

Hasbrouck Heights
Elementary Schools

STUDENT HANDBOOK
2011-2012

Mrs. Lesa Brinker
Principal, Lincoln School

Mr. Peter O'Hare
Principal, Euclid School

**“Community Values...
Global Skills”**

SUPERINTENDENT'S GOALS AND OBJECTIVES

**“Striving for Excellence Today
To Prepare Students to Succeed in a
Challenging World Tomorrow”**

MISSION STATEMENT:

The mission of the Hasbrouck Heights School District is to provide each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation and excellence in learning. The Hasbrouck Heights team joins the parents and community to assist the students in developing skills to become independent and self-sufficient adults who will succeed and contribute responsibly in a global community.

BELIEFS: We Believe That...

Students are unique in their needs, thought processes, learning styles, and will be motivated in different ways.

Parental support and involvement is necessary to motivate students for optimum success in education.

It is essential for each educator to demonstrate genuine concern and care for each student and show desire for each student to learn.

We believe in integrated curriculum, using a team approach, to demonstrate the relevance of each subject.

The best learning process occurs when students and staff are motivated to strive for excellence.

Students are entitled to a socially, environmentally, and physically safe learning environment.

Consistent rules and discipline, positive values, and social skills are necessary for all individuals.

A high degree of cooperation and communication should take place between the community, parents, and school staff.

WELCOME BACK-TO-SCHOOL

**’A message from the Superintendent
and Principals’**

It is with great pleasure that we take this opportunity to welcome to you Hasbrouck Heights Elementary Schools. We are extremely proud of the programs we offer our students and encourage you to make the most of your time with us.

This handbook has been developed by our faculty and administrators to help you and your parents learn as much as possible about school services, policies, and procedures. It is a quick reference guide that you will find extremely useful throughout the **2011-2012** school year.

Whether you are joining the Hasbrouck Heights school community for the first time or have been with us for a number of years, we encourage you to become an active student in the Hasbrouck Heights Elementary Schools. In addition to an excellent academic foundation, we offer many activities and clubs to help students to become well-rounded and to mature into self-reliant young adults. A strong commitment to **Excellence and Equity** is our promise to you. We hold the highest expectations for all of our children!

We look to the 2011-112 school year with great excitement and hope that all of our students will have a rewarding and successful year. **For more information please visit our district web page at www.hhschools.org**

Very truly yours,

Dr. Mark Porto

Superintendent of Schools

Lesia Brinker

Peter O'Hare

Principal, Lincoln School

Principal, Euclid School

“Community Values... Global Skills”

TELEPHONE NUMBERS

Euclid School:

Main Office	201-288-2138
Nurse's Office	201-393-8178
Nurse Fax	201-288-0753
Child Study Team	201-393-8180
Principal	201-288-2138
Fax	201-727-1409

Lincoln School:

Main Office	201-288-2365
Nurse's Office	201-393-8184
Nurse Fax	201-393-0365
Child Study Team	201-393-8185
Principal	201-288-2365
Fax	201-393-8362

ACADEMIC REPORTING

Report Card Dates:

Marking Period One:	11/15/11
Marking Period Two:	1/30/12
Marking Period Three:	4/19/12
Marking Period Four:	6/22/12

Progress Report Dates:

Marking Period One:	10/17/11
Marking Period Two:	12/19/11
Marking Period Three:	3/7/12
Marking Period Four:	5/21/12

Kindergarten Report Card Dates:

First Report:	1/30/12
Second Report:	6/22/12

Parent / Teacher Conferences Dates:

November 17 th :	6:30-9:00 PM
November 18 th :	(1/2 Day Students) 1:45 – 3 PM
November 21 st :	6:30-9:00 PM
November 22 nd :	(1/2 Day Students) 1:45 – 3 PM

COMMUNICATION

Regularly scheduled conferences will be held with parents/guardians of all students in Grades Pre-K through Five, from November 17th-22nd.

A conference may be requested by the teacher or parent/guardian at any time during the school year. However, it is necessary to schedule conferences in advance by making an appointment either by phone, by note, or by calling the main office. Please note that a general rule is for all Euclid staff to respond to phone calls/e-mails within 24 hours.

DRESS & GROOMING

According to the Hasbrouck Heights Board of Education Policy (File Code 5132):

“Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment.”

The following apparel is NOT acceptable for school: Hats/bandannas/sweat and head bands; sunglasses (unless prescription w/ Dr. note); bare midriiffs; visible undergarments; obscene or profane language or symbols on clothing; revealing shirts and blouses; sleeveless shirts with less than 2 inches of material on shoulder straps; cutoffs, purposely frayed clothing – torn or has holes; pajamas, slippers, boxer shorts; beach/shower/flip-flop sandals; outerwear worn indoors; shorts/skirts/dresses above fingertip length; pants/ shorts worn below the hips; “skin tight” shirts and shorts. In addition, Walkman radios, cd players, electrical games, **exposed cell phones**, or any unauthorized audio equipment is prohibited in school. Shorts may only be worn to school from September 1 to November 15 and from April 1 to the close of school.

