



Jefferson Elementary School

155 Hilton Avenue

Vauxhall, NJ 07088

Student Handbook

JEFFERSON SCHOOL MISSION STATEMENT

The mission of Jefferson School is to provide continuing academic growth and development in a unique environment, which encourages positive adaptation to change. The foundation of our efforts is the belief that all children can learn, that standards must be set, and that expectations must be high and clearly communicated.

ENTRANCE & DISMISSAL TIMES

Grade 5 8:10 am - 2:30 pm

Important Phone Numbers

| | |
|---|---|
| Main Number 851-6560 | Mrs. Sumner, School Nurse 851-6566 |
| Mrs. Piano, Interim Principal 206-6103 | Ms. Signorelli, Secretary 851-6560 |
| Mrs. Roof, Vice Principal 851-6107 | Mrs. Murphy, Secretary 851-6561 |
| Mrs. DeCorte, Counselor 851-4413 | Library/Media Clerk 851-6448 |
| Child Study Team 851-4884 | IT Helpdesk helpdesk@twpunionschools.org |

Additional Information and Links:

[W Chromebook User Agreement for Distance Learning.docx](#)

Jefferson School Instagram Account @jeffblueknights

Jefferson School Twitter Account @jeffblueknights

Jefferson School Tik Tok Account @JeffersonBlueKnights

Our School Website <http://jefferson.twpunionschools.org/>

Absence & Tardy: [Board Policy Link](#)

Always report your child's absence daily. Call the school nurse, Mrs. Sumner (908) 851- 6566 between the hours of 7:00 to 8:00 am or leave a message. You can also email her (GSumner@twpunionschools.org) with the information. Only parents/guardians may call the nurse's answering machine to report a student's absence.

Any child not in the classroom by the late bell is considered tardy. The late bell rings at 8:15 a.m. Students who arrive late must report to the office for a late pass and to also be switched from being coded as absent. Please also note that Jefferson Elementary School does follow the district policy for absences and tardiness and any student who has been absent or tardy more than 5 days will receive a letter regarding their attendance.

1st notice - more than 5 days

2nd notice - more than 9 days

3rd notice - more than 12 days

4th notice - more than 15 days

The purpose of this policy is to ensure the physical and mental health, safety, and welfare of students of Jefferson Elementary School is protected and an orderly environment conducive to learning is maintained. Students shall conduct themselves in keeping with their level of maturity.

Parents/guardians are responsible to see that their child(ren) arrives ON TIME daily.

Administrator's Responsibilities:

The principal must develop and implement procedures and routines to ensure that the school maintains a safe and drug-free environment. It is the principal's responsibility to make certain that the entire school environment is conducive to learning. The principal must also make sure that all students, staff, and parents are fully aware of the school rules as well as procedures and routines for maintaining student discipline and decorum. To do this, principals should:

1. make available a copy and electronic access of school rules and procedures to all students, staff, and parents;
2. visit the classroom and other areas in and around the school regularly to monitor instruction and safety of staff and students;
3. respond to all serious cases of student misconduct and to student misbehavior that persists after other appropriate measures of progressive discipline utilized by staff have been exhausted;
4. ensure that the parents/guardians and students are afforded the appropriate rights of due process before suspensions or expulsions; and
5. communicate with parents/guardians using written, verbal, and/or face-to-face contact.

All school property, such as lockers, desks, etc., assigned to students is the property of the Township of Union School District. The student is given a temporary privilege to use the property and this privilege may be revoked at any time. School property should not be used to store materials, objects, etc. that violate the Code, school rules, or any statutes or ordinances. The school administrator may authorize the search of school property temporarily assigned to students. Before a search of said property, the student (s) involved shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the property contains materials that pose a threat to the health, welfare, or safety of students in the school, it may be searched without prior warning.

All visitors must register in the school office and state the purpose of the visit, providing photo identification prior to being admitted. The principal has the prerogative to approve, deny, or reschedule the visit for a more appropriate time. All visitors or other persons on school premises must identify themselves when requested by school personnel, including at school-sponsored activities and events. If the person does not properly identify himself or herself, or his or her purpose, the person is trespassing and the appropriate legal action will be taken. Any person whose actions or language threatens the health, safety, or welfare of students or staff will be barred from visiting a school or attending school-sponsored events.

Behavior

1. The following discipline policy and accompanying regulations shall be in effect for all elementary schools. It reflects the need for students to exhibit acceptable behavior and good self-control at all times.

The following behavior during any part of the school day is strictly forbidden: fighting, profanity, abusive language, obscene gestures, disruptions and/or misconduct in class, and any insubordinate act directed towards an employee of the Board of Education.

All students are expected to attend school dressed in a neat, clean, and decent manner. The interpretation of this rule shall be at the discretion of the building principal in accordance with the dress code.

