037

Phone: (609) 567-7070

Fax: (609) 704-1201

Website: www.hammontonps.org

HANDBOOK for 2015-2016

ADMINISTRATION

C. Dan Blachford, Ed. D., Superintendent

Robin Chieco, Assistant Superintendent & Affirmative Action Officer

Kristina Erman, Ed. D., Principal

Leonard Long, Assistant Principal

SUPERVISORS

Thomas Fischer, World Language

John Lavell, Special Services

Tammy Leonard, Math & Science

Lewis Testa, English, Social Studies & Affirmative Action Officer

Joseph C. Martino, Instructional Technology & Technology

Marni Parks, Health, Physical Education & Athletic Director

Michael Ryan, Guidance

SECRETARIES

Main Office –

Nancy Monzo ext. 100

Florence LaGuardia ext. 170

Marchell Conway ext. 171

Sheila Pabon ext. 189

Child Study –

Terri Cafiso-Caruso ext. 155

ATTENDANCE OFFICE

Amanda Eccles 609-567-7070 ext. 173

HAMMONTON BOARD OF EDUCATION MEMBERS

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A copy of this handbook is available in Spanish and is located in the Guidance Office
La Copia de este libro está en la oficina de Consejería

WARREN E. SOOY, JR. ELEMENTARY SCHOOL
HANDBOOK

Hammonton Public Schools

Mission Statement

The mission of the Hammonton School District, in partnership with the community, is to provide educational opportunities that inspire students to achieve their full academic, social and civic potential as they meet the expectations of the New Jersey Core Curriculum Content Standards (NJCCCS) at all grade levels.

Staff

Pre-K

203 Ms. Courtney Thompson
204 Ms. Heather Brunozzi
205 Ms. Deborah Graziano
206 Ms. Barbara Zuber

Nurse

176 Ms. Cindy McBride

Grade 2

301 Ms. Kathy Carr/
Ms. Nicolle Capanna
302 Ms. Cynthia Rizzotte
303 Ms. Joanna Wardrop
304 Ms. Diane Borda
305 Ms. Daria DeStefano
306 Ms. Natalie Scaffidi
307 Ms. Lori Scibilia
401 Ms. Melissa Durham/
Ms. Angela Cirillo

Grade 3

601 Mr. Kevin Kretschy/
Ms. Sandy Illiano
603 Ms. Amy DiMatteo
604 Ms. Erika Hroncich/
Ms. Nicole Burnham
605 Ms. Shauna Pezzato
606 Ms. Kathleen DiGiovanni
607 Ms. Karen Viruet
608 Ms. Gina Silipena

Grade 4

402 Ms. Megan DeMarco
403 Ms. Renee' Clark
404 Ms. Mea Bond
405 Ms. Adrienne Weiss
406 Ms. Kristin Cavalucci
407 Mr. Joseph Martino
408 Ms. Mary Baglivo
110 Ms. Ashley Filipone
Ms. Christine Reichert

Grade 5

501 Ms. Tracy Rearick
Mr. Jorge Carde
Ms. Diane Cullen
502 Ms. Katherine Lutz
503 Ms. Deana Catania
504 Ms. Danielle Galletta
505 Ms. Sandy Silipino
506 Mr. Jeff Boswell
507 Ms. Dawn Palermo
508 Mr. Jeff Longo

Special Education

102 Ms. Joni DiEmma
103 Ms. Denise Ambrose

Child Study Team

155 Ms. Terri Caruso-Cafiso
157 Ms. Enilda Cullis

107 Ms. Toni Lagona
108 Ms. Jennifer Greco

161 Ms. Gabrielle Attanasi
154 Ms. Stephanie Csakan

Bilingual/ ESL

106 Ms. Andrea Silipena
308 Ms. Adalgisa Lyons
602 Ms. Amy Clauhs
509 Mr. Gerald Leeds

Guidance

197 Ms. Jennifer Bially

Occupational Therapy

104 Ms. Chrissanne Hansbury

Art

207 Ms. Meagan Rieder
ECEC Ms. Alexandra Ridinger

Computers

201 Ms. MaryAnn Rizzotte

Speech

116 Ms. Ann Magann
115 Ms. Danielle Calabria

Media Specialist

Ms. Jennifer Brittin

Physical Education/ Health

120 TBH
122 Mr. John Morrison
ECEC Ms. Amy Heggan

Music

121 Ms. Harriet D'Alonzo
168 Mr. Paul Enuco

World Language

106 Ms. Myriam Ferrara
Ms. Casey McCullough

CALENDAR FOR 2014 – 2015 SCHOOL YEAR

September 1 – Labor Day – No School
3 – Classes Begin

October 10 – Teacher In-Service – No Classes
13 – Columbus Day – No School

November 6 – NJEA Convention – No School
7 – NJEA Convention – No School
11 – Veterans Day – No School
18 – Parent Conferences – Single Session
19 – Parent Conferences – Single Session
20 – Parent Conferences – Single Session
26 – Last Day Before Thanksgiving – Single Session
27 – Thanksgiving Recess – No School
28 – Thanksgiving Recess – No School

December 5 – Teacher In-Service – No Classes
23 – Last Day Before Winter Recess – Single Session

January 5 – Classes Resume
19 – Martin Luther King Day – No School

February 6 – Teacher In-Service – Single Session
13 – Teacher In-Service – No Classes
16 – Presidents' Day – No School

April 1 – Last Day Before Spring Recess – Single Session
7 – Classes Resume
21 – Parent Conferences – Single Session
22 – Parent Conferences – Single Session
23 – Parent Conferences – Single Session
23 – Take Our Children to Work – Information Only

May 8 – Teacher In-Service - Single Session
25 – Memorial Day - No School

June 9 – Single Session
10 – Single Session
11 – Single Session
12 – Last Day For Students – Single Session

Days when school is declared closed are made up according to the following schedule:

1st Snow Day will be June 15, 2015
2nd Snow Day will be June 16, 2015
3rd Snow Day will be June 17, 2015
4th Snow Day will be June 18, 2015
5th Snow Day will be June 19, 2015

6th Snow Day will be April 1, 2015 Full Day
April 2, Single Session
7th Snow Day will be April 6, 2015

ARRIVAL, TARDINESS and EARLY DISMISSAL REQUESTS

School Hours:

Main Office- 8:00 AM to 4:30 PM
Student's Day- 8:33 AM to 3:25 PM

Students should not report to school until after 8:30 A.M. each morning. Once at school, students are not permitted to leave school grounds. No skateboarding, ball throwing/bouncing, running or playing of any type is permitted.

As a security measure for all of our children, all doors will be locked at 8:45 A.M. Late arrivals may enter the building only at the main office of each building. All late arrivals must report directly to the main office. Students will then be given passes to present to their homeroom teachers. As punctuality is of the utmost importance, students reported for chronic tardiness will be disciplined accordingly. The child who is tardy is required to present a note of explanation from his parents on the day of his tardiness. If a student is frequently tardy, a letter will be sent home warning of future consequences. After a student has accrued ten days tardy to school, students will be called in to conference with the Assistant Principal and receive a notification of consequences. Tardiness will be excused only at the discretion of the administration.

