

Jefferson School  
155 Hilton Avenue  
Vauxhall, New Jersey 07088

September 2016

Dear Parents and Students:

Welcome to Jefferson School. Your child is about to begin a unique educational experience designed to prepare him/her for the Middle School.

This handbook is intended to provide you with information about our school's philosophy, goals, and procedures. It also contains important district-wide policies that have been developed by the Union Township Board of Education. Please review this handbook carefully and keep it for future reference. Hopefully, it will clarify any questions that you or your child may have during the course of the year.

The staff and I are committed to helping each student get the most out of his/her experience at Jefferson School. This can best be achieved through the development of a partnership between the home and school. We will strive to keep the lines of communication open through personal contacts, telephone conversations, newsletters, as well as other informational notices. We ask that you help your child develop good study habits, monitor his/her homework, and take time to talk to your child about his/her school day.

If you have any questions or concerns regarding your child, don't hesitate to contact his/her teacher(s) as soon as possible. Feel free to contact me if you have any questions, suggestions and/or concerns regarding our school program.

Best wishes for an enjoyable and successful school year.

Sincerely,



Laura A. Damato  
Principal

**JEFFERSON SCHOOL**

**TELEPHONE NUMBERS**

MAIN OFFICE (908) 851-6560 or 851-6561

NURSE'S OFFICE - (908) 851-6566  
MRS. GAYLE SUMNER

CHILD STUDY TEAM OFFICE  
MS. VALLIER (908) 851-3038  
MRS. TEIXIERA (908) 851-4884

GUIDANCE COUNSELOR (908) 851-4413  
MS. KAREN HOFFMAN

FAX (908) 687-8464

JEFFERSON SCHOOL WEBSITE [WWW.JEFFERSON.TWPUNIONSCHOOLS.ORG](http://WWW.JEFFERSON.TWPUNIONSCHOOLS.ORG)

UNION TOWNSHIP WEBSITE [WWW.TWPUNIONSCHOOLS.ORG](http://WWW.TWPUNIONSCHOOLS.ORG)

STUDENT'S NAME \_\_\_\_\_

HOMEROOM NUMBER \_\_\_\_\_

STUDENT I.D. NUMBER \_\_\_\_\_

BUS ROUTE NUMBER \_\_\_\_\_

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## **JEFFERSON SCHOOL MISSION STATEMENT**

The mission of Jefferson School is to provide continuing academic growth and development in a unique environment, which encourages positive adaptation to change. 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.

### **CURRICULUM**

1. The curriculum is aligned with the New Jersey Common Core State Standards.
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, and social studies.
4. Instruction and activities will 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, and
  - promote creativity and positive risk-taking.
5. Participation in a variety of learning experiences and enrichment activities will be encouraged.
6. Team teaching and co-teaching lead to more exposure to different teaching methods and eases transition to Burnet and Kawameeh Middle schools.
7. Technology will continue to be incorporated as learning tools and subjects for study.
8. Current health, physical education and safety issues will be addressed throughout the year.

### **ENVIRONMENT**

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

**THE STAFF OF JEFFERSON SCHOOL**

West Wing			East Wing		
<u>Floor 1</u>	<u>Teacher</u>	<u>Room #</u>	<u>Floor 2</u>	<u>Teacher</u>	<u>Room #</u>
	Mr. Romeo/Ms. Quadrel	104		Mrs. Stypulkowski	201
	Mrs. Trela/Mr. Siderman	106		Miss Walker	202
	Mr. Zurka/Mrs. Whitehouse	105		Mrs. Dec	203
	Mrs. Steiner/Ms. Pilone	107		Mrs. Dimperio	205
	Ms. Carrero/Mrs. Langan	108			
	Ms. Gabriel/Mrs. McGuire	110			
	Mrs. Krupa	109			
	Mr. Kalola	111			
<u>Floor 2</u>			<u>Floor 3</u>		
	Ms. Prata	207		Mr. Stapleton	301
	Mrs. Lucarello	210		Mrs. Nunes	302
	Mrs. Nigro	212		Ms. DelValle	303
	Ms. Formica	213		Mr. Starr	305
	Mr. Hodge/Ms. Schill	215		Mrs. Morse	304
	Mrs. O'Holla/Mrs. Fry	217		Mrs. Wahlers	306
	Ms. Goncalves/Ms. Moutela	216		Mrs. Nicholls	307
	Mr. Ghiretti	218		Mrs. Monaghan	308

**CLASSROOM ASSISTANTS**

TBD

**Special Areas**

<u>Teacher</u>	<u>Room #</u>	<u>Child Study Team</u>	
Mrs. Kovacs	A.A.P. - 222B	Mrs. Teixeira	Social Worker - 221A
Mrs. Lombardo	A.A.P. - 222A	Ms. Valier	Psychologist - 221B
Mrs. Marino	A.A.P. - 222A		
Mrs. Piano	A.A.P. - 221B	Mrs. Sumner	Nurse - 100B
Mrs. Stanco	A.A.P. - 222A		
Mrs. Sgobbo	District Sunday – 221A		
Mr. Toscano	Art – 102		
Mr. Wojcik	Computers/GT – 211		
Ms. Scott	ESL – 214		
Mr. Filippone	Physical Ed. – 114	<u>Library/Media Center</u>	
Mr. Fry	Physical Ed. – 114	Mrs. D’Eia	Media-209
Mrs. Hochuli-Lambert	Physical Ed. – 114	Mrs. Torr	Media Clerk-209
Ms. Melchor	Vocal Music-206		
Mr. Braham	Instrumental Music – Aud	<u>Custodial Services</u>	
Mr. Malanga	Instrumental Music – Aud	Mr. Kruse	Head Custodian-116
Ms. Hoffman	School Counselor-101F		
Ms. Carvajal	Spanish – 214	<u>Main Office</u>	
Mrs. Pace	Speech – 214		
		Mrs. Damato	Principal-101A
		Ms. Calderone	Vice-Principal-101C
		Mrs. Murphy	Secretary-101
		Mrs. Watson	Secretary-101

**Affirmative Action/E.E.O. Officers**

Mr. Gerald Benaquista, District A.A.O.  
 Mr. Ben Kloc, A.A.O. Classroom Practices  
 Mrs. Kristin Nunes, Building Representative

## DAILY SCHEDULE

8:00 A.M.	Teachers in classroom
8:10	Entrance
8:15	Late Bell, Opening Exercises – Words of Wisdom
8:15 – 9:00	Leadership Period, G&T, Chorus & Band
9:00	First Period.
11:00 – 11:40 A.M.	First Lunch (Rooms 216, 216, 301, 302, 303, 304, 305, 306)
11:40 – 12:20 P.M.	Second Lunch (Rooms 109, 111, 207, 210, 212, 213, 307, 308)
12:20 – 1:00 P.M.	Third Lunch (Rooms 201, 202, 203, 205, 215, 217)
1:00 – 1:40 P.M.	Fourth Lunch (Rooms 104, 105, 106, 107, 108, 110)
2:20	Dismissal Bell (Bus Students)
2:30	Dismissal Bell (Walkers)

**NOTE:** Students who bring their lunch from home are prohibited from bringing carbonated beverages, (ex: soda) or candy of any kind. We sincerely appreciate your cooperation in this matter

**PARTIES:** Students who wish to celebrate their birthday in school may do so by adhering to the following:

- Parents must contact the school nurse and classroom teacher with a minimum of 2 days advanced notice.
- The school nurse will need to approve and check the items being brought in, due to so many food allergies.
- Balloons and flowers are not permitted to be brought to school in celebration of a student's birthday.