Any action which endangers or threatens to endanger the health, safety, and welfare of others is not permitted.

Vandalizing, destroying, damaging, or defacing personal or school-owned property is forbidden and will be strictly enforced.

Students shall not bring or use on school property any tobacco or "smoking" substance or any other controlled dangerous substance.

A student may not be eligible for promotion if unexcused absences exceed 10%.

Other behavior disruptive to the normal school routine, which does not conform to the local school's established regulations, will not be permitted. See specified building behavior codes.

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

2. Methods of Behavior Modifications

Where appropriate, principals, teachers, the superintendent, and the Board of Education are authorized under law, policy or practice to prescribe and implement any one or combination of the following types of corrective disciplinary action in the case of students committing any one or combination of the types of offenses listed in Section 1.

Individual assertive discipline rules – class

Student conference

Deprivation of privileges

Detention

Parent conference

Referral to interventionist

Suspension

Suspension with referral to superintendent

Other appropriate corrective actions are deemed necessary in accordance with the law and due process.

Unacceptable Behavior

The following are specific examples of behavior resulting in detention (lunch, before school, or after school), suspension from school or in school, and/or a hearing at the Board of Education level:

- Assault - Level 3
- Bus misconduct – Level 0 - 1
- Chronic violation of school rules – Level 1-2
- Class disruption – Level 0-1
- Creating a safety hazard - Level 0-3
- Disrespect to any staff member, teacher, or administrator – Level 0-2
- Disruptive behavior on school grounds- Level 0-2
- Failure to attend assigned detention- Level 1-2
- Fighting – Level 3
- Horseplay on school grounds- Level 0-1
- Improper Use of Cell Phone- Level 1- 3
- Inappropriate Touching or Comments - Level 1-2
- Insubordination (defiance of authority) – Level 1 to 2
- Jeopardizing the safety and welfare of all members of the building (ex: fire, bombs, firearms, weapons, anything that can cause harm) – Level 3 (police notified)
- Leaving the school building without permission – Level 2-3
- Leaving class without permission – Level 1-2
- Littering- Level 0
- Obscene gesture or remark directed at a student – Level 0 - 2
- Obscene gesture or remark directed at a staff member, a teacher or administrator – Level 2-3
- Possession of a controlled or dangerous substance and/or paraphernalia – Level 3 (police notified)
- Possession of a weapon – Level 3 (police notified)
- Possession of stolen property- Level 2-3
- Profanity directed at a student. Any derogatory words will not be tolerated – Level 0 - 3
- Profanity directed at a staff member, teacher, or administrator – Level 2 to 3
- Recording a fight or verbal altercation- Level 2- 3
- Running in the halls – Level 0
- Sexual harassment- Level 2-3
- Stealing – Level 1-3
- Social Media- Inappropriate posting regarding a student, staff member or school– Level 2-3
- Social Media- Inappropriate threatening post – Level 3
- Tardiness - Level
- Threatening a student – Level 0 to 3
- Threatening a staff member/teacher/administrator – Level 2-3
- Threatening the safety and welfare of all members of the building (bomb scare, threatening letter) Level 3 (police notified)
- Under the influence of drugs/alcohol – Level 3
- Vandalism – Level 2-3
- Verbal Confrontation- Level 0-2
- Violation of cafeteria rules – Level 0 to 2
- Wearing of clothing that impedes the education process or is a safety hazard – Level 0

NOTE: School violations may occur that are not listed. The administration has the right to use sound judgment after investigating the incident to determine the proper discipline.

Discipline Levels

LEVEL 0 Warnings given, conference with the student, and/or parent notification

LEVEL 1 - Lunch Detention

1st Offense - 1-2 Days

2nd Offense - 3-5 Days

3rd Offense - Next Level

LEVEL 2 - AM/PM Detentions

1st Offense - 1 Day

2nd Offense - 2-3 Days

3rd Offense - Next Level

LEVEL 3 - Suspension (In or Out of School)

1st Offense - 1-2 Days

2nd Offense - 3-5 Days

3rd Offense - Referral to Central Office/ Board of Education

Details of appropriate behavior can also be found in the Code of Conduct on our website. [Policy Link 5132](#)

Book bags:

Each student should be provided a book bag that he/she will bring to school each day. Book bags are extremely important in the upkeep of books and other materials needed for the school day. Additionally, with the use of Chromebooks, students need a book bag to carry their devices as well. Rolling book bags are not permitted.

Suspension

The violation of school rules can result in suspension. Continued behaviors resulting in suspension can also lead to a referral to the Superintendent's Office for possible expulsion proceedings. When suspended, a student should make up work. Students will have the same number of days to make up work as the number of days suspended. The teacher is not obligated to provide extra help to the student.

Students that are suspended from school and parents are unable to pick students up immediately will spend the day in an out-of-classroom setting with supervision. Students' class assignments will be provided. The student must serve noted suspension days, which may not include the out-of-classroom setting with supervision.