Teachers have been directed to dismiss students only upon direction from the general office. It is requested that parents not ask to take their children out of school early except when an emergency makes early dismissal unavoidable. Such requests should be provided in writing, stating the reason for making the request. The written explanations are a protection for your child as well as for attendance documentation.

To ensure a timely dismissal of buses and walkers, as well as minimize delays, students will not be called from classrooms or buses after 3:15 P.M.

ATTENDANCE OFFICER

An attendance officer, appointed by the Board of Education, with power of the laws of the State of New Jersey, will check prolonged absence, frequent absences and tardiness.

If your child will be absent from school on a given day, you are asked to call the WES school, 567-7070, prompt 1, and give the student's name and reason for absence.

An unauthorized absence or truancy of a pupil makes the parents and the pupil subject to administrative or legal action.

ABSENCE FROM SCHOOL

Hammonton Board of Education District Policy Manual		
Students	Absences & Excuses	Series 5000 Policy 5113
Adopted: July 19, 2007	Revised: August 19, 2010, June 14, 2012, August 8, 2013, August 14, 2014	Page 1 of 20

DISTRICT-WIDE ATTENDANCE POLICY

The Board of Education believes that regular attendance in class, participation in class activities, and interaction between pupils and teachers are vital and integral parts of the learning process. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional and learning processes. The staff cannot teach pupils who are not present.

School will be open a minimum of 180 days each year and it is the intention of this policy that the permitted number of absences will provide for normal illness. Pupils are expected to attend school during the established school time.

Unexcused Absences

For the purposes of this policy and pursuant to NJAC 6A:32-8.3, the definition of a school day shall consist of not less than four hours of actual instruction, except that in an approved kindergarten a full school day may consist of one continuous session of 2½ hours.

For the purposes of this policy an unexcused absence shall be defined as absence of a student from school, a class or classroom or his/her assigned program for a school day without proper notification by the student's parent/guardian or for reasons other than those listed in this policy under Excused Absences, below.

Excused Absences

The Board considers the following as cause for excused absence:

- A. Disabling illness;
- B. Recovery from accident;
- C. Required court attendance;
- D. Family illness (serious illness of a family member, residing in the household of the student or the quarantine of the family member, family or student in accordance with the directives of health officials);
- E. Death in the family (death of a family member of the student, including but not limited to parent/guardian, sibling, grandparent, aunt, uncle, etc.);
- F. Religious observance - In accordance with NJSA 18A:36-14 through 16, no pupil absent for religious observance of a day recognized by the commissioner of education or this Board of Education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.
- G. Such good cause as may be acceptable to the Principal.

Attendance Officer

An attendance officer, appointed by the Board of Education, with power of the laws of the State of New Jersey, will check prolonged absence, frequent absences and tardiness.

Home Instruction

Home instruction will be assigned to pupils meeting current regulations pertaining to such assignments. A student must be out a minimum of over ten (10) days to receive home instruction. A doctor's note will be necessary if home instruction is related to a medical reason.

The guidance office will notify classroom teachers when a student is placed on home instruction. Upon re-entering school from home instruction, students must present doctors' notes to the nurse approving re-admittance to school.

Make Up Work

Students with excused absences are provided an opportunity to complete missed assignments. Students must realize that it is impossible to make up all classroom activities because active participation in the various learning experiences is a major component of the educational process. The responsibility to make up work lies with the student. Time allowed to make up work is equal to the number of days of excused absences.

APPEALS TO THE ATTENDANCE POLICY

The Board of Education and Administration is cognizant of possible unforeseen factors, which may create hardships relating to the operation of the attendance policy. Therefore, the following procedures have been established for appeal to the attendance policy:

- A. Petition for a Hearing
Appeal meetings will be held once a year. Appeals will only be accepted on the designated dates, which will be announced. No appeals will be considered after the date designated. In addition, appeals will not be considered after a student misses forty-five (45) days in any individual class. Homebound-instruction and confirmed extenuations will be the exception.
- B. Attendance Appeals Committee
In keeping with the dictates of fairness and procedural due process, a school committee will be established to hear cases brought by the petition of the parent/guardian of the affected pupil (s). The committee may include but shall not be limited to the following capacities:
 1. Assistant Principal
 2. Guidance Counselor
 3. Classroom Teacher
 4. Guidance Supervisor
- C. Appeals Procedure
 1. Principal
 2. Appeals to the Superintendent of Schools relating to the decision of the Attendance Appeals Committee must be made in writing to the Superintendent of Schools within seven (7) days of receipt of the Attendance Appeals Committee's decision.
 3. Appeals to the Board of Education relating to the decision of the Superintendent of Schools must be in writing within ten (10) days of receipt for the Superintendent's decision.
 4. Board of Education decisions may be appealed to the Commissioner of Education.

Students who have more than 16 excused and/or unexcused absences may lose credit, be retained or their parents/guardians may be charged with violation of the New Jersey statutes on mandatory attendance. Students may appeal loss of credit or retention to the School Attendance Committee.

Exclusions

When a student has been excluded from school in accordance with statute, he/she shall have the same opportunity to make up missed work as a student absent for any other reason. Such days of non-attendance shall be recorded as excused absences.

Potentially Missing Children

Administrative Procedures: The Superintendent of Schools or his/her designee should be notified immediately by the staff when there is sufficient reason to believe there may be a child missing from school. The Superintendent of Schools or the designated official will notify the Hammonton Police Department and the Department of Children & Families when there is a reported incident of a possible missing child within the school district.

In accordance with Board Policies 5141.4 – Child Abuse & Neglect and 5141.5 Early Detection of Missing Children, and pursuant to NJSA 9:6-1 et. seq. and NJAC 6A:16-11, any case in which it appears that the student who is absent is potentially missing or the victim of child abuse and/or neglect, the Superintendent/designee shall conduct an investigation of the circumstances and proceed in accordance with law and in cooperation with law enforcement officials where appropriate.

Procedures to Identify Missing Children

When a child is absent from school, parent/guardians are responsible for informing the office on the day of the absence and sending an explanatory note when the child returns.

If a child is absent from school and the parent/guardian does not call, the school will contact the parent/guardian to determine the cause of absence. If the school is not contacted and persons on the “emergency calling lists” cannot be contacted, the police will be called to investigate the absence.

If a parent/guardian withdraws a child from school, an official request for the child’s records from the new school district should be received within 15 school days, if the transfer takes place within the school year, the request for pupil records should occur within 60 calendar days.

No pupils shall be permitted to leave the school before the end of the school day unless met in the school office and signed out by a parent/guardian or a person authorized to act on his/her behalf. Pupils may be asked to identify the authorized person.

No pupil may be released on the basis of an unverified telephone call. If there is reason to question the authority of the calling person, the school will call the parent/guardian to make a positive verification.

Children of estranged parents/guardians may be released only upon the request of the parent/guardian whom the court holds directly responsible for the child and who is the parent/guardian registered on the school records. An official document verifying custody may be required. The school shall not be a party to other arrangements with estranged parents/guardians.

