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## Educational Outcome Goals

The Board of Education, having consulted with teachers, pupils, parents and other community members, has adopted the following educational outcome goals for the students of Hope Township School. These goals shall be reviewed at least once every five years. The last review was on 9/23/08.

The educational program in Hope Township shall enable each pupil:

1. To acquire basic skills in obtaining information, solving problems, thinking critically and communicating effectively.
2. To acquire a stock of basic information concerning the principles of the physical, biological and social sciences, the historical record of human achievements and failures, and current social issues.
3. To become an effective and responsible contributor to the decision-making processes of the political and other institutions of the community, county, state and world.
4. To acquire the knowledge, skills and understanding that permit him or her to play a satisfying and responsible role as both producer and consumer.
5. To acquire job entry level skills and the knowledge necessary for further education.
6. To acquire the understanding of and the ability to form responsible relations with a wide range of other people including those with differing social and cultural characteristics.
7. To acquire the capacities for playing satisfying roles in family life.
8. To acquire the knowledge, habits and attitudes that promote sound personal and public health, both physical and mental.
9. To acquire an understanding of ethical principles and values and develop the ability to apply them to his or her own life.
10. To develop an understanding of his or her own worth, abilities, potentials and limitations.
11. To learn to enjoy the process of learning and to acquire the skills necessary for a lifetime of continuous learning and adaptation to change. *(Reviewed Hope BOE 9/23/08)*

### Day-To-Day Operations Daily Schedule

**Students in Grades K-8 should arrive at school by 8:45  
to ensure a timely transition to Homeroom  
PreK runs from 8:55-11:55**

8:50 - 8:57	Homeroom
8:58 - 9:43	Period 1
9:44 - 10:29	Period 2
10:30 - 11:15	Period 3
11:16 - 12:01	Period 4
12:02 - 12:47	Period 5
12:48 - 1:33	Period 6
1:34 - 2:19	Period 7
2:20 - 3:13	Period 8

### Lunch and Structured Recreation Schedule

	<u>Grades 4 &amp; 7</u>	<u>Period</u>
Structured Recreation	11:16 - 11:36	4A
Lunch	11:37 – 12:01	4B
	<u>Grades 2, 6 &amp; 8</u>	
Lunch	11:16 – 11:39	4A
Structured Recreation	11:40 – 12:01	4B
	<u>Kindergarten &amp; Gr. 5</u>	
Lunch	12:02 – 12:23	5A
Structured Recreation	12:23 – 12:47	5B
	<u>Grades 1 &amp; 3</u>	
Structured Recreation	12:02 – 12:22	5A
Lunch	12:23 – 12:47	5B

### Absence From School

Parents are requested to notify the school nurse at 459-4687, between 8:40 and 9:00AM, each day a student is absent with the reason for the absence. Such notification is required in order to ensure the safety of each child. On the day of the student's return to school, the student must present a note, signed by a parent or guardian, indicating the date and reason for the absence. If a student should return without a note, the parent or guardian will be contacted. **A note is required for an absence of any reason.** Excused absences are limited to illness, death in the family and approved religious holidays. An absence of five consecutive days requires a doctor's excuse. Please be advised that if a child is out ill, he is not permitted to attend an after-school or evening activity. Any student who wishes to be excused for any other reason must receive the Administration's approval in advance. All excuses are kept on file until the conclusion of the school year. ***Any student with total absences in excess of 18 days, will be reviewed regarding possible retention.*** **NJSA 18A:38-25. Compulsory Education. Attendance Required. Attendance required of children between six and 16.**

Every parent, guardian or other person having custody and control of a child between the ages of six and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.

**NJSA 18A:38-27. Truancy and juvenile delinquency defined.** Any child between the ages of six and 16 years who shall repeatedly be absent from school, and any child of such age found away from school during school hours whose parent, guardian or other person having charge and control of the child is unable to cause him to attend school and any pupil who is incorrigible, actually vagrant, vicious, or immoral in conduct, shall be deemed to be a juvenile delinquent and shall be proceeded against as such.

### Absences – Unexcused

<b>CUMULATIVE</b>	<b>Consequence</b>
5 unexcused absences	A student/parent conference will be held with the Assistant Principal
6 unexcused absences	Recess detention
7-8 unexcused absences	After school detention (Thursday)
9 unexcused absences	In-person parent conference with Superintendent
10 unexcused absences	Saturday detention
11 unexcused absences	Office of the Courts will be notified

Excess Absences followed by parental notes may result in a request for a doctor's note.

### Non-School Vacations

Students who plan to be absent from school because of vacation must provide advanced notice in the form of a letter, written by their parent or guardian, explaining the reason for the absence and the educational value of the trip. Unnecessary absences tend to minimize the value of school and may interfere with student progress. The classroom teacher will only be required to provide a general listing of the material expected to be covered during the child's absence. It is not reasonable to assign a week's worth of specific, detailed assignments or homework when the child is not present to benefit from daily instruction. Any missed tests or quizzes will be made up at the discretion of the teacher. The student is responsible for any material covered and work assigned while away.

If a parent is away for business or vacation, and their child needs to stay with a relative or friend, the Administration will need, in writing, all emergency contact information.

### Pupil Tardiness (A.M. and P.M.)

Students are expected to arrive at school on time. Developing habits of punctuality and regular attendance help to foster success through school and into adult life. A student who is not in homeroom by 8:50 AM, or prior to 3:13 PM, is considered tardy and must be signed in at the main office by a parent or guardian. Only those who have obtained permission from the Administration will not be marked unexcused tardy. (Pupils who come to school on a bus that is late are not considered tardy). After school detentions will be held on Thursday afternoons weekly.

<b>IN A MARKING PERIOD, AFTER</b>	<b>Consequence</b>
3 unexcused tardies	A student/parent conference will be held with the Assistant Principal
4 unexcused tardies	Recess detention
5 unexcused tardies	After school detention (Thursday)
6 unexcused tardies	In-person parent conference with Superintendent
7 unexcused tardies	After school detention (Thursday)
8 unexcused tardies	After school detention (Thursday)
9 unexcused tardies	After school detention (Thursday)
10 unexcused tardies	Saturday detention
11 unexcused tardies	Letter sent notifying parents that cumulative tardies may result in truancy charges.
12-16 unexcused tardies	Office of the Courts will be notified
16 unexcused tardies	Office of the Courts will be notified

#### **Early Excuses**

Pupils may be excused from school only by the Administration. The request must be made in writing and include the time of his/her departure and return, and the reason for the early dismissal. Students will be called to the office when the parent/guardian arrives to pick them up. All students must be signed out before exiting the building. Students are reminded that anyone who leaves the building during the school day without being properly excused is considered truant and subject to disciplinary action. Students that leave early are considered “TARDY.” **See Pupil Tardiness (AM & PM) for consequences.**

#### **Visiting Friends After School**

Students wishing to visit friends after school must have a signed note indicating parental permission. Due to the capacity and routing of buses, a student cannot go on a bus different than their own. The district cannot issue bus passes for students to visit friends if the friend normally rides a different bus.

