

# HAMBURG SCHOOL DISTRICT



2016 ~ 2017  
Calendar & Handbook  
Courtesy of the Hamburg PTA



**HAMBURG SCHOOL**  
**30 LINWOOD AVE. - HAMBURG, NJ 07419**  
**Telephone: 973-827-7570 - Fax: 973-827-3624**  
**[www.HamburgSchool.com](http://www.HamburgSchool.com)**



September 2016

Dear Parents/Guardians:

On behalf of myself and the entire staff at Hamburg School, I would like to welcome you and your children to what will be an exciting and enriching school year!

The excellent teaching staff and support personnel at Hamburg School want to ensure that every child succeeds. Our goal is to support and encourage each child in achieving his/her optimum potential by instilling in them an intrinsic sense of worth, curiosity and love of learning. If there is something going on that you feel may impact your child's success or focus at school, please communicate with your child's teachers, myself, or any other staff member. We are all here to support you and your child in the pursuit of excellence.

Being actively involved in your child's education is essential in developing a strong partnership between home and school. Whether you are working fulltime or stay at home, make sure you take time everyday to connect and be present with your child. Talk to your child about what they are doing in school, have your child read to you, provide a quiet place to do homework everyday, and help your child stay organized!

The attached Calendar and Handbook is a valuable tool which contains very important information. Please read all of this important information as it provides much guidance regarding the upcoming school year. As we embark on the 2016-2017 school year, I look with anticipation at the great opportunities and experiences that await all members of the Hamburg School community. I hope you have a successful year and look forward to enjoying it with you and your children.

With Hamburg Pride,

Mr. Roger A. Jinks, Jr.  
*Chief School Administrator*

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**HAMBURG SCHOOL BOARD OF EDUCATION  
2016 - 2017**

Mr. Robert Jones - President  
Mrs. Sheila Frayko - Vice President  
Mrs. Charlotte Ambrose  
Mr. Mathew Christy  
Mrs. Martina Cuevas  
Mrs. Sandra Cunningham  
Mrs. Jennifer Davis  
Mrs. Stephanie Douglas  
Mr. Timothy Gillen

Mr. Roger A. Jinks, Jr.  
Chief School Administrator

Mr. William J. Sabo  
Board Secretary/Business Administrator

Mrs. Kimberly Sigman  
Vice-Principal

**Board of Education Meetings**

The Hamburg Board of Education usually meets on the last Tuesday of each month at 7:00 p.m. Meetings are held in the Board of Education Meeting Room.

Meetings for the 2016 - 2017 school year are scheduled as follows:

September 27	October 18
November 29	December 20
January TBD	February TBD
March TBD	April TBD

\*Reorganization/Regular meeting

\*This proposed schedule is not absolute; therefore, any emergency closings due to inclement weather or other conditions necessitating the closing of school will be rescheduled at the discretion of the Board of Education. These make-up days may occur during recesses or days may be added to the end of the school year. If necessary, weekends may be utilized to comply with State attendance requirements. Vacations scheduled during recess periods or in June are made at the individual's risk.

<i>Hamburg School Calendar*</i>				
<i>2016 ~ 2017</i>				
<b>Sept.</b>	1-2	Thurs. & Fri.	Teacher In-Service	Student Days
	5	Monday	Labor Day (Closed)	
	6	Tuesday	School Opens - Students First Day	19
<b>Oct.</b>	10	Monday	Columbus Day (Closed) Teacher In-Service	20
<b>Nov.</b>	10 & 11	Thurs. & Fri.	NJEA Convention (Closed)	
	16 & 17	Wed. & Thurs.	Parent Conferences 1:00 pm Dismissal	
	18	Fri.	1:00 pm Dismissal	
	23	Wed.	1:00 pm Dismissal	
	24 & 25	Thurs. & Fri.	Thanksgiving (Closed)	18
<b>Dec.</b>	23	Friday	1:00 pm Dismissal	
	26-30	Mon. - Fri.	Winter Recess (Closed)	17
<b>Jan. 2017</b>	2	Monday	School Re-opens	
	16	Monday	Martin Luther King Day (Closed)	21
<b>Feb.</b>	20 & 21	Mon. & Tues.	Presidents' Day Recess (Closed)	18
<b>Mar.</b>	13	Monday	Teacher In-Service (Closed)	22
<b>April</b>	14	Friday	Spring Recess (Closed)	
	17-21	Mon. - Fri.	Spring Recess (Closed)	14
<b>May</b>	29	Monday	Memorial Day (Closed)	22
<b>June</b>	12	Monday	Tentative Last Day for Students	9
	13	Tuesday	Tentative Last Day for Teachers/Staff	
			Total	180



# September 2016



*Education is the most powerful weapon which you can use to change the world.*  
~ Nelson Mandela

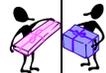
<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
				1 Teacher In-Service First Day for Teachers	2	3

4	5 School Closed Labor Day	6  PTA Kid Stuff Coupon Book Sale Begins	7	8 Sports Physicals	9 PTA Book-Covering & Ice Cream Party 6-7 p.m. - Cafeteria Back-To-School Dance Grades 5-8 7-9 p.m.	10
11  Patriot Day  Grandparent's Day	12 Faculty Meeting	13 BMX Stunt Show Assembly 1p.m.	14  PK-8 7:00 - 9:00 p.m.	15	16 PTA Movie Night 7p.m.	17
18	19	20  School Pictures PTA Meet & Greet 7 p.m. PTA Meeting 7:30 p.m. - Library	21	22  Autumn Begins	23	24
25	26	27 Board of Ed Meeting 7:00 p.m.	28	29	30 PRIDE Assembly 9:45 am  PTA School Store	



2	3 Week of Respect  National Children's Health Day  Rosh Hashanah Faculty Meeting	4 PTA Kid Stuff Coupon Book Sale Ends - un-purchased books to be returned	5	6	7 →	8
9  Fire Prevention Week ←	10  Columbus Day (Observed) School Closed Teacher In-Service	11 PTA Meeting 7:30 pm - Library	12  Yom Kippur	13	14  PTA Clothing Drive 3-4 pm - Cafeteria	15 → PTA Clothing Drive & Halloween Window Painting 1-3 p.m. - Courtyard →  PTA Sponsored 6:30 pm - Cafeteria Calling @ 7 pm
16	17 PTA Gertrude Hawk Sale Begins	18 Board of Ed Meeting 7:00 p.m.	19	20	21	22
23 30	24  United Nations Day 31 PTA Gertrude Hawk Sale Ends Halloween Parade 1:30 p.m. 	25	26	27 One World Taiko Assembly 1:00 a.m.	28 PTA School Store PTA Halloween Dance 5-8th grade 7-9 p.m.	29



<p>6</p>  <p>Set Your Clocks Back Daylight Saving Time Ends</p>	<p>7</p> <p>Faculty Meeting</p>	<p>8</p>  <p>Election Day</p> <p>PTA Meeting 7:30 p.m. - Library</p> <p><b>Marking Period 1 Ends</b></p>	<p>9</p> <p>PTA American Pride Assembly 9 a.m.</p> <p><b>Marking Period 2 Begins</b></p>	<p>10</p> <p>School Closed</p> <p>NJEA Teacher</p>	<p>11</p>  <p>Veteran's Day</p> <p>Convention</p>	<p>12</p>
<p>13</p>	<p>14</p>	<p>15</p> <p>PTA Wreath Sale Ends</p>	<p>16</p> <p>Parent-Teacher Conferences 1:30-2:50 p.m. 7:00 - 8:20 p.m.</p>	<p>17</p> <p>Parent-Teacher Conferences 1:30-2:50 p.m. 7:00 - 8:20 p.m.</p> <p>1:00 p.m. Dismissal</p>	<p>18</p> <p>PTA School Store</p>	<p>19</p>  <p>PTA Tricky Tray at Wallkill Valley RHS</p>
<p>20</p>	<p>21</p>	<p>22</p>  <p>School Picture Re-takes</p>	<p>23</p> <p>1:00 p.m. dismissal</p>	<p>24</p>  <p>Happy Thanksgiving</p> <p>Thanksgiving School Closed</p>	<p>25</p>	<p>26</p>
<p>27</p>	<p>28</p>	<p>29</p> <p>PTA Holiday Bazaar Preview</p>  <p>Board of Ed Meeting <b>LIBRARY</b> - 7:00 p.m.</p>	<p>30</p> <p>PTA Holiday Bazaar Sale Day</p>			