**UNION TOWNSHIP PUBLIC SCHOOLS CALENDAR 2016-2017**

**Tuesday, September 6, 2016 – SCHOOLS OPEN**

**SCHOOLS WILL BE CLOSED ON THE FOLLOWING DAYS:**

- Monday, October 3 & Tuesday, October 4, 2016.....Rosh Hashanah
- Monday, October 10 ..... Columbus Day
- Wednesday, October 12, 2016..... Yom Kippur
- Monday, October 21, 2016 ..... Half Day-Staff Development Workshop
- Tuesday, November 8, 2016 .....Election Day
- Thursday, November 10 & Friday, November 11, 2015..... NJEA Convention
- Wednesday, November 23, 2016 ..... Half Day Thanksgiving Recess
- Thursday, November 24 & Friday, November 25, 2016 .....Thanksgiving Recess
- Friday, December 2, 2016 .....Half Day-Staff Development Workshop
- Friday, December 23, 2016.....Half Day-Christmas Recess
- Monday, December 26, 2016 - Friday, December 30, 2015.....Christmas Recess

**Tuesday, January 3, 2017.....School Reopens**

- Friday, January 13, 2017.....Half Day-Staff Development Workshop
- Monday, January 16, 2017 .....Martin Luther King Jr.'s Birthday
- Friday, February 17, 2017.....Half Day-Staff Development Workshop
- Monday, February 20, 2017.....Presidents' Day
- Friday, March 17, 2017.....Half Day-Staff Development Workshop
- Friday, April 14-21, 2017.....Easter Recess

**Friday, April 24, 2017.....School Reopens**

- Friday, May 26, 2017.....Half Day Memorial Day Weekend
- Monday, May 29, 2017 .....Memorial Day
- Tuesday, June 20 – Friday 23, 2017 .....LAST 4 Half Days fir End of School Year
- Friday, June 23, 2017.....LAST DAY OF SCHOOL

**REPORT CARD DATES**

<u>MARKING PERIOD</u>	<u>ENDS</u>	<u>CARDS OUT</u>	<u>CARDS BACK</u>
1	Nov. 16, 2016	Nov. 23, 2016	Nov. 28, 2016
2	Jan. 31, 2017	Feb. 10, 2017	Feb. 13, 2017
3	April 6, 2017	April 13, 2017	April 17, 2017
4	June 23, 2017	June 23, 2017	

ELEMENTARY GRADES: All teachers are asked to hold at least one conference during the year with parents of each pupil. Parents' cooperation in arranging such a conference is requested.

SCHOOL CLOSING: 185 School Days incorporates 5 days into the calendar for anticipated school closings due to inclement weather. If more days are needed in excess of the 5 days built into the calendar, the days will be made up by the following emergency closing schedule. Please keep this in mind as you plan vacations, summer camp, etc.

<u>SNOW DAY</u>	<u>MAKE-UP DATE</u>	<u>SNOW DAY</u>	<u>MAKE-UP DATE</u>	<u>SNOW DAY</u>	<u>MAKE-UP DATE</u>	<u>SNOW DAY</u>	<u>MAKE-UP DATE</u>	<u>SNOW DAY</u>	<u>MAKE-UP DATE</u>
6th DAY	April 21	7th DAY	April 20	8th DAY	April 19	9th DAY	April 18	10th DAY	April 17

INFORMATION ON EMERGENCY SCHOOL CLOSING WILL BE AVAILABLE ON: TV STATION 34 (ED-2), THE TOWNSHIP WEBSITE, AND LOCAL TV STATIONS 2, 5 AND 7.



## **SCHOOL RULES AND REGULATIONS**

### **ARRIVAL**

1. Students are to report directly to their own line-up area upon arrival in the A.M. Homeroom numbers are painted on the ground to indicate line-up area.
2. Students are not to visit or play with friends in other areas.
3. Bats, balls, skateboards and bicycles are prohibited on the playground or line-up area. Students are not permitted to bring any type of electronic device to school. This includes Game Boy, Walk Man, Disc Man, IPODS, etc. Any student found possessing any type of electronic game will be subject to disciplinary action.
4. No student is to cross Hilton Avenue unless he or she lives on that side of Hilton Avenue. Walking students are to cross by the crossing guards at all times.
5. Students who are tardy for school must first report to the nurse's office for an admittance pass. Anyone who is tardy **three times during a marking period** may be assigned office detention at **7:30 A.M.**
6. Please be advised that one of two options may be invoked by the superintendent during inclement weather.

**Plan 1:** Schools would be closed and the usual announcements would be broadcast over Radio Station WJDM (1530) and Channel 34 (Cable). Fire signals will not be used to indicate that schools will be closed. If a question should arise about school closing because of a serious storm, **DO NOT CALL POLICE OR FIRE HEADQUARTERS!** CALL 851-6400.

**Plan 2:** Schools will be open. However, the opening time will be delayed. The stations indicated above would also broadcast this delayed opening. All bus service and police protection will also begin at the delayed start time. Lunch and dismissal time will remain the same.

If any additional school closing days are necessary, school will be extended a sufficient number of days in June to meet the state requirement of 180 school days. Other options open to the Board in meeting the 180-day requirement will include the winter and spring recesses. Keep these options in mind as you plan vacations, summer camp, etc. It is expected that vacations be scheduled when school is **NOT** in session. Please refer to page 6 for the schedule of inclement weather make-up dates.

7. In the event of rain, sleet, snow, or extreme cold, students will report to their assigned line-up areas inside the school building. The teacher on duty will dismiss students from these areas. Students will then proceed directly to their homerooms.

Students in West Wing Homerooms 107-111 who arrive at school prior to 8:10 A.M. are to report to the cafeteria.

Students in East Wing Homerooms 201-207, 301-308, and West Wing Homerooms 104-106 and 210-218 who arrive at school prior to 8:10 A.M. are to report to the auditorium.

Students arriving at school after 8:10 but before 8:15 are to report directly to their homeroom.

### **DISMISSAL**

1. A teacher will escort bus students to their assigned exit at 2:20pm.
2. Bus students are to report to their bus immediately upon dismissal.
3. Walking students and students being transported by parents or car-pools are to remain in the building until all buses leave. One classroom teacher will stay with these students while the bus students are dismissed. Upon dismissal, walking students are expected to go directly home.

## **JEFFERSON SCHOOL PLAYGROUND RULES**

Weather permitting, Jefferson School's students will report to their homeroom class's designated line-up area on the appropriate playground in the morning. They will also spend time on the main playground during the outdoor lunch recess period. The following rules have been established to help ensure our students' safety during both of these time periods.

- Upon arrival in the morning, students are to report directly to their assigned area and place their book bag/backpack by their class's line up area.
- Students are not to visit friends who are assigned to other line-up locations. Students who are found in areas where they do not belong may be subject to disciplinary action.
- Inappropriate or disrespectful language, gestures, or behavior in school or on the playground will result in disciplinary action.
- Students are not permitted to play upon arrival to school in the morning.
- Pushing, hitting, and/or fighting are strictly forbidden and will result in an immediate loss of the student's playground privilege. It will also result in a more serious disciplinary action.
- During lunch recess a limited number of playground balls will be made available to the students.
- If a student needs to enter the building to use the bathroom or to see the nurse, he/she must secure the permission of one of the teachers on duty.
- Students are not permitted to write on the playground with chalk or any other writing tool.
- Students are not permitted to eat, drink, or chew gum on the playground.
- Students are not allowed to play basketball, soccer, or kick playground balls.  
If a student gets hurt while on the playground, he/she is to notify the staff member on duty and (depending upon the seriousness of the injury) will be sent to the school nurse.
- When the whistle blows or the bell rings, students are to line up in an orderly manner.
- There is to be no pushing, cutting, fooling around, or excessive loudness while on line
- Students are expected to reenter the school building in a quiet and orderly manner.

## **CONSEQUENCES**

Should a student violate any of the above rules, the teacher will invoke one of the following disciplinary actions:

- Warning
- Time-out (The student will be directed to a designated area on the playground for a short period of time or may lose his/her outdoor privilege for the remainder of the period.)
- The student will be sent (depending upon the seriousness of the infraction) to the principal. This will result in a warning, temporary or long term loss of playground privilege, parent notification, and/or suspension.

## **PHILOSOPHY**

We believe all students can behave appropriately in school. Student behaviors that interfere with the teaching and learning process in the school environment will not be tolerated.

## ASSERTIVE DISCIPLINE PLAN

In order to guarantee your child and all the students in the school a positive learning environment, a school wide discipline plan is in place at Jefferson School.

### ASSERTIVE DISCIPLINE PLAN (continued)

#### SCHOOL RULES

##### **Students will:**

1. Follow directions - When the teacher is talking, be quiet and listen.
2. Raise hand - Raise your hand and wait to be called on before speaking. Use appropriate language when speaking.
3. Work quietly – Do not disturb others who are working
4. Respect your classmates – Treat them with kindness in your words and actions.
5. Do not hit, kick, or touch anyone with your hands, feet, or any other object.
6. Always walk quietly in the classroom and halls.

