



## PARENT/STUDENT HANDBOOK

HAMPTON PUBLIC SCHOOL  
32-41 SOUTH STREET  
HAMPTON, NJ 08827

## **ASBESTOS**

The Hampton Borough School has been inspected for asbestos. Although asbestos containing building materials are present in the building, they have been determined to not be of danger to the occupants.

## **ASSEMBLIES**

Assemblies are special programs planned for the educational benefit and enjoyment of all students and staff. During these activities, students shall:

- Enter and exit all programs in a quiet and orderly manner
- Sit with their class in the area designated by their teacher
- Respond to and respect the direction of all staff members

## **ATTENDANCE**

The Board of Education requires that students attend school regularly in accordance with the laws of the State of New Jersey. Excessive absences will be addressed by the Chief School Administrator. Attendance is deemed essential to learning and poor attendance may result in retention at grade level.

A warning notice shall be given to any pupil who has accumulated more than 10 days of unexcused absences. Unexcused absences constitute trancies and shall be subject to the disciplinary rules of the Hampton Board of Education. A total of 17 absences will result in serious consideration of retention. We ask that you contact us if there are any special circumstances regarding your child's absence so that we can help the situation to improve.

### **Absence**

Absence from school is excused only for the following reasons:

- Illness
- Family Emergencies
- Urgent reasons that directly affect the child
- Religious holidays

Parents are to call the Hampton School at 908-537-4101, enter prompt #1, to report your child absent or late. ***Please call before 8:35 a.m. This procedure has been instituted to provide accountability and safety of our students, thus it is essential that parents accept responsibility for***

***calling the school. A voice message can be left during non-school hours.***

A written excuse to the school nurse stating the reason for absence, date(s) of absence(s) and signed by parent/guardian is required when the child returns to school. After an absence of five (5) consecutive days, a doctor's note must be submitted in order for child to return to school.

A student who fails to bring a signed excuse from home will be marked unexcused until the absence is documented by a doctor/parent note. The nurse will contact parents whose children have failed to bring the above.

### **Religious Holiday**

Students who will be absent for observance of a religious holiday are requested to notify the school office before the holiday. A note from the parent/guardian should be sent to the school office to properly record the student's absence.

### **Early Dismissal**

Parents and guardians are requested not to ask that children be excused early except in cases of emergency. Doctor, dentist, and orthodontist appointments should not be made during school hours.

In such cases, a note from home requesting early dismissal is to be presented to the school office at the beginning of the school day. Parents calling for children who are dismissed early must present themselves at the school office. Pupils are not to leave the school property with persons who are not properly identified or previously authorized by parent/guardian via the Student Registration Form.

### **Tardiness**

Punctuality is a life skill. There is little reason for tardiness to school. Parents who drop their child off at school must escort child into the office when tardy. When a student who walks to school is tardy, a note is necessary from the parent/guardian upon arrival in order to be excused. On the third (3) time tardy, the student will receive a lunch detention. On the fourth (4) offense, parent/administrator conference will be arranged to determine appropriate course of action.

Students must be present for at least four and one-half hours of educational subject areas; these include core subjects such as mathematics, integrated language arts and science. Without participation in these subject areas, the student will not be deemed as “present” for the day.

## **BACKPACKS**

Students may not carry backpacks from class to class for health/safety reasons. Backpacks must be left in lockers (grades 6 through 8), or kept in classroom closet. Students should plan ahead and get materials needed for morning classes during homeroom period and for afternoon classes after their lunch period. Purses are not to exceed 8 inches by 10 inches in size.

## **BEHAVIOR AND DISCIPLINE**

“Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.”  
New Jersey Statutes, Title 18A: 37-1.

We believe that Hampton School students live in homes where courtesy and respect for self, other people, and property are values that are taught. We expect students to bring these values to school with them and to practice them throughout the school day. Please note “*Student Code of Conduct*” contained in this handbook for detailed information.

## **CALENDAR**

The school year calendar is distributed at the start of the year. It is also posted on the Hampton School website <http://hampton.nhweb.net/boe>.

## **CENTRAL DETENTION**

Central detention can be assigned by a teacher or the Chief School Administrator. Central detention will be served on a Friday from 3:00 p.m. to 4:00 p.m. in the Administrator’s office. Parents will be notified in advance of the serving of central detention.