#### **Student Drop-Off and Pick-Up**

School buses will drop-off and pick-up students in the circular driveway in front of the gymnasium. **NO OTHER VEHICLES ARE PERMITTED IN THIS DRIVEWAY DURING DROP-OFF/PICK-UP TIMES.** Parents who are dropping-off or picking-up students will use the parking lot adjacent to the side of the gymnasium. All drivers are urged to use the utmost caution when entering or leaving this parking lot to ensure the safety of our students. Please maintain a SLOW speed at all times. If you are discharging a student in the morning at the lower lot drop off area, please do so in a timely manner. Students should always disembark from the passenger side of the vehicle and walk directly into the designated entrance door. There may be other vehicles and parents lined up behind and extending onto Rt. 519. If it is not a quick drop-off, please pull into a parking space and escort your child to the entrance.

Students should not be arriving at school prior to 8:30 a.m. For the safety of your child, please be advised that there is **no supervision before 8:30 a.m.** Please use the lower lot when dropping off students before 8:50 a.m. Only those students who are later than 8:50 a.m. may use the upper parking lot, and **must be signed in by a parent.**

All bus and car-line students will be dismissed from the gymnasium at the end of the school day. A student who normally rides the bus, must have a written note (preferred) or be “signed out” by a parent or guardian for car-line dismissal. If an emergency arises, parents may call prior to 3:00 pm on the same day if a child is to be picked up.

### **Before and After Care**

“Happiness is Camping” is now sponsoring KIDZ KLUB, a before (7:00 AM - 8:40 AM) and after (3:10 PM – 6:00 PM) school child care program held at the Hope Twp. School. **This program is run independently from the school.** For complete registration information/packet, or to learn more about this program, please call and ask for the Director, at 908-362-6733. Information flyers are also available at the Main office of Hope School.

### **Use of Bicycles**

Parents must provide written permission for their child to ride a bicycle to and from school. Permission slips are available in the main office. Students are reminded that a helmet must be worn while riding a bicycle, and must dismount the bicycle and walk it while on school property. The school does not permit the use of scooters, mini-bikes, skateboards, in-line skates, 4 wheelers, ATVs or motorcycles for travel to or from school. The school is not responsible for bicycles left outside during the school day.

### **School Safety Patrol**

The Hope Township School sponsors a School Safety Patrol each year. Eligible members are students in the eighth grade. It is important for parents to assist us in reinforcing and emphasizing the need for all students to respect the authority of the Safety Patrol members when they are on duty in the building and on school grounds. Safety Patrol students have no authority on the school bus except to report problems to the driver, Safety Patrol Advisor or administrator. Any student who does not successfully fulfill his/her responsibilities, or meet eligibility requirements, may be removed from their post by the advisors or Administration.

### **Flag Salute**

Each morning, pupils are expected to salute the flag and recite the Pledge of Allegiance. The salute shall be rendered with the right hand over the heart. Pupils who have permission not to participate are expected to respect the rights of those participating.

### **Animals**

Due to the potential complications of an animal bite and allergic reactions, it is our policy that students not bring animals to school while school is in session. Under special circumstances an animal would be allowed in school if it were directly involved in a program. See the Administration for approval.

## Pupil Programs of Study

Hope Township School serves a student population that ranges from Pre-K through eighth grade. As such, a differentiated educational program is necessary to meet the needs of its developmentally diverse student constituency. The grade levels are divided into four grade level "clusters": Pre-K-2; 3- 4; 5-8. Each program is designed to address the unique academic, social, emotional and physical needs of children within the respective grade level grouping.

### Homework

Regularly assigned homework, faithfully done by students, is considered part of the learning process at Hope Township School. Homework is meant to reinforce and extend learning that takes place in the classroom, develop effective study habits and organizational skills, improve student performance, engender a sense of personal responsibility and provide a day-to-day link between home and school.

Students are expected to complete all assigned work to the best of their ability. On rare occasions, family obligations or emergencies may prevent the completion of a homework assignment. Under such conditions, parents should write a note to the teacher explaining the circumstances. Make up of missed assignments will then be at the discretion of the teacher.

The duration of time spent doing homework varies in accordance with grade level expectations. The following are general guidelines for the total amount of time a student should spend completing daily homework assignments: (This does not include reading)

Kindergarten: 10 minutes	Grade 3: 20-30 minutes	Grade 6: 35-50 minutes
Grade 1: 10-15 minutes	Grade 4: 25-35 minutes	Grade 7: 40-60 minutes
Grade 2: 20 minutes	Grade 5: 30-45 minutes	Grade 8: 50-70 minutes

## Reporting Pupil Progress

### Grading and Report Cards for Grades K-2

Students in grades K-2 will be assessed on specific skills that align with our school curriculum and New Jersey Core Content Curriculum Standards.

Students will be graded by:

N – Needs Improvement. This means the student has not shown progress in this skill.

S - Satisfactory. This means the student is showing progress in this skill.

O - Outstanding. This means the student has mastered the grade level requirements associated with this skill.

U – Unsatisfactory. This means the student is unable to fulfill the requirements of this skill.

\* Students in PreK and Kindergarten will receive a report card for the second, third and fourth marking periods. Students in grades 1 and 2 will receive report cards for each marking period.

### **Grading and Report Cards for Grades 3-8**

The Board recognizes that a system of grading can help students, teachers and parents monitor achievement and assess progress toward personal educational goals and objectives. The grade reporting system for assigning marking period grades is as follows:

**Excellent.** Quality of work is in the superior range. Contributes beyond class assignments, grasps all facts essential to skill areas, shows superior initiative and interest, and integrates all subject areas.

A+ 98.50 - 102

A 93.50 - 98.49

A- 91.50 - 93.49

**Good.** Quality of work is in the above-average range, is prepared for all lessons, has good understanding of subject matter, works with initiative and self-direction, and hands in written work that is well done.

B+ 89.50 – 91.49

B 84.50 – 89.49

B- 82.50 – 84.49

**Fair.** Quality of work is in the average range. Works well under teacher direction, but sometimes needs extra help and guidance.

C+ 80.50 – 82.49

C 75.50 – 80.49

C- 73.50 – 75.49

**Weak.** Quality of work is in the below-average range. Shows little progress but has mastered a few skills.

D+ 71.50 – 73.49

D 66.50 – 71.49

D- 64.50 – 66.49

**Failing.** Quality of work is not satisfactory and indicates that skills have not been mastered.

F 1 – 64.49

**Incomplete.** Submitted work is insufficient to warrant any of the above grades. This grade (I) is given to students who have experienced extended periods of illness or those who have not completed assigned work for other approved reasons. If a student receives this mark, a conference should be arranged to inform parents of extent of the work to be completed. If all work is completed within a reasonable amount of time, as defined by the teacher and Administration, the grade will be changed to a mark deemed appropriate by the classroom teacher. If the work is not completed during the allotted time, a failure is recorded for the subject.

### **Progress Reports**

In addition to marking period grades, a mid-semester progress report will be sent home for each student in grades 1-8, during the first and third marking periods. K-8 teachers will send home progress reports during the second and fourth marking periods on an “as needed” basis. This report is intended to help parents monitor the progress and achievement of their child.

### **Calculating Grade Point Average**

For determination of GPA, core courses include Language Arts, Social Studies, Science, Math. For seventh and eighth graders, Spanish is also included as a core course. Because Language Arts is taught as two integrated Reading and Writing courses, it has a weighted factor of ten (10). Social Studies, Science, Math and Spanish have a weighted factor of five (5). All other courses carry a factor of one (1).

Grade equivalents are as follows:

A+ 4.33	B+ 3.33	C+ 2.33	D+ 1.33
A 4.00	B 3.00	C 2.00	D 1.00
A- 3.66	B- 2.66	C- 1.66	D- .66

### **Recognition of Pupil Achievement**

Pupils in grades six through eight who distinguish themselves by high academic achievement will be recognized on an honor roll at the end of each marking period.

