

Hamburg School
2025-2026
Handbook & Calendar



September 2025

Dear Parents/Guardians,

On behalf of myself and the entire staff at Hamburg School, I would like to warmly welcome you and your children to what promises to be an exciting and enriching 2025–2026 school year!

At Hamburg School, we are fortunate to have a dedicated team of educators and support staff who are committed to the success of every child. Our shared goal is to help each student reach their full potential by nurturing their self-worth, curiosity, and love of learning. If there is anything going on that may affect your child’s success or focus at school, please don’t hesitate to reach out to your child’s teacher, to me, or to any member of our staff. We are here to support both you and your child on this educational journey.

Please take time to review the attached **School Calendar & Handbook**, which contains important information and guidance for the year ahead. It is a valuable resource for staying informed and engaged.

As we begin the 2025–2026 school year, I look forward, with great anticipation, to the opportunities and experiences that await the Hamburg School community. I wish you and your family a successful and rewarding year.

With Hamburg Pride,

Dr. Kimberly Sigman

Chief School Administrator

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Administration

- Dr. Kimberly Sigman, Chief School Administrator
- Mrs. Amanda Weaver, Business Administrator
- Mr. Robert Baumgartner, Vice Principal

Board of Education

Mr. Robert Jones, President

Mrs. Sheila Frayko, Vice President

Mr. David Dreifus Mr. Timothy Gillen

Mr. Michael Frangipane Mrs. Tricia Schels

Mrs. Lois Ferguson Mrs. Kelly Tranes

Mr. Robert Walsh

Board of Education Meetings

- September 25, 2025
- October 23, 2025
- November 20, 2025
- December 18, 2025
- January 6, 2026 (Reorganization/Regular Meeting)
- *February - TBD
- *March - TBD
- *April - TBD
- *May - TBD
- *June – TBD

*2026 BOE meeting dates will be determined at the January Reorganization Meeting.

2025-2026 School Calendar

August 2025							September 2025							October 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

November 2025							December 2025							January 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30																				

February 2026							March 2026							April 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
																		1	2	3
1	2	3	4	5	6	7	1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	22	23	24	25	26	27	28	26	27	28	29	30		
							29	30	31											

May 2026							June 2026							July 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

	School Closed / Holidays		Board of Education Meeting
	Early Dismissal		First Day of School
	Staff In-Service No School for Students		Back to School Night
	Summer 2026 ESY (Extended School Year)		

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 and grand achievements in the 21st century.

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 academic 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 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.
- 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 homework and other assignments in a timely manner.

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, Dr. Sigman at 973-827-7570, ext. 502. In addition, Ms. Garris serves as our 504 Compliance Officer. [Policy #2260](#) can be found on the school website.

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, Option 1 to report the absence by 8:00 a.m. Failure to inform the school will result in a call from the 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 multiple consecutive absences will be reported to the Hamburg Police Department as per [Policy #5200](#) and [Policy #8464](#).

- Please note that as per the State of New Jersey, any absence other than a religious observance (N.J.S.A. 18A:36-14, 15, 16); participation in the observance of Veteran's Day (N.J.S.A. 18A:36-13.2); or Take Your Child to Work Day are considered an unexcused absence.
- Parent notepads are available through the main office
- [State of NJ List of Religious Holidays](#)
- [New Jersey Department of Education - Student Attendance](#)

Attendance: Unexcused

1-4 absences

- Parent contact is made by Realtime automated message.

5-9 absences

- Parent contact is made by Realtime automated message.
- Devise action plan which may include:
 - a referral to the school's Multi-Tiered System of Supports (MTSS) team.
 - an evaluation of the student's academic, behavioral and health needs.
 - a referral to a community-based social agency, and/or
 - a referral to municipal and/or superior court

10 absences

- Referral to truancy court
- Reference [Policy #5200](#) and [Policy #8464](#).

All students are expected to be in class except in cases of illness, death in family, quarantine, or unexpected urgent situations. NJ state statutes mandate regular school attendance.

In accord to N.J.A.C. 6A:32-8.4, a student shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half the school day, exclusive of recess and lunch periods.

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 who is absent for twenty days (20) or more in the school year will be subject to this policy and may not be granted promotion to a higher grade.

Attendance: Tardiness

If your child arrives at school after 8:10 AM, they will have missed important activities and announcements. As such, students will be considered tardy after the 8:10 bell and must report to the Main 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. **Reference:** [Policy #5240](#)

Backpacks and Bicycles

Backpacks - Students are not permitted to carry backpacks to class, as they may pose 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.