## **CHILD CARE**

Hampton Public School provides a before and after care program for our families. Morning care begins at 7:15 a.m./after school care runs until 6:00 p.m. The program does not operate when school is closed. Registration forms are available in the Main Office. Hourly rates are applicable and billed accordingly and at the current year rate.

## **COMMUNICATIONS**

Students in grades pre-k through 5 will receive general information as it becomes available in the individual classrooms. This may contain a summary of work for the week, notices, class news, and/or specific notes from the classroom teacher.

Please review this with your child and sign as an indication of parental/guardian review.

Students in grades 2 through 8 are given an assignment book at the beginning of the school year. Parents are encouraged to check assignments regularly and also to use the book as one way to communicate with the classroom teacher. In grades 5-8 students can check their homework online at our Hampton webpage if they forget their assignment book.

Parents are encouraged to check the Parent Portal in grades 3 through 8 for updates, assignments or grades.

## **COMPUTER USAGE**

Hampton School actively integrates technology into the daily curriculum. Computers are available in each classroom as well as our computer lab. All students receive instruction in research skills, keyboarding, Internet searching, and assorted computer applications weekly in the computer lab.

Hampton School offers a high speed internet connection that allows students to take advantage of many educational opportunities. It is our goal to teach students the safe, ethical, and efficient use of information technology and the

Internet. Students are taught effective searching strategies and the school's computer network filters web content. Students are allowed to use only websites assigned by the teacher in charge and search strategies must be pre-approved. Both the computer teacher and subject/classroom teacher closely monitor students while using the Internet. Students are not allowed to "surf" the Internet, access personal email or online journals, or use instant messenger programs while at Hampton School.

In order to take advantage of the technological opportunities available at Hampton School, all students and their parents must read and sign an Acceptable Use of and Access to District Computer Networks, Computers and Resources contract. Signing this contract indicates that the student and their parents understand and agree to respect the school's network policies. Students will not be permitted to use any computer or technology at Hampton School without this contract on file.

## **CONFERENCES**

Hampton School welcomes and encourages two-way communication between home and school. Parents are to initiate contact directly with the classroom teacher when a concern arises, either through an email or telephone call, to arrange for a conference. If the problem or concern is not resolved, the parent will contact the teacher and a meeting will be arranged for the parent, the teacher and the Chief School Administrator. If the problem is still not resolved, the parent may meet alone with the Chief School Administrator. The Chief School Administrator will determine if the Board of Education needs to be involved.

School-wide parent conferences are scheduled in November. Other conferences throughout the school year may be arranged in advance with the classroom teacher. Parental visits to classrooms may be arranged by contacting the school office in advance of your visit. Tours of the school may be arranged by contacting the school office between the hours of 8:30 a.m. and 3:30 p.m.

## **DRESS CODE**

Student dress is a reflection upon the individual, the family and the school. It is our intent to maintain an appropriate code of dress, which will not infringe upon individual expression, yet will uphold an appropriate environment of decorum, dignity, and civility.

1. Student dress shall not create a potential health or safety hazard to the individual or other persons.
2. Student dress shall be clean so as to be non-offensive to others.
3. Student dress shall be within the bounds of good taste and standard practices. It should not be distracting or disrespectful to the individual or to others.
4. In order to maintain an appropriate, as well as, safe school climate, the following items will not be permitted in school:
  - clothing that is too tight, see through or revealing
  - clothing that advertises alcohol, drugs, violence, obscenity or any other topic that may be offensive
  - extremely short shorts, skirts, skorts, or dresses (must be longer than fingertip length)
  - lycra shorts or other form-fitting stretch material shorts
  - tank tops or T-shirts where the midriff is bare
  - no spaghetti straps; tank top straps to be 1" or more in width
  - clothing where undergarments are showing
  - oversized or excessively protruding earrings (discretion of administrator and/or facilitator)
  - visible body piercing jewelry, other than earrings
  - accessories that present a safety hazard, such as spiked jewelry or chains
  - cleated footwear, flip flops (slides and sandals with straps to hold foot in place are allowed) wheelies (sneakers w/wheels)
  - hats will not be worn inside the school building (unless it is "Hat Day")

**The school reserves the right to exclude any item deemed inappropriate or unsafe for students to wear.** Students wearing clothing determined to be inappropriate will be required to cover the clothing, or we will contact the parent/guardian for a change of clothing to be delivered to the school.