#### **\*High Honor Roll**

The high honor roll will include all pupils who have achieved a grade of A- or better in each subject.

#### **\*Honor Roll**

The honor roll will include all pupils who have achieved a grade of B- or better in each subject *and* a GPA of 3.00 or better.

#### **Panther Pride Honor Society**

Panther Pride Honor Society was established in Hope in the 2001-2002 school year to promote appropriate recognition, specifically to Hope students in grades 7 & 8, who reflect outstanding accomplishments in the areas of scholarship, leadership, service, character, effort and citizenship. Hope students who have a grade point average of 3.5 or better, with no grade below a “C,” will be considered. Fourth marking period grade point averages for Grade 6 will also be considered.

#### **Additional Awards and Recognition**

Because it is not possible to anticipate the achievements of pupils in all areas of school and community life, the administration and faculty are committed to recognizing outstanding student accomplishments that may occur outside the traditional academic arena. Any such accomplishment should be reported to the Administration.

## Special Outings and Events

**Special outings and events are subject to maintaining acceptable academic achievement of a 70 or better in all content areas.**

### Field Trips

Class field trips are periodically planned by teachers and are considered an extension of the classroom learning experience. Transportation costs to these school approved events are supported by Board of Education monies, if such funds are available. Parents may be asked to share in the cost of the trip by paying for the admittance fees and possibly transportation. In the event of a field trip requiring extensive travel, parents may be asked to help defray the cost of coach transportation in place of a school bus. If the cost of a field trip is a financial burden, the parents should contact the Administration. Information about field trips will be provided well in advance. Signed parental permission slips are required for student attendance.

Students are expected to follow all school rules and specific teacher directions while on the trip.

**If academics are not achieved, other arrangements will be made for this student to receive educational support in school on the day of the trip.**

### School Parties/Celebrations

All parties/celebrations must be approved in advance and will be planned and administered by the cluster teachers. Parties/celebrations will be consistent with Board policy and cluster decisions. Board policy prohibits teachers from accepting gifts. Please speak with the teacher prior to sending in items or food for the class. Anything brought in must come to the main office first. ***Please refer to the Nutrition Policy in the back of this handbook. This policy was instituted in 2006, and will be enforced.***

### School Dances

Dances are for Hope Township residents in grades 5 - 8. Out of town guests are, as a general rule, not permitted. Occasionally, exceptions may be made if approved at least 24 hours in advance, in writing, by the school administration. Once admitted into the dance, students are to remain inside until picked up by a parent or designated responsible adult. No students are permitted in any other area of the school or property outside of the dance area. Adult chaperones, which may include faculty or parent volunteers, are the responsible adults at these social functions. All food and beverages will be available through the dance sponsor only. All students are to maintain behavior and dress that is accordance with school guidelines. All school rules apply (no cell phones, etc.) Anyone failing to conduct themselves in an acceptable and appropriate manner will be subject to disciplinary action and exclusion from the dance and future social events. ***A student must be present in school all day in order to attend a dance or other social function, and they must be academically eligible.***

## Student Support Services

### **Guidance and Counseling Services**

The school counselor is available for students who need assistance throughout the school year. The following services are available to students:

- Orientation for new students
- Short term crisis intervention and counseling
- Ongoing counseling on an individual or group basis with written parental approval for socialization skills
- Information pertaining to "outside" services (psychologist, counseling, etc.)
- Information regarding report cards, standardized testing, etc.

### **Child Study Team**

In accordance with NJ State Law, the Child Study Team (CST) of Hope Township School is comprised of a Psychologist, Learning Disabilities Teacher Consultant, Social Worker, Speech Therapist, Nurse and a Consulting Physician. The purpose of the team is to aid teachers, parents and students in providing the proper educational atmosphere in which all students may perform and learn to the best of their ability. Requests for CST services can be made by parent, teacher or administrator by filling out a referral form and stating the reasons for the request. Requests for services may include an Educational Evaluation, Psychological Evaluation and/or Guidance Counseling. Parents are always made aware of any referral to the team of their child so that they may be directly involved in the screening and placement process if necessary. **(See Regulation 2460.1)**

### **IR & S / Pupil Assistance Committee**

The school may provide additional educational resources for children in need through the IR & S / Pupil Assistance Committee (PAC). This group is comprised of teachers, special educators and an administrator. As one of their tasks, the PAC may devise a Pupil Assistance Plan designed to address behavior or academic difficulties that a student is experiencing in the regular education class. Parents of pupils referred to PAC are encouraged to participate in the development and implementation of the Pupil Assistance Plan.

### **Gifted and Talented**

Hope Township School, using multiple measure criteria developed by teachers and approved by the Hope Board of Education, identifies gifted students and provides these qualifying students with appropriate instructional adaptations and services. A student may qualify for the program in Language Arts or Mathematics. Students will be evaluated annually for these programs.

### **Academic Enrichment**

Recognizing the unique gifts and talents of all students, the Academic Enrichment program offers all students the opportunity to extend their academic performance. As such, the extended learner program will be open to all students and includes three components:

1. A skill strengthening program: to reinforce the fundamental skills of learning.
2. An enrichment program: to develop problem-solving and higher level thinking skills.
3. A talent program: to cultivate students' special skills or abilities that may lie outside of the traditional academic arena (i.e. art, music, physical education).

## Health Services

### Health Record Update

Please notify the school nurse regarding any new immunizations received or major illnesses that occurred during the summer months.

### Administration of Medication

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of any pupil illness. At the same time, the Board recognizes that a pupil's attendance may be contingent upon the timely administration of medication duly prescribed by a physician. The Board will permit dispensation of medication in school only when the medication is administered in accordance with this policy. For the purposes of this policy, "medication" means any prescription drug or over-the-counter medicine or nutritional supplement. **Aspirin and cough drops are considered medication and subject to the same procedures as prescription drugs.**

No medication will be administered to pupils in school except by the school nurse, another registered nurse, or the pupil's parent. Medication must be delivered to the school nurse in its original container by the pupil's parent and must be accompanied by the parent's written request for its administration and by the physician's written and signed statement of the medication's name, purpose for the specific pupil, timing, dosage, possible side effects and the time when its use will be discontinued. Medication no longer required must be promptly removed by the parent. An exception is made for pupils with asthma or another potentially life threatening illness, who shall be allowed to self-administer medication when a nurse is not physically present at the scene, provided permission for such self-medication is on file in the office of the school nurse and comply with the conditions for granting permission contained in Regulation #5330 RF.

The privilege to self-administer medication may be revoked if the student fails to comply with this policy or the regulations of self-medication. (NJSA 18A:6-1.1; 18A40-6; 18A:40-7) (NJSA 45:11-23)

### Physical Examination

Each student must have a physical exam upon entry into the school district either in Pre-K, Kindergarten, or upon transfer in the older grades. This exam should be done by a health care provider or advanced practice nurse chosen by the student's parents/guardians.

The Hope Township Board of Education stresses the importance of students obtaining subsequent examinations by your health care provider **at least** once during each of the student's developmental stages:

1. Early Childhood (Pre-K to Grade 3)
2. Pre Adolescence (Grade 4-6)
3. Adolescence (Grade 7-8)

When it is time for your child to have his physical exam, it is recommended that you obtain a physical form from the nurse's office and have it filled out by your private physician. The school nurse will record this on your child's school health record.