# December 2016



*Be helpful. When you see a person without a smile... give them yours.  
~Anonymous*

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<p>The <b>Mobile Dentist</b> is coming in January. <b>Please see or call Mrs. Brady at 973.827.7570 x204 for information and forms.</b></p> <p><b>Please Note:</b> Board Meeting dates from January 2017 - December 2017 will be determined at the January 2017 reorganization meeting. These dates will be posted on the school's website, <a href="http://www.hamburgschool.com">www.hamburgschool.com</a></p>				<p>1</p> <p>PTA Holiday Bazaar Make-up for absent students</p>	<p>2</p> <p> Hamburg Boro Tree Lighting Municipal Building</p>	<p>3</p> <p>PTA Wreath Sale Pick-ups 10-12 pm</p>

4	5 Faculty Meeting	6	7  National <b>PEARL HARBOR</b> Remembrance Day DECEMBER 7, 1941	8	9	10
11	12	13 PTA Meeting 7:30 pm - Library	14	15	16 PTA Movie Night Gym - 7-9 p.m.	17
18	19  Winter Concert 7:00 p.m. Refreshments by the PTA Carnations may be purchased from PTA	20 Board of Ed Meeting 7:00 p.m.	21  Winter Begins  Winter Concert SNOW DATE 7:00 p.m. Refreshments by the PTA	22  Holiday Pageant 9 a.m.	23 PTA School Store 1:00 p.m. dismissal	24
25  Hanukkah Begins  Christmas	26 Holiday Recess School Closed  Kwanzaa Begins	27	28	29	30	31  New Year's Eve



# January 2017



*Every accomplishment starts with the decision to try.*

*~ Unknown*

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
1  	2  School Opens  Faculty Meeting	3	4	5	6  PTA Dinosaurs Rock Assembly - Cafeteria PK-4 at 8:30 5- 8 at 9:30	7

8	9	10  <b>PRIDE Assembly</b> 9:00 am  PTA Meeting 7:30 pm - Library	11	12	13  PTA Father-Daughter Dance Grades PK-8 7-9 pm	14
15	16  <b>Martin Luther King Day</b>  MLK Day Observed School Closed	17	18	19	20 PTA Father-Daughter Dance Grades PK-4 7-9 pm— <b>SNOWDATE</b>  <b>Marking Period 2 Closes</b>	21
22	23  Mobile Dentist to Visit - See Mrs. Brady for forms.  PTA Carnation Sale Begins  <b>Marking Period 3 Begins</b>	24	25	26	27  PTA School Store   PTA Movie Night Gym - 7-9 pm	28
29	30	31			<b>Please Note:</b> Board Meeting dates from January 2017 - December 2017 will be determined at the January 2017 reorganization meet- ing. These dates will be posted on the school's website, <a href="http://www.hamburgschool.com">www.hamburgschool.com</a>	



# February 2017



*Ability may get you to the top, but it takes character to keep you there.*

*~ John Wooden*

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
			1	2  Groundhog Day	3  National Wear Red Day	4

5	6	7	8	9	10	11
	PTA Carnation Sale Ends Faculty Meeting	PTA Meeting 7:30 p.m. - Library			 PTA Valentine's Day Dance 6-8th grades 7-9 pm	
12	13	14	15	16	17	18
 Lincoln's Birthday	PTA Take Your Family to School	 Valentine's Day	PTA Join Your Child for Lunch	PTA Join Your Child for Lunch	 PTA Family Game Night 7:00 pm	
19	20	21	22	23	24	25
	Washington's Birthday  Winter Recess → 			PTA Wacky Science Assembly 1 p.m.	PTA School Store  PTA Movie Night 7-9 p.m. - Gym	
26	27	28				



# March 2017



*The beautiful thing about learning is that nobody can take it away from you.  
~ B.B. King*

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<p><b>Please Note:</b> Board Meeting dates from January 2017 - December 2017 will be determined at the January 2017 reorganization meeting. These dates will be posted on the school's website, <a href="http://www.hamburgschool.com">www.hamburgschool.com</a></p>			1	2  Read Across America Day Observed	3	4

5	6	7	8	9	10	11
	Faculty Meeting					
12	13	14	15	16	17	18
 <p>Spring forward Don't forget to set clocks ahead one hour at 2 a.m. Sunday.</p> <p>Daylight Saving Time Ends</p>	School Closed Teacher In-Service	PTA Meeting 7:30 pm - Library			 <p>St. Patrick's Day</p>	
19	20	21	22	23	24	25
	 <p>Happy Spring! Spring Begins</p>			 <p>Spring Pictures</p>	 <p>PTA Sponsored 6:30 pm - Cafeteria Calling @ 7 pm</p>	
26	27	28	29	30	31	
	 <p>PRIDE Assembly 1:45 pm</p>  <p>Book Fair</p>		<p>Marking Period 3 Closes</p>	<p>Marking Period 4 Begins</p>	<p>PTA School Store</p> <p>PTA Movie Night Gym - 7-9 p.m.</p>	

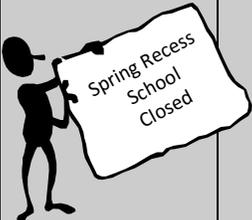


# April 2017



*The more that you read, the more things you will know.  
The more that you learn, the more places you will go.*

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<p><b>Please Note:</b> Board Meeting dates from January 2017 - December 2017 will be determined at the January 2017 reorganization meeting. These dates will be posted on the school's website, <a href="http://www.hamburgschool.com">www.hamburgschool.com</a></p>						1

2	3	4	5	6	7	8
	Faculty Meeting		Hamburg Senior Citizen Luncheon	 School Musical		
9	10	11	12	13	14	15
		 Passover Begins  PTA Meeting 7:30 p.m. - Library			Good Friday School Closed	
16	17	18	19	20	21	22
 Easter						 Earth Day
23	24	25	26	27	28	29
30				Take our Daughters and Sons to Work Day	PTA School Store  PTA Movie Night Gym - 7-9 pm	



# May 2017



*Nothing is IMPOSSIBLE: the word itself says, "TM POSSIBLE!"*  
~ Audrey Hepburn

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<p><b>Please Note:</b> Board Meeting dates from January 2017 - December 2017 will be determined at the January 2017 reorganization meeting. These dates will be posted on the school's website, <a href="http://www.hamburgschool.com">www.hamburgschool.com</a></p>	<p style="text-align: center;">1</p> <div style="text-align: center;">   <div style="border: 1px solid black; padding: 2px; display: inline-block;">           PARCC Testing Grade 3 &amp; 4         </div>            PTA Talent Show Rehearsal - Gym 3 - 5p.m. Faculty Meeting         </div>	2	3	4	<p style="text-align: center;">5</p> <div style="text-align: center;">             Cinco de Mayo               PTA Sponsored 7:00 p.m. - Gym         </div>	6