##### **If a student chooses to BREAK A RULE:**

First Consequence – Verbal Warning

Second Consequence – Second Verbal Warning

Third Consequence – Parent notification by telephone

Fourth Consequence – Student sent to Guidance Counselor/Vice-Principal/Principal

SEVERE CONSEQUENCE: – Severe offenses will result in student being sent directly to the principal.

SEVERE CLAUSE: – 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

Jefferson School pupils are expected to adhere to all Board of Education Policies and expectations with regards to weapons and expressions of hate and violence. This means that children cannot bring to school any item that looks like a weapon, be it a toy or not. Children are not permitted to express any threats of violence, hatred, or provide any message that indicates harm to another individual.

Students may earn: Positive notes home, certificates, free time classroom activities, one night of no homework, etc.

Positive rewards will be selected by the teachers.

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

**HARASSMENT, INTIMIDATION, AND BULLYING**

The Board of Education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

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

"Harassment, intimidation, or bullying" is defined as any gesture or written, verbal, or physical act that is reasonably perceived as being motivated either 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 handicap, or by any other distinguishing characteristic that takes place on school property, at any school-sponsored function, or on a school bus and that:

- A reasonable person should know, under the circumstances, 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
- 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.

Any school employee, pupil, or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation, or bullying, must report the incident to the appropriate school official designated by the administration. The board shall not tolerate any act of reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying.

The Chief School Administrator shall develop appropriate procedures addressing:

- A mechanism for reporting acts of harassment, intimidation, or bullying, including a means of anonymous reporting:
- The prompt investigation of reports of such acts, identifying either the principal or the principal's designee as the person responsible for the investigation:
- The range of ways in which a school will respond once an incident of harassment, intimidation, or bullying is identified; and
- Consequences, discipline and remedial action for a person who commits an act of harassment, intimidation, or bullying, who engages in an act or reprisal or retaliation against a person who reports such action, or who falsely accuses another of bullying as a means of harassment, intimidation, or bullying.

The Chief School Administrator shall take all necessary steps to publicize this policy, and shall inform pupils and staff that harassment, intimidation, or bullying is prohibited on school property or any school-sponsored function. This information shall also be incorporated into the student handbook and employee training programs.

**ADOPTED: August 9, 2003**

## SCHOOL RULES AND REGULATIONS

1. Students are expected to return all signed papers, notices, etc., 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 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 subject to disciplinary action.
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. Any student's desk or cubby, with reasonable suspicion and notification, may be subject to a search at the teacher's/principal's discretion.
11. Students must first obtain written permission (a phone pass) from their teacher, in order to make a phone call.
12. Students are not permitted to chew gum in the classroom.

### HALLWAY SAFETY

1. Students must have a pass when leaving a class and going to an area other than a regularly scheduled class.
2. Students are to walk quietly through the halls and up/down the stairs at all times. Avoid skipping stairs.
3. Students are to walk on the right side of the hallway and staircase in single file.
4. When passing as a class, students are to stop at assigned areas and wait for their teacher. Students are not "to cut" into other classes' lines.
5. Congregating is not allowed in hallways or bathrooms and students are to take the shortest route to and from their destination.
6. No running, slapping, or other inappropriate behavior is allowed in the hallways, while students are expected to hold the door for the next person.

### BATHROOM

1. Students will be allowed to go to the bathroom, with a pass, for a reasonable length of time.
2. All students must sign out when leaving the classroom and sign in upon returning. (Time must be recorded)
3. Students are to use bathrooms in their section of the building or nearest the classroom.
4. Students are not allowed to go to the bathroom while on their way to another area of the school.
5. Pupils are **NOT** to play or bring any type of writing instrument into any bathroom.

## **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 homeroom areas.
3. Students are not permitted to move from table to table.
4. Students are to show respect and courtesy to the teachers and aides at all times.
5. Students must acquire permission from a cafeteria aide in order to leave the cafeteria for any reason.
6. Students may buy one (1) item and may not go up for another purchase. There will be no purchases during the last ten (10) minutes of the lunch period.
7. Five (5) minutes before the end of the lunch period all food must be off tables and students in their own seats.
8. Students are to be seated at the end of the lunch period. At the teacher's signal, students will line up in their designated areas.
9. NO FOOD is to be taken out of the cafeteria.
10. 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.
11. Students will leave the cafeteria or playground area after lunch period in a quiet and orderly manner.

## **FRIDAY FOLDERS**

Each student will be given a folder in which to include important notices, schoolwork, tests, etc.

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

Please be on the look out 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.

## **CLASSROOM**

1. Students are to take all necessary books and supplies with them when leaving homeroom. Notices will be sent home at the teacher's discretion for any student who is unprepared.
2. Students will not be allowed to return to homeroom for books, supplies, or homework.
3. Students are expected to be prepared for class on a daily basis. This includes sharpened pencils, erasers, red pens, erasable blue pens etc. A specific supply list will be distributed to your child by his/her homeroom teacher.

## 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, platform shoes or platform sneakers are allowed.
2. All sneakers must be tied at all times.
3. All skirts and shorts must be at least finger-tip length. NO short-shorts. Bermuda short length only!
4. Shirts:
  - a) No tank tops, no open sided sleeveless shirts, no muscle shirts, no net shirts may be worn without another shirt under it. Undershirts are not to be worn as outerwear.
  - b) Shirts with inappropriate and/or indecent expressions, pictures, and slogans are unacceptable.
  - c) All shirts and blouses must be long enough to be tucked in and shoulder straps on blouses must be 3 fingertips wide. Camisoles **MUST** be worn under low cut tops or shirts.
  - d) All long oversized T-Shirts **MUST** be tucked in.
5. No coats or down vests are to be worn during school unless permission is granted by the administration due to an emergency situation in the building.
6. Pants:
  - a) All pants **MUST** be worn at appropriate waist level and belted if needed.
  - b) Students' pants must not fit skin tight, nor drag on the floor.
  - c) If leggings, aerobic pants, etc., are worn, then shirts worn with these pants must be finger-tip length.
7. No bandanas, headbands, or head coverings are permitted except for religious purposes, with written parental request.
8. Sunglasses may not be worn in school.
9. Special announcements will be made, as necessary, concerning "new" styles.
10. Theme Dress Days will be so designated by staff. All will be invited to participate.
11. Students are not permitted to wear fragrances due to student/staff allergies.
12. Finger nails are to be kept at an appropriate length
13. No keys, on any type of chain, may be worn around the neck.
14. No tattoos of any kind are permitted, including writing/drawing on arms, legs, etc.
15. Girls' heels may not be more than 1 1/2 inches.
16. Heelies (sneakers with wheels) are not permitted at any time.

## **HEALTH OFFICE/ABSENCE PROCEDURES**

It is of utmost importance that any absence of a student at Jefferson School be reported to the School Nurse (Health Office), between 8:20 a.m. and 9:00 a.m. on the day of the absence at **851-6566**. 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 8:00 a.m., an answering machine is available. Parents using the answering machine must give the following information:

NAME, IDENTIFICATION NUMBER AND HOMEROOM OF STUDENT  
REASON FOR ABSENCE  
NUMBER WHERE PARENT CAN BE REACHED

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

## **MEDICATION**

1. All medication must be brought in by parent or parent's designee.
2. The medication must be in the original container with a current date. The pharmacy may provide you with two labeled bottles, one for school and one for home.
3. Accompany the medication with a measuring spoon or measuring cup.
4. A note is required from parent or guardian stating the approximate time the medication is to be given, the reason for the medication and the classroom teacher's name.
5. Prescription and Non-prescription Medication: Written orders are to be provided to the school by the private 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. Please contact the school nurse for the proper forms.
6. Only the School Nurse is permitted to administer medication of any type.

## **STUDENT ACCIDENT INSURANCE**

At the beginning of the school year every parent is given the opportunity to purchase student insurance. Each student is given the application form early in September. Purchase of this insurance is optional and is only available online.

## **PERFECT ATTENDANCE**

Students receive recognition for perfect attendance each marking period. Each student should make every effort to attend school every day.

## **DETENTION**

Office Detention is given to students who disobey the school rules and transportation rules.

**Parents will be notified in advance when morning or after school detention is given. It will be the parents'/guardians' responsibility to provide transportation if a child receives detention.**

**It is expected that children with detention be picked up promptly at the designated time.**

We appreciate parental support with the issue of detention. Students need to accept responsibility for actions that are not appropriate.