If you do not have a private physician or you have any other question concerning physicals, please call the nurse's office.

## **Health Screening**

Health Screenings are procedures designed to detect previously unrecognized conditions as early as possible in order to provide early intervention and remediation and to limit potential disability or negative impact on scholastic performance.

NJ Law requires that all students aged 10 to 18 be examined for scoliosis every 2 years. The examination will be conducted in school. Parents will be notified if the need for a medical examination is indicated. If you do not want your child examined in school, and wish to have your child examined at your own expense, please notify the school nurse immediately in writing.

Students are also screened annually for Height, Weight, B/P, Vision, and Hearing according to N.J. State Guidelines and school policy. A referral form will be sent home to a parent if their child has difficulty with any of these screenings. If you do not want any of these health screenings to be done in the school, please put this in writing and send it to the nurse before the end of September. Any letters must be specific as to the type of screening refused and the school year.

## **Parent Participation and Communication**

### **Visiting Your School**

All parents are welcome to visit their school. In order to ensure the safety of the students, persons wishing to visit the school are asked to make arrangements in advance through the school office. Upon arrival, all parents, visitors, and vendors must proceed directly to the school office where they can register and receive name tag and information or instructions.

### **Community Involvement**

The administration and faculty of Hope Township School are always interested in continuing and expanding parent participation in selected activities. Participation in curriculum development, policy formation and after school activities provide an excellent opportunity for meaningful involvement. Anyone interested in volunteering their time to assist in the library, production lab, chaperone a field trip, teach students hobbies after school, or serve as a class mother/father should contact the school office.

### **Conferences with Teachers**

Conferences with teachers are a professional matter and should be conducted under the most desirable and confidential conditions. Parents are asked to contact teachers directly, or through the main office, so that a meeting can be scheduled at a mutually convenient time.

In addition to meetings called on an "as need" basis, two Parent/Teacher Conferences are scheduled each school year. Prior to the conference dates in Fall and Spring, a notice providing more detailed information will be sent home with your child.

### **School Meetings**

The following list of meetings are open to the public. Parent participation is strongly encouraged. The exact dates and times will be reported in the weekly school newsletter.

School Board Meetings - 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month, 7:00 PM

Community Meetings: Special Purpose or Board of Education Meetings to review -

1. Prior district objectives summary report
2. Current district objectives
3. Standardized test results of NJ PASS, NJ ASK, NJ ASK 8 (formerly GEPA)

School Advisory Committee - Parents and members of the community meet with the Administration on an as needed basis.

### **Parent-Teacher Association (PTA)**

Hope Township PTA provides parents, teachers, and community members the opportunity to unite to improve children's lives by addressing health, education, and social concerns. Book Fairs, Family Fun Nights, and assemblies are a few examples of the activities which the PTA is involved in organizing. All parents are urged to join the PTA. Meetings are held at the school at 7:00 p.m., usually the first Monday of the month. Meeting dates are announced in the calendar and/or newsletter.

### **School Newsletter**

*Panther Prints*, the Hope Township School newsletter, is produced biweekly and sent home with students. Future events and pertinent educational information is included in this parent produced publication. Anyone interested in helping with the school newsletter should contact the school office.

### **Public Suggestions and Concerns**

Any person having a legitimate interest in the school shall have the right to present an inquiry, request, suggestion or concern in reference to the staff, curriculum, physical plant, grounds, administration, pupils or any other pertinent matter. The public is asked to refrain from calling individual Board of Education members about specific concerns.

Instead, individuals are encouraged to adhere to the following procedures as outlined in Board of Education Policy #9130:

1. Any such matter shall first be discussed with the staff member most directly involved.
2. If the matter is not satisfactorily resolved, the individual shall bring the concern to the attention of the Assistant Principal.
3. The Assistant Principal will schedule a meeting with the concerned individual and review:
  - a. the specific nature of the matter and the steps already taken to resolve it
  - b. the solution, if any, and the reasons supporting it.
4. If the matter is still not satisfactorily resolved, the individual will schedule a meeting with the Superintendent/Principal.
5. If the matter still remains unresolved, the entire Board of Education will render a final decision on the issue.

## **Emergency Procedures and School Closings**

### **NTI Call System**

Hope Township School utilizes an automated call system to let parents know about upcoming events, school closings, etc. If school is **not yet in session**, and closes or has a delayed opening for weather or any unforeseen reason, a call will go out to a family's home telephone number in the morning. If school is **in session**, and needs to close on an emergency basis, a call will go out to every telephone number you provide us for our data base. We will utilize this system whenever possible, but please do not rely on this system as your only source of information for closings or delays. (Refer to radio station listings).

### **Fire Drills**

Fire drills are held twice a month, as mandated by NJ State Law. Students are expected to remain silent and follow all directions given by teachers.

### **Bus Evacuation**

Bus evacuation drills will take place in the Fall and Spring. During these drills, students will be asked to exit the bus from the rear door to simulate emergency conditions.

### **Lock Downs**

During the course of the school year, students may participate in a lock down drill. This allows students to practice finding their "safe spot" in the event of an emergency.

### **Emergency Closing**

Throughout the school year, there may be days when the school must be closed because of inclement weather, or due to any other event or condition that restricts the use of the school facility. The following is a list of radio and television stations that make local announcements:

#### Clear Channel Radio

WNNJ 103.7 and 1360 AM

WHCY / MAX 106.3

WSUS 102.3

WRNJ 1510 AM

Channel 69 News (New Jersey)

#### Nassau Broadcasting

WSBG 93.5

WWYY 107.1

WVPO 840 AM

## **Delayed Opening**

A delayed opening will be utilized if road conditions are marginal in the early morning hours. If a delayed opening is announced, all bus pick-ups will take place one or two hours later than normal. Delayed openings will be announced by the radio stations indicated above, beginning at approximately 6:30 AM. If road conditions have not improved by 8:00 AM, the delayed opening will be canceled and school will be closed for the day. Radio stations will make the announcement of the full day closing shortly after 8:00 AM.

### **ONE-HOUR DELAY**

**If school is delayed one hour, all students are expected to arrive at school at 9:45 a.m. Homeroom begins at 9:50.** With a one-hour delay, the lunch program will be available and time for eating lunch will be provided during the shortened day. The Hope Township School NTI call system will be utilized whenever possible.

### **TWO-HOUR DELAY**

**For a two-hour delay, all students are to arrive at 10:45 a.m. Homeroom begins at 10:50.** Since lunch will not be served, students are asked to bring a lunch/snack to school. Lunch/milk will not be available for purchase. The Hope Township School NTI call system will be utilized whenever possible.

The **Preschool Class** will always have a three-hour program, so that on a two hour delay, preschool will run from 10:55 am-1:55 pm.

### **EARLY CLOSING**

**On occasion, Hope School may need to close early on an emergency basis.**

If you need to make alternate plans for your child(ren) when there is an early closing, please discuss those plans ahead of time with your child(ren). The Hope Township School NTI call system will be utilized whenever possible.

### **Early Emergency Dismissal**

In the event of an emergency closing, parents must provide a contingency plan for their children. An authorization form, provided by the district at the beginning of the year in your child's Back to School Packet, must be completed by parents, indicating the emergency plan that their child should follow. Please keep all records updated. In order to ensure your child's safety, in the event of an emergency closing, please discuss and familiarize your child with your emergency plan. The Hope Township School NTI call system will be utilized whenever possible.