## **ELECTRONIC DEVICES**

All electronic devices (I-Pods, cell phones, etc.) can be used in the classroom when the teacher allows them to be used for educational purposes. Teacher can tell the student to put away the device if they are not using them in class that day. If the student is caught using the electronic device inappropriately the following consequences are as follows:

- 1<sup>st</sup> Offense: Teacher will keep the device until end of the school day.

- 2<sup>nd</sup> Offense: Device will be given to the Chief School Administrator and can be picked up by the parent at the end of the school day.
- 3<sup>rd</sup> Offense: Parent will be called and will be required to pick up from Chief School Administrator at the end of the school day.

Use of electronic devices on school trips will be at the discretion of the teacher/Chief School Administrator. ***The school will not be held accountable for any damages the device that may occur on the trip.***

## **EMERGENCY CLOSING/DELAYED OPENINGS**

The Hampton School utilizes School Messenger, an automated electronic calling service, to notify our families of a school closure, delayed opening or early dismissal. It is extremely important to accurately complete and keep updated the **Student Registration Form** given at the start of the school year. If changes are necessary to the contact information, please contact the Main Office.

The closing of school because of extremely inclement weather or other severe emergencies will be announced during the early morning hours on our automated telephone calling service and our Hampton Public School Facebook site. Parents, especially working parents, should establish contingency plans for their child(ren) when school is closed early due to emergencies. Children should know exactly where to go and what to do under these circumstances. These contingency plans may be attached to your child's **Student Registration Form**, which is kept on file at school. It is imperative your child be picked up at the dismissal time announced, as the faculty and staff must vacate the building especially in the event of an emergency. **Aftercare will be canceled due to the weather, or if an authorized boiler operator is unavailable, in which case the student needs to be picked up at the announced dismissal time.**

## **EXTRA CURRICULAR ACTIVITIES**

In order to attend after school activities, students must be present for at least four and one-half hours of educational subject areas; these include core subjects such as mathematics, integrated language arts and science. Without participation in these subject areas, the student will not be deemed as "present" for the day.

Students in grades 4 or below wishing to attend an evening event should be accompanied by a parent or guardian. If the student does not have a parent with them the administration will allow the student to enjoy the activity. If the student behavior is unacceptable, the administration will call the parent so that the student is picked up from the activity.

Hampton School offers the following activities based on student interest and staff supervision. Activities vary on a yearly basis:

Soccer	Student Leadership Council
Cheerleading	Boys Basketball
Girls Basketball	Chorus (Instrumental band)
Ski Club	SLC Dances

Participation in each activity is based on grade level. Students need to maintain satisfactory grades and conduct in order to participate in these activities. Not more than one grade of “D” will be permitted in order to be eligible to play and/or practice with the team or to participate in the above activities. The student will have a two-week probation period during which grades will be reviewed and will be evaluated for participation.

### **FIRE DRILL PROCEDURE**

In accordance with the law, Hampton School must conduct a fire drill and emergency drill at least once a month. The building must be vacated as quickly as possible when the alarm is heard. Students shall:

1. Leave the building in a quiet, orderly manner according to the established route.
2. Move quickly, without running.
3. Listen for directions given by teachers and others in authority.

### **FOOD SERVICES**

Maschio’s Food Services, Inc. supplies nutritious meals – both breakfast and lunch – to our students. Monthly menus are posted on our website. Please reference the information on the menu regarding the point-of-sale system that is now available. Monies can be deposited in your child’s account electronically. You will be notified via email when the account reaches a negative balance.

Hampton Public School participates in the NJ State Child Nutrition Program. If you feel you may qualify for this program, please contact the school nurse for an application.

## **HARASSMENT, INTIMIDATION AND BULLYING (Board Policy)**

The Board prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

- a. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- b. by any other distinguishing characteristic; and
- c. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- d. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The board of education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of their students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The board of education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators should

consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

The chief school administrator/principal or the chief school administrator/principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy.

While submission of the report form is not required, the reporting party is encouraged to use the report form available from the chief school administrator/principal at the school district office. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Once the teacher is made aware of the incident, a report form must be filed in all instances.

The chief school administrator/principal, and/or chief school administrator/principal's designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the chief school administrator/principal, and/or chief school administrator/principal's designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

In considering whether a response beyond the individual level is appropriate, the administrator should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred.