Bicycles - 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. Scooters are not permissible.

Before School Care

The Hamburg School Before Care Supervision Program was designed to assist working parents by providing a safe and structured environment for their children before the start of the school day. Hosted by our dedicated and certified teaching staff, the program runs from 7:00 AM (drop off) to 8:00 AM (start of the school day), ensuring that students are well-supervised and engaged in meaningful activities before the school day begins. Parents **must** pre-register their child(ren) to participate in this complimentary service. **There is no charge for Before School Supervision.** Our goal is to support our school community by offering convenient and reliable supervision, allowing parents to manage their morning routines with ease.

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 are eligible to 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 at 973-827-7570 x 506 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 school's Multi Tiered Support System (MTSS). The purpose of the MTSS is to assist students experiencing some difficulty in the regular education program. For further information regarding their services listed above, contact the Hamburg School Counselor at 973-827-7570 ext. 201..

Closings, Delayed Openings & Early Dismissals

Parents will be notified of an emergency closing or delayed opening via the school messenger system. Additionally, such announcements will also be posted to the Hamburg School Facebook page. Should an unanticipated emergency develop during the school day which requires an early closing, the same announcement system will be used. The early dismissal schedule can be found on page 18 of this handbook. Please note that an early dismissal day does include lunch (without a recess period).

Important things to remember:

- Please have arrangements in place in the event of a delayed opening, early dismissal or emergency school closing.
- Pre-determine 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 10:10 AM for the entire school. Please note that 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 schedule will be followed:
Kindergarten through Grade 8 ... 8:10 AM - 1:00 PM

Curriculum (Family Life)

If your middle school student 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.

Reference: [Policy #2422](#)

Dress Code

The Board of Education authorizes the Chief School Administrator to enforce school regulations prohibiting pupil dress or grooming practices. Students are expected to arrive at school ready to learn.

Please adhere to the following (Reference [Policy #5511](#), updated August 2025):

- Tops that expose the midriff, shoulders (e.g., tank tops, halter tops), or cleavage (e.g., low-cut blouses/shirts) are not permitted;
- Beachwear and clothing that is excessively revealing are not allowed;
- Clothing that displays or promotes drugs, tobacco, alcohol, or profanity is strictly prohibited;
- Chains hanging from clothing or accessories are not allowed;
- Head coverings, including hats, caps, and hoods, are not permitted during the school day unless worn for religious or medical reasons, or during authorized school events;
- Sunglasses may not be worn inside the building during instructional hours unless medically required and documented;
- Flip-flop sandals and slippers are not permitted;
- High heel shoes exceeding 2 inches in height are prohibited for safety reasons;
- items known to be associated with gangs and hate groups as determined by the administration.
- All shorts, skirts, and dresses must extend to at least mid-thigh, defined as half way between the hip and the knee

- All pants with rips or tears must be lower than mid-thigh
- Coats and heavy outerwear may not be worn throughout the school day inside the building unless authorized by administration.

Discipline

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 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. Reference [Policy #5600](#)

Detention Procedures

Detentions are held after school on Tuesdays and Thursdays until 4 PM. 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 will be contacted by the person issuing the detention to discuss the situation and work together to prevent any further recurrences of misbehavior.

In the event a student feels the detention assignment is in error, he/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.

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. Reference [Policy #5600](#)

Suspension

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

- Use and/or possession of tobacco/nicotine, vape and vape-like products, 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 **may be required** before the student may return to school. [Policy #5600](#) and [Regulation #5600](#) can be found on the school website.

Dismissal

Parents and legal guardians of all students may request that their child(ren) not be released to walk home at dismissal unless their child is released to them or a designated alternate. This person will be known as the child's "escort." Any parents and legal guardians requesting their child(ren) only be released to an escort at dismissal must call the main office. If you do not require after-school supervision of your child(ren) by an escort, you do not have to submit a completed form.

At dismissal, all students who are to be released to an escort will be sent to a staging area where they will be dismissed to the escort. If, after 5 minutes, the escort does not arrive, the student will be brought to the Main Office and the secretary will attempt to contact the parents and/or legal guardians by phone. The child(ren) will remain in the office until the parents or legal guardians arrive to pick up the child(ren).

