

Jefferson School Student Handbook



Jefferson School
155 Hilton Avenue
Vauxhall, New Jersey 07088

September 2017

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

UNION TOWNSHIP WEBSITE WWW.TWPUNIONSCHOOLS.ORG

STUDENT'S NAME: _____

HOMEROOM NUMBER: _____

STUDENT I.D. NUMBER: _____

BUS ROUTE NUMBER: _____

TABLE OF CONTENTS

Important Telephone Numbers	2
District Mission Statement.....	3
Jefferson School Vision Statement	3
Daily Schedule.....	4
Parties	4
Calendar.....	4
School Rules and Regulations	
A. Arrival	6
B. Dismissal	6
C. Aftercare.....	6
D. Playground Rules	7
E. Philosophy.....	7
F. Assertive Discipline Plan	8
G. Harrasment, Intimidation, and Bullying.....	9
H. Rules and Regulations	10
I. Hallyway Safety	10
J. Bathroom.....	10
K. Cafeteria.....	11
L. Friday Folders	11
M. Classroom	11
N. Dress Code.....	12
Health Office/Absence Procedures	13
A. Medication	13
B. Student Accident Insurance	13
Perfect Attendance.....	13
Detention	13
Intervention and Referral Service (I.&R.S.).....	14
Section 504	14
D.A.R.E. Program.....	14
Textbooks.....	15

Table of Contents (continued)

Trips	15
Cellular Phones	15
Good Study Habits	15
Media Center	
A. Admission.....	16
B. Circulation.....	16
A Little Something for Parents.....	16
Citizenship Awards	16
Most Improved Student	16
<i>Leader In Me</i>	16
Absences and Excuses.....	17
Attendance.....	18-20
Physical Education Policy.....	21
Township/Jefferson School #SWAG(Homework)Policy.....	22
Marking System/Honor Roll.....	23
Sample Report Card.....	23
Parent Portal/Genesis/Catapult.....	24
Rules of Conduct for Pupil Transportation.....	25-26
School Transportation Discipline Policy	26
Elementary Level Behavior Code	27
Student Complaints and Grievances – Hearing Procedures.....	28
Notice of Child Find Activity.....	29
Gifted and Talented Criteria (Entrance and Exit)	29-30
Union Township Board of Education.....	31
Parent Consent Forms.....	32-34

DISTRICT MISSION STATEMENT

The mission of the Township of Union Public Schools is to build on the foundations of honesty, excellence, integrity, strong family and community partnerships. We promote a supportive learning environment where every student is challenged, inspired, empowered and respected as diverse learners. Through cultivation of students' intellectual curiosity, skills and knowledge, our students can achieve academically and socially, and contribute as responsible productive citizens of our global community.

JEFFERSON SCHOOL VISION STATEMENT

To support the mission of the district, the vision 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 Student Learning 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.

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
10:20 – 11:00 A.M.	First Lunch (Rooms 105, 107, 210, 212, 216, 218)
11:00 – 11:40 P.M.	Second Lunch (Rooms 108, 110, 201, 202, 213)
11:40 – 12:20 P.M.	Third Lunch (Rooms 301, 302, 303, 304, 305, 307, 308)
12:20 – 1:00 P.M.	Fourth Lunch (Rooms 203, 205, 207, 304, 306)
1:00 - 1:40 P.M.	Fifth Lunch (Rooms 104, 106, 109, 111, 215, 217)
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 2017-2018

Thursday, September 7, 2017 – SCHOOLS OPEN

SCHOOLS WILL BE CLOSED ON THE FOLLOWING DAYS:

- Thursday, September 21Rosh Hashanah
- Monday, October 9 Columbus Day
- Friday, October 27..... Half Day-Staff Development Workshop
- Tuesday, November 7.Election Day
- Thursday, November 9 & Friday, November 10..... NJEA Convention
- Wednesday, November 22..... Half Day Thanksgiving Recess
- Thursday, November 23 & Friday, November 24.....Thanksgiving Recess
- Friday, December 1.....Half Day-Staff Development Workshop
- Friday, December 23.....Half Day-Christmas Recess
- Monday, December 25 - Friday, December 29.....Christmas Recess
- Tuesday, January 2.....School Reopens**
- Friday, January 12.....Half Day-Staff Development Workshop
- Monday, January 15..... Martin Luther King Jr.'s Birthday
- Friday, February 16.....Half Day-Staff Development Workshop
- Monday, February 19.....Presidents' Day
- Friday, March 16.....Half Day-Staff Development Workshop
- Friday, March 30.....Good Friday
- Monday, April 16 – Friday, April 20.....Spring Recess
- Monday, April 23.....School Reopens**
- Friday, May 25.....Half Day Memorial DayWeekend
- Monday, May 28.....Memorial Day
- Tuesday, June 19 – Friday 22.....LAST 4 Half Days for End of School Year
- Friday, June 22.....LAST DAY OF SCHOOL

REPORT CARD DATES

<u>MARKING PERIOD</u>	<u>ENDS</u>	<u>CARDS OUT</u>	<u>CARDS BACK</u>
1	Nov. 15, 2017	Nov. 22, 2017	Nov. 27, 2017
2	Jan. 30, 2018	Feb. 6, 2018	Feb. 1, 2018
3	April 5, 2018	April 12, 2018	April 23, 2018
4	June 22, 2018	June 22, 2018	

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 16	7th DAY	April 17	8th DAY	April 18	9th DAY	April 19	10th DAY	April 20

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 main office for an admittance pass. Anyone who is tardy **three times during a marking period** may be assigned office detention at **7:45 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 Homerooms 108, 109, 110 & 111 who arrive at school prior to 8:10 A.M. are to report to the cafeteria.

Students in all other Homerooms 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.

AFTERCARE

Aftercare is a program available through the YMCA. Please contact the Sr. Program Director at (908) 688-9622 to arrange placement. The Vauxhall Branch of the Union Public Library is NOT to be used for aftercare purposes.

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, jump ropes, hula hoops, and other peaceful games 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.

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:

- Verbal Warning
- Lunch Detention
- AM/PM Detention
- Parent Phone Call Home
- Visit to Counselor/Vice President/Principal which can result to any of the above consequences and/or suspension..
- Severe Offenses will result in student being sent directly to the Principal. “severe” indicates a severe disruption by the student, which interferes with and inhibits the teaching process and/or the safety and well-being of other students.

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, vice principal and/or principal.

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, cubby, or personal items brought to school, with reasonable suspicion and notification, may be subject to a search at the teacher's/principal's/vice 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 and sign out and in..
6. Students may buy one (1) snack 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,) to be 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 can be found on the teacher's webpage. Visit jefferson.twpunionschools.org, click on homeroom directory. .

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. Please visit our website: Jefferson.twpunionschools.org. On Homepage click on Accident Insurance. 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

Detention (AM/PM/Lunch) 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.

Benefits to Students and Parents	The Members of the Jefferson School Intervention and Referral Services Committee are:	
• 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	TBd 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.

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, and/or be excluded from end of the year activities.

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.

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.

LEADER IN ME

The Leader In Me (LIM) is a whole-school transformation model that empowers students with the skills they need to thrive in the 21st century. Leadership is taught directly to the students, but is also integrated with every day lessons. Students are empowered to have a voice in their school. Students become active agents in their learning.

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>

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.)

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

2nd Honor Roll: A+, A, A-, and B+, B, B- in all academic areas (grade point average of 3.0 or greater) with no less than a C+, C, or C- in any given special area.