Marking Missing Child's School Record

Whenever the Superintendent of Schools receives notice from the Missing Persons Unit that a child has been reported missing, he/she shall mark the child's records in such a way that whenever a copy of or information regarding the record is requested, district personnel will be aware that the record is that of a missing child. If a copy of a marked school record is requested, the Superintendent of Schools shall supply the record to the requestor without alerting him/her to the fact that the record has been marked, according to provisions in code and statute on accessing pupil records (see Policy 5125 Pupil Records). After the Superintendent of Schools has complied with the request for copies of records or information, he/she shall immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Missing Persons Unit.

Regulations

The Superintendent of Schools shall develop procedures for the attendance of pupils which:

- A. Ensure a school session which is in conformity with requirements of the rules of the New Jersey State Board of Education;
- B. Identify potentially missing and/or abused pupils;
- C. Govern the keeping of attendance records in accordance with rules of the New Jersey State Board of Education, including pupils serving in- or out-of-school suspensions, or excluded for health and cleanliness reasons;
- D. Impose on truant pupils such disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemable negative effect on the pupil's record of achievement beyond that which naturally follows his/her absence from school activities;
- E. Identify the habitual truant, investigate the causes of his/her behavior, and consider modification of his/her

- educational program to meet his/her particular needs and interests;
- F. Address tardiness and class cutting in terms of the intent of this policy;
- G. Ensure that pupils absent for any reason have an opportunity to make up work they missed;
- H. Recognize exemplary attendance.

The Hammonton Board of Education recognizes that it is necessary to tailor this policy to the individual ages of students in the district. The Board approves the attendance policies of the schools as described below:

ELEMENTARY SCHOOL ATTENDANCE POLICY

- A. A parent/guardian must call the school before 9:30 A.M. to report an absence.
- B. A written note, signed by the parent/guardian stating the specific reason for the absence must be presented to the Attendance Officer prior to homeroom on the morning following the absence. "Illness" is not specific enough; parents/guardians are required to provide more details in their written note. A written note does not excuse the absence. A written note does not excuse the absence, but is necessary to keep the school informed.
- C. The only valid reasons for absence are:
 - Disabling illness;
 - Recovery from accident;
 - Required court attendance;
 - Family illness (serious illness of a family member, residing in the household of the student or the quarantine of the family member, family or student in accordance with the directives of health officials);
 - Death in the family (death of a family member of the student, including but not limited to parent/guardian, sibling, grandparent, aunt, uncle, etc.);
 - Religious observance - In accordance with NJSA 18A:36-14 through 16, no pupil absent for religious observance of a day recognized by the commissioner of education or this Board of Education shall be charged with an absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.
 - Such good cause as may be acceptable to the Principal.
- D. All other reasons for absence will be classified as unexcused.
- E. Make-up work for absences is the responsibility of the student.
- F. The Board of Education provides that a claim of continued or repeated illness justifies the school requiring a statement from medical authorities regarding illness, requiring absence from school. After four (4) consecutive days of absence, a medical exam will be required.
- G. Vacation time is considered an unexcused absence. Class work for vacation leave is not required. Students should notify their teachers at least one week prior to their vacation in order to possibly receive schoolwork. Completed work is to be returned to appropriate teacher upon return.
- H. The following procedures will be used to address those students repeatedly absent from school:
 1. A letter may be sent to the parent/guardian after the student exceeds four (4) days of absence, asking the parent to address this problem.
 2. A warning letter will be sent to the parent/guardian after the student exceeds eight (8) days of absence, explaining the legal consequences of failure to attend school.
 3. A warning letter will be sent to the parent/guardian after the student exceeds twelve (12) days of absence, explaining the legal consequences of failure to attend school.
 4. A letter will be sent to the parent/guardian after the student exceeds sixteen (16) days of absence, informing the parent/guardian of the legal consequences of failure to attend school.
 5. A complaint will be filed against the student/parent/guardian after twenty (20) days of absence.
- I. Any pupil under sixteen (16) years of age who misses five (5) consecutive days, shall be presented to their parents a formal written notice to cause the child to attend school (NJSA 18:38-20). Failure to comply with the provisions of the law may cause the parents to be deemed a disorderly person and subject to fine (NJSA 18:38-31).
- J. Any pupil under sixteen (16) years of age who unaccountably misses over twenty (20) days of school will have proper notification served upon the parents followed by a conference. After notification has been made to the parents, and if the absence continues, such pupils shall be brought to the Board of Education, who will consider a recommendation for exclusion from the school. Due process will be exercised.
- K. If a student is absent from school, and the absence is not one of the New Jersey Department of Education recognized excused absences, he/she cannot participate in any schools-sponsored activity that day or evening. In-school and out-of-school suspension days will not be counted as unexcused absences.

Class Attendance

Students are not permitted to miss any class to make up work for another class. On occasion, a student may be excused from class for a special event or activity with permission from the Principal. If a student becomes ill, they are to report to the nurse's office with a properly signed pass. Never stay in the lavatory or leave the building because of illness. A student may be excused from school for the remainder of the day by the Principal in consultation with the school nurse. *Students are expected to be in all scheduled classes or disciplinary action may result.

Arrival, Tardiness & Early Dismissal Requests

Students should not report to school until after 8:30 A.M. each morning. Once at school, students are not permitted to leave school grounds.

As a security measure, all doors will be locked at 8:45 A.M. Late arrivals may enter the building only at the main office of each building. All late arrivals must report directly to the main office. Students will then be given passes to present to their homeroom teachers. As punctuality is of the utmost importance, students reported for chronic tardiness will be disciplined accordingly. The child who is tardy is required to present a note of explanation from his parents on the day of his tardiness. After a student has accrued ten days tardy to school, parents will be called in to conference with the Assistant Principal of the WES School or Principal of the ECEC. Subsequent tardiness will result in lunch detention. Tardiness will be excused only at the discretion of the administration.

Teachers have been directed to dismiss students only upon direction from the general office. It is requested that parents not ask to take their children out of school early except when an emergency makes early dismissal unavoidable. Such requests should be provided in writing, stating the reason for making the request. The written explanations are a protection for the child as well as for attendance documentation.

UNEXPECTED EARLY DISMISSAL/DELAYED OPENING/NO SCHOOL

A sudden emergency may make it necessary to dismiss school early. An excessive accumulation of snow, lack of heat, and/or inadequate water supply could cause such action. Your child could also be sent home early for illness.

HAVE YOU MADE ARRANGEMENTS FOR YOUR CHILD IN SUCH CIRCUMSTANCES???

Whenever no one is home, please make plans for a neighbor or relative to take care of your child until you return. The school should always have an emergency number to call when you cannot be reached at home. Should this number change at anytime during the school year, please report this to your child's teacher.

SCHOOL CLOSING INFORMATION

In the event of a school emergency closing due to weather or other necessity, the district sends out an automated phone message to inform parents and updates our website at Hammontonps.org to reflect the current status of school/change of arrival/dismissal. In addition, the following radio/television stations broadcast our school closings/delayed openings/early dismissals:

- KYW 1060 AM Radio Station
- Channel 3 CBS Television Channel
- Fox News Television Channel
- WMGM-TV (NBC 40) Television Channel
- Town of Hammonton TV Station Channel 9

SCHOOL HOURS FOR UNEXPECTED EARLY DISMISSAL

Grades K - 5	8:48 AM - 1:15 PM (unless specified)
Pre-K AM	8:48 AM - 11:00 AM (unless specified)
Pre-K PM	11:00 AM - 1:15 PM (unless specified)

SCHOOL HOURS FOR DELAYED OPENING

Grades 2-5	10:48 AM - 3:25 PM
Kdg. & 1st	10:48 AM - 3:25 PM
Pre-K AM	10:48 AM - 12:48 PM
Pre-K PM	1:25 PM - 3:25 PM

Latchkey opens at 8:30 AM.