Students who attend parent paid aftercare will be escorted to the designated area or program in the cafeteria. Reference [Policy #8601](#)

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. Reference [Policy #5530](#)

Electronic Surveillance

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](#). The Hamburg School has 64 cameras situated throughout our campus. These include hallways (21), stairwells (8), entries (5), outdoors (27), cafeteria (2), and gymnasium (1). Additionally, the school has 10 safety sensors installed throughout the building. There may be additional cameras installed during the upcoming school year.

Enrollment Requirements (Medical and Age)

DPT	A minimum of four doses of DPT, with one dose given on or after the child's 4th birthday, or any five doses.
Polio	A minimum of three doses with one dose given on or after the child's 4th birthday, or any four doses.
MMR	Two doses with the first being given on or after the first birthday.
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.
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:

- Pre-K students must be 3 years of age (on or before October 1 of the current school year) and preferably potty-trained.
- 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.
- All children entering Hamburg School 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

Every Student Succeeds Act (ESSA)

Every Student Succeeds Act (ESSA) was passed by the U.S. Congress and signed into law on December 10, 2015. The ESSA replaces the No Child Left Behind Act (NCLB) and is the latest reauthorization of the Elementary and Secondary Education Act (ESEA).

Although NCLB was designed to make changes in teaching and learning in order to increase students' academic achievement, the Highly Qualified Teacher (HQT) provision under NCLB was eliminated from the ESSA. Despite this fact, all educators in New Jersey are still required to hold the appropriate state certificate/license for their given position.

Under the ESSA, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. Our school receives Title I

funding and we are happy to share this information with you upon your request.

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality teaching staff at Hamburg School. All our regular teachers have college degrees and many have advanced degrees. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure their teaching skills remain at their highest possible level.

I encourage you to support your child's education and communicate with your child's teacher on a regular basis. For more information on ESSA, and the role of parents, please visit the United States Department of Education's (USDE) website at: <https://www.ed.gov/essa>. By partnering, families and educators can provide your child with the best education possible.

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 extracurricular activities for that day.

Grades 5-8 (Sports)

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

Grades 5-8 intramural activities

- Archery
- Volleyball
- Safety Patrol
- School Musical
- Environmental Club
- Art Club
- School Newspaper
- Robotics
- TREP\$

*Instrumental Music and Chorus begins at grade four

Eligibility for Extra-Curricular

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 extracurricular 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.

Any pupil who has an academic grade point average of 65 at the time of mid-marking period interim reports or end of marking period reports will not be eligible to participate in co-curricular activities. This includes participating in practice sessions and attending practice sessions. This pertains to participation in co-curricular activities.

Any pupil with one or more "F" at the time of mid-marking period interim reports or end of the marking period reports will not be eligible to participate in co-curricular activities. Reference [Policy #2430](#)

Facilities

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](#)

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. Luis Barboza

30 Linwood Ave., Hamburg, NJ 07419

973-827-7570 x. 513

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 Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. 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:

- [Policy #7422](#)
- 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 schools to be inspected to identify any asbestos containing building materials. Should suspected asbestos-containing building materials be 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 March 2023, 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. Any questions relating to such abatements should be directed to the Buildings & Grounds Supervisor.

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 the school district administrative office during regular business hours. Mr. Luis Barboza is Hamburg School's 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. 513.

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 the Buildings and

Grounds Supervisor, Right-to-Know Officer at 973-827-7570 x. 513 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, the Buildings and Grounds Supervisor is the Toxic Hazard Preparedness Officer and has a plan in place according to [Policy #8431](#)

Harassment, Intimidation and Bullying

The Hamburg Board of Education prohibits acts of harassment, intimidation, or bullying. A safe school environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying; like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and ability to educate in a safe and disciplined environment. Reference [Policy #5512](#)

[Anonymous HIB Reporting](#) (Form 338)

Anti-Bullying Coordinator

Mr. Baumgartner (973-827-7570 x. 509)

Anti-Bullying Specialist

Ms. Garris (973-827-7570 x. 201)

Health/Medical Concerns

School Nurse, Mrs. Landrud, R.N. (973-827-7570 x. 504)

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.

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.
- 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. Autotte, recommends physicals for students in the developmental stages of grades 2, 4, and 7. If you have any questions, please feel free to contact the Health Office.

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.

Symptomatic - 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 without medication.

Homework, Grade Scale and Testing

Homework - 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 of his or her absence. In addition, a student must be absent for at least two (2) consecutive days in order for homework to be requested. Please call the school no later than 9:00 AM 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. Reference [Policy #2330](#) and [Policy #2624](#).