### **Transportation Emergency**

If a parent is concerned because a bus is late dropping off a student, the bus company should be contacted. The bus company has the most accurate information about bus status once the students are on the bus. The bus company number is:

First Student Bus Co. – 908-637-4232

In the event of an emergency, should the school be contacted about a bus delay, a message will be placed on the main office phone: (908) 459-4242.

## **Emergency Hotlines**

The following is a list of resources that may be contacted in case emergency:

1. 24 Hour Crisis Hotline 454-5141
2. First Call for Help 689-7335  
(A referral service that directs people to where they can get help)
3. New Jersey Drug Hotline 1-800-729-6686
4. Family Guidance Center 454-5141; 908-689-1000; 908-689-4470  
(Any crisis involving children and adults such as depression, suicide and physical abuse. In case of abuse DYFS is contacted. Also offers out-patient counseling.)
5. AlAnon-Ala Teen 973-744-8686  
(Support groups for adults and teens dealing with alcoholism in the family)
6. Narcotics Anonymous 800-992-0401
7. School Alcohol Programs 800-322-5525  
(Treatment/education for adolescents, family members and school personnel with an alcohol or drug related problems.)
8. Pregnancy Center for Women 908-684-3099
9. Division of Youth & Family Services (DYFS) 1-877-652-2873 (1-877-NJ ABUSE)
10. Runaway Hotline 800-231-6946
11. "2NDFLOOR" is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all NJ young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak to professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information, and try the message board.

## **General Information**

### **New Students**

New students who register while school is in session may begin classes the day after registration provided that appropriate records have been received.

### **Pupil Records**

According to NJSA 6:3-2, "Each local school district shall have the responsibility to compile and maintain pupil records and to regulate access to and security of such records in accordance with these rules and regulations." Inherent in this law is the parent's right to review their child's school records and to request interpretation of such records as needed. All such requests are to be made to the school office.

### **F.E.R.P.A.**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the School Principal [or appropriate School Official] a written request that identifies the record(s) they wish to inspect. The School

Official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the School Principal [or appropriate School Official], clearly identifying the part of the record they want changed, and specify why it is inaccurate. Within 10 days of notification, the designated School Official shall meet with the parents or eligible students to resolve the issue(s). If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Student Accident Insurance**

Each year, the Board of Education provides pupil accident insurance that covers students during the school day. Additional coverage may be purchased by parents for a small fee. Information regarding this insurance policy will be provided in the beginning of the school year.

### **School Building and Grounds**

The use of the Hope Township School building and grounds after school hours is only permitted with the approval of School Officials. Playground facilities, if used properly, may be used until dark. Supervision of students after school hours is a parental responsibility. Rollerblading, skateboarding, use of scooters, using sneakers with wheels is not allowed on school property. Smoking is not permitted on school grounds at any time (NJSA 26:3, D-15 to D-22).

Persons riding horses or using motorbikes, snowmobiles, or other vehicles on school property are subject to prosecution. Loitering on school grounds is prohibited at all times.

### **Student Fund Raising**

The collection of money in or on school property, or at any school sponsored event by a student for personal benefit is prohibited. Any fundraising must have administrative approval prior to the activity.

## School Bus Safety

### **Parent Responsibility**

At the beginning of each school year, parents should review with their children the list of transportation regulations issued by the school. The importance of observing these rules in order to protect their own safety and that of all the children on the bus should be strongly communicated. Parents are reminded that children who are unable to ride the bus in a safe and appropriate manner may lose the privilege of school-provided transportation.

In order to ensure safe and expedient transportation, parents are asked to adhere to the following set of guidelines:

1. Make sure that students are ready and waiting for the bus at the appointed time.
2. Accompany very young pupils to the bus stop each morning and meet the bus in the afternoon for the purposes of supervision and safety.
3. Insist on habits of punctuality and courtesy when waiting for and riding on the bus.
4. Consider the driver a member of the school system and as someone entitled to the respect and courtesy due to all school personnel.
5. Do not ask the driver to stop at places other than the regular bus stop.
6. Obey all traffic laws, rules and regulations pertaining to school buses and encourage your friends and neighbors to do the same.

### **Student Responsibility**

Students are expected to conduct themselves in a positive and appropriate manner while waiting for and riding on the bus. The bus rules listed below have been established in order to ensure the safety of every person on the bus. Students who choose to break the rules will be subject to disciplinary action.

1. Listen and respond to the bus driver at all times.
2. Be seated and buckled in at all times until given permission to leave the seat.
3. Enter and leave the bus in a single line. Do not push or crowd.
4. Speak softly. Do not shout or yell across the bus. Any form of profanity is prohibited.
5. Do not extend head, arms or legs out of the window or into the aisles. Keep your hands and feet to yourself.
6. Do not touch the personal belongings of other students.
7. Keep your area clean. Do not litter or throw things.
8. Eating, drinking and gum chewing are not allowed on the bus. Students are not permitted to eat their breakfast or snacks of any kind on the bus.
9. Windows may be opened only with permission from the bus driver.
10. Await the signal from the driver or safety patrol before crossing in front of the bus.
11. Behave in an orderly manner while waiting at the bus stop.
12. Headsets/iPods are permitted on the bus only, provided they do not inhibit the student's ability to take direction from the driver. Please refer to Section XIII, "H" in this handbook.

**First Infraction:**

Student conference with administration. Parent contact and/or student detention.

**Second Infraction:**

Student conference with administration. Parent contact. Suspension from the bus for a period not to exceed five days.

**Third Infraction:**

Student conference with administration. Parent contact. Loss of all bus transportation privileges for a period of thirty days. Parents assume responsibility for transportation of child to and from school.

## Student Rights and Responsibilities

### Student Code of Rights and Responsibilities

Hope Township School believes that students have certain rights. These rights have been defined according to Board of Education policy and the professional expertise of the administration and teaching staff who are collectively responsible for the welfare of *all* students in the school setting. **(See Policy 1510)**

Commensurate with these rights are responsibilities for which all students are held accountable. Just as in the larger society for which we prepare our children, the smaller society of the school must have rules and consequences to establish and maintain a safe and orderly environment.

The Code of Students Rights and Responsibilities is designed to clarify expectations of students in terms of their behavior and self control. Disciplinary action will be taken for infractions of established rules. Discipline will be carried out in a fair and equitable manner that reflects the age and maturity of the pupil and the nature of the misconduct.

Each student has the following rights and responsibilities:

1. **In the school at large**, a student has the  
**Right** to attend a safe, orderly and attractive school.  
**Responsibility** to conduct oneself in a manner that ensures the safety and well being of self and others.
2. **In the classroom**, a student has the  
**Right** to a learning environment that is free from excessive noise, disruptive behavior or disrepair.  
**Responsibility** to listen to the teacher, to respect the rights of others in the classroom, and to respect school property.
3. **On the playground**, a student has the  
**Right** to enjoy exercise and free play under safe and orderly conditions.  
**Responsibility** to follow rules of good conduct on the playground that ensure the safety of all students and the opportunity to enjoy outdoor activity.

4. **In the cafeteria**, a student has the
  - Right** to eat his/her lunch in an orderly atmosphere and be assured of a nutritious meal.
  - Responsibility** to follow cafeteria rules, obey lunch room supervisors and bring cafeteria concerns to the attention of school authorities.
5. **On the school bus**, a student has the
  - Right** to a safe and orderly ride to and from school.
  - Responsibility** to observe rules and regulations outlined in this handbook and as required by the bus driver.
6. **During co-curricular activities**, a student has the
  - Right** to participate in and enjoy the benefits of socialization and organized activity sponsored by the school.
  - Responsibly to** conduct oneself in a responsible manner, to follow directions and to interact respectfully with peers and adults.