## **INTERVENTION AND REFERRAL SERVICES COMMITTEE – (I. & R.S.)**

Intervention and Referral Services (I&RS) is a state mandated (NJAC 6:26-1.1) multi-disciplinary committee which exists in every school in the state of New Jersey. I&RS committees are intended to be used as a primary mechanism in a school building for assisting general education staff and expanding their skills and abilities successfully to accommodate the needs of students in the general education program who are experiencing difficulties with academic achievement.

Referrals to the committee are usually made by teaching professionals who are seeking the help of their colleagues for alternative ideas for addressing a student’s academic or behavioral deficits exhibited in the classroom and identified through various sources of data collection. Through strategic planning and collaboration the committee designs, implements, and monitors intervention plans for students experiencing difficulties with learning, behavior, and health issues that in some way relate to the educational process. Parents may request assistance from this committee, but intervention plans are only devised with a teacher focused/school identified problem in mind. The school counselor may be contacted for further information.

I&RS committees exist primarily to bring particularly difficult or repeat cases into focus by utilizing available resources in a coordinated manner with the goal of helping students to function effectively in school.

<b>Benefits to Students and Parents</b>	<b>The Members of the Jefferson School Intervention and Referral Services Committee are:</b>	
• Effective alternative for slow learners	Ms. K. Hoffman, School Counselor	Mrs. G. Sumner, School Nurse
• Allows success in regular program	Ms. L. Walker, Classroom Teacher	Mrs. R. Teixeira Child Study Team
• Avoids unnecessary stigma of labels	Mrs. Nicole McGuire, Special Education Teacher	Mr. B Toscano, Art Teacher
• Increased access to regular education	Mrs. L. Damato, Principal	Mrs. L. Nigro, Classroom Teacher

Feel free to contact any member of the Intervention and Referral Services Committee for additional information.

### **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 the Superintendent, Mr. Gregory Tatum at 908-851-6415 or Ms. Karen Hoffman (School Counselor/504 designee for Jefferson School) at 908-851-4413.

### **D.A.R.E. PROGRAM**

The D.A.R.E. (Drug Abuse Resistance Education) Program is an important addition to the Jefferson School Health curriculum. The half-year program brings a specially trained police officer into the classroom to guide the students through a unique program dealing with making important life choices regarding the use of drugs, alcohol, and tobacco.

The D.A.R.E. Program goes beyond just saying “NO” to drugs and alcohol. It helps the students develop skills in resisting peer pressure, dealing with stress, and becoming aware of the real messages behind the advertising and marketing of alcohol and tobacco.

D.A.R.E. has expanded to include the topic of violence. Through education, discussion, and skill building exercises, young people will learn to deal with conflict resolution in ways other than resorting to violence.

## **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. The classroom teacher will conduct book inspection once each month. The student will be fined \$.05 per day for each day a textbook is not covered.

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**

During the year, teachers may schedule field trips to supplement and enrich our school's curriculum. A signed permission slip from parents or a legal guardian is required in order for students to participate. As representatives of Jefferson School, students are expected to be well-behaved, appropriately dressed, and 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.

## **CELLULAR PHONES**

During school hours, students' cell phones are expected to be turned off and kept in their book bag/backpack. Any student who is found using a cell phone during the course of the school day may be subject to disciplinary action. This is in accordance with the Township of Union Board of Education Policies.

## **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 all classes.
3. Separate your notebook into subject areas so you can easily locate assignments.
4. WRITE YOUR ASSIGNMENTS in an assignment pad. Don't trust your memory!
5. Have a QUIET PLACE TO STUDY at home, away from all distractions.
6. 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.
7. PLAN YOUR TIME so you have study time and fun time.
8. Be sure your assignments are COMPLETE and handed in ON TIME.
9. Use a DICTIONARY when you are not sure how to spell something.
10. If you need extra HELP in a certain subject, ask the teacher to schedule a time for you to come in for the additional help.
11. Be sure to MAKE-UP any work missed because of absences. See your teachers.
12. LISTEN CAREFULLY TO ALL DIRECTIONS.
13. Be PROUD of all your work and maintain high standards of penmanship, spelling, and neatness.

## **MEDIA CENTER**

### **ADMISSION**

The Library Media Center is open each school day from 8:00 a.m. to 3:30 p.m. Any pupil may use the Media Center whenever necessary by securing a pass from the classroom teacher. If a student wishes to use the Media Center after school and is a bus student, written permission from home must be sent to the office for approval. Parents will have to provide transportation home. Crossing guards are on duty for walking students.

### **CIRCULATION**

Students may borrow up to three (3) books or two (2) books and (1) magazine for a period of two (2) weeks. Books may be renewed once for an additional two weeks. Students may borrow materials simply by writing their name and homeroom number on the book card and giving it to the Media 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 ignores the receipt of three (3) overdue notices, a phone call will be made informing the parents that the student is 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) a day per item. Media Center privileges are suspended until all over dues/fines are cleared. The borrower is responsible for all lost or damaged books. Fines will be assessed accordingly. If a lost book that is paid for should later be found in the condition it was checked out in, the price of the book will be refunded.

### **New Jersey Common Core State Standards**

In 1996, the New Jersey State Board of Education adopted the New Jersey Common Core State Standards, an ambitious framework for educational reform in the State's public schools. New Jersey's standards were created to improve student achievement by clearly defining what all students should know and be able to do at the end of thirteen years of public education.

The Common Core State Standards were revised in 2011 to include the following nine academic areas:

- Visual and Performing Arts
- Comprehensive Health and Physical Education
- Language Arts Literacy
- Mathematics
- Science
- Social Studies
- World Languages
- Technology Literacy
- Career Education and Consumer, Family and Life Skills

Each content area focuses on the development of higher order thinking skills and requires students to read, write, think and create. Although the standards have been organized into separate academic disciplines, this is not meant to imply that each standard can only be met through content specific courses. The very nature of learning lends itself to an integrated approach.

The Union Township Board of Education has aligned all curriculums to the standards and ensures that teachers provide instruction according to these standards. Teachers are also provided with opportunities for professional development that focuses on the standards.

At the fifth grade level, student performance in the content areas of language arts literacy and mathematics is assessed through the administration of the NJASK5 (New Jersey Assessment of Skills and Knowledge).

Parents interested in reviewing the Common Core State Standards and/or any of our school's curriculum guides may do so by contacting the school principal.

## **A LITTLE SOMETHING FOR PARENTS:**

### **“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 every night.
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.

### **CITIZENSHIP**

Means being obedient to rules, parents, teachers, and other people in authority

Means caring about other people and working cooperatively with them

Means working, playing, and learning to the best of your ability

Means respecting other people, their ideas, and their property

Means taking the initiative to contribute to the betterment of the school environment

\* A Citizenship Award will be presented by teacher recommendation to an outstanding student from each homeroom at Jefferson School each marking period. The above criteria will be used to make the selections:

### **MOST IMPROVED STUDENT**

Each marking period, all homeroom and special area teachers will select a student from their class to receive an award for demonstrating the most academic progress during that marking period.

### ATTENDANCE, ABSENCES, AND EXCUSES

The Township of Union Board of Education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The district shall endeavor to achieve the ninety percent (90%) attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards in the Core Curriculum Content Standards. The superintendent shall oversee the development of effective strategies that maximize student attendance at all scheduled periods of actual instruction or supervised study activities and strive to:

- A. Encourage good attendance;
- B. Discourage unexcused absences;
- C. Identify patterns of absence, tardiness and early departures from school; and
- D. Intervene to prevent and correct problems with attendance.

A. "Attendance" is a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities. A school day shall consist of not less than four hours of actual instruction. An approved kindergarten school day shall consist of one continuous session of 2 1/2 hours may be considered as a full day.

The mere presence of a student at roll call shall not be regarded as sufficient to be considered in attendance for a school day. A student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.

A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

B. "Excused absence" is a student's absence from school for a full day or a portion of a day for one or more of the following reasons:

- 1. The student's illness;
- 2. Requirements of a student's individual health care plan;
- 3. A death or critical illness in the student's immediate family, or others with permission of principal;
- 4. Quarantine;
- 5. Observance of the student's religion on a day approved for that purpose by the State Board of Education;
- 6. Religious holiday;
- 7. The student's suspension from school;
- 8. Requirements of the student's Individualized Education Program (IEP);
- 9. Alternate short or long term accommodations for students with disabilities;
- 10. The student's required attendance in court;
- 11. Interviews with an admissions officer of an educational institution;
- 12. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- 13. Such good cause as may be acceptable to the principal.