Morning or Afterschool Detention

Morning or Afterschool detention district-wide will be in accordance with individual schools' Student Handbook.

At Jefferson, morning detention will be held from 7:30 - 8:00 am and afterschool detention will be held from 2:30 - 3:00 pm. Parents must provide transportation for the student.

NOTE: Administration has the right to use sound judgment after investigating the incident to determine the proper discipline.

Bus Transportation:

General Bus/Bus Stop Regulations

The safety of our students is our primary concern. Any student who does not adhere to the following regulations will be reported to the bus supervisors or the Principal. Offenders risk the suspension of bus privileges.

Behavior that reflects the Student Code of Conduct is expected when waiting for and riding the school bus.

The authority of the school bus driver/bus aide must be respected while riding the school bus.

Bus passes are issued to eligible students who are assigned to a bus.

Bus passes are checked. Students without passes may not be permitted to ride the bus and will need to contact a parent/guardian.

Students must ride their assigned bus and may be assigned seats.

Students are only permitted to stand or move around the bus when entering or exiting the bus.

No arms, heads, or other body parts, objects, etc. are permitted out of windows.

Students are not permitted to throw items of any kind on or out of the bus.

The opening of emergency exits is forbidden unless performing an evacuation or other emergency act.

Students must wear seat belts when provided.

Bus aisles are to be clear at all times.

No fighting, profanity, or behavior that is inappropriate on the bus.

No cell phone use while riding the bus.

If you are going to cross in front of the bus after you get off, do the following:

1. Exit the bus promptly.
2. Walk with the aide ahead of the bus on the sidewalk or shoulder of the road until you can clearly see the bottom of the windshield and the steering wheel and STOP.
3. When the driver has checked to make sure no cars are coming, he/she will motion you to cross in front of the bus.
4. For your safety, look both ways to see that there are no cars coming.
5. Walk quickly across the street; don't stop; don't turn back; don't run; and when you get to the other side, get up on the sidewalk or the shoulder of the road on streets with no sidewalks.

If you plan to have your child **not** use the bus on a given day to go home, please note that **the school must have a written note or email in advance. Please make sure you receive a response from the person you email and follow up with a phone call if you do not get a response.** Except in emergencies, we expect to have advanced notice, a day or two before in writing: be aware that phone calls are very difficult to verify and at the end of the day, may not give the staff enough time to contact the classroom. Please do not tell your child to tell the teacher as a verbal form of communication. Relying on a young child to deliver this type of information is not the most reliable way to receive information. **Without written correspondence, your child will be placed on the bus.**

If you come to the school and want to take your child off the bus, you must report to the main office and verify that your child will not be taking the bus with the office or nurse. Never ask to take your child off the bus line or outside as the students are transitioning from the building to the bus. This delays the buses for others to leave and causes undue stress in the building because the school will then go into a search mode to find the child who should be on the bus.

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

Bus Transportation Progressive Discipline:

The driver shall be in full charge of the school bus at all times and shall be responsible for the order. The driver shall never exclude a student from the bus. If unable to manage any student, the bus driver shall report the unmanageable student to the school's principal where the student attends. The student may be excluded from the bus for disciplinary reasons by the principal and his/her parents shall provide transportation to and from school for the period of such suspension.

Cafeteria Rules

- As you enter the cafeteria, sit at your assigned table and assigned seat.
- If you have ordered lunch, line up to receive your lunch from the lunch counter.
- If you brought your lunch from home, immediately sit down and start your lunch.
- Running is not allowed in the cafeteria or in any other part of the school building.
- Students who need a straw, napkin, and silverware must raise their hands before getting up and be acknowledged by the cafeteria staff.
- Any talking must be to the students' neighbors in a normal tone of voice. Students must clean up once they are called by the aides. This means the table as well as the surrounding area such as the floor or chair.
- All coats, hats, and other items of clothing should be placed under the students while they are eating. This could mean students should sit on their coats or place them on their laps while they are eating lunch.
- There is no throwing of any items; food, paper products, utensils at any time.
- Cafeteria food is to be eaten in the cafeteria.
- Once students are completed with their lunch, students are expected to prepare for recess. During lunchtime, no student is allowed out of the cafeteria without permission.
- Cans and glass containers are not permitted in the cafeteria.
- If you need to use the bathroom, the following procedures will be followed;
 - Get permission from the cafeteria staff and sign out.
 - Use the bathroom closest to the cafeteria and return immediately to your seat.
- We use the term OVER, UNDER, OUT in our cafeteria for our students as reminders of our rules.
- When the bell rings after the lunch period, students are to stop all things, immediately prepare to line up by class to go to recess in an orderly fashion.