Institutional (i.e. classroom school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certified and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentation for fully addressing the actions and the school's response to the actions in the context of the acceptable student behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers.

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and district policies and procedures.

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another, as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

The policy shall be disseminated annually to all school staff, students and parents, along with a statement explaining that applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored

functions or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment, intimidation and bullying with students.

## **HEALTH SERVICES**

The school nurse provides care for illness and accidents. Only routine first aid is administered at school. Further treatment is the responsibility of the parent/guardian. The school nurse provides screenings for blood pressure, scoliosis, vision, hearing, height and weight during the school year. Parents will be notified if follow-up care is needed.

Children should be kept home from school if they have a fever greater than 100 degrees, diarrhea or vomiting. Children should be fever free (without the aid of medication) for 24 hours before returning to school. Feel free to contact the school nurse (phone prompt #6) with any questions you may have regarding your child's health or related conditions.

### **Examination and Physicals**

A physical examination is required for all kindergarten students. It is important for each parent to follow-up with subsequent examinations at least once during each of the following developmental stages:

- Early Childhood (Preschool-Grade 3)
- Pre-adolescence (Grades 4-6)
- Adolescence (Grades 7-12)

This is a good opportunity to discuss with your doctor any concerns you might have about your child's health and learn more about the physical and developmental changes that are to be expected for your child's age.

Students trying out for any sport related after school activities must have an Athletic Pre-Participation Physical Examination Form on file in the health office. The exam is valid if done within **365 days of the first day of tryouts**. Forms are available in the health office.

### **Scoliosis**

A biennial scoliosis examination shall be conducted for every student between the ages of 10 and 18 pursuant to N.J.S.A.18A:40-4.3 If a student is suspected

of having scoliosis, the parent or guardian will be notified.

Parents/guardians who prefer not to have their child screened for scoliosis must notify the health office in writing.

### **Medication**

All medications, including over the counter drugs, to be dispensed at school must have a physician's order and must be brought to the health office in the original container appropriately labeled by the pharmacy with student's name, name of the drug, dosage and time of administration. Please note the following:

1. No medication shall be administered to or taken by a pupil in school or at a school-sponsored event except as permitted by Hampton Board of Education policy.
2. Medication may be administered only by the school nurse, a registered nurse, the pupil's parent or legal guardian, or in the case of pupils with asthma or other potentially life threatening illness by the pupil when proper permission has been granted.
3. When a pupil attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the pupil's parent or legal guardian will be required to attend. If neither the school nurse nor the parent or legal guardian can attend and the pupil does not have written parental permission to self-administer medication and there is a risk that the pupil may suffer significant injury from lack of medication is substantial, the parent may choose to excuse child from the trip or trip will be cancelled.

(Suggestion: when having a prescription filled, please ask the pharmacist to provide two containers properly labeled; one bottle to be used at home and one to be used at school.)

### **HOMEWORK**

Homework assignments will differ from grade to grade. Homework is assigned for several reasons including enrichment, reinforcement of skills being developed in classroom, fostering of self-responsibility and work/study habits, and as a means of completing work missed due to absence from class.

Teachers will communicate their philosophy and process regarding homework to parents. Teachers and parents are encouraged to discuss the homework process in meeting the needs of individual students.

Students are allowed a two-day grace period per absence for class work, homework completion, and make-up tests upon return to school from an absence. Missed schoolwork is due upon the student's third day back after an absence. If work is not handed in within this time period, the grade will be affected. After the completion of the grace period, teachers could assign a zero credit for these incomplete assignments.

An exception to the above would be for a family vacation absence. Work will be compiled and given to the student **upon returning to school from a vacation**. The number of days of absence will equate to the number of days awarded for a grace period of make-up work completion (i.e. 3 days vacation, 3 days extra time for completion).

### **ACADEMIC INCENTIVE PROGRAM**

An Academic Incentive letter is distributed to the parent and students for review and signatures. This letter will serve as a guideline for the implementation of the program.

### **GRADING SYSTEM HONOR ROLL**

Grades are based on class work, test scores, homework and conduct. Honor Roll designations will be for grades 5 through 8. Any subject listed on the report card must have a grade of B or better. (B- and below are not qualifying grades.)

Any subject listed must have a conduct code of "O" or "S"; all students will receive a conduct code letter for each subject. (S- and below are not qualifying conduct letters.) Comments that are unsatisfactory, or that require students to improve, will exclude a student from the Honor Roll.