7	8	9	10	11	12	13
	PARCC Testing Grade 8  Faculty Meeting	PTA Meeting 7:30 p.m. - Library	NATIONAL SCHOOL NURSE DAY  Eight Grade Graduation Portraits 8:30 am.			
14	15	16	17	18	19	20
	PARCC Testing Grades 5-8	PARCC Make-ups	 Spring Concert 7:00 p.m. Refreshments by the PTA Carnations may be purchased from PTA		PTA School Store   PTA Clothing Drive 3-4 p.m.	 PTA Clothing Drive 12-3 p.m.
21	22	23	24	25	26	27
				 Field Day Grades K-4	PTA Movie Night Gym - 7-9 pm   Field Day Grades 5-8	
28	29	30	31		<b>Please Note:</b> Board Meeting dates from January 2017 - December 2017 will be determined at the January 2017 reorganization meet- ing. These dates will be posted on the school's website, <a href="http://www.hamburgschool.com">www.hamburgschool.com</a>	
	 Memorial Day School Closed	Field Day Rain date For Grades K-4	NJASK Science Testing Grades 4 & 8			



# June 2017



*Kind words can be short and easy to speak, but their echoes are truly endless.  
~ Mother Theresa*

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<p><b>Please Note:</b> Board Meeting dates from January 2017 - December 2017 will be determined at the January 2017 reorganization meeting. These dates will be posted on the school's website, <a href="http://www.hamburgschool.com">www.hamburgschool.com</a></p>				1          Field Day Rain date For Grades 5-8	2           PTA Graduation Dance	3

4	5	6	7	8	9	10
	PTA Holocaust Assembly Grades 5 - 8  Faculty Meeting	PTA Meeting & Elections 7 p.m. - Library	PRIDE Assembly 9:49 am   NJASK - Make-ups Science Testing Grades 4 & 8			
11	12	13	14	15	16	17
	 Last day of school for students (tentative)	 have a safe summer  Last day of school for staff (tentative)	 FLAG DAY			
18	19	20	21	22	23	24
 <b>Father's Day</b>			 Summer Begins			
25	26	27	28	29	30	



# July 2017



You are worth it.  
~ Tinkerbell

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<p><b>Please Note:</b> Board Meeting dates from January 2017 - December 2017 will be determined at the January 2017 reorganization meeting. These dates will be posted on the school's website, <a href="http://www.hamburgschool.com">www.hamburgschool.com</a></p>						1

2	3	4  Independence Day	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 Parents' Day 	24 31	25	26	27	28	29



# August 2017



*Children learn more from what you are than what you teach.*  
~ W.E.B. DuBois

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5

6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	<p><b>Please Note:</b>  Board Meeting dates from January 2017  - December 2017 will be determined at  the January 2017 reorganization meet-  ing. These dates will be posted on the  school's website,  <a href="http://www.hamburgschool.com">www.hamburgschool.com</a></p>	



National Aviation Day



National Senior Citizens Day

### Attendance and Absenteeism

In the event that your child is going to be absent or late, we ask that you call our school office at 973-827-7570 x201 to report the absence by 8:00 a.m. Failure to inform the school will result in a call from school. If a student is absent, it is his or her responsibility to make up all missed assignments. Homework can be requested after two consecutive absences.

We will make every effort to contact a parent/guardian if an absence is not reported.

\*Any child(ren) unaccounted for will be reported to the Hamburg Police Department and considered a missing child(ren) according to **Policy # 5200.**

- Upon returning to school after *any* absence, the student must present a note of explanation signed by the parent or guardian or physician.
- Please note that as per the State of New Jersey, any absence other than a religious (according to your religion) holiday and Take Your Child to Work Day is considered an unexcused absence.

#### **Standard procedure for un-excused attendance letters is:**

- |              |  |
|--------------|--|
| 1-4 absences | Parent contact is made by phone/home visit/police contact.<br>Create an action plan to improve school attendance   |
| 5-9 absences | Parent contact is made by phone/home visit/police contact.<br>Revise action plan which may include:<br>- a referral to the school's Intervention & Referral Services (I&RS) team.<br>- an evaluation of the student's academic, behavioral and health needs.<br>- a referral to a community-based social agency, and/or<br>- a referral to municipal and/or superior court |
| 10 absences  | - Referral to court (mandatory)<br>- Contact Hamburg Police Department.<br><b>Policy #8464 can be found on the school website.</b>   |

All students are expected to be in class except in cases of illness, death in family, quarantine, or unexpected urgent situations. NJ state statues mandate regular school attendance. **A full day is four or more hours of actual class time. The four-hour rule applies to all grades.** Hamburg School **Policy #5410** states the following: **"...a pupil with less than 160 days attendance will not be considered for promotion to the next grade without a review by the administration."** As a result, any student being absent for twenty days (20) or more in the school year will be exposed to this policy and may not be granted promotion to a higher grade. **Policy #5410 can be found on the school website.**

### Attendance-Tardiness

If your child arrives to school after 8:13 a.m., he or she will have missed important activities and announcements. As such, **students will be considered tardy after the 8:13 bell and must report to the Front Office to be signed in after that time.** In an effort to control the disruptions that tardiness creates, a detention will be assigned for every (5) tardies per 30 calendar days. **Policy 5240 can be found on the school website.**



### Backpacks, Bicycles, Skateboards/Shoes/Crossing Guards

Students are not permitted to carry **backpacks** to class, as they have become a safety hazard. As such, backpacks brought to school must fit in student lockers. The inside dimensions of the lockers are 11-1/2" x 11-1/2", so please make sure that backpacks will fit in this space. Students are permitted to go to their lockers several times during the school day.



Only students in grades 4 - 8 may ride **bicycles** to school. **By state law, helmets are required to be worn while riding.** Please note that bicycles are to be secured to the bicycle racks located near the playground.



**Skate boards/heelie sneakers (i.e., roller-skate shoes) are not permitted** on school property at any time.



### Harassment, Intimidation and Bullying

The Hamburg Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. **Policy 5512 can be found on the school website.**

**Hamburg School's Anti-Bullying Specialist** is Mrs. Braccioforte, she can be reached at 973-827-7570 ext. 215

**Hamburg School's Anti-Bullying Coordinator** is Mrs. Sigman, she can be reached at 973-827-7570 ext. 209

### Care of School Property

All computers, calculators, textbooks, and library books should be handled with care. If any school property is damaged, lost or stolen, the student is expected to pay for the damage before the end of the school year. Books may be inspected periodically as well as when they are returned at the end of the year. Book covers (*not Book Socks*) are required for all textbooks.

Students are encouraged to take proper care of school property. Any student who willfully cuts, defaces, or otherwise damages **any** property belonging to the school district is liable for all damages so caused by the pupil. In addition, the parent or guardian of a pupil shall be liable to the school district for all property belonging to the school district loaned to the pupil and not returned upon demand. The parents/guardians are also responsible to see that their children take proper care of all school property.



### Child Study Team and/or Intervention Services

Children ages 3 - 21 who are educationally or developmentally disabled can receive free special education services from their local school district. Residents of Hamburg Borough who suspect that their child has disabilities in speech or language development, movement or coordination, learning or thinking, behavior, or self-help skills should contact the Child Study Team to discuss an evaluation. Parents of infants and children younger than age three may obtain free early intervention services by contacting **Special Child Health Services at 973-948-5239 ext. 3128.**

Services to regular education students are available through the Intervention and Referral Service (I&RS). The purpose of the I&RS is to assist students experiencing some difficulty in the regular education program, as well as to provide services to students who are eligible under Section 504 of the Rehabilitation Act of 1973. For further information regarding their services listed above, contact the **Hamburg School Child Study Team at 973-827-8849.**

**Closings\* and Delayed Openings and Early Dismissals**

Parents will be notified of an emergency closing or delayed opening via the instant alert system. In addition, announcements will be made over the following radio stations: WSUS 102.3 FM, 103.7 FM, and WNNJ 1360 AM between 6:30 and 8:15 a.m. You can also access an automated message on our school phone system by calling our main number. Should an unanticipated emergency develop during the school day which requires an early closing, it will be announced over the above radio stations as the emergency arises.