Cellular Phones

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

Core Values:

- Respect – Students give due respect to themselves and others and maintain an environment conducive to teamwork, academic and social growth. Respect
- of others includes showing tolerance, manners, cooperation, and patience in any given situation.
- Empowerment – Empowering all students to take initiative and give their best in all that pertains to school and the community. Signs of empowerment include strength, pride, courage, and spirit.
- Accountability – Students take responsibility for their actions that influence their lives, peers, and members of the community. Personal accountability includes ownership of one's actions and words.
- Achievement – Student drive and recognition of effort and the determination set forth in reaching goals.
- Leadership – The courage to lead by word and actions. Strong leadership includes strength of convictions, honesty, and truthfulness.
- We believe that this can be accomplished when:
- Teachers, parents, administrators, and other adult members of the Township of Union Public School community model respectful and respectable behavior toward one another in support of our core ethical values;
- Individuals acknowledge differences, demonstrate a respect for diversity, and recognize the worth of each individual;
- Individuals communicate concerns and/or suggestions in an appropriate and direct manner;
- Individuals utilize effective problem-solving and conflict-resolution strategies; and
- The dignity of every individual is protected and maintained.

Concerns:

If you have questions or concerns regarding your child at school, always contact your child's teacher as soon as possible. Don't wait. Call, send an email or a note. Maintaining direct communication with your child's teacher is extremely important! If you need more information than the teacher can provide, contact the principal.

Conduct During Assemblies/Performances:

- Enter and exit in a quiet, orderly manner.
- No talking, cell phone use, or physical contact during the performance.
- Remain in one's seat for the duration of the program, unless one has an emergency or assignment; if one must enter/exit, do so only between selections, not during a performance.
- Any student/child who is not part of the performance must remain seated with an adult.
- Treat the performer(s) in a respectful manner and offer appropriate applause

Counselor:

The counseling program is available at Jefferson. This program is designed to be a support to all children and help them develop socially, academically, and emotionally. The school counselor works with parents, teachers, and students to create a supportive environment that will help each student achieve the best of his/her potential. The counselor sees students individually, in the classroom, and in small group settings. The counselor is also available to speak and meet with any parent to discuss concerns and can be reached at 908-851-4413 (confidential voicemail).

Dress Code: [Policy Link](#)

Student Dress (See Policy 5132 Dress and Grooming)

Parents/guardians and school staff are expected to cooperate in the matter of student dress. The school administration reserves the right to make a final decision regarding appropriate dress in school and at school-sponsored events.

The purpose of the school dress code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for the health and safety of the students. In addition, the code is designed to encourage a mode of dress and grooming that is conducive to establishing an effective learning environment, fostering a climate of discipline, order, teaching, and professionalism. Therefore, please note the following:

- No open-back shoes; no showing of midriff; tops must have straps of three-finger width; Crocs must be in Sport mode.
- Hats are not permitted unless they are part of a school function or for a documented medical reason.
- Wearing a hood in the school (halls, classroom, bathroom, etc.) is not permitted.
- Armbands or bandanas are prohibited;
- Shirts that display offensive or profane language are prohibited;
- All students are expected to attend school dressed in a neat, clean, and decent manner. The interpretation of this rule is at the discretion of the building principal.

Dismissal Procedures:

Early Dismissal-

We strongly encourage you not to take your child out of school before dismissal time as it interferes with the instructional program and can adversely affect your child's academic progress. It is particularly difficult when parents arrive a few minutes before dismissal and ask for their child. At that time, teachers are preparing for dismissal and students are in transition preparing to leave. If you must pick your child up before dismissal time, please send a note, email the teacher or call the office in advance stating the time you would like to pick your child(ren) up from school. Please also pick up your child(ren) before **2:00 pm** so that the transition works for all parties.

Regular Dismissal-

Students will be dismissed by the homeroom teacher through their entrance at the door. No parent/guardian or caregiver will be allowed to come into the building to pick up their child but must meet them outside.

Emergency Information:

For your child's safety, it is critical that the school has up-to-date emergency information on file and that a designated adult can be contacted within minutes. Emergency numbers listed must be adults who are available to come to school within minutes should the need arise.... Whenever your phone number changes at work, at home, or for your backup emergency contacts, that information should be shared with the school and also immediately changed in the student data generator, Genesis.

Field Trips:

From time to time, classes will have the opportunity to go on educational field trips. At such times, a signed permission slip will be required from the parent/guardian or caregiver. Any money for the field trip should be sent to the school in a sealed envelope with the child's name and classroom number and teacher's name. Parents who might be asked to attend the field trip must be a PTA member. Parents/guardians, and caregivers must contact the school nurse prior to the field trip if there are any medical conditions that need to be cleared by the school nurse.