Teachers' day will begin 15 minutes before announced start of the school day - 10:33 A.M.

Secretaries' day will begin 45 minutes before announced start of the school day - 10:03 A.M.

Special Area and Special Program schedules will remain intact and start 15 minutes after the announced start of the school day –

BUS TRANSPORTATION

Bus schedule information will be mailed to all students before school opens in September.

All students must remain on the school premises until their designated bus leaves, unless parents have made arrangements through the school office for them to leave school early. **No students will be permitted to ride any bus other than the one to which they are assigned** without a written and signed request that has been approved and signed by the administration.

A safety curriculum will be taught to your child by his/her teacher; additionally, bus drivers and school safety patrol members will also provide safety instructions. You can help your child by teaching him/her:

- (1) where the designated pick-up/drop-off spot is located;
 - (2) how to wait well off the roadway;
 - (3) the proper way to board a bus; and
 - (4) the importance of behaving in an orderly fashion while awaiting the bus, being transported, and exiting the bus.
- He/ She should also understand the importance and function of traffic lights, school crossing guards, and safety patrol members.

BUS REGULATIONS

All students are required to obey the following rules:

1. Observe good rules for safety when walking to and from the bus stop.
2. Be at the bus stop on time and behave appropriately while waiting for the bus to arrive.
3. Respect private property where the bus stop is located.
4. Do not stand in the road while waiting for the bus.
5. Stay in place until the bus stops and board in a single file. Running or pushing is prohibited.
6. Obey the bus driver. He/she is in charge and must be respected at all times. Bus drivers are authorized to assign pupils to a specified seat.
7. Do not disturb the bus driver while the bus is moving.
 - A. Sit in assigned seat.
 - B. Do not stand or change seats.
 - C. Keep voices low - no shouting or whistling. Unnecessary conversation with the bus driver is prohibited.
 - D. No "rough-housing", pushing, slapping, fighting, throwing things, etc.
8. Do not open or close windows without the driver's permission.
9. Keep all parts of the body inside the bus.
10. Do not place your books, coat, boots, etc. in the aisle.
11. Do not leave waste paper or rubbish on the bus or throw trash out the window.
12. Do not eat on the bus.
13. Leave the bus in an orderly and quiet manner. Be sure to look both ways before crossing the street.
14. Radios, tape decks, whistles and other items which may distract the bus driver are not permitted on the bus.

Inappropriate conduct threatens the safety of all individuals on the school bus and will not be tolerated.

Students referred to the administration for inappropriate conduct while awaiting the bus, while being transported, and when departing the school bus will be disciplined accordingly. **Severe and/or chronic cases of misconduct will result in the suspension of bus riding privileges.** Should this action prove necessary, the student's transportation to/from school will be a parental responsibility. Be sure someone is at the bus stop when your child arrives. Bus drivers are instructed to return the child to school if no one is at the bus stop.

ADMINISTRATIVE POLICY **TRANSPORTATION**

- I. High School and Middle School students participating in approved elementary school activities may ride buses with the principal's permission, e.g.: Child Study Team, Parent Conference. All cases will be decided upon on an individual basis.
- II. Emergencies - change of bus: Students (riders) requesting a change of bus assignment must receive written permission of the principal.
- III. All notes received by bus drivers or teachers dealing with transportation are to be forwarded to the appropriate general office.
- IV. Notes signed by the principal or her designee are required for any bus riding changes and must be presented to the bus driver. Bus drivers are to turn all such notes over to the transportation coordinator.

SAFETY PRECAUTIONS FOR DRIVERS

In an effort to guarantee the safety of our students while at the same time providing an effective and convenient traffic flow, the following procedures have been designed for the passenger vehicle parking lot of the elementary school. Your cooperation and adherence to the following procedures will insure safety and convenience for all of our students and will be greatly appreciated.

1. Follow the entrance procedure and exit patterns as indicated in the parking area.
2. Drive your car at idle speed only and within the painted lines only. **DO NOT BACK UP!**
3. Park only within the painted lines on the lot. **DO NOT PARK IN THE PICK-UP AND DROP-OFF LANE.**
4. **NEVER BACK UP.**
5. Never discharge students from the driver's side of your vehicle.
6. Do not use the service driveway to discharge/pick-up students.
7. **STAY ALERT**
8. Do not discharge/pick-up students at the bus discharge area of the school grounds.

Hammonton Board of Education		
District Policy Manual		
Students		Series 5000
Dress Code Guidelines		Policy 5132
Adopted: July 19, 2007	Revised:	Page 1 of 3

The Hammonton Board of Education believes that good grooming and proper attire help to advance the educational program of the school district. The Board also believes proper dress and good grooming:

- A. Provide increased safety in the schools;
- B. Help focus students on academics; and,
- C. Promote a positive school climate;

It is the responsibility of parents/guardians to send their children to school properly dressed. Habits of good grooming and appropriate dress shall be discussed at each school. Pupils have a responsibility to dress, both in school and for activities during which they represent the school, according to regulations established for pupil dress codes. Students shall be encouraged to dress in attire that is neat and comfortable. Extremes in attire that may be in bad taste, disruptive to classes and a possible safety or health hazard in certain classroom settings shall not be permitted.

The Board authorizes the Superintendent of Schools to develop regulations prohibiting pupil dress or grooming practices that:

- A. Present a hazard to the health or safety of the pupil himself/herself or others in the schools;
- B. Materially interfere with schoolwork, create disorder, or disrupt the educational program;
- C. Afford the opportunity to conceal weapons or other banned items;
- D. Cause excessive wear or damage to school property; and/or,
- E. Prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

Minimum standards shall take into account cleanliness, neatness, health and appropriateness.

All students attending the Hammonton Schools are expected to follow/comply with the dress guidelines as described in this policy. The following are general guidelines and specific requirements of this policy:

Pants

- Shall be sized to fit
- May have a maximum of 4 pockets not including a watch pocket (i.e., “cargo pants are not permitted)
- Are to be secured at the waist

Shorts

- May only be worn before October 15th and after April 15th unless specifically permitted by the administration
- Shall be sized to fit
- Are to be secured at the waist
- May have a maximum of 4 pockets not including a watch pocket
- Are not to be cut-offs or made of Spandex®
- Shall be hemmed no shorter than 3” above the center of the knee

Skirts / Skorts

- Shall be sized to fit
- Are to be secured at the waist
- May have a maximum of 4 pockets not including a watch pocket
- Shall be hemmed no shorter than 3” above the center of the knee

Dresses / Jumpers

- Shall be sized to fit
- May have a maximum of 4 pockets not including a watch pocket

- Shall be hemmed no shorter than 3” above the center of the knee
- Jumpers shall include a shirt as described below

Shirts / Blouses

- Long or short sleeved shirts shall be sized to fit
- Shall not expose the midriff