**Important things to remember:**

- Please have arrangements in place in the event of an early dismissal or emergency school closing.
- Predetermine authorized individuals to drop off or pick up your child from school in an emergency or delayed opening/emergency closing. Make certain to notify the school of all authorized persons.
- Have a plan as to where your child will go in the event of an emergency closing. While older children may be able to let themselves into a locked house, have a plan for someone to care for younger children.
- Make certain all children have necessary phone numbers to use in case of an emergency closing.

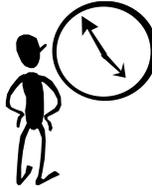
Once a plan is developed, please write everything down, review it with your children, and post it in a visible place so all may become familiar with the plan.

On mornings when our weather is questionable, we may announce a “delayed opening.” The day will then begin at 10:00 a.m. for the entire school. Please continue to monitor your radio as sometimes a delayed opening is later changed to a school closing.

On any school day that an early dismissal has been scheduled in our calendar, the following scheduled will be followed:

**Pre-School through Grade 8 - 8:02 a.m. - 1:00 p.m.**

*\*Please have arrangements in place for your child in the event of an early dismissal or school closing! Thank you!*



**School Policies**

Policy #	Title	Policy #	Title
2260	Affirmative Action/ Non-discrimination/ Program for Student and Classroom Practices		
2330	Homework	5530	Substance Abuse
2415	No Child Left Behind Complaint Policy/ Protection of Pupil Rights Amendment	5600	Conduct/Discipline
2422	Health Education	5615	Suspected Gang Activity
2430	Co-Curricular Activities	5751	Sexual Harassment
5200	Attendance	7441	Electronic Surveillance in School and on School Grounds
5330	Administration of Medication	7422	Integrated Pest Management
5338	Diabetes Management	8330	Pupil Records
5410	Promotion and Retention	8335	FERPA
5511	Dress and Grooming	8505	School Nutrition
5512	Harassment, Intimidation, and Bullying	8601	Supervision after dismissal

**Dress Code**

The Board of Education authorizes the Chief School Administrator to enforce school regulations prohibiting pupil dress or grooming practices.

**The following are prohibited:**

- Shorts and skirts **may not** be shorter than where the fingertips touch the leg with an extended arm.
- Present a hazard to the health or safety of the pupil himself/herself or to others in the school (i.e., clothing of excessive length that touches the floor;
- Interfere with school work, create disorder, or disrupt the educational program;
- Cause excessive wear or damage to school property including shoes with skate wheels on/in the soles as well as neck chains, or collars and jewelry that pose a hazard to the health and safety of self and others;
- Prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement.
- Clothing that exposes the midriff, tank tops and/or spaghetti straps that expose the shoulders, halter tops, sleepwear, beachwear, low-cut blouses/shirts, or shirts which promote drugs, tobacco, alcohol or profanity of any kind. In addition, flip flop sandals, chains of any kind hanging off clothing, head coverings, high heel shoes (more than 2”) are prohibited. **Policy 5511** is available in the Main Office.



**Enrollment Requirements (Medical and Age)**

- DPT** A minimum of four doses of DPT, with one dose given on or after child’s 4th birthday, or any five doses.
- Polio** A minimum of three doses with one dose given on or after child’s 4th birthday, or any four doses.
- MMR** Two doses with the first being given on or **after the first birth day.**
- Hepatitis B** Three doses are required for every pupil entering kindergarten and sixth grade.
- Varicella** One dose on or **after the child’s first birthday.** (Chicken Pox)
- Mantoux** As per your physician’s recommendation.

All children entering 6th grade are required to receive one dose of Tdap vaccine which is to be given no earlier than the child’s 10th birthday as well as proof they have received one dose of meningococcal vaccine in order to attend school in September of their 6th grade year.

**Age Requirements for Enrollment:**

- Kindergarten students must be 5 years of age on or before October 1 of that school year.
- First grade students must be 6 years of age on or before October 1 of that school year.
- Children entering kindergarten shall be required to have a physical completed before the first day of school. Parents are reminded that **all records** must be complete before the opening of school, or their child(ren) must be excluded from school.

To register your child, the following records need to be provided to the school:

- Child’s up-to-date immunization record
- Two (2) proofs of residency (i.e., utility bill, lease agreement, etc.)
- Original Birth Certificate

### Eligibility Procedure for Student Activities

The intention of interscholastic, extra-curricular, and co-curricular activities is to involve students in a well-rounded educational program, thus enhancing their journey through school. In order for students to participate in extra-curricular activities, they must maintain a satisfactory academic record. Therefore, students are subject to a mid-marking period interim and final marking period evaluations by their teachers and school administrators. Should a student have an average below 73 at the mid-marking period or at the close of the marking period, he or she will be placed on an ineligible list which is a 10 school-day probation period and will not be allowed to participate in **any** extra, co-curricular and interscholastic activities and/or practices. Any student with 2 F's at the time of mid-marking period and/or end of the marking period will **not** be eligible regardless of their grade point average. After the 10 school-day probation period expires, the Guidance Counselor will meet with students to determine their eligibility. If significant improvement has been noted the Counselor will notify coaches and advisors of the student's eligibility. If significant improvement has not been noted, the students' eligibility to participate will be suspended for the remainder of the marking period. **Policy 2430** can be found on the school website.

### Extra-Curricular Activities

Our extra curricular programs are an immensely important part of our school program, as they are educational, healthy, and especially important in helping to develop positive attitudes toward one's self and others. As such, students are encouraged to get involved in our many activities throughout the school year. \*Students absent from school for the day are not permitted to participate in extra-curricular activities for that day.

### Extra-curricular FYI:

✦ After-school sports activities begin at **grade six**

- Soccer
- Field Hockey
- Cheerleading
- Girls & Boys Basketball
- Girls & Boys Track
- Girls & Boys Cross Country



✦ After-school intramural activities begin at **grade five\***

- Volleyball
- Ski & Board Club
- Safety Patrol
- School Musical
- Environmental Club



✦ Peer Leaders eligibility begins at **grade six**

✦ **Instrumental Music and Chorus begins at grade four**

\*Students in grade five (5) may be invited to fill vacancies on a team if there are openings.

### Electronic Surveillance in School Buildings and on School Grounds

In order to enhance a safe and secure environment, the Hamburg Board of Education has authorized electronic surveillance devices to be used on District property and on school grounds. Information regarding recordings, notices, storage, viewing, and/or listening as per **Policy 7441** which can be found on the school website.

### The Hamburg PTA

The purpose of the Hamburg PTA is to foster a positive working relationship between the school, parents, and teachers while raising funds to provide many extras for our school and its learners.

#### **Officers:**

- **President** - Kimberly Taylor - kjmtaylor@icloud.com
  - **1st Vice-President** - Kathleen Kipp - k8kipp@yahoo.com
  - **Treasurer** - Jeffrey Altieri - Jeffrey.Altieri@gmail.com
  - **Recording Secretary** - Amy Christy - 973-827-0197 - amybc04@gmail.com
  - **Corresponding Secretary** - Pam Santamaria - stephenandpam@embarqmail.com
- Email them at [hamburgpta@gmail.org](mailto:hamburgpta@gmail.org) or you can visit them on Facebook.

If you have any PTA questions you can leave a message at 973-827-7570 ext 439, and an officer will return your call.

### Health/Medical Concerns

School Nurse, Mrs. Mary Brady, R.N. 973-827-4772



#### Student Immunizations:

New Jersey statutes require full immunizations for all students for enrollment at school. Please contact our school nurse should you have any questions regarding this requirement. Please refer to page H2 of this handbook for requirements.