Fire Drills:

Fire Drill Regulations and Other Safety Drill Procedures

- At the sounds of the alarm, all students are to exit the building according to the directions posted in each room, or at the direction of the adult in charge.
- Students are to conduct themselves in an orderly and silent fashion; misconduct of any kind while leaving or returning to the building is forbidden.
- Students shall leave the building in a rapid walk, but **MUST NOT** run.
- Students are to return to the building when the return signal is given.
- Talking during a fire drill or building evacuation is not permitted.
- Wearing a hood during a fire drill or building evacuation is not permitted.

Forgotten Items:

All books, lunches, and any other items that a student may have forgotten prior to the start of the school day can be brought to the school and left in a gray bin that will be located outside of the main doors of the school. Please call the school to notify staff that the item will be left so that it will be brought into the school building. Please make sure that items have been marked with the student's name.

During the school day, it is not uncommon that students forget items while in a special, in the cafeteria, or even outside for recess. When this takes place, those items are placed in the lost and found table, which will be located in the cafeteria.

General School Rules:

- If an individual that is not listed in Genesis, other than a parent, guardian, or caregiver is to pick up your child after school, it is required that the teacher/main office receive written notification in advance from the parent/guardian or caregiver.
- Children will walk carefully on staircases, stay to the right, and always keep their right hand on the railing.
- Homework must be completed as assigned.
- Children should never open outside doors for adults. If a child sees an adult outside by an exit door, they should go immediately and get the assistance of a teacher or other staff member. Parents/guardians or caregivers who wish to enter the building must voluntarily cooperate in this regard and never encourage students to open doors for them.
- Bathrooms should be used appropriately throughout the building.

Grading Policy:

As the students proceed through the grades, different systems are utilized to indicate progress in a variety of subject areas. These areas are described in detail on the report cards. The actual marks utilized on report cards are as follows:

Marking Period Grades

| | | |
|---------|----------------|-------------|
| A+ - A- | Outstanding | 89.5 - 100 |
| B+ - B- | Above Average | 79.5 - 89.4 |
| C+ - C- | Average | 69.5 - 79.4 |
| D+ - D- | Below Average | 59.5 - 69.4 |
| F | Unsatisfactory | 0 - 59.4 |

Harassment, Intimidation, and Bullying

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

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

"Harassment, intimidation, or bullying" is defined as any gesture or written, verbal, or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical, or sensory handicap, or by any other distinguishing characteristic that takes place on school property, at any school-sponsored function, or on a school bus and that:

- A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person, or damage to his/her property; or
- Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- Any school employee, pupil, or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation, or bullying, must report the incident to the appropriate school official designated by the administration. The board shall not tolerate any act of reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying.
- The Chief School Administrator shall develop appropriate procedures addressing:
- A mechanism for reporting acts of harassment, intimidation, or bullying, including a means of anonymous reporting:
- The prompt investigation of reports of such acts, identifying either the principal or the principal's designee as the person responsible for the investigation:
- The range of ways in which a school will respond once an incident of harassment, intimidation, or bullying is identified; and
- Consequences, discipline, and remedial action for a person who commits an act of harassment, intimidation, or bullying, who engages in an act of reprisal or retaliation against a person who reports such action, or who falsely accuses another of bullying as a means of harassment, intimidation, or bullying.

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

Health and the Nurse:

The health and safety of your child is a concern to us at Jefferson. In order to keep all records up to date, we encourage you to inform the nurse of any immunizations or medical information pertinent to your child. Our strep screening program is in effect. **Please read the enclosed information regarding procedures for medications given in school.** Remember that a child who is not feeling well is at a great disadvantage. In the best interest of everyone's health, please keep your child at home when he or she is not well. If you have any health questions, please feel free to call the nurse, Mrs. Sumner.

Medication

1. All medication must be brought in by the parent or the parent's designee.
2. The medication must be in the original container with a current date.
3. Prescription and Non-prescription Medication: Written orders are to be provided to the school by the private physician, detailing the name of the student, name of the drug, dosage, and time of administration. All non-prescription medication must be brought to school in the original container. Please contact the school nurse for the proper forms.
4. Only the School Nurse is permitted to administer medication of any type.

Health Forms: Allergies and Anaphylaxis, Asthma, Authorization for Release of Information, Hemophilia, Medication Orders, Seizure Disorder, Universal Child Health Physical Form
<http://www.twpunionschools.org/Depts--Services/Services/Health-Services/Forms/index.html>

Free or reduced fee healthcare options

<https://findahealthcenter.hrsa.gov/>
<https://www.westfieldnj.gov/275/Child-Health-Clinics>

Homework and Study Guidelines [Board Policy Links](#) [Board Policy Part 2](#)

Homework better known as SWAG at Jefferson, Success Will Power Attitude & Goals, serves as an instructional tool. We take a flipped SWAG approach to Homework at Jefferson, which is giving the student foundational information and an introduction for when the skill is taught. Also, there may be a time when the student is given unfinished or incomplete classwork to finish.