Shoes

- Shall not create a safety hazard to the student or others
- Shall have a back or a strap (Flip-flops are expressly forbidden)
- Are to be appropriate for the activity at which they are worn
- Shall not contain wheels or any other mechanical device

Outerwear

- Shall not be worn in school buildings unless specifically permitted by the administration

Hats or Other Head Coverings

- Are not to be worn in school buildings unless specifically permitted by the administration

Accessories

- Shall not include any chains, ropes or spikes that may be used as a weapon
- Back packs and book bags are to be stored in the student’s locker and not carried through the school

The following are additional requirements of this policy apply to the regular school program with the exception of athletic participation:

- For the safety of students, shoes and sneakers shall be laced up and tied.
- No halter tops, tube tops, see-through and/or low-cut tops.
- No garment shall include spaghetti straps.
- No garment with offensive or obscene language or graphics and/or advertising alcohol or drugs shall be worn.
- Garments with hoods are not permitted.
- Boxer shorts or other forms of underwear will not be permitted to be worn as outer garments.
- Pajamas or other forms of sleepwear will not be permitted to be worn.
- Clothing with “cut-out” sections is unacceptable attire.
- No gang-related paraphernalia to be carried or worn in school.
- Clothing that is excessively soiled, torn, worn, defaced, ripped, mutilated, damaged, discolored, or deteriorated is not permitted.
- Bandanas or any other display of “colors” are prohibited
- Clothes shall not have suggestive language or language that promotes violence printed or embroidered on them.
- Sunglasses are not to be worn in school unless specifically permitted by the administration.
- Other clothing items, which in the opinion of the administration are deemed to be unsafe or create an unsafe or educationally disruptive atmosphere shall be prohibited.

Compliance Measures

If necessary, disciplinary action may be taken to encourage compliance.

Pupils who are wearing questionable attire will be sent to an administrator where a determination will be made to appropriateness.

Legal References:

NJSA 18A:11-1, 18A:37-1

WES ELEMENTARY CODE OF CONDUCT

I understand that it is my responsibility to uphold the Board of Education approved policies, procedures, and code of conduct of the Hammonton School District. I pledge to honor the rules set forth here and understand that failure to follow these rules may result in disciplinary action.

I pledge to:

- *Attend school regularly.
- *Be on time to school and class.
- *Honor the district code of regulations regarding cell phone and electronic usage.
- *Assume personal responsibility for acting at all times with respect for staff, teachers, and administration. I will communicate with those in authority with respect and consideration.
- *Treat all other students with respect and dignity. I will not willingly harass, bully, or otherwise intimidate anyone. I understand that bullying and harassment in all forms, oral, written, or cyber is unacceptable.
- *Solve any conflicts without the use of physical force by seeking out guidance, peer support, peer mediation, or administrative assistance.

*Comply with Board policies as they relate to proper dress in school. I will not knowingly create a distraction to other students.

*Respect school property and keep it free from damage, graffiti, and vandalism.

*Never bring any item to school that could inflict harm upon another person.

*Refrain from the usage of non-prescription drugs and alcohol and tobacco that would put me in violation of the Board policies regarding these substances. I will not be in possession of these items during school, or any school-sponsored event.

*Exhibit ethical behavior as it relates to assignments, tests, and any other work that I am handing in as my own. I will not knowingly plagiarize any assignment or otherwise turn in any work that is not my own.

*Only be on school grounds during school hours and understand that trespassing or being in an unauthorized area will result in disciplinary consequences.

*Follow all of the guidelines for proper and ethical use of technology and the internet. I pledge to uphold the Internet Use Policy and will not willingly utilize technology improperly.

*Comply with all school rules and requirements as it relates to riding the school bus. I understand that riding a bus is a privilege that I intend to keep.

*Abide by school rules at any extra-curricular or other school sponsored trip or event. I intend to represent Warren E. Sooy, Jr. Elementary in a positive light.

*Accept and hold myself accountable for any disciplinary consequences that may arise as a result for my breaking this code of conduct and the policies and procedures of Warren E. Sooy, Jr. Elementary School.

RENAISSANCE: *A program to enhance school culture, student learning, and attendance at WES.*

The Renaissance Program is designed to recognize academic achievements, as well as students who demonstrate:

- Good Character traits
- Academic and/or behavior improvement
- Achievement in the community
- Perfect Attendance

***Renaissance card holders who have been referred to the office will lose the opportunity to participate in the next renaissance event and may also receive additional consequences at the discretion of administration.**

Other Renaissance Programs include: *Caught in the Act, Bring Up your Grades, Positive Bus Referrals, Perfect Attendance per marking period, Student Leadership, Mentoring, Student of the Month, and Staff Recognition.*

For additional information, please refer to Mr. Long's eBoard on the Hammonton website.

EXPENSIVE ITEMS

Students should not wear or bring expensive jewelry to school. Large amounts of money or items that are very expensive and irreplaceable should be kept at home. This policy is in effect for safety and security purposes.

ELECTRONICS

(Policy 5129.7) Prior to entering the school building, students must turn off cell phones and store them in their book bags. Students who do not comply with the requirements of the policy will have their electronic device or cell phone confiscated and returned to their parents. Any subsequent violations will result in disciplinary action.

Students are prohibited from using cell phones during the instructional day. Also, students are advised not to bring personal items (IPOD's, hand held games, etc.) to school. The school will not assume responsibility for the loss or theft of personal property. Lost or missing items must be reported immediately to a teacher or administrator.

BUILDING CARE

Students are expected to take care of the school building. Destruction, vandalism and marring of walls, floors, furniture, and restrooms will be addressed accordingly by administration. In order to maintain a clean and sanitary school environment, students are not permitted to chew gum at any time.

INSPECTION/SEARCH OF LOCKER/STORAGE FACILITIES

18A-N.J.S.A.- A-422 provides as follows: "The principal or other official designated by the local board of education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspection may occur." (August 8, 1995)

In accordance with the above statute, the Board of Education has authorized the Principal and/or Assistant Principal to inspect/search lockers and storage facilities during the school year.

FIGHTING ON SCHOOL PROPERTY

Please be aware that in a Superior Court decision, the Court determined that it may be appropriate in some circumstances for the insurance company of the Board of Education to seek relief for any damages, either personal or property, through the homeowners insurance of the combatant(s) involved in a disturbance with either another student or staff member. The district's insurance carrier has indicated that they would be pursuing this avenue of relief in the instances described above.

LOST AND FOUND ARTICLES

All articles found in the school will be sent to the cafeteria. It is important that coats, hats, sweaters and overshoes be marked with the child's name. These articles will be stored for several months. Unclaimed articles are donated to charity.

DISCIPLINE

Proper discipline is part of the classroom/ supervising teacher's responsibility. Discipline problems are to be handled by the teacher, within the limits of his/her authority.

Severe cases of discipline are referred to the Assistant Principal's or Principal's office. A student sent to the office will have a written report sent with him by the teacher/aide explaining the situation. When a student has been sent to the office, he/she will automatically be dropped from classes until the administrator counsels him/her. A student may be redirected to guidance or another staff member to discuss situation prior to administrative investigation. All work missed because of misbehavior must be made up and presented to the classroom teacher within the first week of the return of the student to class.