### **School Discipline**

Discipline is a shared responsibility of administrators, teachers, students and parents. As such, it must be understood by all parties. The philosophy of the Hope Township School discipline policy is based upon implementing C.A.R.E.S., the positive qualities of: Cooperation, Assertion, Responsibility, Empathy, and Self Control. The following school beliefs apply:

1. A safe and orderly environment is necessary for learning.
2. All children can behave properly.
3. Positive discipline is more effective in influencing children's behavior.
4. The discipline system trains children in managing their own behavior.
5. The discipline system encourages students to interact with peers in a positive, supportive manner. Teasing or making fun of other students is unacceptable behavior.

Because discipline is a shared responsibility, all parties involved have obligations to fulfill.

#### **The administration is responsible for:**

1. Outlining rules and responsibilities that are clear, concise and consistent.
2. Supporting teachers by helping them develop behavioral agreements with students having problems.
3. Conferring with parents so they may share in the commitments and agreements needed for proper student behavior.
4. Focusing on everyone's role in the discipline procedure.
5. Enforcing building regulations that guarantee the welfare and safety of all children.

#### **The teachers are responsible for:**

1. Assisting in the development and enforcement of school rules.
2. Developing consistent classroom routines that clearly communicate to students and parents what is expected of the classroom members.

3. Establishing a classroom management program with student input that gives every student full opportunity to work to his/her potential, through clear and consistent rules and consequences.
4. Communicating with students and parents regarding behavioral successes, problems and proposed solutions to problems.
5. Developing a clear understanding of behavioral standards expected of students while at school or on the bus.

**The students are responsible for:**

1. Obeying all school, classroom, cafeteria, playground and bus rules.
2. Behaving in classrooms and all areas of the school building and grounds in a manner that does not disrupt the rights of other students.
3. Respecting the authority of the school to enforce all rules and regulations.

**The parents are responsible for:**

1. Reinforcing appropriate school behavior in the home.
2. Reviewing school rules and standards in the home.
3. Cooperating with the school in carrying out appropriate disciplinary actions.
4. Seeking out, when necessary, the aid of appropriate school personnel in correcting the behavior of the student.

**Expected Student Behaviors**

1. Students will show respect for one another, for adults and for all school and personal property.
2. Students will behave in a responsible manner and will accept responsibility for their choices and actions.
3. Students will be honest in their words and actions.
4. Students will follow all directions in a timely and appropriate manner.
5. Students will come to class on time, prepared to learn, with all necessary books, materials and homework.
6. Students will take proper care of textbooks and other educational material. Textbooks will be properly covered at all times.
7. All food and snacks will be eaten only at designated times and in teacher -approved locations. (Chewing gum is prohibited.)
8. Students will conduct themselves in a positive and appropriate manner with their opposite gender peers. Behavior will consistently be in accordance with rules prohibiting gender-based discrimination and sexual harassment. Teasing is unacceptable behavior.

**Classroom Rules**

1. Be in seats, with appropriate materials, and prepared to work when the class begins.
2. Be independent and honorable in doing work.
3. Show respect for all fellow peers, and all authority figures, including substitutes and student teachers.
4. Use courteous language at all times.
5. Ask to be excused from class only when absolutely necessary.

6. Respect the personal space of others.
7. Respect other's right to work and avoid unnecessary noises or distractions.
8. Be sure to attend all classes. Cutting class is a serious offense and truancy is a violation of civil law (NJSA 18A:38-25).

#### **Cafeteria Rules**

1. All school rules of conduct apply to the lunchroom.
2. Remain seated unless instructed to do otherwise.
3. Respect the food, rights, and personal space of other students.
4. Speak in a reasonable tone of voice.
5. Clean the eating area, including the table and floor and dispose of all garbage in the appropriate receptacles.
6. Use appropriate table manners at all time.
7. Never throw food or other objects.
8. Food coming in from outside cannot be distributed without prior permission from teachers and administrators.

#### **Playground Rules**

1. Remain in the assigned area, within sight of playground supervisors.
2. Interact in a positive and appropriate manner. Students are encouraged to share, cooperate and communicate in a socially acceptable manner. (Wrestling, fighting, teasing, pushing and tripping are not allowed.)
3. Report any injuries immediately to a playground supervisor.
4. Never throw stones, dirt, snowballs or any other potentially dangerous objects.
5. Line up quickly, quietly and in an orderly fashion when directed by supervisors.
6. When entering the building, wipe shoes thoroughly on the floor mats.

#### **Halls, Building and Grounds Rules**

1. Walk quietly and safely in the halls and stairwells.
2. Avoid congregating in ways that block the movement of other students.
3. Students will not be permitted to enter or leave a classroom without permission from the teacher.
4. Students are not permitted to utilize the elevator of the school without teacher, or school authority's permission.
5. Acts of defacement, littering or throwing objects are not permitted. Any student who marks or writes on walls is subject to the NJ Anti-Graffiti Law and respective consequences.

#### **Non-School Related Materials**

Cell phones and i-pods/walkmans may be brought to school, but are to be kept **turned off** and must be in student backpacks during the school day (not in purses, pockets or sweatshirts). Cell phones and i-pods may **only** be used before or after the regular school day, and should **not** be visible in the school building. The purpose of allowing cell phone possession in school is to enable students to use them to contact parents before or after school hours from locations other than school. This is a privilege that will be revoked if students misuse this privilege or disrupt the learning process. The cell phone is not to be used for any purpose during school hours.

If a student needs to contact a parent, the student may go to the main office, with permission from a teacher, to call their parent. If a parent needs to contact a student, the parent may call the main office and the student will be directed to come to the office to speak to a parent. Any use of the cell phone to cheat, harass, intimidate, or bully anyone is strictly prohibited. Additional disciplinary action will be taken for incidents of cheating, harassment, intimidation or bullying.

Not adhering to the guidelines for cell phone/i-pod use will result in a progression of disciplinary action similar to the following:

- 1<sup>st</sup> Offense:** Administrative warning, possible confiscation of cell phone/i-pod (if so parent picks up cell phone/i-pod).
- 2<sup>nd</sup> Offense:** Administrative conference, lunch/structured recess detention, student/office calls home, parent picks up cell phone/i-pod from office.
- 3<sup>rd</sup> Offense:** Loss of privilege to bring cell phone/i-pod to school, after school detention, parent picks up cell phone from office.

*\*Consequences may be more or less severe depending on the details of the incident.*

### **Student Dress and Grooming**

School regulations prohibit student dress or grooming practices that materially interfere with school work, create disorder or disrupt the educational program. Clothing that is excessively tight, loose, objectionable, suggestive or revealing will be considered unacceptable. Students who are considered inappropriately (as defined by the administration) dressed for school may need to be picked up by parents in order to go home and change.