#### Grading System – Grades 3 through 4

100-96.5	A+	96.4-93.5	A	93.4-89.5	A-
89.4-86.5	B+	86.4-83.5	B	83.4-79.5	B-
79.4-76.5	C+	76.4-73.5	C	73.4-69.5	C-
69.4 – 64.5	D				
64.4 and below	F				

## Grading System – Grades 5 through 8

100-96.5	A+	96.4-93.5	A	93.4-89.5	A-
89.4-86.5	B+	86.4-83.5	B	83.4-79.5	B-
79.4-76.5	C+	76.4-73.5	C	73.4-69.5	C-
69.4 – 64.5	D				
64.4 and below	F				

## **KINDERGARTEN REGISTRATION**

It is the school policy to admit to Kindergarten children who will have reached the age of five years on/or before October 1<sup>st</sup>. Please make sure to have the following items when you come for your appointment (child need not be present):

- Original birth certificate
- Record of immunizations, including Hepatitis B and flu vaccines
- Proof of residency, i.e. copy of lease or mortgage, utility bill, etc.
- Current physical – the school nurse will speak with you regarding any health concerns your child might have.

Registration date will be advertised in the Hunterdon Democrat, on the school website and on the Hampton School Facebook page and is usually held late winter/early spring.

## **LOCKERS**

Locker privileges will be given to each student in grades 6, 7 and 8 and the following guidelines will be enforced:

1. Locker Contract must be signed and returned.
2. Locker privileges will be maintained when students
  - are quiet in the hallways
  - walk (not run) in the hallways
  - respect the rights and materials of others
  - bring correct materials to each class
    - Pen/pencil
    - Folder and notebook
    - Textbook

## Homework

1. Locker privileges can be revoked if students:
  - are consistently unprepared for classes
  - fail to follow school rules, especially in locker area
  - visit lockers at unscheduled times
4. Use a lock supplied by Hampton School Association. If not returned at the end of the school year, a \$5.00 charge will be incurred.

## **LOST AND FOUND**

A box will be kept across from the All Purpose Room door for lost belongings. At the end of every month, these articles will be displayed on a table in the hallway; unclaimed items will be donated to a charitable organization. Names should be put into articles of clothing, boots, lunchboxes, etc. so that students will have less difficulty in identifying personal belongings. Every year a large and valuable collection of unclaimed articles is given to a charitable organization. Parents are encouraged not to allow their children to bring valuables to school.

## **LUNCH DETENTION**

Parents will be notified via a copy of the Behavior Referral Form, which will be sent home with the student for parent signatures and returned the next day. A copy of the discipline form will be mailed home as well. Students will serve a 30-minute lunch detention during their scheduled lunch period. They will pick up their lunch and report to the assigned area. If a student receives three lunch detentions, a Central Detention will be assigned for the next available Friday.

## **PROMOTION AND RETENTION**

The Board of Education wishes to uphold uniform standards in the school and insists upon high standards of accomplishment for students. Mere attendance at school is not sufficient to progress through the grades or to graduate.

Parents of students who are not meeting established attendance or academic standards will be notified well in advance and a conference will be held to determine necessary corrective or remedial action. Students who do not meet the state requirements for attendance will be required to repeat their current grade level.

Standards of proficiency related to district goals and objectives:

The assessment of student needs and measurement of their achievement shall be based on educational objectives and the minimum proficiency levels identified for each grade. The educational objectives shall be well defined and approved by the Board of Education.

Teachers, under the direction of the Chief School Administrator, shall develop procedures to determine whether each student has measured the objectives stated in the school-approved curriculum. The procedures shall include but are not limited to:

1. Teacher observation
2. Formal and informal evaluation techniques
3. Local and state testing results
4. Student interview
5. Parent/guardian conferencing
6. Medial evaluation
7. Cumulative pupil records

Skill competency levels for each grade are part of the curriculum approved by the Board of Education annually.

Conditions for Promotion/Retention:

1. Standards of Attendance:  
A student who is absent in excess of 10% of the total school days in one academic year without having qualified for home instruction or without having presented supportive documentation (doctor's excuse, administration approval, etc.) for absences shall be considered for retention at the administrator's discretion.