Consequences are based on severity, situation and handled on a case-by-case basis. Consequences include: Warning, parent contact, counseling, lunch/recess detention, after school detention, removal from renaissance, or suspension. If a student receives consequences, the parents/guardians will be notified by phone call and/or a parent notification form, which needs to be signed to verify parent/guardian has been informed and returned to the main office by the student.

AFTER SCHOOL DETENTION

After school detentions will be given when students are referred to administration multiple times, or at the discretion of administration. Parents will be notified in writing and by telephone call at least one day prior to serving the after school detention. Students are to be picked up **no later than 4:00 PM** in the elementary school main office on the day(s) the detentions have been assigned. **Second and third grade students will receive after school detention after three office referrals, unless administration deems otherwise. Fourth and fifth grade students will receive after school detention after two office referrals, unless deemed otherwise.**

SUSPENSION

Suspensions are given as a result of severe incidents, such as fighting, possession of weapons or drugs, or multiple disciplinary referrals and after school detentions. Parents will be notified in writing and by telephone at least one day prior to serving the in- or out-of- school suspension(s). **All students who receive a suspension will be placed on principal's restriction for nine weeks.**

PRINCIPAL'S RESTRICTION

Students placed on principal's restriction are prohibited from attending school functions/activities. This means that the student is excluded from all assemblies, trips, clubs and/or student activities. Principal's restriction is nine weeks (one marking period). After four weeks, the case will be reviewed to determine if student behavior has improved. Administration will determine whether the period of restriction will be shortened. Parents will be notified by phone, notification form, and/or meeting.

INTERNET USE

The Hammonton Board of Education has established an Internet use policy. An Internet use form must be signed by both the student and a parent/guardian prior to using the school district's Internet system.

WEAPON POLICY

Any student found in possession of a weapon, or any item deemed as a weapon, will be suspended pending a Board of Education hearing along with criminal charges filed.

SMOKING POLICY

From the time a student leaves his/her home in the morning until the moment he/she arrives home at the end of the day he/she shall not have had any cigarettes. Students shall not carry cigarettes on their person, and any student carrying cigarettes may have them confiscated by a teacher or the administration.

DRUG POLICY

(Policy 5131.6) The Board of Education has established the policy that if a student is in possession of any illegal drug or marijuana while in school or at a school sponsored activity, he/she will be referred to the Board of Education for expulsion from school.

FIELD TRIP PERMISSIONS

Students are required to present permission slips signed by parent/guardian in order to participate in school field trips. Students and parents are informed well in advance of this requirement. Students who appear at school on the day of the field trip without a signed permission slip will not be permitted to participate.

DRILLS (Security & Fire)

Under the state law each school is required to hold one fire drill and one security drill per month. Children are trained to leave the building quickly and in an orderly fashion. Procedures are designed to ensure safety and must be complied without exception.

FLAG SALUTE

New Jersey law required students to show respect for the flag of the United States of America. If they are conscientiously opposed to the pledge or salute, they may abstain from these ceremonies, but they are required to sit quietly and not disrupt the ceremonies.

HATE/ BIAS

It is the policy of the Hammonton School District to maintain learning and working environment that fosters respect. Any member of the school community engaging in bias or hate based conduct that either directly or indirectly causes intimidation, harassment or physical harm to another member of the school community, or disrupts the educational process, will be subject to disciplinary action. Bias or hate based conduct is defined as any suspected or confirmed act directed against or occurring to a person, private property, or public property on the basis of age, race, ethnicity, sex, disabling condition, religious affiliation or sexual orientation. A bias incident need not involve an act that constitutes a criminal offense. Individuals or groups are in violation of this policy if they engage in bias or hate based conduct at school, on school grounds, while engaging in school sanctioned activities or while traveling to or from school.

These actions may have the effect of creating a hostile environment. Individuals who are not the direct recipients of such actions may also experience a hostile environment. Third party individuals will, therefore, have the same legal right to act under this policy as those directly victimized. Members of the school community who believe they have been the subject of bias or hate conduct may report the incident to a guidance counselor, building administrator or affirmative action officer.

SEXUAL HARASSMENT

The Board of Education shall maintain an instructional and working environment that is free from harassment of any kind. Sexual harassment is a violation of Title IX of the Educational Amendment of 1972, Title VIII of the Civil Rights Act, and the Equal Protection Clause of the Fourteenth Amendment.

The procedure for reporting a harassment complaint is as follows:

The school employee, student or parent/guardian who believes that a person has been harassed should contact the building administrator, a teacher, a trusted employee, or the district’s Affirmative Action Officer about the alleged harassment.

Hammonton Board of Education District Policy Manual		
Students	Series 5000	
Harassment, Intimidation & Bullying		Policy 5131.8
Adopted: August 18, 2005	Revised: July 19, 2007, December 18, 2008, February 18, 2010, August 11, 2011	Page 1 of 17

The Board of Education prohibits acts of harassment, intimidation or bullying against any pupil.

A safe and civil environment in school is necessary for pupils to learn and achieve. High academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example,

school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

For the purposes of this policy, "harassment, intimidation or bullying" means any gesture or written, verbal or physical act or any use of an electronic communication device directed at a student that takes place on or off school grounds*, at any school-sponsored function, or on a school bus as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3 that:

- A. Targets a student and which may affect his/her educational program;
- B. *Substantially disrupts, infringes or interferes with the orderly operation of the school or the rights of other students;*
- C. *Creates a hostile educational environment for a student(s) by infringing and/or interfering with a student(s)' education;*
- D. *Severely or pervasively causes physical or emotional harm to a student(s);*
- E. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- F. By any other distinguishing characteristic; and
- G. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
- H. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

For the purposes of this policy and as defined in NJSA 18A:37-15.1, *an electronic communication device is*, "A communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager."

Acts of harassment, intimidation or bullying may also be a pupil or group of pupils exercising control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

*

The term "school grounds," pursuant to NJAC 6A:16-1.3, means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. School property also includes other facilities as defined in NJAC 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

To see the policy in its entirety, see the district website at hammtonps.org

Affirmative Action

The Hammonton School District provides equal educational opportunities for all students regardless of race, creed, color, religion, disability, national origin or ancestry, and sexual orientation. The Affirmative Action Officer is Robin Chieco. She may be reached at (609) 567-7000 Ext. 382. For questions related specifically to disabilities, please contact the Supervisor of Special Services, Mr. John Lavell at (609) 567-7000 Ext. 343.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Hammonton Board of Education, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable

information from your child's education records. However, Hammonton Board of Education may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hammonton Board of Education to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their child's information disclosed without their prior written consent. (1)

The Hammonton Board of Education has designated the following information as directory information.

- | | |
|--------------------------|---|
| -Student's name | -Participation in officially recognized activities and sports |
| -Address | |
| -Telephone Listing | -Weight and height of members of athletic teams |
| -Electronic mail address | |
| -Photograph | -Honors and awards received |
| -Date of attendance | |
| -Grade level | |

If you do not want the Hammonton Board of Education to disclose directory information from your child's education records, without your prior written consent, you must notify the District in writing by October 1st.