“The principal is responsible for determining the appropriateness of a pupil’s attire. If a pupil is determined to be in violation of the board policy on dress and grooming, his/her parent/guardian will be called and the pupil will be sent home to change. If it is not feasible to send the pupil home, he/she will be kept in in-school suspension for the remainder of the session. The pupil must report to the principal or his/her designee at the beginning of the next session prior to readmission. Any time lost due to the

violation of this policy will count as an unexcused absence.”

EARLY-RELEASE

If you require an early dismissal for your child, please send in a note indicating the day and time requested. If a situation happens during the course of the day, the designated pickup person must have a note from the parent or guardian. The student must be picked up at the appointed time in the school office, not at the classroom door! The parent must sign the child out before leaving the school. **Children will not be permitted to leave the building without being accompanied by an adult.**

VISITORS

ALL visitors are required to report to the school office upon entering the building. Visitors will sign in, turn in a photo id and state the nature of the visit and the person whom they wish to see. Visitor’s badges must be worn at all times. **Visitors are NEVER permitted to go to any classroom to see a student or teacher without permission from the school principal.** We ask that parents and guardians cooperate with these rules in order not to disrupt instruction and to insure the safety of the children.

TARDINESS

When a student is tardy to school, the student must report to the office to check in before going to the classroom. A parent’s note should be handed in at this time, explaining the reason for the tardiness. District attendance policy. http://www.hhschools.org/lincoln/attendance_policy.html

STANDARDIZED-TESTING

Standardized tests help us to determine student progress each year. The Terra Nova will be administered in the spring of 2012 to all students in grades K, 1, and 2. Please see the district calendar on hhschools.org for exact dates.

STATE TESTING

NJ ASK will be administered in the spring of 2012 to all students in grades 3-5. Please see the district calendar on hhschools.org for exact dates.

PHYSICAL-EDUCATION

New Jersey State Law requires that students participate in physical education classes. If due to illness or injury, your child will not be able to participate in his or her scheduled gym class, please send in a **note signed by a physician** indicating the reason for non-participation, and the date when the full participation in class can resume.

Physical Education Dress Guidelines: PK-5

- * Attire must be appropriate for physical education activities and non-restrictive.
- * Footwear is limited to sneakers only.
- * Sweatshirts and sweatpants are acceptable, especially during the fall and spring, when students are outdoors.
- * Any ornamental accessories, jewelry (including earrings) are prohibited.

FIRE & LOCK-DOWN DRILLS

Fire drills are conducted twice each month. Detailed exiting plans are posted inside each classroom. For fire drills, each class has an escape route to an outside area, which is a safe distance from the building. Children are escorted to these designated areas in less than seventy-five (75) seconds in a safe, quiet, and orderly manner. **Lock-Down Drills** are conducted at least once a month and are designed to secure the school buildings efficiently and effectively.

EMERGENCY INFORMATION

Every student is required to have the following information on file in the main office...

- Parents or guardian(s) name(s);
- Complete and up-to-date address & e-mail address
- Home, cell and work phone numbers;
- Emergency phone numbers of a friend or relative;
- Physician’s name and phone number.

It is very important, for emergency and registration reasons, that every student maintains

an up-to-date address record at the school office. Notify the school immediately if you have a change on emergency card information.

A student information sheet will be sent home the first day of school in order to update our school files. **Please make corrections/additions, sign a return to the school by September 12, 2011.** This information will be kept in the main office and on Genesis to be used in case of an emergency.

HEALTH-SERVICES

The Hasbrouck Heights school system offers a comprehensive Health Screening Program. The purpose is to identify potential health problems. Parents will be given the opportunity to participate in this **free** program, or may choose to see their family physician at their own expense, for the necessary screenings.

Height, weight, BP and lice screenings are provided for all students. Audiometric screening is also provided in the 1st, 2nd & 3rd grades, and as the need arises. Scoliosis screening is provided in 5th grade. Vision screening is provided for 2nd and 4th grades.

State guidelines for T.B. screening require that students from out of country, out of state, or in certain towns / grades in New Jersey be Mantoux tested.

ALL REQUIRED INFORMATION MUST BE RETURNED TO THE MEDICAL OFFICE BY THE FIRST DAY OF SCHOOL, OR SOONER, IF POSSIBLE. NO STUDENT WILL BE ALLOWED TO REMAIN IN SCHOOL WITHOUT MEETING ALL REQUIREMENTS.