Inclement Weather Procedures

From time to time, and because of our seasons we will be confronted with rain, hail, snow and ice. This impacts the possibility of arriving and departing school. The Superintendent of Schools will determine if the school district will be on a modified schedule or if the school will be closed. This information will always be shared through accessing the district's website and through our messaging system.

I&RS (Intervention & Referral Service) Process

A committee is composed of representatives from the school building, teachers, school counselor, and at times the principal. The I&RS serves to discuss strategies and designs programs to assist students who exhibit difficulties in behavioral and academic areas. Students are generally referred to the committee by their teacher.

I&RS Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights statute that protects the rights of persons with disabilities. The intent of Section 504 is to ensure that the qualified student with a disability has access to a free and appropriate public education that is comparable to the education available to students without disabilities. These regulations require identification, evaluation, provision of appropriate services, and procedural safeguards.

Internet Use Policy

Appropriate Use of District Technology Devices, the Internet, and the School Network

The rapidly changing, technologically driven society in which we live presents us with new challenges in our pursuit to encourage ethical behavior for our students. The following regulations will help to guide our students, staff, and Board of Education members in the acceptable use of district devices and networks:

- All are required to read carefully, understand, endorse, and submit an “Acceptable Use Policy” contract.
- Unauthorized or improper opening or manipulating of files is forbidden.
- Purposeful changing of system configuration is forbidden.
- Students are required to follow the directions of their teachers in the use of district technology devices, the Internet, and the network.
- To transmit or knowingly receive any materials in violation of any United States, New Jersey, or Township of Union Public Schools regulation or law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret.
- Any use of technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils will not be tolerated in or outside of the school facilities or school day. It may not be used to harass, intimidate or bully any person or persons. Any violation of law through the use of this technology may be dealt with cancellation of privileges.

L.E.A.D Program

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

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

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

Lunch

Children have the option of bringing lunch to school or purchasing it in the school cafeteria. Students may purchase lunch on a daily or weekly basis, it is preferred to use the weekly practice to ensure students have money within their account each day. It is critical that the parent/guardian or caregiver provides for their child(ren) needs daily and it impacts a child’s academic performance when they are not provided with the right nutrition. **Applications for free or reduced lunch can be found on the district’s website. Each year, families have to resubmit a new application.**

Please don’t think one application will be all that is needed for your child’s entire school career. **If you don’t complete the application on a yearly basis, your child will return to full-pay status.** It is important to also keep in mind that if your child has to pay for lunch, full cost, or reduced cost, and your child does not have the money daily, you will receive a bill that will need to be paid in full. It is your responsibility to feed your child or complete the application if you need assistance.

When sending in lunch money, please make sure you place it in a sealed envelope with your child's name and teacher's name. It is strongly recommended that you use the site, "myschoolbucks" found on the district and school website so the need to make a money transition is not needed.

Parent/Teacher Conferences:

All teachers are asked to hold at least one conference during the course of the school year with the parent/guardian of each student. Parents may request additional conferences with their teacher as needed. Open communication is encouraged. It is always the best policy to contact your child's teacher immediately when you have concerns; you will find the teacher helpful, encouraging and able to provide you with the information you need. The best way to contact the teacher is through emails. Please reach out to your child's teacher for any assistance.

PTA Activities:

We greatly appreciate our PTA and all of their assistance. Many activities are coordinated through our PTA (Parent-Teacher Association). These services work in conjunction with the smooth functioning of our school and enhance the overall instructional program. We urge every family to join the Jefferson School PTA. Follow the Facebook page for more information at Jefferson School PTA.

Staff, Parent, and Other Adult Community Members' Responsibilities:

The Township of Union Public School Community believes that in order to instill in each student an understanding of, and an ability to demonstrate, appropriate behavior, its members have a responsibility to:

1. clearly defined behavioral expectations, boundaries, and behavioral supports;
2. provide positive recognition for good conduct and academic success that include supportive interventions and referral services, when appropriate;
3. be firm, fair, and consistent in responses to violations of students' behavioral expectations;
4. provide an educational experience that enables each student to attain his/her full potential and contribute positively to the school community in support of our core ethical values (REAAL);
5. act as an effective role model for students to emulate;
6. act respectfully toward students, as well as toward each other;
7. use appropriate and acceptable language when communicating with students;
8. keep appropriate, direct, and timely communication between home and school as positive and effective communication serves as the foundation for the home-school partnership; and
9. work in partnership to provide each student an appropriate educational program.

Special Areas

Music, Arts, Spanish, Technology, Physical Education, and Media

Music and the Fine Arts are taught as special subject areas, also known as specials. Students will also participate in chorus lessons as well as Instrumental Music if they choose to.

The school library is an important adjunct and resource to the academic program. Students have access to the library through library skills as well as the ability to exchange books.