(1) These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-110), the legislation that provides funding for the Nation's armed forces.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. Within 10 days of notification, the designated school official shall meet with the parents or eligible students to resolve the issue (s)*. If the school decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. These officials are defined as personnel with assigned educational responsibility for the student*.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Hammonton Board of Education to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA] *as per N.J.A.C. 6:3-6.5

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**

Hammonton Board of Education will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Hammonton Board of Education will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Hammonton BOE will also directly notify parents and eligible students, such as through U.S. mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part of ED.
- Any non-emergency, invasive physical examination or screening as described above.

GUIDANCE

A guidance counselor is employed in the elementary school to work with all students. The counselor is available to see children regarding all kinds of concerns including; underachievement, self-concept, fear, school phobia, physical concerns, learning problems, peer relationships, and developmental counseling. The guidance counselor, teachers, and support staff, together with parents, work to help all students understand, learn, and cope with their life situations successfully.

If you feel the need to contact the guidance counselor at any time please feel free to do so. Conferences can be arranged by calling 567-7070.

NOTICE OF NONDISCRIMINATION

(Section 504/ADA)

The Hammonton School District does not discriminate on the basis of disability.

The District has a grievance procedure for disability discrimination complaints. For a description of this procedure, or any further relevant information, including the District's updated self-evaluation, contact the Supervisor of Special Services, John Lavell at (609) 567-7000 Ext. 343. Concerns relating to 504, please contact the Supervisor of Guidance, Mike Ryan at (609) 567-7000 Ext. 336.

CHANGE OF ADDRESS VERIFICATION

(Residency - N.J.S.A. 18A:38-1) An act amending the law concerning the establishment of residency for the purpose of public education became law. Anyone with a change of address within the District must present proof of residency before the change will be made. Burden of proof is on the parent, and if change involves bussing, the child/children will not be permitted to ride the bus from the new residence until proof of residence is received. Proof of residence is any one of the following: Current driver's license, unpaid electric bill or gas bill showing name and address, rent receipt, letter from friend/relative you may be living with (notarized), and proof of their residence or any proof of residence deemed appropriate by the Board of Education.

STUDENT RECORDS

Students' records are available for review by parents. Interested parents should contact the school office to arrange to have a conference to review their child's records with the Guidance Counselor.

SPECIAL SERVICES PROGRAM

The Hammonton School District employs a Child Study Team, and maintains three learning Resource Centers for the benefit of children who need special services.

The program offers services to pre-school age children, children in grades K-12, and to graduate special education children.

Graduates of the special education program are given the opportunity to enroll in post high school programs of the vocational school, or with the Division of Rehabilitation, or other agencies.

The resource centers are located in the Elementary, Middle, and High Schools. Certified teachers and aides staff the three centers. A number of self-contained special education classes are also established as needed.

All students who attend the centers are mainstreamed. When the local district cannot supply the needed program, the student is placed outside the district in a program that meets his/her needs.

The district employs speech clinicians who screen all kindergarten and first grade children each year and who maintain speech correction programs in each of the four schools.

Referrals are made to the team by teachers, parents, the medical department, and in some cases by the older students themselves. The determination for full study is made by the Child Study Team.

All referrals are approved through the school administrators.

LUNCH

Students may either buy lunch or bring a lunch from home. Free and "reduced price" lunches and breakfasts are available for those students who qualify. Information will be sent home regarding student lunches during the early part of the school year. Our school food service department currently uses a computerized debit system in the cafeteria. All students will have an established debit account which will show their name, grade, school picture, current balance, and all food allergies or special meal notes. Students can access their account at either breakfast, lunch or after school snack by using the thumb image scanner with each cashier. Money will

be deducted from their account with the computer knowing the current meal status cost, plus any ala carte food purchased with the meal. Parents desiring additional information may contact Heather Triboletti, Supervisor of Food Service, at (609) 567-7000 ext. 166. Menus are sent home with each student.

Cafeteria personnel and teachers have been instructed to emphasize to each student the importance of eating a nutritious lunch. Students will be urged to eat their lunches prior to being permitted to purchase ice cream.

Students, as a matter of course, are not permitted to charge their lunches. If some emergency presents itself (money lost, forgotten, etc.), students may be authorized to have lunch that day and bring in the money on the next day.

SNACK

Students, grades Pre-K through 5, desiring milk to have with their daily snack may purchase this through their classroom teacher. Payment for milk is collected each Friday, or the last day of the school week. The cost is determined each year. Due to the ordering process, there will be no milk charges.

HEALTH PROGRAMS

A doctor and a nurse are employed in the Warren E. Sooy, Jr. Elementary School. The nurse gives vision and hearing screening tests as well as growth surveys for all grades K - 5. She also assists the school physician in performing medical examinations of children in the first and fifth grades. Parents are informed of any physical problem observed.

In order to prevent the spread of communicable disease and to insure rapid recovery with a minimum of after effects, parents should keep children home when they show evidence of any of the symptoms listed below.

Vomiting	Coughing	Ear-ache	Unexplained rash
Skin Eruption	Chills	Enlarged Glands	Flushed Face
Sore Throat	Fever	Red or Discharging eyes	Listlessness, Drowsiness
Running Nose	Headache	Pain: Stomach ache, Diarrhea	

Any child having these symptoms while at school will be sent home.

The nurse is on call for any injury or illness which requires special attention while your child is in school. Symptoms of illness of contagion (mumps, measles, etc.) will cause the exclusion of a child from school immediately.

PLEASE BE SURE THAT THE SCHOOL HAS YOUR TELEPHONE NUMBER SO THAT THE NURSE MAY CONTACT YOU IN CASE OF AN EMERGENCY. IF YOU CANNOT BE REACHED WHILE YOUR CHILD IS IN SCHOOL, BE SURE TO LEAVE THE TELEPHONE NUMBER OF A NEIGHBOR OR RELATIVE WHO CAN BE REACHED.

In case of ringworm of the scalp, children are to be treated by the family doctor and may return to school if they wear head covering while in school. No case will be declared cured without a doctor's certificate.

Medical services provided by the county are available at various locations. Interested parents may avail themselves of these services. Contact the school nurse for further information regarding immunization and pre-school screening clinics.

PRE-SCHOOL SCREENING CLINIC

Arrangements can be made by calling or writing:

Southern New Jersey Family Medical Centers
860 South White Horse Pike, Building A
Hammonton, New Jersey 08037
Phone: 567-0200

ACCIDENT INSURANCE

The Hammonton Board of Education provides Supplemental Accident Medical Insurance subject to a \$100.00 Deductible per occurrence. The Supplemental Accident Insurance is Payable only in excess of any expenses payable by other valid and collectible insurance.

HOMEWORK POLICY: GUIDING PHILOSOPHY

Anyone who has ever taught knows that a classroom possesses a distinct atmosphere or "climate". Instructional and learning climate can be thought of as the generalized attitudes, feelings, and actions that prevail in a class.

There are global properties of classes that determine the quality of life in the classroom. The five major dimensions of classroom climate are direct consequences of instructional procedures and principles; academic orientation; teacher direction; structure; cooperation and rapport; and support and concern for individuality.