#### Prescription Medications:

If your child requires self-administration of an inhaler or epi-pen, please contact the health office to review the policy and necessary requirements. New Jersey statute 18A:40-12.3 has several requirements that must be met before the medication may be used in school.

- In order for the school nurse to administer an over-the-counter medication or prescription medication, **both written parental consent and a physician's authorization are required. Additionally, an adult must bring all medications to the school nurse. Certain medications require being counted by both parent and nurse.** All medications must be picked up by an adult at the end of the school year.

#### School Physicals

Our school physician, Dr. Saluja, conducts school physicals for students in grades 2, 4, and 7 as needed. At Hamburg School it is recommended that students have a physical in each developmental stage. If you have any questions please feel free to contact Mrs. Brady.

#### Medical Records

Please notify the school nurse if your child develops any new medical concerns (i.e., recent allergies to foods or medications, tubes in ears, surgery), so we may best help your child and update his or her records.

#### Medical Excuse

If your child is to be excused from gym class for medical reasons, a doctor's note is required. **He or she will also be excused from recess.**



#### Fever, Vomiting, or Diarrhea

When your child has had a fever, vomiting, or diarrhea, he or she is not permitted back to school until they have been **fever-free or symptom-free for 24 hours.**

**Health/Family Life Curriculum**

If your child is enrolled in our Family Life course, you are invited to review the curriculum goals and materials by contacting our health teacher, Mr. Douglass. You may also elect to have your child removed from this course, or any part of it should you so choose. **Policy 2422** can be found on the school website.

**Homework/Grade Scale and Testing**

A student who has been absent from school will be given an opportunity to make up homework, provided the assignments are completed during a period equal to the length the his or her absence. In addition, a student must be home sick for **at least** two (2) consecutive days in order for homework to be requested. Please call the school **no later than 10:00 a.m.** to request homework and allow ample time for the work to be collected. Homework may be picked up in the office at dismissal or brought home with another student. Please note that **homework may not always be provided in advance for students removed from school for vacation. Policy # 2330** can be found on the school website.

**Standardized Testing**

Hamburg students in grades 3-8 sit for state-mandated examinations during the school year. Each spring, these results are made available to parents. Student records are also available for parent review. Requests should be made to the school office.

**Grade Scale**



A+A	100-99	B+	91-93	C+	84-83	D+	74-73	F	64-1
A	98-95	B	90-87	C	82-77	D	72-67		
A-	94-93	B-	86-85	C-	76-75	D-	65-66		

**Lockers and locks**

Lockers are provided to students in grades 3 through 8 to provide storage and protection for school and personal property. However, the lockers are not students' property; they are the property of the Board of Education. All lockers are to remain locked using the district-provided lock at all times. Hamburg School will also supply students in grades 5-8 with locks to secure gym lockers for students in grades 5 through 8. Lock combinations are to be kept confidential, and any lock reported stolen remains the responsibility of the student to whom the lock was issued. The fee for a lost/stolen lock is **\$5.00**

**\*\*Please note that according to New Jersey Education Law 18A:36.-19.2, the Superintendent or other administrator as designated by the local Board of Education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur. This notice shall serve as the required notification.**



**Lunch and Breakfast Program/Lunch Charge Policy/School Nutrition Policy**

Hamburg School offers breakfast for students beginning at 7:40 a.m. The cost of breakfast is \$1.60.



School lunch is prepared daily under the State of New Jersey Grade A hot lunch program and is available at a reasonable cost. A monthly menu is sent home during the school year. The cost of a complete lunch for the 2016-2017 school year is **\$2.80**. Please note that students are **not permitted to bring glass containers** to school.

It is the policy of Hamburg Public School to allow students to charge a meal on the occasion when they may have lost or forgotten their lunch money. The following procedures will be followed in our school cafeteria to make certain all children are afforded the ability to purchase a lunch:

- On the first occurrence of forgetting lunch money, the student will be served the meal of his or her choice and a charge slip shall be filed. If the money has not been repaid to the cafeteria or the principal's office, the student will only be served a peanut butter and jelly sandwich, fruit, vegetable and milk for their second lunch charge, and his or her parents will be contacted directly. Lunch cannot be served if there are two (2) unpaid charges.
- Please be aware that advance purchase meal tickets are sold by the food service department to minimize the amount of cash handled by the students and to avoid any need for students to accrue lunch charges. The cafeteria can be contacted directly at 973-827-7570 ext. 216.

**School Nutrition Policy**

The Hamburg Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health and their ability and motivation to learn. The following items may not be served, sold, or given out as free promotion anywhere on school property at anytime during the school day:

- All food of minimal nutritional value (FMNV) as defined by the U.S. Department of Agriculture regulations;
- All food and beverage items listing sugar, in any form, as the first ingredient; and
- All forms of candy.

Hamburg School shall also reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products was required by January 1, 2006. **Policy 8505** can be found on the school website..



**National Junior Honor Society**

The Hamburg School Chapter of the National Junior Honor Society recognizes 6-8th grade students who demonstrate outstanding accomplishments in the areas of scholarship, character, leadership, service and citizenship. Students are chosen for membership by a five-member faculty council. The complete bylaws of the Chapter may be accessed at [www.hamburgschool.com](http://www.hamburgschool.com) or by contacting the advisor, Mrs. Michele Sealander at 973-827-7570 ext. 431.

**Promotion and Retention**

A pupil will be promoted to the next succeeding grade level if he/she has demonstrated the proficiencies required for movement into the next grade. Proficiency will be determined by criteria including, but not limited to, grades reported on report cards, standardized test scores, and teacher observations. A student will also be considered for retention if their absences exceed 20 days per year. More information may be found in **Policy #5410** which can be found on the school website.

**School Hours**

- The school day begins at 8:02 a.m. and ends at 3:00 p.m..
- The preschool session begins at 8:30 a.m. and is dismissed at 2:00 p.m.
- On delayed opening days school begin at 10:00 a.m.
- On early dismissal days school ends at 1:00 p.m.

<i>Daily Schedule</i>		
Grades K-2	Grades 3 - 5	Grades 6 - 8
8:02 - 8:13 Homeroom	8:02 - 8:13 Homeroom	8:02 - 8:13 Homeroom
8:15 - 9:00 Period 1	8:15 - 9:00 Period 1	8:15 - 9:00 Period 1
9:02 - 9:47 Period 2	9:02 - 9:47 Period 2	9:02 - 9:47 Period 2
9:49 - 10:34 Period 3	9:49 - 10:34 Period 3	9:49 - 10:34 Period 3
10:36 - 11:21 Period 4 Lunch/Recess	10:36 - 11:21 Period 4	10:36 - 11:21 Period 4
11:23 - 12:08 Period 5	11:23 - 12 :08 Period 5 Lunch/Recess	11:23 - 12 :08 Period 5
12:10 - 12:55 Period 6	12:10 - 12:55 Period 6	12:10 - 12:55 Period 6 Lunch/Study Hall
12:57 - 1:42 Period 7	12:57 - 1:42 Period 7	12:57 - 1:42 Period 7
1:44 - 2:29 Period 8	1:44 - 2:29 Period 8	1:44 - 2:29 Period 8
2:31 - 3:00 Activity Period & Homeroom	2:31 - 3:00 Activity Period & Homeroom	2:31 - 3:00 Activity Period & Homeroom

**Smoking at School**

NJ state law prohibits smoking on school property. Smoking is also prohibited at outdoor events or any sports or school event when students are participating. This includes electronic cigarettes and vaporizers.

**Student Planners**

Students in grades 2-8 are given one (1) complimentary student planner. Replacement planners can be purchased for \$5.00 if extras are available.

**Student Records**

Parents/legal guardians of a child have the right to review their child’s school records. If you would like to schedule a time to review your child’s records, please direct your request to the office of the Chief School Administrator.