Instruction in technology will be provided to all students. Technology curriculum will be used during the class.

G&T Criteria 5th Grade

[Board Policy Link](#)

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

Physical Education Policy

[Board Policy Link](#)

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

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

1. Footwear- Athletic style sneaker with a **Flat Sole**. No boots, platform sneakers, street hikers, or anything with a heel. SNEAKERS **MUST** be tied to the top.
2. Clothing – Comfortable shorts, sweat pants, or pants and a short-sleeved shirt. No tank tops or open-sided sleeveless shirts. Shirts must cover waist when arms are raised.
3. All personal belongings (jewelry, money, clothing, etc.) must be left in the classroom prior to coming to the gym. **Post earrings are not permitted in the gym.** It is the policy of the Township of Union that students may not participate in physical education classes with earrings. Students are encouraged not to wear earrings on physical education days.
4. **Note:** For newly pierced ears, a note is required from a doctor stating that earrings are to remain in and be covered for physical education classes. Those without a doctor's note will be considered unprepared for class.
5. No hard headbands – only cloth. No large plastic hair clips or any decoration that can fall off or injure someone.

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

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

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

Report Cards:

There are 4 marking periods in a school year. The marking periods are November, February, April, and June. Report cards are not physical copies but will be placed in your child's account on Genesis. All parents need to create a Genesis account to log in to receive their child's report card.

Student Behavior Standards - Not on School Premises

Please note that student behavioral standards extend beyond school grounds, as per N.J.A. C. 6A:16-7.6. This applies especially to incidents involving all forms of harassment, bullying, intimidation, fighting, substance abuse, and dangerous instruments/weapons.

Student Conduct and Responsibilities:

An important component of the Township of Union Public Schools Mission is to have students behave ethically and lawfully. Students will be recognized for appropriate behavior. Students who break school rules and regulations can expect specific consequences and/or other interventions. Certain disciplinary actions are guided by state and federal laws and may require a report to be made to the police department. Therefore, every student is called upon to:

- learn the Student Code of Conduct;
- learn the skills needed to follow behavioral expectations;
- use behavior that reflects our core ethical values;
- respect themselves and all members of the Township of Union Public School community;
- Welcome visitors and all those who contribute to the school community and extend them courtesy, respect, and assistance;
- attend and be on time for school daily. Those students who are absent from school are not permitted to participate in after-school activities or attend evening performances/events without Principal/designee approval for extenuating circumstances. Such regular attendance shall be during all the days and hours that school is in session. (Refer to N.J.S.A. 18A:38-25 through N.J.S.A. 18A:38-31; N.J.S.A. 32-8, 13.1, and 6A:16-7.8; District Policy 5230.);
- report to homeroom and class on time. Students who are late must report to the school office for a late pass;
- be prepared for school and classes;
- complete all academic work as assigned and be responsible for one's own learning. In the case of absence be responsible to contact the teacher(s) for all missed assignments;
- refrain from gum chewing on school grounds and on the bus;
- refrain from the recreational use of radios, cell phones, iPods, electronic games, etc., in the school;
- maintain a drug-free environment. Students may not possess, consume, or sell tobacco, drugs, or alcohol in any form while at school, on school grounds, or attending a school-related function.
- use appropriate and acceptable language;
- refrain from fighting, gambling, and possessing dangerous or inappropriate objects or substances.
- bullying, harassment, intimidation, or coercion of any person is not permitted. (Refer to N.J.S.A. 18A:37-13 et seq.; N.J.A.C. 6A:16-7.9, District Policies 5230, 5512.01, 5500, and 5600).

Student Rights (See Policy 5610 & 5620 Suspension and Expulsion)

- the right to advanced notice of behaviors that will result in suspension or expulsion under the authority of N.J.S.A. 18A:37-2 and Policy 5610 which states that “*No student otherwise eligible for attendance shall be removed from the instructional program to which he/she has been assigned unless that student has materially and substantially interfered with the maintenance of good order (i.e., indulged in disruptive behavior) or removal is necessary to protect the student’s physical safety or emotional well-being.*”;
- the right to an education that supports development into productive citizens;
- the right to attendance in a safe and drug-free school environment;
- the right to attendance at school irrespective of marriage, pregnancy, or parenthood;
- the right to freedom of speech and expression;
- the right to privacy and free association;
- the right to equal protection;
- the right to be free from intimidation, harassment, and bullying and to be treated without discrimination;
- the right to defend one’s actions when accused of wrongdoing;
- the right to parental notification of disciplinary action involving detention, suspension, or expulsion consistent with the policies and procedures established pursuant to N.J.A.C. 6A:6.2(b). Protections pursuant to; 20 U.S.C. 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. 1232h and 34 CFR Part 98, Protection of Student Rights Amendment; N.J.A.C. 6A:32-7, Student Records; 45 CFR 160, Health Insurance Portability and Accountability Act; 20 U.S.C. 6301, Title IV (A) IV 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Student Records; Maintenance and Retention, Security and access, Regulations, Non-liability; N.J.A.C. 6A:14-2.9, student records; as well as other existing federal and state laws pertaining to student protections;
- the right to due process of law in cases of suspension and expulsion pursuant to N.J.A.C. 6A:3-1.3 through 1.17; N.J.A.C 6A:4; N.J.A.C. 6A:14-2.7 and 2.8; and N.J.A.C. 6A:16-7.2-7.6. Specifically, no student shall be suspended from the public schools of this District without notice of the charges made against him/her and an opportunity to be heard before the person or body with the authority to reinstate; and
- the right to protections with regard to the maintenance and security of student records pursuant to Policy 55610.