Teachers maintain a strong academic focus in classes by using the time allocated for instructional purposes in a way that enables them to spend the least amount of time on non-academic activities. High levels of academic orientation may be inferred from the frequency of homework assignments and from the kinds of activities students are encouraged to be engaged in outside the classroom periods.

To promote an academic orientation of this form, it follows that a set of homework principles and procedures must be developed appropriate to the instructional levels involved (Grades 2-5).

OBJECTIVES

1. All grades 2 to 5 students will be assigned homework responsibilities.
2. Requirements and demands will be appropriate to student ability.
3. Quality and quantity will be appropriate to student capability.
4. Homework will be assigned on a regular/periodic basis.
5. Homework assignments will be structured in the context of curricular requirements.
Homework assignments will represent an extension of the school day.

ACTION INDICATORS:

- I. Origination and quantity of the assignments will reside with the classroom teacher. The amounts of homework are to be coordinated with Special Program teachers in terms of assignments. Adjustments must be made by all teachers in terms of the requirements below.
 - A. These assignments include activities involving workbook, verbal reviews, drills and written assignments.
 - B. The figures below represent an average for the day/number of days. The times stated represent the amount of time devoted to homework assignments.
 - C. It is recognized that some assignments will take more time to complete, and that others will take less time.
 - D. The various kinds of homework assignments and activities are to be considered in the average homework time.
 - E. Long-range assignments should be able to be accomplished within the time maximum stated. This does not preclude homework assignments being attended to on weekends.
 - F. It is recognized at the intermediate grade levels, in particular, that the days to be used in completing homework assignments may be left to the discretion of the students.
- II. Grade Two - 1/2 hour - 4 days
Grade Three - 1/2 hour - 4 days
Grade Four - 45 minutes to 1 hour - 4 days
Grade Five - 1 hour to 1 1/2 hours - 4 days
- III. Special Education - quantity and quality of homework assignments will be determined and supervised by the Child Study Team.
- IV. Maximum amounts of homework assigned are not to exceed the weekly time limits set (i.e.: 4 x daily time limits).

Example: Grade Two assignments should not exceed 2 hours for the week.

HOMEWORK/SCHOOLWORK MAKE-UP POLICY

We want to encourage parents to continue obtaining schoolwork for their child in the event of absence. This can best be accomplished by following the procedure listed below. This allows us to minimize interruption of instruction in the classroom and to be sure you and your child receive all of the necessary assignments for the day(s).

Your continuing cooperation in these efforts is appreciated.

- A. In order to ensure an efficient/effective procedure for students and parents to obtain homework/schoolwork due to absence, the following will take place:
 1. Parents are asked to make homework requests on the Attendance Officer's voicemail at the time a student is called-in absent, and also advise the length of the absence, if known. The Attendance Officer may be reached at (609) 567-7070 prompt 1. Requests received after 12:00 noon may not be available until the following day.
 2. After receiving a request to provide this work, the attendance officer will relay the message to the teacher via the least intrusive method (i.e. mailbox, intercom, in-person).
 3. The teacher will compile the appropriate assignments and make them available in the general office at the end of the school day.
 4. Parents can pick-up the work between 3:45 and 4:15 P.M. or anytime the following day - 8:15 A.M. to 4:00 P.M.
 5. Time allowed to complete schoolwork shall approximate the number of days absent.

B. Students who are receiving approved homebound instruction will be governed by the following:

1. There will not be any automatic lowering of a grade.
2. The teacher of record, in consultation with the tutor, gives the grade to the student.
3. Each case is given individual attention.
4. When a student returns to school from homebound instruction, it may be necessary to make up work.

A suggested procedure for this could be to give the student additional time equal to the approximate time that the student was absent from school. This assessment will be based on each individual situation.

GUIDELINES FOR CHAPERONES

These rules must be read, understood, and agreed to by any person serving as a chaperone on a school field trip:

1. The responsibility of the trip activities and itinerary is that of the teachers-in-charge. They will make all decisions as to changes and modifications during the trip itself.
2. All chaperones must follow the field trip schedule as determined by the teachers-in-charge.
3. Chaperones are not to wander off to other activities by themselves or with students in their charge.
4. All chaperones must ride to and from the trip destination on the bus. People who drive their own vehicles are not permitted to serve as chaperones.
5. Chaperones may not bring other siblings on field trips.
6. All group assignments for chaperones will be determined by the teachers-in-charge.
7. The consumption of alcoholic beverages is not permitted at any time.
8. Smoking of any kind is not permitted at any time.
9. Foul or abusive language is not to be used for any reason, at any time.
10. Chaperones who abuse the rules or violate the conditions stated above will not be considered for chaperone positions on future field trips.
11. Any discipline problems with students are to be referred to the teachers-in-charge for disposition.

CONFERENCES

Nothing really compares with a good heart-to-heart talk between the two people who see and deal with a child the most. You have the option to attend a scheduled parent-teacher conference twice during the school year. When a teacher requests a conference with you, please make every effort to attend. Teachers are not permitted to hold conferences while a class is in session. Every effort will be made to find a time convenient for you to attend.

Parents may request conferences at any time throughout the school year. Conferences will be scheduled upon request. Parents are asked to send a written note, telephone or visit the general office to schedule conferences. Direct visits to the classroom are not permitted because they disrupt instruction and may interfere with the teacher attending to assigned duties. Please make use of your teacher's voicemail extension or email.

FACILITIES

SAFETY SECURITY SYSTEM

The Hammonton Board of Education has installed a security system at the Warren E. Sooy, Jr. Elementary School for the safety of all children. To enter the school you must ring bell at the front door, state your name and give a reason for the visit. Upon entering you must report directly to the general office to receive a visitor's pass.

All staff members are required to wear badges for identification purposes.

HANDICAP ACCESSIBILITY

The Hammonton School District prides itself on providing and maintaining barrier-free facilities. If for any reason, special requirements or arrangements are necessary, contact the guidance office at (609)567-7070 Ext. 197.

RIGHT TO KNOW

Title 34 of New Jersey State Statute and its supplements require that a notice of any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the school that is affected and that hazardous substances may be stored at the school at various times throughout the year. Material Safety Data Sheets (MSDS), Hazardous Substance Fact Sheets (HSFS), and surveys of chemicals are available in each affected school's main office.

HAMMONTON HOME & SCHOOL ASSOCIATION

You should take an active part in school life for your child's sake. You are invited to join this organization to get acquainted with the teachers, discuss common problems, hear fine speakers and work together to improve the school program and activities.

PLEASE RETURN THIS FORM TO THE SCHOOL

Warren E. Sooy, Jr. Elementary School

Parent/Guardian – Student Sign-Off Sheet

I/We, the parent(s) or guardian(s) of _____ in Grade _____, Ms./Mr. _____'s class, acknowledge that we received the STUDENT HANDBOOK for the WARREN E. SOOY, JR. ELEMENTARY SCHOOL and reviewed and discussed the contents of the STUDENT HANDBOOK for the WARREN E. SOOY, JR. ELEMENTARY SCHOOL with my/our child. I/We understand the policies, procedures, responsibilities, expectations, and consequences outlined in this document and I/we also read, understand and reviewed the "Code of Conduct" for the WARREN E. SOOY, JR. ELEMENTARY SCHOOL with my/our child.

Parent/Guardian Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____