**Student sign-in and sign-out**

If at any time you will be taking your child out of school before the scheduled dismissal time, parents/guardians must report to the Front Office to sign the child out. Please note that **only authorized\*\*** persons may sign the student out before their release is allowed. More information can be found on page H6 of the Student Handbook.

\*\*Authorized persons are those designated by parents/guardians on the “Supervision at Dismissal” form handed out on the first day of school.



**School Behavioral Code**

All students have the right to learn, and no student has the right to interfere with the learning of others. Since good order and civility is a vital preliminary to learning, a school must seek to maintain a safe environment for all students. Situations involving undesirable behavior or that cause disruption to the learning process and civil atmosphere of the school require some form of discipline. The Hamburg School’s Behavioral Code for grades K-8, including special education, is based on school-wide rules. For each rule infraction, a student will face a consequence. For extreme misbehavior, the Chief School Administrator or his designee may impose additional or alternative consequences, including but not limited to, detention and in-school or out-of-school suspension. It is the intention of Hamburg School that parents and teachers work together to help children develop personal responsibility and accountability. As such, students are expected to act with a proper regard for others and for the school facilities and equipment. The purpose of this Behavioral Code is to allow young people to take responsibility for their own destinies as students and remain responsible for their own actions. **Policy 5600** can be found on the school website..



## School-Wide Rules

- Students will speak to adults and each other with respect. Profanity, obscene gestures, threats, and disrespect will not be tolerated. Harassment of any kind, including gestures, words or physical acts that insult or harm others, also will not be tolerated.
- Students will treat others civilly. Pushing, shoving, hitting, tripping, and other similar acts will not be tolerated.
- Students will treat school property and the property of others with respect.
- Students will not disrupt a class or school activity.
- Students will not disrespect teachers, staff, or other students by their words or actions.
- Students will not eat or drink in class except at the discretion of the teacher.
- Students will follow the directions of the teacher or staff member in charge.
- Students are not to bring any electronic devices to school. Such devices will be secured in the Main Office until the end of the day. Chronic patterns of bringing such devices to school will result in the device being secured in the Main Office until a parent/guardian comes to retrieve it.

**Please note: Disregard of any school rule may result in a recess detention for students in grades 1-4 and afterschool detention for students in grades 5-8. Recess detention will consist of sitting quietly in a classroom under the supervision of a teacher. At the discretion of the administration, after-school detentions and/or in or out-of-school suspensions may be added for disruption in recess detention or for failure to change the behavior pattern that results in recess detentions. Policy 5600 can be found on the school website.**

## Suspension, Detention Procedures

Detentions are held afterschool on Tuesdays and Thursdays until 4 p.m. at which time students will be released. When a student disregards a school rule, the teacher or staff member in charge will assign a detention to be served at the next scheduled detention period. Parents shall also be contacted by the person issuing the detention to discuss the situation and work together hopefully to prevent any further recurrences of misbehavior.

In the event a student feels the detention assignment is in error, he or she may speak to the teacher at the end of that period to discuss the incident. After discussing the incident, if the teacher's decision stands, the student will serve the detention. A meeting with the child's parents/guardians and the person issuing the detention may also take place, if so requested.

- When a student (Gr. 5-8) has served five (5) detentions, there will be a review of the discipline record by guidance and a meeting with parents may be required.
- At ten (10) detentions, upon review by guidance and the administration, a meeting with parents will be required and an in-school suspension will be assigned.
- At fifteen (15) detentions, upon review by guidance and the administration, an in-school suspension will be assigned, and the student will lose all privileges in school for the next marking period. A meeting with parents will also be required.
- Any student who earns beyond fifteen (15) detentions will be subject to administrative review and subsequent consequences according to Hamburg School policy.

**Please note:** field trips, class trips, assembly programs, dances, extra-curricular, and co-curricular activities are privileges provided to students who act responsibly, and students earn the right to participate in or attend each of these activities by following school rules. Consequently, a student who exhibits a chronic pattern of misbehavior will not be permitted to participate in or attend any activities beyond the scheduled classes. **Policy 5600** can be found on the school website.

## Sexual Harassment

The Hamburg Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties. **Policy 5751** can be found on the school website.

## Student Supervision at School Dismissal

Parent(s) or legal guardian(s) of all students who are not eligible for district-provided transportation or who elect not to use district-provided transportation after dismissal may request the school **not** release their child to walk home after dismissal **unless** their child is released to them or a designated alternate. This person will be known as the child's "Escort".

The parent(s) or legal guardian(s) requesting their child(ren) only be released to an Escort after dismissal must submit a completed "Request for Supervision at Dismissal" form to the Superintendent/Principal or designee (see attached). If you require supervision for your child(ren) at dismissal, please complete the attached form and return it to the main office as soon as possible. If you do not require after school supervision for your children, do nothing.

## Hamburg District after School Supervision Procedure:

Following dismissal, all students who are to be released to an Escort will be sent to a staging area where they will be dismissed to their Escort. If, after 10 minutes the Escort does not arrive, the student will be escorted to the main office, where the secretary will attempt to contact the parent(s) or legal guardian(s) by phone. The student will remain in the office until the parent(s) or legal guardian(s) arrive to sign out the student. **Policy 8601** can be found on the school website.

Students who are registered for child care will be escorted to that program and will remain there until their parent(s) or legal guardian(s) arrive. Students who are not registered for child care will remain in the office until the parent(s) or legal guardian(s) arrive. **Policy 8690** can be found on the school website.

## Student Transfers

Should you need to transfer your child to another school, you are asked to notify the school office, and stop in to sign paperwork a few days prior to your leaving. A record-release authorization will need to be signed at the new school in order for us to forward all records.

In conformity with 18A:36-19A, when transferring from one public school to another, it is the responsibility of the student's last school district of attendance to forward all educational records to the student's new school. Records are to include all academic, disciplinary and health records on file. This course of action also includes forwarding discipline records of all graduating eighth grade students to the high school. The legal guardian of a child has the right to review his/her child's records. If you would like to schedule such a review, please contact the Main Office.

## Suspension

There are certain behaviors for which an automatic out-of-school suspension is appropriate:

- Use and/or possession of tobacco, drugs, alcohol, or weapons. (NJ state regulations supersede any policy);
- Rank disrespect or insubordination to faculty or staff member;
- Physical abuse of faculty, staff member, or another student;
- Aggressive fighting; and
- Administrative Action: at the discretion of the administration for extreme misbehavior not otherwise covered herein.

Whenever a student serves an out-of-school suspension, a re-entry conference with the administration **will be required** before the student may return to school. **Policy 5600** can be found on the school website.



*Hamburg School's*  
**DISCIPLINE, INFRACTION AND CONSEQUENCES**



*Teacher Guidelines*

Teachers will notify parents by telephone and/or writing when students demonstrate non-compliant behavior. Teachers may impose consequences for students' misbehavior and inappropriate conduct. These consequences can range from warnings/parental notification to detention and loss of privileges\*.

*Administrative Guidelines*

When a teacher's interventions require additional assistance to correct inappropriate behavior, the offending students may be referred to the Chief School Administrator who will administer discipline according to the following guidelines. In addition to losing privileges\*, one of the following consequences may be imposed:

<b>Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>Subsequent Offenses</b>
I. Inappropriate/disruptive behaviors			
A. Continued failure to follow rules and willful disobedience.	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
B. Profane, abusive, and/or offensive language or gestures	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
C. Disruptive behavior/Defiance of authority/Disrespect	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
D. Presence in unauthorized area	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
E. Truancy/Cutting Class	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
II. Dangerous/Illegal behaviors			
F. Any act of Harassment, Intimidation, or Bullying toward another student or staff member	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
G. Fighting, physical contact, confrontational behavior, bullying	1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
H. Property destruction/Theft/Vandalism	Restitution, 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
I. Possession or use of tobacco, alcohol, illicit drugs, fire-crackers, weapons, or other dangerous items.	1-10 days ISS/OSS and/or referral to appropriate authorities (i.e. medical/police.)	Expulsion proceedings may be implemented.	
J. Any criminal act (e.g. false fire alarm,	1-10 days ISS/OSS and/or referral to appropriate authorities (i.e. police.)	Expulsion proceedings may be implemented. etc.)	