C. "Unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed in paragraph "Excused Absences" above. Absence is expressly not excused for any of the following purposes (this list is intended to be illustrative and is not inclusive):

- 1. Family travel;
- 2. Performance of household or babysitting duties; and
- 3. Other daytime activities unrelated to the school program

Attendance need not always be within the school facilities. A student will be considered to be in attendance if he/she is present at any place where school is in session by authority of the board. The board shall consider each student assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

### Tardiness

The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activity. Students are expected to arrive to school and class on time. A student who is tardy to any class will be subject to disciplinary action as outlined in board policy 5131 Conduct and Discipline and the student code of conduct. Consequences for accumulated occurrences of tardiness may include detention, loss of credit and an unexcused school day absence.

### Attendance

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully. The following rules shall apply for student absences:

- A. A student shall be considered absent from class for tardiness in excess of one half of the total class period;
- B. A student shall be considered absent from school for participation in less than 4 instructional hours during the school day.

A student must be in attendance for a specified number of school days set forth in regulation developed by the superintendent in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including student service personnel and classroom teachers.

In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those days in excess of the required minimum. Documentation of the nature and causes of these absences shall be the responsibility of the student and parent/guardian. Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence.

### Unexcused Absences

When a student fails to report to class or school accumulating up to four unexcused absences, the district shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
- B. Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence;
- C. Develop an action plan to assist the student to return to school and maintain regular attendance.

If contact through these means is unsuccessful the district may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.

If at any time it is suspected that there is a potential of abuse, neglect and/or a student is potentially missing the district shall implement all procedures required by law including reporting protocols, notification of parents/guardians and cooperation with law enforcement and other authorities and agencies, as appropriate.

## Persistent Absences

If the pattern of unexcused absences continues and five to nine unexcused absences are accumulated the district shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
- B. Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence;
- C. Conduct a follow-up investigation by contacting the student's parents/guardians in writing to determine the cause of each unexcused absence;
- D. The principal or his or her designee shall schedule a meeting with the parent/guardian and the student.

The purpose of this meeting shall be to evaluate the appropriateness of the action plan to assist the student to return to school and maintain regular attendance. The plan shall be reviewed and revised in coordination with the parent/guardian and may include the participation of the classroom teacher, school nurse, guidance counselor, principal or other appropriate staff. The plan shall establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes and supporting the student's return to school and regular attendance.

That plan may include any or all of the following:

- 1. Referral or consultation with the building's Intervention and Referral Services team;
- 2. Testing, assessments or evaluations of the student's academic, behavioral and health needs;
- 3. The consideration of an alternate educational placement;
- 4. Referral to a community-based social and health provider agency or other community resource;
- 5. Referral to the court program designated by the New Jersey Administrative Office of the Courts;
- 6. The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate.

## Discipline

All discipline regarding the attendance of students shall be consistent with the board policy 5131 Conduct and Discipline and the code of student conduct. Consequences for absences may include:

- A. Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth herein;
- B. Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth herein;
- C. Loss of partial or total course credit;
- D. Detention or suspension.

## Truancy

For cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is truant, pursuant to law. The district shall:

- A. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
- B. Make a reasonable attempt to notify the student's parents of the mandatory referral;
- C. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- D. Cooperate with law enforcement and other authorities and agencies, as appropriate;
- E. Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes.

### Unexcused Absences for Students in Special Education

The attendance guidelines, discipline and remedial measures set forth in this policy shall apply to classified students where appropriate and in accordance with the student's:

- A. Individualized Education Program (IEP);
- B. Procedural protections set forth in N.J.A.C. 6A:14;
- C. Alternate short or long term accommodations for students with disabilities as required by law;
- D. Requirements of a student's individual health care plan.

### Late Arrival and Early Dismissal

The board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the board shall require that the school be notified in advance of such absences by written request of the student's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- A. Medical or dental appointments which cannot be scheduled outside of school hours;
- B. Requirements of a student's individual health care plan;
- C. Requirements of the student's Individualized Education Program (IEP);
- D. Alternate short or long term accommodations for students with disabilities;
- E. Medical disability;
- F. Motor vehicle driver's test;
- G. Interview for college entrance or employment;
- H. Family emergency;
- I. Court appearance;
- J. Such good cause as may be acceptable to the administration.

Tardiness not covered by the causes listed shall be cumulative, and may affect course credit.

### Legal Custody

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the board of any change in the student's custodian. The principal may take such steps as seem necessary to ensure that the child is released only to the proper legal custodian.

No student in grades kindergarten through eight shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

Please refer to the link below for a full description of Attendance Policy:

**<http://www.twpunionschools.org/documents/policies/Revised%20Policy%20Manual/5113%20Attendance-%20Absences%20and%20Excuses.pdf>**



## ELEMENTARY SCHOOL CURRICULUM REQUIREMENTS

### LANGUAGE ARTS GRADE 5

#### I. To the Student/Parent or Guardian:

This list of language arts objectives for fifth grade has been provided for your information and convenience. Your awareness of the goals that we will be working toward will help you to help your child do his or her best throughout the year. Children, parents, and teachers working together can achieve the highest levels of accomplishment.

#### II. Curriculum Requirements:

Steady attendance, attention to the lesson, and good effort are necessary for optimal success.

Daily participation in the lesson is expected of each pupil.

Study and preparation are necessary for your child's best performance on tests.

Daily involvement in completing the homework is required for a child to keep up with the pace of the class' learning.

#### III. Curriculum Objectives:

##### A. Spelling Skills

1. Spell words from the list that correspond with each story
2. Spell words correctly in written work
3. Use spelling words in a complete sentence

##### B. Vocabulary Skills

1. Define vocabulary words from each story selection
2. Identify vocabulary words and their meanings from context

##### C. Library/Research Skills

1. Use multiple sources to collect information
2. Learn about different areas of the media center
3. Use a card catalogue to locate information

##### D. Speaking Skills

1. Speak in complete sentences as they respond orally
2. Read aloud poems and short plays from text
3. Present oral book reports

##### E. Writing Skills

1. Write a complete sentence
2. Identify the parts of a paragraph and an essay
3. Write a story from a speculative prompt
4. Write a persuasive essay
5. Write an open-ended response
6. Write a summary of a story
7. Write a poem
8. Write a descriptive paragraph
9. Copy notes from the board in script

##### F. Grammar Skills

1. Recognize and form complete sentences
2. Identify and use simple and complete subjects
3. Recognize and write the four kinds of sentences
4. Recognize the structure of compound/complex sentences
5. Correct sentence fragments and run-on sentences
6. Identify and write common and proper nouns in a sentence
7. Recognize and spell regular and irregular plural nouns
8. Form and use possessive nouns
9. Use all punctuation marks properly
10. Identify and write sentences using action and linking verbs

## ELEMENTARY SCHOOL CURRICULUM REQUIREMENTS

### LANGUAGE ARTS GRADE 5

#### F. Grammar Skills (Cont'd)

11. Write sentences with correct spelling and usage of past, present, and future tense verbs
12. Write sentences that use contractions
13. Write sentences using adjectives
14. Write sentences using adverbs
15. Use pronouns correctly in sentences
16. Write sentences using prepositions and prepositional phrases
17. Recognize and use conjunctions

#### G. Reading/Literature Skills

##### 1. Identify the following terms:

- Character
- Climax
- Conflict
- Folktale
- Foreshadowing
- Genre
- Historical fiction
- Theme
- Plot
- Point of view
- Setting
- Read and report on four books per year
- Read a summer reading book and take a test to show comprehension of independent reading

#### H. Listening Skills

1. Follow oral directions
2. Listen to audio tapes

#### I. Viewing Skills

1. Use a Venn diagram for comparison and contrast
2. Look at a picture prompt to create a story
3. View a video after reading a novel to compare and contrast the literary elements
4. Create posters, dioramas, or mobiles to show understanding of a story

#### J. Critical Thinking Skills

1. Use critical thinking skills to infer, analyze, hypothesize, and determine cause and effect of a given situation

#### K. Note Taking/Study Skills

1. Outlining
2. Use a story map
3. Take notes from the chalkboard or overhead

## ELEMENTARY SCHOOL CURRICULUM REQUIREMENTS

### **MATHEMATICS GRADE 5**

I. To the Student/Parent or Guardian:

The purpose of this guide is to provide you with a complete overview of the curriculum, including the objectives to be studied and your teacher's requirements for the successful completion of the math objectives. The student, parent and/or guardian form an important team working in the interest of the student's education. Our program is intended to encourage growth, increase self-confidence and positive achievement. We hope that the following information will clarify the objectives being taught and that sufficient study and practice will be provided as needed to master these skills. We hope that you will work together so that sufficient study and practice will be provided as needed to master these skills.