## **REPORT CARDS AND MID-MARKING PERIOD REPORTS**

Report cards will be issued four times each year at the 10 week mark. Mid-marking period reports will be issued at the 5 week mark. The grading system for all grade levels is fully explained on the report card. Parent inquiries regarding evaluations should be made directly to the classroom teacher.

## **SCHOOL BASED SERVICES**

The Hunterdon Medical Center provides counseling services during the school day. The counselors assigned are qualified to provide counseling services at the request of students and/or parents and faculty. The counseling personnel can refer students for additional services as needed and are available to make referrals to local counseling facilities for all other grade level students at the Hampton School. All counseling services are kept confidential and are done only with parental consent.

## **SCHOOL DAY**

The instructional school day for all grades begins at 8:25 a.m. and ends at 3:00 p.m. Early dismissal days will end at 1:00 p.m. and students will receive lunch prior to dismissal. Pre-school students who attend the half day program will dismiss at 1pm with Administrator's approval. Every Thursday dismissal time is 2:00 p.m. to allow for staff development.

Students should not arrive prior to 8:15 a.m. unless participating in the Before Care Program, which starts at 7:15 a.m.

***Students arriving after 8:35 a.m. must use the main entrance (South Street); all other doors will be locked for security reasons. Please do not knock on the door in the primary wing seeking admittance.***

***PLEASE NOTE OUR EARLY DISMISSAL TIME EVERY THURSDAY AT 2:00 P.M.***

An adult crossing guard is on duty at the marked Main Street crossing from 8:15 a.m. to 8:35 a.m. and 3:00 p.m. through 3:15 p.m. (Thursdays from 2:00 to 2:15 p.m.) Students are to cross Main Street only at this marked crossing.

## **SCHOOL FACILITY USE**

Requests for use of school facilities must be made through the Business Office.

A form must be completed and approved by the Board of Education at their regular monthly meeting before approval may be granted. Please call the Business Office to make these arrangements.

## **SEXUAL HARASSMENT**

Sexual harassment will not be tolerated. The Board of Education policy is enclosed.

## **STUDENT CODE OF CONDUCT**

Every student has the right to learn in a positive educational environment free of distractions. Each student also has the right to feel safe and protected in the school setting. The following are a set of guidelines intended to create this environment.

Every student will have the right to a positive and safe school environment:

- Respect will be shown to all staff members
- Respect will be shown to all students
- Respect of property belonging to self and others
- Bullying (physical, verbal or written) will not be tolerated
- Passing in the halls will be done in an orderly manner, single file on the right with no physical contact and limited talking
- Dress code guidelines will be strictly followed
- Appropriate language will be used at all times; communication with all members of the staff and fellow students will be positive in nature; putdowns and rude comments are not acceptable

Every student will have the right to a classroom conducive to learning:

- Arrive to class on time, prepared to participate with all necessary materials and completed assignments
- Respect will be shown to all staff members
- Respect will be shown to all students
- Respect of property belonging to self and others
- When a staff member is speaking to the class students are to be listening
- Talking by students will be done at appropriate times during class as directed by staff members
- Throwing of objects of any kind will not be tolerated
- Physical contact, including but limited to, pushing, hitting, and kicking will not be tolerated
- Any direction/request given by a staff member will be followed

A. Infractions of the Student Code of Conduct

Infractions of the Student Code of Conduct will be dealt with on an individual basis. Interventions will be determined based on severity and frequency of behavior. Interventions may include:

- writing assignments
- conference with the student
- conference with the parent
- lunch detention
- after-school teacher detention
- after-school principal detention
- central detention
- in-school suspension
- out-of-school suspension

B. School-wide Expectations

1. Display proper cafeteria manners.
2. Leave all gum at home. Gum chewing is not permitted in Hampton School.
3. I-Pods, cellular telephones, and other audio equipment may be used for educational purposes at the discretion of the classroom teacher.
4. Scooters, skateboards and roller blades are not permitted in school; any of these items brought to the school building or grounds may be confiscated by the Chief School Administrator/Principal, who will eventually return them to the pupil's parent(s) or legal guardian(s).
5. Smoking, lighters/matches, alcohol, inhalants, and other drugs are not permitted at any time in which students are under the jurisdiction of the school.
6. Know all of your responsibilities and follow through with them.