- **Parent Notice** will be made by telephone and/or writing.
- **Detention** - to be served during scheduled detention times.
- **ISS** - In-School Suspension
- **OSS** - Out of School Suspension

\*Privileges include, but are not limited to, field trips, dances, graduation ceremonies, and other after-hour school events.

**NOTE:** In all cases, the administration maintains its discretion for administering discipline for any and all infractions. A single occurrence may proceed directly to a suspension or an expulsion procedure given the severity of the incident. Likewise, an incident may be mitigated by circumstances such that an alternative consequence is warranted. Whenever a student is suspended, he/she will not be permitted on school property during the suspension period without expressed permission from the administration. Those students on ISS will be required to leave the school campus at 3:00 p.m. Policy 5600 can be found on the school website.

### Telephone Calls

- Student use of the office telephone is ***restricted to emergencies only***. (Forgotten homework, gym clothes, etc is ***not considered an emergency***.)
- Students can make any health/medical related calls from the Health Office.
- Students are ***not*** to use their cell phones during the school day.

### What to do if...

#### **- YOUR CHILD WILL BE ABSENT**

- Call the school attendance officer at 973-827-7570 ext 201 to report the absence and the reason for the absence.
- Send a note in with your child when he/she returns to school.

#### **- YOUR CHILD IS ABSENT AND YOU WANT HOMEWORK ASSIGNMENTS**

- Call the main number 973-827-7570, and access your child's teacher's voice mailbox directly to request homework assignments **after your child has been absent two (2) consecutive days**. Arrangements will be made so that you may pick it up at dismissal time on the second day of your child's absence.

#### **- YOUR CHILD LEFT HIS OR HER LUNCH AT HOME**

- Deliver it to the main office, and the secretary will notify the student to come and pick it up.

#### **- YOUR CHILD LEAVES SOMETHING ON THE SCHOOL BUS**

- Call the bus company directly to report the loss.

#### **- YOU WOULD LIKE A CONFERENCE WITH A TEACHER**

- Call the main number to access the teacher's voice mailbox, and leave a message. The teacher will return your call.
- Notify the main office ***immediately*** so that the change can be recorded on your child's profile.

### Visitors and Parents/Meetings with Teachers

- For our children's safety, doors will be kept locked during school hours. A surveillance system is in place. Each door is monitored by the main office. Visitors need to press the button on the speaker device located on the wall just outside the main entrance to the school. A staff member in the main office will be alerted by a buzzer and ask you to identify yourself. **ALL visitors MUST report to the main office upon entering the building, sign in, and receive a visitor badge.**

### Meetings with Teachers

- Teachers are happy to discuss concerns with you, but an advance appointment is necessary. It is impossible to carry on a meaningful discussion at the doorstep of a room while the teacher is responsible for his or her entire class. Please call the office for an appointment or use our phone system to access a teacher's voice mail.

### Who to contact if...

On occasion, a parent may have a concern, suggestion, or request related to a school decision or policy. Many questions are easily and completely answered by communicating directly with the person in charge of the class or program. As such, each situation should first be addressed at whatever level the initial action was made, with appeals moving on to the next level in the chain of command. General information (calendars, policies/regulations, employees extension) is always available for you at our website: [www.hamburgschool.com](http://www.hamburgschool.com). If you cannot find what you need on the web, please call us at our main phone number: 973-827-7570 ext. 200.

#### **On matters related to student discipline:**

1. Mrs. Sigman.....973-827-7570 ext. 209

#### **Matters concerning curriculum, homework:**

1. Classroom or subject-area teacher
2. Mrs. Sigman.....973-827-7570 ext. 209

#### **Extra-Curricular Sports/Activities**

1. Team Coach/Advisor
2. Mr. Douglass.....973-827-7570 ext 207
3. Mrs. Sigman.....973-827-7570 ext 209

#### **Matters concerning student health**

1. Mrs. Brady, RN.....973-827-7570 ext 204
2. Mrs. Sigman.....973-827-7570 ext 209

#### **Matters concerning 504 plans (I&RS) or Special Education**

- 504 (I&RS).....Mrs. Dean.....973-827-7570 ext 414  
Special Education.....Mrs. Sigman.....973-827-7570 ext 212

#### **Parent/Teacher Conference Schedule:**

Classroom and Special Area teachers involved

#### **Matters involving school operations:**

Food Services	Mrs. Bifano..... 973-827-7570 ext. 216
Special Education Transportation	Mrs. Zummo.....973-827-7570 ext. 206
Building and Grounds	Mr. Zierden.....973-827-7570 ext. 213
Student Registration, Transfer/Attendance	Mrs. Murphy.....973-827-7570 ext. 200
Free & Reduced Lunch	Mrs. Murphy.....973-827-7570 ext 200

#### **To resolve all matters *after* you have followed the levels outlines above:**

- Mr. Jinks.....973-827-7570 ext 200

Hamburg School's Anti-Bullying Specialist is Mrs. Braccioforte, she can be reached at 973-827-7570 ext. 215

Hamburg School's Anti-Bullying Coordinator is Mrs. Sigman, she can be reached at 973-827-7570 ext. 209

**Hamburg School - Staff Room Assignments and Voicemail Extensions  
2016 - 2017**

<b>Grade</b>	<b>Teacher</b>	<b>Room</b>	<b>Ext.</b>	<b>Subject</b>	<b>Teacher</b>	<b>Room</b>	<b>Ext.</b>
<b>Pre-School</b>	Mrs. Breitenbach	18	406	<b>World Language</b>	Ms. Rudneva	209	429
	Mrs. Triolo	17	416	<b>Art</b>	Mrs. Wassel	116	428
<b>Kindergarten</b>	Mrs. Dora	19	417	<b>Music</b>	Mrs. Tarantino	27	403
	Ms. Scrittore	20	402	<b>Phys. Ed/Health</b>	Mr. Douglass	Gym	207
				<b>Library/Media Specialist</b>	Mrs. Sealander	211	431
<b>First Grade</b>	Mrs. Lillis	24	424	<b>Computers</b>	Mrs. Hoover	111	400
	Mrs. Cullen	16	411				
				<b>Nurse</b>	Mrs. Brady	9	204
<b>Second Grade</b>	Mrs. Field	26	405				
	Ms. Kolb	25	421	<b>Speech</b>	Mrs. Azzopardi	111	420
	Mrs. Roth	14	437				
				<b>School Counselor</b>	Mrs. Braccioforte	201	215
<b>Third Grade</b>	Mrs. Danko	2	413				
	Mrs. Colyer	15	410	<b>Child Study Team Coordinator</b>	Mrs. Sigman		206
				<b>Child Study Team</b>			
<b>Fourth Grade</b>	Mrs. Titus	13	436	<b>Psychologist</b>	Ms. Sylvester	413	212
	Mrs. Decker	12	435	<b>LDTC</b>	Ms. Tretiak	413	208
				<b>Social Work</b>	Mrs. Reed	413	208
<b>Fifth Grade</b>	Mrs. Carney	113	408	<b>CST Office</b>	Mrs. Zummo	413	206
	Mrs. Dean	114	414	<b>Superintendent's/Main Office</b>	Mrs. Murphy	Office	200
<b>Sixth Grade</b>	Mr. Blochinger	207	422	<b>Classroom Aides</b>			
				Mrs. Babcock	Mrs. Lanzilotti		
<b>Seventh Grade</b>	Mrs. Christiansen	117	409	Ms. Backle	Mrs. Liscinsky		
<b>6-8 Math</b>	Mrs. Allen	208	418	Mrs. Budzelova	Ms. McDevitt		
				Ms. Combs	Ms. McKay		
<b>Eighth Grade</b>	Mrs. Smalley	115	434	Mrs. Grice	Mrs. Sarni		
				Ms. Kocian	Ms. Tejada		
<b>Special Education</b>	Mrs. Clark	5	440	Mrs. Langenfeld	Mrs. White		
	Ms. Freeswick	205	442				
	Ms. Hearn	115	423				
	Mrs. Hoglund	205	427	<b>Lunchroom Aide</b>	Mrs. Carreiro		
<b>First-Eighth</b>	Mrs. Williamson	205	441				
	Miss Windish	211	426				

