

# Alexander Hamilton



"Mine for the gold in everyone!"

# Family Handbook

## **ALEXANDER HAMILTON PHONE EXTENSIONS**

<b>Main office:</b> Mr. Edward Cisneros	<b>973-292-2190 ext. 4550</b>
<b>Mrs. Nugent, Secretary</b>	<b>973-292-2190 ext. 4550</b>
<b>Mrs. Rizzitello, Clerk</b>	<b>973-292-2190 ext. 4551</b>
<b>Mrs. Jill Neuman, School Nurse</b>	<b>973-292-2190 ext. 4552</b>
<b>Ms. Ashley Beneventine, Counselor</b>	<b>973-292-2190 ext. 4554</b>
<b>Mrs. Murphy, Library</b>	<b>973-292-2190 ext. 4532</b>
<b>Child Study Team</b>	<b>973-292-2190 ext. 4556 or 5156</b>
<b>Kitchen</b>	<b>973-292-2190 ext. 4538</b>
<b>Fax #</b>	<b>973-292-2194</b>
<b>Sunrise/Sunset Program (Community School)</b>	<b>973-292-2063</b>
<b>Transportation</b>	<b>973-292-2066</b>
<b>District Offices (Hazel St.)</b>	<b>973-292-2300</b>

### **IMPORTANT WEBSITES**

**Morris School District Website:** [www.morrisschooldistrict.org](http://www.morrisschooldistrict.org)

**Alexander Hamilton School Website:** [www.alexanderhamiltonschool.org](http://www.alexanderhamiltonschool.org)

The Alexander Hamilton Community promises to provide all members the opportunity to become caring, dedicated, lifelong learners who strive for individual success and who grow to be responsible, free thinking citizens.

## Guiding Principles

Stand for excellence.

We are committed to promoting excellence for every individual. We commit ourselves to high standards as a caring, unified community.

Generate and maintain supportive, collaborative relationships.

We cooperate and collaborate by embracing teamwork and fostering partnerships. We commit to communication that informs, empowers and fosters effective relationships to develop our learning community.

Create a community of life long learners.

We recognize that opportunities for learning are continual. We seek opportunities that promote each of us as both a teacher and a student.

Value and celebrate many paths to and forms of success.

We all learn differently, we reach goals in a variety of ways and we succeed in many forms and arenas.

Identify, build on, and appreciate the strengths in everyone.

We are committed to discovering the strengths and supporting the growth of everyone. Recognition and appreciation of every individual's strength empowers respect and self esteem for all.

Contribute to the community as responsible, free thinking citizens.

We prepare our children for life as informed, involved citizens. Effective contributors apply what they learn to participate and succeed within a democratic society.

# **Alexander Hamilton School**

## **Character Counts Code**

### **“Mine for the gold in everyone”**

Our Alexander Hamilton School community matters. Children succeed when they are welcomed, connected and feel emotionally and physically safe. To achieve this all students will practice TRRFCC (terrific) character traits that add to our school community. Good character traits are: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.

#### **Trustworthiness. I will**

- tell the truth even when it is difficult
- have the courage to do what I know is right
- be fair as opposed to cheating
- respect the belongings of others and not steal
- be a true friend

#### **Respect. I will**

- show tolerance and acceptance of all genders, ethnic origins, races, religions and physical or mental challenges
- treat individuals respectfully and courteously, using good manners at all times
- care about how I treat others both verbally and physically
- use polite language at all times
- respect school and personal property
- control my body and emotions

#### **Responsibility. I will**

- accept responsibility for my choices and their consequences
- complete assignments with excellence at all times
- do my best at all times

#### **Fairness. I will**

- listen and follow directions of the bus drivers, substitutes, custodians, lunch aides, teachers and principal at all times
- keep the feelings of others in mind. I can see it, hear it and feel it when others are hurt

#### **Caring. I will**

- be patient
- use “put ups” and positive language
- have courage to apologize for making a mean mistake
- be polite and courteous at all times
- be part of the caring majority

#### **Citizenship. I will**

- follow directions from parents, teachers and adults in our school and its community
- walk quietly in the hallways at all times
- care about my environment
- help my school to become a better place

## **Remember**

We practice these important skills and traits at all times in: classrooms, hallways, auditorium, rest rooms, playgrounds and on buses. We accept responsibility for our choices and accept the consequences.

## **Consequences**

If a problem occurs where the above code is broken, the adult at the time of the incident will evaluate the problem. The adult and child will fill out a report form and the parents will be contacted.