II. Curriculum Requirements:

Tests/Quizzes	To be given throughout the year on the objective being taught
Homework	District policy is a guideline, which encourages written and/or oral nightly assignments on a regular basis
Class Participation	Student needs to be attentive and responsive
Good Attendance	Punctuality, citizenship and good effort are necessary for successful achievement

III. Curriculum: This 5<sup>th</sup> grade curriculum guide addresses the mathematics knowledge, process, and problem solving skills covered in the following areas:

1. Number sense: whole numbers, arithmetic operations, and negative numbers
2. Geometry: plane figures, geometric figures, congruence, similarity geometric transformations, and tessellations
3. Measurement: standard and non-standard units of measure, customary and metric units of measure
4. Patterns and Relationships: sequences and visual representation of data
5. Fractions and Decimals: place value of decimals, parts of a whole, parts of a group, equivalence, and operations
6. Statistics: surveys, graphs, frequency tables, measures of central tendency
7. Discrete Math: tree diagrams, systematic listing principle, counting principle, algorithms, probability, combinations, and arrangements (permutations.)

THIS GUIDE SHOULD BE KEPT FOR FUTURE REFERENCE AND DISCUSSION BETWEEN THE STUDENT AND PARENT/GUARDIAN.

## **PHYSICAL EDUCATION POLICIES**

The students in Jefferson School participate in Physical Education class twice weekly. Please review your child's schedule for the specific days.

In order to provide a safe and healthy experience for your child, the Department of Health, Physical Education, Safety, and Athletics recommends the following attire should be worn to school on gym days:

1. Footwear- Athletic style sneaker with a **Flat Sole**. No boots, platform sneakers, street hikers, or anything with a heel. **SNEAKERS MUST** be tied to the top.
2. Clothing – Comfortable shorts, sweat pants, or pants and short sleeved shirt. No tank tops or open sided sleeveless shirts. Shirts must cover waist when arms are raised.
3. All personal belongings (jewelry, money, clothing, etc.) must be left in the classroom prior to coming to gym. **Post earrings are not permitted in the gym.** It is the policy of the Township of Union that students may not participate in physical education classes with earrings. Students are encouraged not to wear earrings on physical education days.

**Note:** For newly pierced ears, a note is required from a doctor stating that earrings are to remain in and be covered for physical education classes. Those without a doctor's note will be considered unprepared for class.

4. No hard headbands – only cloth. No large plastic hairclips or any decoration that can fall off or injure someone.

**Any student not complying with all of the above will be marked “unprepared” and not be allowed to participate in activities. Three “unprepared” marks in one marking period will be reflected in the child’s grade.**

Physical Education grade is made up of four items:

- Two skills tests
- One Physical Education written test
- Daily participation

A note from home is required for medically excused students who will not be marked “unprepared.” Any medical excuse for more than two consecutive gym days requires a note from a physician.

Physical Education class will begin with the next scheduled class and students are expected to be prepared.

If you have any questions, please feel free to contact any of the Physical Education teachers.

## **TOWNSHIP HOMEWORK REQUIREMENTS**

The Union Township Board of Education believes that homework, relevant to material presented in class, provides an opportunity to broaden, deepen or reinforce the student's knowledge.

Part of the student's homework responsibility is being prepared for class. This includes; appropriate text and workbooks, signed papers and tests, pens, pencils, erasers, etc.

Pupils 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. (See Absences and Excuses on page 20.)

The suggested amount of homework for fifth grade is between fifty (50) minutes to one hour per day.

When students are out of the class for gifted and talented, music lessons, etc., they are expected to get the assignments given during the class and for homework.

## JEFFERSON SCHOOL #SWAG\* (HOMEWORK) POLICY

**\*SUCCESS – WILLPOWER – ATTITUDE – GOALS**

The school has provided each student with a PLANNER assignment pad. It should be used for daily and long range assignments. Please look through it with your child to reinforce the best possible use of it.

### Why we assign #SWAG:

We believe #SWAG is important because it is a valuable aid in helping students make the most of their experience in school. We give #SWAG because it is useful in reinforcing what has been learned in class, prepares students for upcoming lessons, teaches responsibility, and helps students develop positive study habits and good organizational skills. #SWAG acts as a component of the student's overall grade.

### When #SWAG will be assigned:

Generally, #SWAG will be assigned on a daily basis, including weekends. Assignments should take students about 50 minutes to complete each night. This does not include studying for tests, working on long range projects, or #SWAG assignments from special area teachers which may require additional time. Even if students do not have written homework, reviewing subject related notes and independent reading on a regular basis should be part of their daily routine. Students will be given advance notice to study for all tests, although there can be unannounced quizzes. #SWAG assignments will be written on the classroom board every day.

### Student's #SWAG responsibilities:

- \*\* Students are expected to do their best job on their #SWAG.
- \*\* All assignments will be completed.
- \*\* Students will turn in work that is neatly done.
- \*\* Students are responsible for getting assignments if they missed class.
- \*\* Students should do the work on their own and only ask for help after they have given it their best effort.
- \*\* If a student does not understand an assignment it is his/her responsibility to make arrangements with the teacher to get help.

### Teachers' #SWAG responsibilities:

We will check all #SWAG assignments and keep a record of assignments completed and not completed. We will offer assistance when needed to help the students be as successful as possible. We will give students praise and other incentives when they do their #SWAG.

### Parents' #SWAG responsibilities: (Your support is absolutely essential!)

Parents are the key to making #SWAG a positive experience for their children.

We ask that parents:

1. Make #SWAG a top priority
2. Provide necessary supplies and a quiet environment
3. Set a daily #SWAG time
4. Provide support and praise.
5. Contact us if you notice a problem

### If students do not complete #SWAG: (These procedures apply per marking period.)

If a student chooses not to do #SWAG in any single subject area the consequences are:

First through fourth missing/incomplete assignment: Parent will be notified – method at teacher's discretion.

Detention may be assigned at any time at the teacher's discretion. A written notice will be sent home if a student is assigned morning or after school detention.

The missing/incomplete assignment will be submitted the next school day.

Disciplinary actions for subsequent missing/incomplete assignments will be at the individual teacher's discretion.

It is expected that all children and parents will comply with the above homework policy.

Please read and discuss this #SWAG policy with your child.

## MARKING SYSTEM

Jefferson School uses the following elementary level marking system:

A+ - 96.5 to 110.0	C+ - 76.5 to 79.4
A - 92.5 to 96.4	C - 72.5 to 76.4
A- - 89.5 to 92.4	C- - 69.5 to 72.4
B+ - 86.5 to 89.4	D - 64.5 to 69.4
B - 82.5 to 86.4	D- - 59.5 to 64.4
B- - 79.5 to 82.4	F - 0.0 to 59.4

Report cards are distributed four times a year. There is space on the return envelope for teacher and parent comments.

In the middle of each marking period, a mid-marking period progress report will be sent to parents of students who are not working up to their ability or who may be working below average.

Graded #SWAG /class work/quizzes will be made into a combined average of one test grade to be averaged with all the other test grades.

Projects will be considered as a full test grade.


### HONOR ROLL

Special Honor Roll: A+, A, or A- in "all" subjects. (This includes all specials.)

1<sup>st</sup> Honor Roll: A+, A, or A- in all academic areas with no less than a C+, C, or C- in any given special.

2<sup>nd</sup> Honor Roll: A+, A, A-, and B+, B, B- in all academic areas (grade point average of 3.5 or greater) with no less than a C+, C, or C- in any given special.