Student Privileges

It is important for students to understand that the behaviors that reflect the Student Code of Conduct and Township of Union Public Schools (REAAL) are expected at all times. The following are considered privileges, not rights, and may be revoked by the principal/designee:

- participation in assembly programs, dances, parties, and other school-related functions;
- participation in day field trips and overnight field trips;
- access to the school Internet and building network;
- participation in co and extracurricular activities; and
- participation in promotion exercises.

Supervision Before & After School:

No students are allowed on school grounds before **7:30 am**. There is no supervision for students who come to school early. There is an afternoon program here at Jefferson. Information regarding this program can be obtained by calling the YMCA at 908-688-9622.

Supportive Instructional Services:

RTI (Response To Instruction), Speech, ESL (English as a Second Language), G&T (Gifted and Talented) and Special Education programs and services are available for those students who meet the established eligibility criteria.

Testing:

The district utilizes several standardized testing instruments throughout the year, IReady diagnosis, a beginning, middle, and end of the year diagnostic to determine growth. Additionally, common assessments and benchmarks are administered. The state also evaluates through the use of the state test known as the NJSLA.

Time Schedules:

Children are not permitted to enter the school before 7:30 am. Homeroom begins at 8:10 am, and the late bell, tardy, is at 8:15 am.

Valuables at School:

Students are not permitted to bring trading cards (Pokeman, baseball cards, etc.) jewelry, radios, cameras, handheld devices, live animals, or anything expensive or of personal value to school without permission of the teacher or principal. Keep in mind that the school has no provision for replacing lost, stolen or broken items. Some classrooms have cubbies where they can put their belongings.

Money and other values should never be left in book bags. Never give your child money that they do not need for school or more money than they would need. Always write your child's name on an envelope that money should always be placed in.

Children's eyeglasses are very expensive and delicate. We recommend that you select eyeglasses with great care and in consideration of the treatment active youngsters typically give them. Scratch-resistant lenses, flexible frames, and high-quality cases are strongly recommended. Discuss this important issue with your eye doctor when selecting eyeglasses and review eyeglass care with your child regularly. If your child does not wear eyeglasses continually, it is easier to lose them, discuss this with your child as well. If you suspect that your child might need glasses but you need financial assistance, please contact the school nurse, who has some resources and may be able to help you with finding a place to help you with eyeglass wear.

Vacations During the School Year:

Families are strongly encouraged not to plan vacations during the months of September to June. Missing more than 18 days in a school year raises serious concerns about student progress and grade-level advancement. In addition, these days will be counted as absences and will resort to being counted towards that 4th, 7th, and 9th day.

Additionally, if your child misses 10 days consecutively, he/she may be deactivated and you can be required to re-register your child when you return. We do realize that there are extenuating circumstances and this should be discussed with the principal and will be decided on a case by case situation.

Visitors & Building Security:

Parents/guardians are certainly welcome at Jefferson School but to ensure the children's safety, building security, and uninterrupted instruction, certain rules must be followed. We rely on your voluntary compliance and cooperation.

- When you arrive, enter through the main door and report to the greeter's desk to sign in. Prior to arriving, please call the school to inform the school that you will be arriving and the reason for your visit.
- All visitors, including parents/guardians and caregivers, must present photo identification and sign the visitor's form, communicate the reason for the visit, and obtain a visitor's pass. The building greeter or secretaries will call the person you wish to see and confirm your visitors. Adults cannot visit staff members unannounced or without permission.
- All informal/formal discussions or conferences should be planned with the teacher in advance so as not to conflict with or distract staff from other teacher duties, student supervision, or instructional activities.
- Office staff will advise the principal or school nurse of any emergency situation requiring the need for a non-scheduled appointment with any Jefferson staff members.
- Please sign out at the end of your visit and exit through the main entrance.

Please note: Signing in and/or obtaining a pass does not allow for visits to any part of the building; please limit your visit to the pre-arranged appointment. Your cooperation in this regard is expected and helps us provide maximum uninterrupted instruction and security for the children.