Grade Scale

A	90-100
B	80-89
C	70-79
D	65-69
F	64 and below

Standardized Testing

Hamburg students in grades 3-8 sit for state-mandated examinations during the school year. Each fall, these results are made available to parents.

Lockers and Locks

Lockers are provided to students in grades 3 through 8 to provide storage and protection for school and personal property. Locks are provided for these students and are the property of the Hamburg School's Board of Education. For the safety of our school, all lockers are to remain locked using the district-provided lock at all times. 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.

Note: According to New Jersey Education Law 18A:36.-19.2, the Superintendent or other administrator is designated by the local Board of Education and 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 such inspections may occur. This notice shall serve as the required notification.

Lunch and Breakfast Program

Breakfast - Hamburg School offers breakfast for students beginning at 7:45 AM. The cost of a student breakfast is \$2.25.

Lunch - School lunch is prepared daily under the State of New Jersey Grade A hot lunch program and is available at a student cost of \$4.00 for the 2025-2026 school year.

Note: 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/her choice and a charge slip shall be filed. After two unpaid charges, the student will be served a sandwich, fruit, vegetable and milk until charge(s) are paid. Parents will be contacted directly by the cafeteria.
- 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 link for PaySchools can be found on the school website; this enables you to pay lunches online. The cafeteria can be contacted directly at 973-827-7570 x. 108.

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 any time 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. Reference [Policy #8505](#)

National Junior Honor Society

The Hamburg School's chapter of the National Junior Honor Society recognizes students in Grades 6-8 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 or by contacting the advisor, Mrs. Miller at 973-827-7570.

Parent Teacher Association (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 (2025-2026):

- President – Melinda Howey
- Vice-President – Jessica Gunderman
- Treasurer - Michael Frangipane
- Corresponding Secretary – Dawn Frangipane
- Recording Secretary – Antoinette Ratzer

Visit the Hamburg PTA on Facebook. If you have any PTA questions, please email: hamburgpta@gmail.com.

*Note that only pertinent information will be shared with the PTA.

Policies

The following policies are referenced throughout the school's Calendar & Handbook. Policies and Regulations can be found on the school's website (Board of Education > Regulations & Policies)

Policy	Title
2260	Affirmative Action Program for School & Classroom Practices
2330	Homework
2415	Every Student Succeeds
2422	Health & Physical Education
2430	Co-Curricular Activities
2460	Special Education
5200	Attendance
5240	Tardiness
5330	Administration of Medication
5410	Promotion and Retention

5511	Dress and Grooming
5512	Harassment, Intimidation, and Bullying
5530	Substance Abuse
5600	Student Discipline & Code of Conduct
5615	Suspected Gang Activity
5751	Sexual Harassment of Students
7441	Electronic Surveillance in School and on School Grounds
7422	School Integrated Pest Management Plan
8330	Student Records
8335	Family Educational Rights & Privacy Act (FERPA)
8431	Preparedness for Toxic Hazard
8464	Missing Children
8505	Wellness Policy / Nutrient Standards for Meals & Other Food
8601	Student Supervision after School Dismissal
9320	Cooperation with Law Enforcement Agencies

Promotion and Retention

A student 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 as per [Policy #5410](#).

Schedules

Traditional Schedule

Period	Length
Arrival / Homeroom	8:00 - 8:15
1	8:17 - 8:58
2	9:00 - 9:41
3	9:43 - 10:24
4	10:26 - 11:07
5	11:09 - 11:50
6	11:52 - 12:33
7	12:35 - 1:16
8	1:18 - 1:59
9	2:01 - 2:42
Dismissal / Homeroom	2:44 - 3:00

Lunch Seatings (Traditional Schedule)

- K - 1st Grades = 10:26 - 10:56
- 2nd - 4th Grades = 11:09 - 11:39
- 5th & 6th Grades = 11:52 - 12:22
- 7th & 8th Grades = 12:35 - 1:05

Delayed Opening

Period	Length
Arrival / Homeroom	10:00 - 10:10
1	10:11 - 10:38
4	10:39 - 11:13
5	11:14 - 11:48
6	11:49 - 12:23
7	12:24 - 12:58
2	12:59 - 1:26
3	1:27 - 1:54
8	1:55 - 2:22
9	2:23 - 2:50
Dismissal / Homeroom	2:51 - 3:00

Lunch Seatings (Delayed Opening)

- K - 1st Grades = 10:39 - 11:09
- 2nd - 4th Grades = 11:14 - 11:44
- 5th & 6th Grades = 11:53 - 12:23
- 7th & 8th Grades = 12:28 - 12:58