### A Sample Report Card

Central Five/Jefferson School 155 Hilton Avenue Vauxhall, NJ 07088		Student Number		Name				Grade		
								5		
		Marking Period				Principal				
Subject Area	Teacher	Academic Marks							Curricular Areas of Strength	Curricular Areas of Weakness
		1st MP	2nd MP	M.Y. Prof	3rd MP	4th MP	Final Prof	Final Grade		
Language Arts										
Spelling										
Mathematics										
Science										
Social Studies										
Art										
General/Vocal Music										
Health/ Phys. Ed.										
Computers										
Instrumental Music										
Attendance		Explanation of Marks							Comments	
Absent	Tardy	97-100	A+	77-79	C+	Your child's grade assignment for the _____ school year is _____. School opens on September ____, 20___.				
Marking Period/Year	Marking Period/Year	93-96	A	73-76	C					
		90-92	A-	70-72	C-					
		87-89	B+	65-69	D					
		83-86	B	60-64	D-					
		80-82	B-	59 and below	F					

**TOWNSHIP OF UNION PUBLIC SCHOOLS OFFICE OF STUDENT INFORMATION AND TECHNOLOGY**  
**ANN M. HART; DIRECTOR**

**PARENT PORTAL**

The Township of Union Public School District is proud to offer an online Parent Portal. The portal is an excellent resource for tracking your child's progress. The portal will allow you to view and verify information about your child. Should you have any questions, I encourage you to speak with your child's teacher regarding your concern.

For Grade 5 you will have access to the following:

- Emergence contact information and email addresses.
- Basic school information (grade, homeroom, etc.)
- Daily attendance
- Discipline Record (for the current year)
- Grade book by teacher (current marking period average, assignments, and test grades)

**GENESIS**

In order to access this information, you must provide a current email address. Your email address will be your log in id for the Parent Portal. Email the following information, and you will be sent a temporary password and directions. A link to the Parent Portal is available on the district website. All children in a family can be linked to one account, therefore include the information for all of your children in your email. To sign up, email the following information to **[parentaccess@twpunionschools.org](mailto:parentaccess@twpunionschools.org)**

Student Name  
Student ID #  
Cell Phone Number  
Email Address (email address will be your log in to the portal)

Student Birth Date  
Parent/Guardian Full Name  
Cell Phone Provider (i.e. Verizon)

**CATAPULT**

All homeroom teachers at Jefferson School maintain an on line website for homework. All students are supplied with a homework planner, courtesy of the PTA. However, we do understand that at times a child may forget to write down an assignment or leave their homework planner in school. By logging onto "Catapult" you can see the homework for that night.

## 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, fasten seat belt, 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 if 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 any 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 and profanity are forbidden on the bus.
- No cell phones, i-pods, games, or recorders shall be used while on the 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.

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



## SCHOOL TRANSPORTATION DISCIPLINE POLICY

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 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 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 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, during recess, 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 shall provide for transportation to and from school during the period of such exclusion.

Revised: September 5, 1995

### ADDITIONAL BUS INFORMATION

1. All students eligible for bus transportation must carry and show their bus pass (which contains a photo ID) to the driver and/or bus aide.
2. No student may change buses for any reason without the approval of the supervisor of transportation.
3. No walking students may ride a bus for any reason.
4. Bus students may change stops on their route if a note from their parent/guardian stating the stop and reason are brought to the office.
5. Bus students who are not going home on the bus for any reason (parents are picking them up when early, walking with a friend, etc.) must bring a note from their parents/guardian stating the reason to the office by 8:25 a.m..
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 or her bus stop. Students must go to the stop closest to his or her home.
8. Students should learn their bus route number as well as the name of the driver and bus aide.
9. No food or beverages of any kind may be consumed while on the vehicle as well as no cell phones, i-pods, games, or recorders shall be used while on the bus. File Code 5144 Revised July 11, 1989

## 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 towards 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 "smoking" substance or 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.

**Notice: Student lockers and desks constitute school property over which the school district retains the right to conduct periodic inspections without notice.**

### 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 to interventionist

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

#### 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.

#### Local School Level

1. The principal is responsible for:
2. Ensuring that students, faculty, and school administrators cooperatively develop procedures for considering student problems and processing complaints and appeals
3. 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; and (c) requiring that all parties involved be notified, in writing, of the decision within ten school days of the date the appeal is received
4. Forwarding an information copy of the procedures to the assistant superintendent of schools
5. Distributing the procedures (local school level and beyond the local school level) to each student
6. 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
7. Requiring an annual review and revision, if appropriate, of the procedures at the local school level

## **STUDENT COMPLAINTS AND GRIEVANCES (continued)**

### **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 requests, 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. **Review 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; and (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 the 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 of Education may be appealed to the New Jersey Commissioner of Education.

**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, and highly mobile pupils such as migrant workers' children and homeless children regardless of the severity of their disability. The school district locates, identifies, and evaluates, where appropriate, the following: Children below school-entry age (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, Director of Special Services, Township of Union Public Schools at (908) 851-6478 or by writing her at 2155 Morris Avenue, Union, NJ 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, (a service established by the N.J. Department of Education through I.D.E.A., Part B funds from the U.S. Department of Education) at 1-800-322-8174.

**CRITERIA FOR ADMITTANCE INTO THE 5<sup>TH</sup> GRADE GIFTED AND TALENTED PROGRAM**

Students will have 2 scheduled periods of gifted and talented classes per week.

- Students who were previously enrolled in the 4<sup>th</sup> grade GT program may continue in the program if:
  - The student receives a minimum score of 32 on their end of the year GT evaluation.
  - The student maintains a minimum GPA of 3.5 on their 4<sup>th</sup> grade end of the year report card.
- Students who were not previously in the GT program may be considered if they meet 3 of the 4 following criteria:
  - A minimum GPA of 3.8 on their 4<sup>th</sup> grade end of the year report card in their academic subjects.
  - A recommendation by the student's 4<sup>th</sup> grade classroom teacher using the Revised Renzulli/Hartman Teacher Checklist of Behavioral Characteristics of Gifted (K-5) and must have received the minimum accepted score.
  - A recommendation by the student's computer/G & T teacher using the Revised Renzulli/Hartman Teacher Checklist of Behavioral Characteristics of Gifted (K-5) and must have received the minimum accepted score.
  - A passing average score on the Torrence Test of Creative Thinking: **Figural TTCT : *Thinking Creatively with Pictures*** and the Torrence Test of Creative Thinking: **Verbal TTCT : *Thinking Creatively with Words***
- Students who are new to the district may be considered for eligibility into the program if:
  - By the end of the 1<sup>st</sup> marking period the classroom teacher can nominate a new student for consideration by using the Revised Renzulli/Hartman Teacher Checklist of Behavioral Characteristics of Gifted (K-5).
  - Students who receive the required minimum score on the Renzulli will then be tested using the Torrence Test of Creative Thinking: **Figural TTCT : *Thinking Creatively with Pictures*** and the Torrence Test of Creative Thinking: **Verbal TTCT : *Thinking Creatively with Words***.

## **CRITERIA FOR ADMITTANCE INTO THE 5<sup>TH</sup> GRADE GIFTED AND TALENTED PROGRAM CONTINUED**

- After testing takes place, and the student receives a passing average score on their Torrence Test, the student's work from the 1<sup>st</sup> marking period will be analyzed by the GT teacher and a final determination of eligibility will be made by the GT teacher.
- Students accepted into the program will begin at the start of the 3<sup>rd</sup> marking period.

## **CRITERIA FOR EXIT FROM THE 5<sup>TH</sup> GRADE GIFTED AND TALENTED PROGRAM**

If a student scores below a 32 on their mid-year evaluation, they will not continue the program for the remainder of the year.

If a student scores below a 32 on their end of the year evaluation, they will not continue the program in the next grade.

If a student has a GPA lower than a 3.5 or a grade lower than a B- at any point during the year, they will be put on probation for one marking period, in which they have the opportunity to improve their grades.

If their GPA does not reach a 3.5, and/or they once again receive a grade lower than a B-, they will be removed from the program for the remainder of the year.

If their GPA reaches a 3.5 and they receive grades no lower than a B-, their probationary period will end.

If a student is displaying inappropriate behavior during school hours, they will be put on probation for the period of 30 days.

If the student's behavior does not improve at the conclusion of 30 days, they will be removed from the program for the remainder of the year.

If the student's behavior improves, they will reenter the program for the remainder of the year.

If a student must be placed on probation for a second time in the same school year, they will be removed from the program.

If a student has a GPA lower than a 3.5 or a grade lower than a B- at the conclusion of the fourth marking period, they will not continue the program in the next grade.