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**

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:

- No student shall be allowed to ride the bus without a student picture bus pass.
- All students eligible for bus transportation is required to show the bus pass to the driver/bus assistant prior to boarding the bus each day.
- Lost passes will be replaced through the transportation office only for a \$5.00 replacement fee.
- Students must go to the designated bust stop listed on his/her buss pass only.
- Students are to arrive at their stop at least 10 minutes prior to their scheduled time.
- The bus **will not** wait for latecomers.
- Follow the directions of the bus driver and bus assistant at all times.
- Wait for the driver's signal before crossing the road. All children must cross at least 10 feet in front of the bus.
- Students should respect the homeowners property at the bus stop. Parents should not block the driveways of the property owners at the stop. Do not chase the bus from one stop to another. If you child misses the bus, please take your child directly to school.
- Seat belts must be worn worn and students shall remain seated at all times.
- Students shall face forward and keep the aisle and emergency exits clear of arms, legs, backpacks, etc.
- The bus driver and bus assistant are authorized to assign seats.
- Students are expected to be respectful and courteous to the driver, assistant and other students.
- Students shall not bring projects or other items on the bus that cannot safely fit in their backpacks or under the seat. The Transportation Dept. will not be liable for anything that cannot safely fit in their backpack or under the seat. The Tranportation Dept. will not be liable for anything that cannot be safely stored.
- No food or beverages of any kind are allowed on the vehicle.
- No cell phones, ipods, ipads, games or recorders shall be used while on the bus.
- Fighting on the bus or at the bus stop or harassment of any kind to anyone will not be tolerated.
- Weapons and/or tools or other objects that could be used as weapons are not permitted on the bus.
- Students shall not smoke or use tobacco on the bus.
- It will be the responsibility of the parent or guardian to pay for damage caused to any transportation equipment due to misconduct of their children.
- Do not throw anything out of the bus.
- No student may change buses for any reason without the approval of the transportation department.
- No walking students may ride the bus for any reason.
- Bus students may change stops on their route if a note from their parent/guardian stating the stop change and reason are brought to the office.
- Bus students who are not going home on the bus for any reason (leaving school early, walking with a friend, etc.) **MUST** bring a note from their parent/guardian stating the reason to the office.

- If a student forgets his/her note, he/she will NOT be able to change a stop.
- No bus student is to cross a major street to get to his/her bus stop. Students must go to the stop closest to his/her home.
- Students should learn their bus route number as well as the name of the driver and bus assistant.
- Students 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

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.

Township of Union G&T Program

The National Association of Gifted Children (NAGC) definition – Gifted individuals are those who demonstrate outstanding levels of aptitude (defined as exceptional ability to reason and learn) and competence (documented performance or achievement in top 10% or rarer) in one or domain.

Gifted and Talented (G&T) program teachers will provide opportunities for students to pursue individual interests in depth. Instruction will be fast paced with more complex and in-depth content to encourage students to make connections, problem solve, and develop critical, creative and innovative thinking. They will also learn effective practices in communication and collaboration, develop life, career and self-regulations skills and develop effective information, media and technology strategies. Grouping of students will be done in the classroom.

The goal of the program is:

- To identify gifted children in order to develop their advanced potential.
- To provide an opportunity for students to be encouraged to learn and apply the innovation skills of higher order thinking, critical reasoning, creative production, problem finding and solving and decision making.
- To provide an environment for achievement.

Each student's progress is monitored each marking period. At the end of the school year, students are evaluated using the appropriate criteria mentioned above to progress the following year in the G&T program.

Teachers are responsible for differentiated instruction on a daily basis. There are different eligibility requirements for each grade level for students (Grade 1-8) to be in the G&T program.

G&T Criteria K thru 5th

The Gifted and Talented program is about identifying students that possess or demonstrate high levels of ability in one or more content area compared to their chronological peers in the local district and who require modification of their educational program if they are to achieve in accordance with their capabilities. *New Jersey Administrative Code 6A:8-3.1*. Using this administrative code as a guide, the Township of Union Public Schools G&T program focuses on identifying and providing an engaging education environment. The students will be academically challenged, enriched and accelerated to enable them to make continuous progress in school.