### Affirmative Action Notice

The Hamburg Board of Education provides equal opportunity in all areas regardless of race, creed, color, religion, ancestry, national origin or social or economic status in its programs or activities and employment policies as required by Title IX of the Educational Amendments of 1972 and N.J.A.C. 6:4-1 et. seq. Inquiries regarding compliance and grievance procedures may be directed to the Hamburg School Affirmative Action Officer, Mr. Roger Jinks at 973-827-7570, ext. 200. In addition, Mrs. Pamela Dean serves as our 504 Compliance Officer. **Policy #2260** can be found on the school website.

### Annual Integrated Pest Management

This is to notice compliance with the New Jersey School Integrated Pest Management Act. Hamburg School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM **Policy #7422** which is available in the Main Office.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Hamburg School is:

**Mr. Robert Zierden**  
**30 Linwood Ave.**  
**Hamburg, NJ 07419**  
**973.827.7570 ext 213**

The IPM Coordinator maintains the pesticide product label and the Material Safety data Sheet (MSDS) (When one is available) of each pesticide product that may be used on school property. The label and MSDS are available for review by parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

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

Available upon request are:

- A copy of the school district IPM **Policy #7422** (on school website)
- The date, time and place of any meeting (if one is to be held) for the purpose of adopting or modifying the school integrated pest management policy or plan.
- A list of pesticides that are in or that have been in use in the past 12 months on school property.

### Asbestos Management Plan

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires school to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, samples (or assumed) and treated according to condition and potential hazard. Every three years, Hamburg School has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted in **July 2016**, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. Hamburg School developed a plan as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required on the 2003 building. At this time no asbestos-related activities are planned for the 2016-2017 school year at Hamburg School.

It is the intention of Hamburg School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office during regular business hours. **Mr. Robert Zierden** is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 973-827-7570 ext.213.

### Drug-Free Schools and Community Act

It is the responsibility of the Hamburg School to reinforce the concept that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as part of any activity is clearly prohibited. Compliance with this standard is mandatory. In the event of violations, disciplinary sanctions consistent with local, state and federal law up to and including expulsion and referral for prosecution will be imposed. Students suspected of being under the influence of drugs and/or alcohol will be referred to the Chief School Administrator who will refer them for testing, according to the Hamburg Board of Education **Policy 5530** can be found on the school website.

## **NO CHILD LEFT BEHIND(NCLB)/TITLE I**

### **School-Parent Compact (NCLB) for shared responsibility to improve student academic achievement**

The school is responsible to provide opportunities for children to achieve high academic success through effective instruction and quality curriculum. The school staff realizes that parents are responsible for supporting their child's learning with regard to monitoring attendance, homework completion, and television watching. Parents are also instrumental in the lives of their children as volunteers in the classroom and participating in the educational process. Communication between teachers and parents is vital in this process. Parent/teacher conferences, back-to-school nights and frequent progress reports/report cards facilitate this communication. Parents will have reasonable access to staff, opportunities to volunteer and participate in their child's class as well as observation opportunities as outlined in school board policy. Additionally, parent workshops, committees and/or forums will be held to build partnerships and/or increase communication. Title I funds will assist in the aforementioned activities. Funds may assist in the following areas, such that the school:

1. Shall provide assistance to parents of pupils served by the school in understanding such topics as the state's academic content standards and state's student academic achievement standards, state and local academic assessments, the requirements of this Policy, and how to monitor a child's progress and work with educators to improve the achievement of their children;
2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
3. Shall educate teachers, pupil services personnel, building principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents to more fully participate in the education of their children;
5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;
6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
7. May provide necessary literacy training from Title I funds if the school district has exhausted all other reasonably available sources of funding for such training;
8. May pay reasonable and necessary expenses associated with local parental involvement active ties, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
9. May train parents to enhance the involvement of other parents;
10. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
11. May adopt and implement model approaches to improving parental involvement;
12. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs;
13. May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
14. Shall provide such other reasonable support for parental involvement activities under this policy as parents may request. **Policy 2415** et al. are available in the Main Office.

### **Right-To-Know**

The Right to Know (RTK) became a law in 1983. It gives public employees certain rights and access to information on chemical hazards at their workplace so they can safely work with hazardous substances. This in turn helps emergency response personnel to effectively plan their response to emergencies. Please contact Mr. Robert Zierden, Right-to-Know Officer at 973-827-7570 ext 213 for additional information.

**Toxic Hazard Preparedness:** The Hamburg Board of Education is concerned for the safety of the pupils and staff members from potentially toxic hazards, Mr. Robert Zierden is the Toxic Hazard Preparedness Officer and has a plan in place according to **Policy 8431** which is available in the Main Office.

## **Hamburg Public School Student, Parent and School Compact**

### **The Hamburg School District will:**

- Provide high-quality curriculum and instruction in a safe, supportive, and effective learning environment that enables students to meet the state's student academic achievement standards.
- To the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- Provide information and school reports in a format and, to the extent practicable, in a language parents understand.
- Jointly develop and agree on a parent involvement policy with the parents of participating students.
- This agreement will also be distributed to parents of participating students.
- Provide coordination, technical assistance, and other support as necessary to assist in the planning and implementation of parent involvement activities to improve student academic achievement.

### **Parents/Guardians of Participating Students will:**

- Assure their child's prompt and regular school attendance and compliance with school rules and procedures.
- Talk with their child daily about school activities and show an active interest in his or her assignments.
- Provide a regular time and place for the completion of homework assignments.
- Communicate any needs and concerns to appropriate school representatives.
- Respond to school communications promptly, attend parent conferences and programs, and encourage their child's social and intellectual development.

### **Students will:**

- Put forth their best effort at all times when in school.
- Follow school rules and procedures.
- Complete and return homework and other assignments in a timely manner.



# Mission Statement & Belief Statements

## Mission Statement

The mission of the Hamburg Public School District is to provide an education, which will enable students to acquire the knowledge, skills, and values necessary to become contributing members of society.

The educational program will enable each student to develop emotionally, socially, psychologically, and cognitively within his or her abilities and interests.

The mission of the Hamburg Public School District, therefore, is to develop an educational program that is under constant evaluation, allows all students to achieve New Jersey Student Learning Standards at all grade levels, and is dedicated to providing experiences relative to the demands of modern society in an effort to best prepare our students for success in college and career.

## Belief Statements

- We believe in the worth and dignity of each person.
- We believe that all students are entitled to the opportunity to maximize their talents and abilities.
- We believe that students thrive in a learning environment that facilitates self-discovery, exploration, and intellectual risk-taking.
- We believe that a quality education is a life-long process that fosters and cultural understanding.
- We believe that an effective education is a shared responsibility by all students, parents, educators, and organizations within our community.
- We believe that we have the obligation to nurture a culture of respect that honors the uniqueness of the individual and fosters responsibility toward the community and the environment.
- We believe that an effective educational system anticipates, plans, and acts in response to a changing world.

# HAMBURG PRIDE

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