**Step 1 Administration / Teacher and Parent Intervention**

1. Central Detention

- a. Central detention will be held on Friday afternoons as needed. Students who are assigned central detentions must report to the Chief School Administrator at 3:00 p.m. until 4:00 p.m. Parents will be notified by the homeroom teacher by phone and a detention slip that is to be signed and returned to school that day.
- c. Students who skip an assigned central detention will be assigned central detention for the following two (2) Fridays. The student will not be allowed to participate in any student activities (sports, trips, dances, incentive programs, school related function, school evening functions, etc.) until the central detention is served.

- a. Any student receiving four central detentions will be assigned one day of in-school suspension.
  1. Conference with Parent/Teacher/Student and Administrator.
    - a. Administrative detention.  
After school detention served with the administrator
    - b. Exclusion from special school activities. The time span for exclusion is decided by parent / teacher and administrator at the conference.
1. Referral to school based counselors and or INR&S team.

### **Step 2 Administrative and School Board Actions**

This step will be used for chronic offenders of the school wide discipline program.

1. In-school suspension.
2. Out of school suspension.
3. Expulsion

## **STUDENT INSURANCE**

The Board of Education does carry student accident insurance for injuries sustained during school hours or sporting events. NJ Family Care provides free or low cost health insurance for uninsured children and certain low income parents. For more information call 800-701-0710 or visit [www.njfamilycare.org](http://www.njfamilycare.org) to apply online.

## **STUDENT RECORDS**

Individual permanent student school records are kept on file. Parents who wish to view their child's school records should schedule an appointment. A school official will be available to assist in interpreting any of the records. Individuals other than parents or legal guardians shall be prohibited from viewing a student's record without proper legal authorization.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

As a citizen, each student has a right to free public education. According to statute and case law, this is a student's general right. Along with this right are responsibilities that include:

1. Regular attendance in school.
2. On-time arrival each school day.

3. Conscientious efforts in schoolwork.
4. Conformance to school rules and regulations.
5. Share with teachers and administration a responsibility to develop a climate at Hampton School that is conducive to wholesome learning and living.

## STUDENT TRANSFER IN/OUT

In order for your child to be registered, the Main Office and Health Office will need to have the following on file:

1. **Birth Certificate** (original, we will make a copy)
1. **Proof of Residency** within Hampton Borough (utility bill, lease, tax bill, deed)
1. **Registration Form** with all questions completed
1. **Student Information/Emergency Form** with all information completed
1. **Transfer Card** from previous school or Records Request permission form (grades 1-8)
1. **Physical Exam Form** submitted by students entering **grades preschool-4**, reflecting an exam within 365 days of the first day of entrance to Hampton Public School (*Must be completed by physician*).
1. **Athletic Pre-Participation Physical Exam Form** submitted by students entering **grades 5-8** reflecting an exam within 365 days of entrance to Hampton Public School (*Must be completed by physician*).
1. **Health History Form** submitted by *all* students entering **grades preschool-8**
1. **Immunization records**, from your physician, which are to include:
  - DPT: Four doses, with one dose given on or after 4<sup>th</sup> birthday or any 5 doses
  - a. *Polio*: Three doses with one dose given after 4<sup>th</sup> birthday or any 4 doses
  - a. *Measles, Mumps, Rubella (MMR)*: Two doses of a measles containing vaccine on or after the 1<sup>st</sup> birthday, vaccine doses are to be separated by no less than one month or laboratory evidence of immunity. Preschool needs a minimum of 1 dose of the MMR vaccine.
  - a. *Hepatitis B*: Three doses with the second dose received no later than three months after the first dose or laboratory evidence of immunity.
  - a. *Varicella vaccine* (chickenpox) one dose on or after the first birthday or history of disease or laboratory evidence of immunity.
  - a. *Haemophilus Influenza B (Hib)*: One dose for preschool students 12-59 months after their first birthday.
  - a. *Pneumococcal*: One dose for preschool students 12-59 months after their first birthday.
  - a. *Influenza*: One annual dose for preschool students ages 36-59 months, between September 1 and December 31 each year.
2. **Additional Health Needs Forms** submitted for any child with allergies, medication requirements, and/or other special needs must be submitted to the nurse prior to enrollment.

The above information is required by NJ State Law and is essential for the health and well being of all children.

Families moving out of the district who desire to maintain student enrollment after moving (or enroll students in advance when moving in) are strongly urged to contact the Chief School Administrator.

When moving to another school district, please inform our school office at least one week in advance. The parent/guardian must sign the necessary documents for this transfer. Transfer cards will be prepared so parents may complete the enrollment process in the school district to which your students will be transferring.