The following are considered inappropriate for school:

1. Clothing, pins, stickers or banners with inappropriate or suggestive language. This includes any attire condoning or advertising alcohol, tobacco, drugs, sex, excessive violence or gang references.
2. Tank tops, halter tops, half-shirts, spaghetti straps, see-through blouses or any type of shirt that reveals the midriff and/or cleavage.
3. Shorts, skirts or dresses that are shorter than mid-thigh.
4. Jewelry, glitter/glittery cosmetics, chains or adornments that are noisy, distracting, dangerous or may be used as a weapon.
5. Unlaced or untied sneakers or shoes. Shoes should have a heel less than 1.5 inches.
6. "Flip-flops" are not allowed due to safety reasons. This type of footwear falls off easily and could be potentially dangerous on the stairs and on the playground.
7. Hats are not to be worn in the school building.
8. Sneakers are required when students are scheduled for physical education.
9. Sneakers with wheels are not permitted in school or on school property.
10. Pajamas

It will be helpful if each parent checks their student(s) attire before they leave for school. To determine if a shirt is too short, we advise the student use the “hands over the head” rule. Facing a mirror or parent the student fully extends their arms over their head. If the shirt exposes the midriff, it is not appropriate for school. To determine appropriate dress, shorts, or skirt length, utilize the “finger tip” test. The attire should be no shorter than the finger tip will fully extended arms, hands and fingers at students’ side.

Any student considered by the administration as inappropriately dressed may need to contact a parent for a change of clothing. In certain instances, the nurse may provide additional clothing to replace the inappropriate attire.

### **Care of School Property**

The Board of Education charges each student in the district with the responsibility for the proper care of school property and the school supplies entrusted to his/her use. The Board authorizes the imposition of fines for the loss, damage or defacement of textbooks, library books, school supplies and equipment. The Board also reserves the right to withhold a report card or diploma from any student whose payment of a fine/charge is overdue. Students shall be responsible for the replacement costs of any school property lost or damaged.

### **Use of Technology and Media Center**

Students are expected to use computers, technology and media resources in a responsible manner. Vandalism, malicious attempts to harm or destroy data, unauthorized access to information, hacking and other tampering with hardware or software may result in withdrawal of student privileges to utilize the equipment and other appropriate disciplinary action.

### **Drugs, Alcohol and Anabolic Steroids**

Drugs, alcohol and anabolic steroids are illegal and harmful as taught in our Family Life and Health curriculum. Therefore, students are forbidden to possess, consume, sell or distribute any substance defined in the NJ Statute Annotation 24:21-1 and considered drugs, alcohol or anabolic steroids. If a student is under the care of a physician and is in need of medication during the school day, the medication must be registered with the school nurse and dispensed through her office per procedures outlined in this handbook. **(See Policy 5530)**

### **Smoking**

**All persons are forbidden to smoke anywhere on school property.** Students are forbidden to possess any type of tobacco, cigarette or smoking device while under the jurisdiction of school. The smoking of any substance on school property is prohibited at all times and violators are subject to immediate suspension and reported to the Health Department.

### **Teacher Authority - Corporal Punishment of Pupils**

"No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution; but any such person may, within the scope of his employment, use and apply such amounts of force as is reasonable and necessary:

1. to quell a disturbance, threatening physical injury to others;
2. to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil;
3. for the purpose of self-defense; and
4. for the protection of persons or property; and such acts, or any of them, shall not be construed to constitute corporal punishment with the meaning and intent of this section."

NJ Statutes, Title 18A:6-1.

### **Disciplinary Action**

Students who choose to disrupt the learning of others or who do not obey classroom, bus, cafeteria, playground, and/or school rules are subject to disciplinary action. The following represents the general progression of interventions taken as a result of behavioral transgressions:

1. A verbal or written warning issued to the student by a staff member.
2. Informal meeting between the student and staff member. (Parent/Guardian contact for students in Gr. PreK-4)
3. Lunch/Recess detention.
4. Parent or guardian contact in the form of a written note or telephone call.
5. After school detention. (Parents are responsible for providing student transportation.)
6. Referral to the Assistant Principal.

A teacher initiated referral on the appropriate discipline forms becomes an administrative matter and generally involves more serious behavior, and therefore, a more serious consequence. Such consequences may include multiple detentions or suspension from school.

<b><u>Infraction</u></b>	<b><u>Level of Intervention</u></b>
Disregard for classroom rules	I or II
Profanity / Inappropriate gestures	I or II
Insubordination	I or II
Tardiness (morning or afternoon)	I or II
Scuffle	I or II
Disrespect of staff (teachers, aides, subs, others)	II or III
Danger to others	II or III
Missing Assignments	II
Sexual Harassment	II or III
Teasing	I or II
Cheating/Lying	II or III
Forgery	II or III
Uncooperative behavior (w/teachers, aides, subs, others)	II or III
Fighting or Physical Abuse	III
Bullying/Intimidation/Extortion/Hazing, Harrassment*	III

(\*see Policy 5512 and 5512.01 )

Possession of objects of potential danger (toys, buzzing pens, elastic bands, etc.)	II
Possession of Weapons	III
Repeated Detentions (3 or more)	III
Stealing	III
Substance Abuse	III
Threat (Specific)	III
Vandalism	III

**Level I:** Student is warned by teacher about inappropriate behavior. Parent contact is initiated by the teacher. \*

**Level II:** Discipline referral written by the teacher or administrator. Teacher or administrator issues a lunch/recess detention, an after school detention, or other appropriate consequence. \*

**Level III:** Administrative action is sought which may result in suspension or expulsion. \*

\* Counselor intervention may be requested at any level.

### **Possession of Weapons**

The "Zero Tolerance for Guns Act" prohibits the possession of a weapon on any school property, on a school bus, or at a school-sponsored function. According to the law, **a weapon is anything that can cause bodily harm**. The law applies to all students, pre-K through eighth grade, and does not distinguish between "accidental" or intentional possession. Reasonable suspicion or confirmed possession of a weapon will be reported to the appropriate law enforcement agency. Any student found to be in possession of a weapon is subject to immediate removal from school pending Board hearing within 30 days.

### **Detention (Recess or After School)**

Detention is a consequence that is intended to deter inappropriate behavior. The administration will maintain records detailing the nature and incidence of each detention, and which staff assigned the detention. Students who earn repeated detentions will be called into conference with the administration, the student's parents and any other relevant staff members for the purpose of developing a plan to address the presenting problems.

### **Rules for After School Detention**

Students will report to the designated location at the appropriate time with an assignment from a teacher and the necessary writing implements. Students will remain seated and quiet throughout the detention period. At 4:15, students will be directed to the main office to be picked up by parents. Students who choose to break the rules of detention will be assigned additional detentions. Three accumulated detentions may result in in-school suspension. If the student is a safety patrol member, their privileges are revoked on the day of detention. Repeated behavioral problems and/or detentions may result in suspension or expulsion from the Safety Patrol.

### **Saturday Detention**

Behavior that is repeated in nature three or more times, or a single violation warranting a consequence greater than detention, may result in Saturday morning detentions. (Time to be determined). Students will report to school for two hours of detention. Students who elect NOT to attend Saturday detention will be given an in-school suspension the following Monday, and will be rescheduled for their original Saturday detention.

### **In-School Suspension**

Misbehavior of a serious or repeated nature may result in in-school suspension. Students are expected to complete assigned school work in a designated area while attending in-school suspension. Refusal to adhere to the rules of in-school suspension may result in an out of school suspension. During the term of the suspension, the student will not be allowed to participate in any co-curricular or after school activity sponsored by the school.

### **Out of School Suspension**

A student suspended from school will be required to make up all missed work at the convenience of the classroom teacher(s). Such a suspended student will not be allowed to participate in any co-curricular activities sponsored by the school during the term of suspension and will not be allowed on school property until completion of the suspension, and the student and parent attend an administrative conference for re-admittance.