If a student scores below proficient on the NJASK Language Arts 5 (less than 200), and/or below proficient on the NJASK Math 5 (less than 200), they will not continue the program in the next grade.

## JEFFERSON SCHOOL 2016-2017 CALENDAR OF EVENTS

<u>Date: 2016</u>		<u>Event</u>
September	9	Orientation Assembly
	19	Ice Cream Social
	29	Open House/PTA General Meeting
October	13	Bus Evacuation (Rain Date 10/14) Mid-Marking Period Progress Reports Distributed
	19	PTA Executive Board Meeting – 7:00 PM
	26-27	PTA Book Fair
	27	Photographer/Individual School Pictures
	31	Halloween Parade/Parties
November		First Marking Period Ends
	16	PTA Executive Board Meeting
	14-18	American Education Week Report Cards Sent Home
December	1	Holiday Show
	1	Portrait Retakes
	5-6	Holiday Boutique
	8	Holiday Show/PTA General meeting
	9	PTA Movie Night
	15	School Trip: <i>A Christmas Carol</i>
	21	PTA Executive Board Meeting Mid-Marking Period Progress Reports Distributed

**JEFFERSON SCHOOL 2016-2017 CALENDAR OF EVENTS (continued)**

<b><u>Date 2017</u></b>		<b><u>Event</u></b>
January	18	PTA Executive Board Meeting
	20	Volleyball Night
	31	Spring Portraits/Class Pictures
February		Second Marking Period Ends
	15-16	Bookfair
	15	PTA Executive Board Meeting
		Report Cards Sent Home
	24	PTA Family Night
March	10	PTA Bingo Night
	15	PTA Executive Board Meeting
	23	Bus Evacuation (Rain Date: 3/24)
April	12	PTA Executive Board Meeting
	12-13	Bookfair
	28	PTA Spring Family Night
	TBD	PARCC ADMINISTERED
May	5	Mayor's Spelling Bee
	11	ART Show
	17	Track Meet (Rain Date: 5/18)
	17	PTA Executive Board Meeting
	23	5 <sup>th</sup> Grade Orientation
	TBA	D.A.R.E. Graduation
June	1	Spring Concert
	8	Spring Concert – PTA General Meeting
	9	Cranford Pool Party (Rain Date: 6/13)
	14	Final Awards Assembly
	23	Last Day of School
	23	Report Cards Sent Home

**UNION TOWNSHIP  
BOARD OF EDUCATION**

Mr. Vito Nufrio  
President  
Mr. David Arminio  
Vice President

Mr. Guy Francis  
Mr. Steven Le  
Mr. Jeff Monge  
Mr. Ronnie McDowell  
Mrs. Nellis Regis-Darby  
Mr. Angel Salcedo  
Mrs. Nancy Zuena

Gregory Brennan, Board Secretary

\* \* \* \* \*

Superintendent of Schools  
Assistant Superintendent of Schools  
Assistant Superintendent of Schools

Mr. Gregory Tatum  
Mrs. Anne Moses  
Mr. Gerald Benaquista



**JEFFERSON SCHOOL  
155 HILTON AVENUE  
VAUXHALL, NJ 07088  
(908) 851-6560**

Dear Parents/Guardians:

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

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

We look forward to a good year!

The Jefferson School Staff

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**(Parent(s)/guardians: Please sign and return to your child's homeroom teacher at Jefferson School.)**

I have read the following handbook contents: **(PLEASE CHECK)**

- \_\_\_\_\_ Absences and Excuses Regulations
- \_\_\_\_\_ Friday Folder
- \_\_\_\_\_ Dress Code
- \_\_\_\_\_ Electronics/Cellular Phones
- \_\_\_\_\_ Detention Information
- \_\_\_\_\_ Language Arts Requirements
- \_\_\_\_\_ Mathematics Curriculum Requirements
- \_\_\_\_\_ Homework Policy
- \_\_\_\_\_ Playground Rules
- \_\_\_\_\_ Assertive Discipline Plan, Consequences, and Rewards
- \_\_\_\_\_ Harassment, Intimidation or Bullying
- \_\_\_\_\_ Rules of Conduct for Pupil Transportation
- \_\_\_\_\_ Union Township Elementary Level Behavior Code
- \_\_\_\_\_ Student Complaints and Grievances
- \_\_\_\_\_ Intervention and Referral Services
- \_\_\_\_\_ Parent Portal and Classroom Update
- \_\_\_\_\_ D.A.R.E. Program
- \_\_\_\_\_ Physical Education Policies

\_\_\_\_\_  
(Student's Name)

\_\_\_\_\_  
(Teacher)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

**TOWNSHIP OF UNION SCHOOLS INTERNET USE GUIDELINES PERMISSION FORM**

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. Inappropriate use will result in a cancellation of privileges.

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 child independent access, please sign the permission slip below.

---

**(Parent(s)/guardians: Please sign and return to your child's homeroom teacher at Jefferson School)**

INTERNET USE PERMISSION FORM

I give permission for my son/daughter \_\_\_\_\_ to be issued access to the Internet through the computer network at the Union Public Schools. I have reviewed the school rules regarding network and Internet use with my child.

I do not give permission for my son/daughter \_\_\_\_\_ to be issued access to the Internet.

Parent's/Guardian's Signature: \_\_\_\_\_

Print Parent's/Guardian's Name: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_

JEFFERSON SCHOOL  
155 HILTON AVENUE  
VAUXHALL, NJ 07088

**CONSENT FORM  
TO ALLOW STUDENTS TO BE VIDEOTAPED, PHOTOGRAPHED,  
OR INTERVIEWED BY MEDIA REPRESENTATIVES**

NAME OF STUDENT: \_\_\_\_\_ H.R. # \_\_\_\_\_

I, \_\_\_\_\_, give permission for my son/daughter,  
\_\_\_\_\_, to be videotaped, photographed, or interviewed  
by  
Jefferson School or by any other media representatives with the purpose of promoting  
school programs or activities.

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Parent/Legal Guardian



**UNION TV 34  
INDIVIDUAL RELEASE AND AGREEMENT**

Dated: \_\_\_\_\_

For and in consideration of being permitted to participate on a **Union TV 34 Program**, to be televised on **COMCAST CABLE CHANNEL 34 & FIOS VERIZON 34** IN Union, New Jersey, the undersigned Releaser, being of lawful age, does, for him or herself, his or her spouse, legal representatives, heirs and assigns, hereby release, waive, and discharge **THE TOWNSHIP OF UNION**, their affiliates, agents, employees, successors or assigns, as the case may be (collectively, "Releasees"), of and from any and every claim, demand, action or right of action, of whatever kind of nature, either in law or equity, arising from Releaser's participation as a guest on the aforementioned program.

Releaser specifically acknowledges and agrees that if releaser brings a suit or claim for any reason relating to Releaser's participation on a **Union TV 34 Program**, Releaser shall indemnify Releasees and bear all costs associated with Releasee's defense of any such claim or action, including reasonable attorneys' fees and costs.

Furthermore, Releaser hereby grants Releasees the right and permission to copyright and/or use, reuse and/or broadcast and republish videotape recordings of Releaser, or in which Releaser may be distorted in character or form, in conjunction with Releaser's own or fictitious name or reproductions thereof, in color or black and white, made through any media by **THE TOWNSHIP OF UNION** at its studio or elsewhere, for any purposes whatsoever, including the use of any printed material in conjunction therewith.

Releaser hereby waives any right to inspect or approve the finished videotape, sound track, or advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that it might be applied.

Releaser expressly agrees that the terms of this Release and Agreement are contractual and not a mere recital and that this Release and Agreement is intended to be as broad and inclusive as permitted by the laws of the State of New Jersey, and that if any portion thereof is held to be invalid, the balance shall, notwithstanding, continue to full legal force and effect.

Releaser has carefully read the foregoing Release and Agreement and understands the contents thereof and signs this release as his or her own free act.

I hereby certify that I am the guardian of \_\_\_\_\_, a minor under the age of twenty-one, and in consideration of \_\_\_\_\_'s participation on a **UNION TV 34 PROGRAM**, to be televised on **COMCAST CABLE CHANNEL 34 and VERIZON FIOS 34** in Union, New Jersey, I hereby consent to the terms of the foregoing Release and Agreement, with the same force and effect as if executed by me.

\_\_\_\_\_  
(Signature of Parent or Guardian)