Children who are recovering from illness should not return to school until they have been free of symptoms for 24 hours. Please contact the school nurse if you have questions.

In case of Chicken Pox, or other similar diseases, the students must remain at home until lesions are healed and dry.

Students presenting any symptoms of other potential communicable or contagious conditions must report to the school nurse and may be excluded from school until the potentially

contagious condition resolves, or they present a note from their physician stating the diagnoses, and that this condition is not communicable.

Students who will be returning to school with sutures (stitches), crutches, or a cast must report to the school nurse upon their return, so that arrangements can be made for their safe participation in all activities.

Parents are urged to communicate with the school nurse regarding any changes in their child's health status, including: food allergies, daily medications taken at home, illnesses, or other special health needs.

Please log onto the following websites for important information, forms and policies:

Hasbrouck Heights Public Schools Health Services-

<http://www.hhschools.org/health/index.html>

INSURANCE

The school district has purchased an accident insurance program covering all students on a full excess basis. Full excess means all bills incurred for a covered accident must be submitted to all other medical expense policies under which the student can claim benefits first. If there are any balances due after payments are made, all bills on the claim, and the receipts from the other carrier, must be submitted to us and we will consider the balances, up to policy limits.

Students are covered for injury during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off the School Premises. Participants are also covered while participating in Interscholastic Sports, including tryouts, preseason and post season play, travel to and from games and/or practice. (Individual travel or travel in a vehicle that is not owned or operated by the school is not covered by the policy.)

New Jersey schools are not required to buy insurance or pay student medical expenses associated with school injuries. The school

purchases the accident insurance policy as a public service to assist parents that may be without insurance. The school policy will reimburse on covered claims for medical expenses incurred up to the benefit limits of the policy.

If you have other insurance, you must first file a claim with your other insurance carrier and obtain benefits from your other insurance source. This policy is designed to consider payment of the eligible expenses that are not paid by your other insurance source. See the school nurse for claim forms. Other questions should be directed to the Business Office, (201) 288-6150.

SPECIAL-SERVICES

The Hasbrouck Heights School District has a professional commitment to promote the best educational opportunity for your child. For children who need specialized help, 'special services' has developed a process for providing appropriate individualized educational programs providing:

- *A child study team composed of a learning disabilities teacher consultant, a school social worker, and a school psychologist;
- *Speech-correctionist;
- *Teachers of the handicapped; and
- *An array of program options in order to provide instruction to an individual student with special academic needs. Please contact the Special Services office at 201-393-8150

504 PROCEDURES

For Lincoln School contact Mrs. Kane at 201-393-8184 and at Euclid School contact Mrs. Lambe or Mrs. Czajkowski at 201-288-2138.

AFFIRMATIVE-ACTION

The Hasbrouck Heights Board of Education, in compliance with all federal and state laws, rules, and regulations related to equal education and employment opportunity, is committed to a policy of non-discrimination because of race, color, creed, religion, sex, ancestry, national origin, sexual orientation, or socioeconomic status.

Any student, parent/guardian, or employee may file a grievance relative to affirmative action guidelines

(contact the affirmative action officer for detailed procedures). Anyone who is subjected to unwelcome physical advances or verbal or physical conduct of a sexual nature should contact the affirmative action officer as depicted below:

BULLYING

No student should be subjected to bullying or unwarranted harassment. Any student who experiences difficulties in this area should contact any teacher, guidance counselor, or school administrator he/she feels comfortable discussing the matter with. Based on the severity of the problem, the school staff member will take appropriate action to remedy the situation. All students are encouraged to respect the rights and privacy of fellow students.

Mrs. Lesa Brinker

Affirmative Action Officer

201-288-2365

<http://www.hhschools.org/AffirmativeAction/index.html>

RIGHT-TO-KNOW-ACT P.L 1997, C364

If at any time during the school year there is construction or other activities involving the use of any hazardous substances, the following will be implemented:

1. A notice will be posted on a bulletin board within the school stating that a hazardous substance may be stored at the school.
2. A Hazardous Substance Fact Sheet will be available concerning the particular substance.

If there are any questions concerning this matter, please contact The School Business Administrator, at 201-288-6150.

RULES FOR GENERAL BEHAVIOR

The behavior expected from students at school is a combination of common courtesy and safety considerations. There are only a few special areas that require the application of very specific rules. The following types of conduct are never permissible:

- Fighting;
- Defiance of school staff;
- Use of profanity;
- Refusal to prepare assignments;
- Possession of dangerous objects; and
- Possession of or use of alcohol or other controlled substances.