## **RIGHT TO KNOW / PEOSHA DISCLOSURE**

In compliance with P.L. 1998, c364 governing the use or storage of certain hazardous substances in public schools, private schools, and child care centers.

The use or storage of any hazardous substance shall be in compliance with regulations adopted by the State Department of Health. **(See Policy 7422)**

Upon request, the school shall make available to all students, parents, staff, and community a copy of the Hazardous Substance Fact Sheets for any hazardous substance being stored on site or that is being used.

If you wish to review this material please contact the Assistant Principal or Superintendent/Principal or **Right to Know Officer, the School Business Administrator**, to make an appointment to view the above-mentioned material.

## **AFFIRMATIVE ACTION**

It is the policy of the Hope Township Board of Education to avoid discrimination on the basis of race, color, creed, religion, gender, educational handicap or disability, ancestry, national origin or social or economic status in its educational program and activities. Inquiries regarding compliance should be directed to the **Affirmative Action Officer, Mrs. Janet Milita**. The Affirmative Action Grievance Procedure may be utilized by any student, parent, staff or community member who has a concern arising from alleged prejudice or discrimination on the basis of the aforementioned items. Neither staff nor students may, through statement or action, harass or bully any other staff member or student on the basis of race, color, creed, religion, gender, educational handicap or disability, ancestry, national origin or social or economic status. Any school employee that has direct knowledge of a violation of this act, must file a report with the Principal. Please contact the main office if you would like a copy of the district's policy concerning affirmative action, hazing, or harassment.

## **SECTION 504**

The Hope Township School adheres to Section 504 of the Rehabilitation Act of 1973 which requires that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance. **Mrs. Janet Milita is the Section 504 Officer.**

### **P.P.R.A.**

The Protection of Pupil Rights amendment (PPRA), 20 U.S.C. 1232h, requires Hope Township School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. Please contact the school in writing if you would like your child to opt-out of any of the above activities.

### **Annual ReNotification required by AHERA For School Year 2009-2010**

In accordance with the requirements of the Environmental Protection Agency, EPA AHERA Under 40 Part 763.92, all schools must be regularly inspected to insure that there is no environmental hazard from asbestos. The Hope Township School received its 3 Year Re-inspection in 2008 and the findings were that all areas of the school are free of asbestos contamination and that any asbestos remaining in the building is fully encapsulated to insure a safe environment. A copy of this Re-inspection Management Plan is available in the Board of Education Office should anyone wish to see it.

## NOTICE CONCERNING OPEN PUBLIC RECORDS ACT

The Hope Township School recognizes the need for individuals, groups and other entities to obtain records pertaining to the business of operating a school district. Therefore, in compliance with the Open Public Records Act, the district has formalized the procedures for obtaining records.

1. A Request for Public Records form must be completed. These forms are available in the Main Office, the Board Office and on the [www.hope-elem.org](http://www.hope-elem.org) website.
2. The requestor must deliver the completed Request for Public Records form to the Custodian of School Records, Dawn Huff, Business Administrator. Requests for records not forwarded to the Custodian of School Records will be deemed not delivered until such time as the Custodian receives the request.
3. Upon receipt of the Request for Public Records form, the Custodian of School Records shall sign and date the form and provide the requestor with a copy.
4. If the record is available, not in use or in storage, the requestor may inspect and examine the requested record during regular business hours of 8:00 a.m. to 4:00 p.m.
5. If the record is currently in use or archived, the requestor will be notified of the approximate cost and given a copy of the record as soon as possible but no later than seven days after the request. Full payment of the fee will be made by the requestor at the time of delivery of the requested documents.
6. Any portions of the records which are deemed to be confidential as outlined in the Open Public Records Act will be deleted or excised from the copy given to the requestor.
7. Any requests for records which would substantially disrupt district operations may be denied access by the custodian. Prior to denial, a reasonable solution with the requestor that accommodates the interests of the requestor and district will be sought.
8. Right of Appeal by Requestor - If a requestor would like to appeal the denial of records they may file a complaint with the Superior Court or with the Government Records Council (GRC). The GRC may be reached by fax at 609-633-6337, or by mail at P.O. Box 819, Trenton, NJ 08625 or through their website at [www.nj.gov/grc](http://www.nj.gov/grc).
9. Copies of records may be purchased as per Board Policy and Regulation 8310 Public Records. The cost for 8 ½ "x 11" copies are as follows:
  - a. \$ 0.50 per page for the first to 10<sup>th</sup> pages
  - b. \$ 0.25 per page for the 11<sup>th</sup> through 20<sup>th</sup> pages
  - c. \$ 0.10 per page for all pages over 20Additional charges may be made if the size is larger than 8 ½" x 11" or for other costs associated with the copying of the requested documents.

## **Annual Integrated Pest Management Notice For School Year 2009-2010**

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The Hope Township School District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. Integrated Pest Management (IPM) on school property is a long-term approach to maintaining healthy landscapes & facilities that minimize risks to people and the environment. The Hope Township School District will use: site assessment, monitoring, and pest prevention in combination with a variety of pest management tactics to keep pests within acceptable limits. Instead of routine chemical applications, cultural, mechanical, physical, and biological controls will be employed with selective use of pesticides if needed.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator for the Hope Township School District is:

Dawn Huff  
Business Administrator  
Hope Township School  
P.O. Box 143, 320 Johnsonburg Road  
Hope, NJ 07844  
908-459-4702 ext. 230

There were no pesticides applied at the Hope School during the 2007-2008 school year. A copy of the Hope Township Board of Education's IPM policy is included in the Parent/Student Handbook. Hope Township School will only apply pesticides as a last resort. Should the need arise to use a pesticide, all staff and students will be notified in writing 72 hours prior to any application. The IPM Coordinator maintains pesticide product labels, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan, the Hope Township School District may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

**PLEASE SIGN AND RETURN**

**Hope Township Elementary School  
2009-2010 Parent/Student Handbook  
*Acknowledgement Form***

In an effort to conserve paper, the Hope Township School Parent/Student Handbook and important policies are now available online at [www.hope-elem.org](http://www.hope-elem.org). Go to Parent/Student Resources, click on the links for Parent/Student Handbook and Important Policies. If you do not have access to a computer, please call the Main Office at 908-459-4242 and request a hard copy of this document.

I confirm that my child and I have read and reviewed the Hope Township Elementary School 2009-2010 Parent/Student Handbook and Policies. I further acknowledge that we understand and agree to abide by the policies and procedures described in this publication. I further acknowledge that we understand both student and parent rights and responsibilities as outlined in the handbook.

Our current handbook (2009-2010) has the following policies:

<u>Policy #</u>	<u>Name/Description</u>	<u>Revision Date</u>
1510	Rights of Persons w/ Disabilities	2/17/04
R2460.1	Special Education	4/7/09
5512	Hazing	4/26/04
5512.01	Harassment, Intimidation, and Bullying	3/31/09
5530	Substance Abuse	11/6/07
5600	Pupil Discipline/Code of Conduct	11/28/06
5615	Suspected Gang Activity	11/28/06
7422	Integrated Pest Management	11/18/03
8461	Reporting Violence, Vandalism, Alcohol, and Other Drug Abuse	4/15/08
8505	School Nutrition	6/20/06
8601	Pupil Supervision After School Dismissal	11/6/07

**Student Name (print):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name (print):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name (print):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Printed Name & Signature:** \_\_\_\_\_