The Gifted and Talented Programs for the gifted students surpasses appropriate grade level and place an emphasis on analysis, synthesis and evaluation. The Gifted and Talented Program creates opportunities for students to venture "outside of the box" to see beyond that which is apparent to the average learner. Howard Gardner's Multiple Intelligences Theory is incorporated for the gifted students use their preferred intelligence to demonstrate their giftedness. The G&T

program hone students' exceptional skills and encourage students to reach higher levels of productivity.

Specific groups of students are pulled out from their regular class and participate in enrichment activities with their G&T teacher. Students will use 21st century learning skills, Creativity, Collaboration, Communication and Critical Thinking. They will be encouraged to use these skills in class to complete their assignments and projects. The core academic areas are enhanced in the G&T program include but are not limited to College and Career Readiness, Language Arts, STEM, Social Studies, etc.

Fifth Grade Criteria:

- 4th Grade Teacher Recommendation
- Special Area Teacher Recommendation
- iReady Scores: Top 10% on the previous year's end of the year assessment in both reading and math within their building
- Exceeded Expectations in Reading and Math 4th Grade PARCC scores
- GPA 3.8 AND HIGHER
- Passing Torrance Test Score

UNION TOWNSHIP
BOARD OF EDUCATION

Mr. Ron McDowell - President
Mrs. Nancy Zuena – Vice President
Mr. David Arminio
Mr. Guy Francis
Mrs. Nancy Minneci
Mr. Jeff Monge
Mr. Jeff Monge
Mrs. Nellis Regis-Darby
Mrs. Mary Lynn Williams

* * * * *

Superintendent of Schools
Assistant Superintendent of Schools
Assistant Superintendent of Schools

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

Gregory Brennan, Board Secretary

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

(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**

Dear Parents/Guardians:

The Township of Union Public Schools is pleased to offer students access to the Internet. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. While it is our intent to make Internet access available to further educational goals and objectives, it is possible students may find ways to access other material as well. We believe that the benefits that students gain from access to the Internet, in the form of information sources and opportunities for collaboration, exceed any disadvantages. Please see the district website for the Township of Union Public Schools *Internet Use Guidelines*.

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

I **GIVE** permission for my son/daughter _____ to be issued access to the Internet through the computer network at the Township of 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 Internet.

Parent/Guardian's Signature: _____

Print Parent/Guardian's Name: _____

Date: _____

Home Phone Number: _____

School: **Jefferson School** Grade: **5** Homeroom #: _____

PLEASE RETURN THIS FORM TO YOUR CHILD'S HOMEROOM TEACHER

Township of Union School District
Parental/Guardian Consent Form

We are sending you this parental consent form to both inform you and to request permission for your child's photo/image and name to be published on the district and/or school's website as well as other forms of media that are related to and/or generated by our school.

As you are aware, there are potential dangers associated with the posting of personally identifiable information through media and on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any additional personally identifiable information without prior written consent from you as a parent or guardian. Additional personally identifiable information includes residential addresses, e-mail addresses, phone numbers and location and times of class trips.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing. By sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

Please be advised that local newspapers and other organization may publish photos/images and personal information as a result of students being recognized for a variety of accomplishments; these may subsequently appear on that organization's web site. We do not have any ability to prevent such postings. The permission you are granting below applies only to the school and/or district website.

Check one of the following choices:

- I/We **GRANT** permission for this student's photo/image and name to be published on the school and/or district's public Internet site as well as all other forms of media that are related to and/or generated by our school.

- I/WE **DO NOT GRANT** permission for this student's photo/image and name to be published on the school and/or district's public Internet site as well as all other forms of media that are related to and/or generated by our school.

PERMISSION SHALL REMAIN IN EFFECT UNTIL REVOKED IN WRITING BY THE PARENT,
GUARDIAN OR ADULT STUDENT.

Student's Name: (Please Print) _____ Grade: _____

Print Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Relation to Student: _____

Date: _____