Early Dismissal

Period	Length
Arrival / Homeroom	8:00 - 8:10
1	8:11 - 8:38
2	8:39 - 9:06
3	9:07 - 9:34
8	9:35 - 10:02
9	10:03 - 10:30
4	10:31 - 11:05
5	11:06 - 11:40
6	11:41 - 12:15
7	12:16 - 12:50
Dismissal / Homeroom	12:51 - 1:00

Lunch Seatings (Early Dismissal)

- K - 1st Grades = 10:31 - 11:01
- 2nd - 4th Grades = 11:06 - 11:36
- 5th & 6th Grades = 11:45 - 12:15
- 7th & 8th Grades = 12:20 - 12:50

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.

Note: Disregard of any school rule may result in a recess detention for students in grades K-3 and afterschool detention for students in grades 4-8. Recess detention will consist of sitting quietly in a time of reflection in a classroom under the supervision of a teacher. Reference [Policy #5600](#)

Sexual Harassment

The Hamburg Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. School administration will investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students (peers), or third parties. Reference [Policy #5751](#)

Smoking at School

New Jersey state law prohibits smoking on school property. Smoking is also prohibited at outdoor events or any sports or school events. This includes electronic cigarettes and vaporizers of any kind.

Special Education Referrals

What is a referral? A referral is a written request for an evaluation that is given to the school district when a child is suspected of having a disability and might need special education services. Who can make a referral?

- Parents
- School personnel
- Agencies concerned with the welfare of students, including the New Jersey Department of Education

If you believe that your child may have a disability, you may refer your child for an evaluation by submitting a written request to your school district. Within 20 calendar days of receiving a referral, the school district must hold a meeting to decide whether an evaluation will be conducted. If an evaluation is conducted, another decision is made about the types of testing and other procedures that will be used to determine if your child needs special education services. If an evaluation will not be conducted, recommendations may be made with respect to interventions or services to be provided to the student in general education. Reference [Policy #2460](#)

Student Planners

Students in grades K-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 Main Office to sign the child out. Once signed out, parents/guardians are welcome to wait outside of the main foyer for their child. Please note that only authorized persons may sign the student out before their release is allowed. Authorized persons are those designated by parents/guardians.

Student Transfers

Should you need to transfer your child to another school, you are asked to notify the school office with your new address and school district. 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 Chief School Administrator.

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.
- Use of student cell phones during the instructional day is prohibited ([Policy #2363](#))

What to do if...

Your student will be absent

- Call the school attendance officer at 973-827-7570, Option 1 to report the absence and the reason for the absence. Note that after two consecutive days a doctor note is required.
- Send a note with your child when he/she returns to school.

Your student is absent and you need to request homework

- Call the main number 973-827-7570, and enter your student'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 student left their lunch at home

- Lunch can be placed in the bin outside the Main Entrance. It must be labeled with your child's name and teacher. Parents can alert the office via the intercom that they are leaving an item. Students may also charge lunch and pay the next day.

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 is always available for you on our website at www.hamburgschool.com. If you cannot find what you need on the web, please call our main phone number: 973-827-7570 x. 500.

Direct communications

Specific Matter	Contact	Phone
504 Plans	Guidance	973-827-7570 x 462
Attendance	Main Office	973-827-7570 x 500
Buildings & Grounds	B&G Supervisor	973-827-7570 x 513
Curriculum	Administration	973-827-7570 x 509
Discipline	Vice Principal	973-827-7570 x 509
Extra-Curricular	Coach/Advisor	
Food Services	Food Services	973-827-7570 x 108
Free & Reduced Lunch	Main Office	973-827-7570 x 500
*Homework	Student's Teacher	
Realtime Portal	Main Office	973-827-7570 x 500
Multi Tiered Support System (MTSS)**	Guidance	973-827-7570 x 201
Special Education	Child Study Team	973-827-7570 x 509
Spec. Ed. Transportation	CST Office	973-827-7570 x 506
Sports	PE Teacher or Coach	973-827-7570 x 460
Student Health	School Nurse	973-827-7570 x 504
Student Registration	Main Office	973-827-7570 x 500
To resolve all matters after you have followed the levels outlined above: Superintendent (973-827-7570 x 500)		

*After two (2) consecutive absences, homework can be requested by calling 973.827.7570 and/or the teacher's voicemail box. Arrangements can then be made for pickup of homework materials.