ADMISSIONS/WITHDRAWALS

Children who start kindergarten in the Hasbrouck Heights Public Schools must be five (5) years of age before October 1st of the school year in which they are enrolling, or six (6) years of age if entering first grade. Regulations are issued prior to the time of registration. Registration requirements for new students in grades 1 through 5 are:

- *A record of immunizations which should include DPT and booster, date of last tetanus shot, Polio trivalent, MMR; HIB, Pneumococcal, varicella, Hep B and TB if applicable. PK-Flu
 - *An original birth certificate (with seal);
 - *Residency verification (e.g. certificate of occupancy (utility/phone bill);
 - *Lease/deed, or affidavit of landlord;
 - *Proof of parent/guardian identity (driver's license);
 - *Copy of custody papers (where applicable);
 - *Signed 1040 form (if required);
 - *Registration form; and
- * Dental exam
 - *Signed authorization form (where applicable).

Parents must give the principal at least three (3) days notice in writing when a pupil is leaving the Hasbrouck Heights Public Schools. A copy of the transfer card will then be prepared and released to the parent by the office of the principal.

Affidavit students (students who are not residing with natural parents) must provide the following additional information:

- From guardian: notarized copy of affidavit of guardian;

-Notarized affidavit of Hasbrouck Heights resident adult;

-Copy of guardian's most recent signed 1040 tax form;

-From parent: notarized affidavit of parent;

-Notarized affidavit of non-resident parent;

-Copy of parent's most recent signed 1040 tax form.

NOTE: All records from foreign countries must be translated into English

ARRIVAL AND DISMISSAL PROCEDURES

BELL SCHEDULE:

- | | |
|-------------------|--|
| 8:25 a.m. | First Bell
<i>Admittance to classrooms</i> |
| 8:35 a.m. | Late Bell
<i>Children must be in their rooms</i> |
| 11:45 a.m. | Lunch Dismissal |
| 12:45 p.m. | End of Lunch Hour
<i>Admittance to classrooms</i> |
| 12:50 p.m. | Late Bell |
| 3:08 p.m. | Dismissal |

SAFETY:

In order to provide the highest level of safety during arrival and dismissal, we ask your cooperation in the following matters:

1. If your child walks to school, please remind them to cross only at the corners and to follow the instructions of the crossing guards.
2. Do not park or pause in the crosswalks or any yellow-curbed areas.
3. Do not double park.
4. We ask that no student arrive at school earlier than 8:00 a.m. There is no playground supervision before that time.

LINCOLN

* In inclement weather, students should report to the gym. They will line up at their homeroom locations, and will be brought up by a designated staff member.

* When using the “20 second drop off” area in the morning, please make sure that your child exits your car on the curbside by the playground on Burton Avenue, which is the only drop-off zone for Lincoln School.

EUCLID

* In inclement weather, students should report to the gym. They will line up at their homeroom locations and will be brought to their classrooms by the teachers.

* When using the “20 second drop off” in the morning, please make sure that you child exits your car on the curbside directly in front of the school, which is the only drop-off zone for Euclid School. Please do not drop your child off on the side of the school on Passaic or Burton!

EMERGENCY-CLOSING

The superintendent of schools is authorized by the Board of Education to close schools, open them late or dismiss them early in hazardous weather or in extraordinary circumstances which might endanger the health or safety of pupils or school employees. For delayed opening the following procedures will be adhered to:

- Administrative and secretarial staff report at 9:00AM
- Teaching staff reports at 9:55 AM
- Students report at 10:00 AM and receive a 1 hour lunch period.
- The superintendent of schools will start the automated phone system. (It is extremely important that your contact information is up to date)
- Information is also posted on the district web site and Genesis-

- The following news outlets are notified- WOR, WCBS, WINS, NJ12, WVNJ, Ch 2, 4, 5, 7
- Before school programs are cancelled (KEYS, Extra Help, etc.)

In case of emergency closing prior to the start of the day the following procedures will be followed:

- The superintendent of schools will start the automated phone system. (It is extremely important that your contact information is up to date)
- The following news outlets are notified- WOR, WCBS, WINS, NJ12, WVNJ, Ch 2, 4, 5, 7
- Information is also posted on the district web site

In case of an emergency that occurs during the school day the following procedures will be implemented:

- The superintendent of schools will start the automated phone system. (It is extremely important that your contact information is up to date)
- Information will be posted on the district web site and e-mailed via Genesis.

Important Links:

- Video list-
<http://www.hhschools.org/lincoln/video.html>
- Grading policy – posted on Genesis & emailed home.
- Staff list and e-mail addresses-
 - Lincoln
<http://www.hhschools.org/lincoln/lincolnstaff.html>
 - Euclid
<http://www.hhschools.org/euclid/euclidstaff.html>

Genesis:

The district has implemented the use of a Web Based school and district wide data base, website and grade book. The primary mode of communication will be done via e-mail please make sure that you provide the office with a current e-mail address. Please log onto the school websites to find more information about Genesis.

www.hhschools.org