## **TELEPHONE**

During the school day, students may use the office telephone in the *event of an emergency* or at the request of school personnel. Students must obtain a pass from a teacher to use the office telephone.

Phone messages for students will be delivered at the convenience of the office staff. Parents should not assume that telephone messages would be hand delivered to students. Please make arrangements with your children prior to the beginning of the school day to assure your child's knowledge of after school activities or plans.

## **TEXTBOOKS**

Textbooks, calculators, Chromebooks and other instructional materials are distributed to students throughout the school year. All texts and other materials are to be maintained in the best possible condition by the student. Students are held responsible for the condition and proper use of all items provided to them by the school. Classroom teachers shall direct students as to labeling and covering of the textbooks.

Fines shall be levied for textbooks, Chromebooks, calculators, library materials, and other school materials that have been abused or carelessly used. Pupils who have lost textbooks, library materials, or other school materials originally issued to them, shall be levied a fine in accordance with the replacement cost of the material. If fines have not been paid by the end of the school year, the student's academic records and report card will not be released from school.

## **VISITORS**

All visitors must report to the Main Office immediately upon entering the building. Only those visitors who have made arrangements in advance will be permitted to remain in the building. Students from another school may not visit during school hours unless he/she obtains permission from the school administrator in advance of the visit. The administration reserves the right to deny visitation privileges.

### **Administration/Faculty/Staff List**

Michael Jones	Chief School Administrator
Ruth Ann Dalrymple	Supervisor
Patricia Martucci	Business Administrator/Board Secretary
Anaston, Thea	Social Worker
Attanasio, Tina	Teacher, Special Education
Bolinder, Adrienne	Counselor
Bortman, Rebecca	Teacher, Preschool Disabled
Brown, Susan	Teacher, Special Education
Caputo, Kristi	Speech Therapist
Dignazio, Lesley	Teacher, Math
DiLanno, Lauren	Teacher, Special Education
Evans, Kelly	Teacher, Physical Education
Fitzsimmons, George	Teacher, Music
Flynn, Brynda	Teacher, Computers/Media Specialist/Language Arts
Gibson, Brian	Teacher, Art and Special Education
Grossman, Michael	Teacher, Basic Skills
Harris, Catherine	Teacher, Grade 2
Hurford, Noreen	Teaching Assistant
Legg, Janet	Teacher, Grade 4
Linnen, Ann Marie	Teacher, Grade 3
Lisa, Catherine	Teacher, Science/Social Studies
Marookian, Carley	Teacher, Kindergarten
Moran, Jennifer	Teaching Assistant
Mort, Danielle	Teacher, Special Education
Moss, Samantha	Teacher, Pre-School (Leave replacement)
Neidlinger, James	Custodian
Puppo, Amy	LDT/C
Ross, Nancy	Cafeteria Supervisor
Rush, Marlene	Teacher, Pre-school
Ryerson, Matthew	Teacher, Grade 1

Sessock, Kimberly	Teaching Assistant
Schafer, Trina	School Nurse/Teacher of Health
Scherer, Courtney	Psychologist
Schultz, Karen	Special Education Instructional Aide
Stecker, Michelle	Special Education Instructional Aide
Verdon, Anne	Teaching Assistant – PT
Walton, Kathleen	Teacher, Special Education
Weston, Diane	Administrative Assistant
Zambas, Myria	Teacher, Pre-school
Zambrano, Ana	Teacher, Spanish

## **HAMPTON BOARD OF EDUCATION**

### ***BOARD OF EDUCATION***

***Mrs. Elizabeth Dilts, President***

***Dr. Jennifer Shaner, Vice President***

### ***MEMBERS***

***Mrs. Megan Bruton***

***Dr. Marielia Gavlick***

***Mr. Darek Merkel***

***Hampton Board of Education meetings will be held on the 4<sup>th</sup> Tuesday of each month unless otherwise publicized by the Business Administrator/Board Secretary.***

## **BOARD POLICIES**

**The following Board Policies are included for your review and information:**

- **Attendance (5200)**
- **Tardiness (5240)**
- **Administration of Medication (5330)**

- **Harassment, Intimidation and Bullying (5512.01)**
- **Cyber-Bullying (5512.02)**
- **Acceptable Use of Computer Network/Computers and Resources (R6142.10)**