The consequences may be one action or a combination of those listed below. These consequences apply to infractions on the school bus, lunch, midday fitness or any class within our school. Bullying or fighting are examples of behavior that will lead to severe but fair discipline.

1. Working lunch and/or recess time
2. Student Contract
3. Loss of monthly reward
4. Detention after school (transportation home to be provided by parent) with a conference after its completion with guardian, student and adult involved
5. Three days of assigned after school detention
6. In-school suspension
7. Suspension from school by principal followed by a conference with the student, guardian, principal and adult involved
8. Home instruction

The above expectations and subsequent consequences have been established to help to achieve a classroom and school community that allows all students to realize their full potential.

*Any action suspected to be harassment, intimidation or bullying will undergo a full investigation as required by the H.I.B. law. (The H.I.B. policy may be found on the school's website.)*

**BE A TERRIFIC PERSON, SOMEONE TO LOOK UP TO AND ADMIRE.**

## **TITLE I School Parental Involvement Policy**

Title I regulations require that each school served under Title I jointly develop with and distribute to parents of participating children, a written involvement policy agreed on by the parents that describes the requirements of SEC. 1118. PARENTAL INVOLVEMENT (c) through (f) as listed below and outlined in the Title I law:

**C. POLICY INVOLVEMENT-** Each school served under this part shall:

- (1) Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;  
*-The annual meeting will be held by September 30 of each year.*  
*-Regular communication between parents and Title I Teachers.*
- (2) Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;  
*-Parent involvement meetings will be offered in November, February, April, and June. Sessions will be offered during both morning and evening hours to provide flexibility for parents. Parents will be notified of the each meeting with at least a week's notice.*
- (3) Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy;  
*-Each meeting, time will be allotted for parents to work collaboratively with staff in reviewing the school parental policy to ensure improvements are made accordingly.*  
*-There will be an open communication between parents and staff to address any concerns or improvements needed in the program at any given time.*
- (4) Provide parents of participating children —
  - (A) timely information about programs under this part;
  - (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
  - (C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible;  
*(A) Parents of participating children will be provided with timely information regarding their child's program.*  
*(B) Each student's intervention plan will be shared with the parents upon completion of assessments.*  
*(C) Parents will have direct access by phone or email to the intervention teacher working with their child to ensure an open communication exists. Opportunities for meetings with parents will be held if necessary.*
- (5) if the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.  
*-Any unsatisfactory parent comments made about the school wide program at any given time of the year will be addressed and submitted to the local educational agency.*

**D. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT-** As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part a

school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

*-Each school will provide a parent handbook that outlines the role of the parents, students, and staff in sharing the responsibility for student achievement.*

**E. BUILDING CAPACITY FOR INVOLVEMENT**- To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part —

- (1) Shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;

*-Parent workshops will be held to provide understanding and/or clarification on academic achievements, standards, and requirements and how parents can help in the monitoring process 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;  
*-During parent workshops, parents will be given materials to be used at home to help improve their child's achievement.*  
*-Technology/Instructional training will be provided as needed to help parents assist their children at home.*
- (3) Shall educate teachers, pupil services personnel, 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;  
*-Through district-wide professional development, district staff will receive training on best practices in increasing and enhancing cooperative ties between the parent and school communities.*
- (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 in more fully participating in the education of their children;  
*-Coordinate and integrate parental involvement with the local preschools to encourage and support parent participation 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;  
*-Information to parents will be provided in both English and the native language spoken to ensure parents get a full understanding of written communication.*
- (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 funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;
- (8) May pay reasonable and necessary expenses associated with local parental involvement activities, 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 districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;
- (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 section as parents may request.

**F. ACCESSIBILITY**— In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand.

- Provide meetings, workshops, and parent communication in both English and Spanish.*
- Provide child-care services during meetings or workshops.*
- Offer in-home conferences as necessary.*

# Alexander Hamilton School Parent Compact

Alexander Hamilton School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2019-2020 school year.

## REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

**Provisions bolded in this section are required to be in the Title I, Part A school-parent compact.**

### School Responsibilities

**Alexander Hamilton School will:**

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

Balanced Literacy is an instructional model that gives our students the opportunity to develop their reading, language arts, and writing skills. Using the workshop model, students' progress from teacher-led reading and writing to independent practice. Each classroom has a leveled library so students can choose books that are "just right." Teachers continually record students' progress on reading and writing to identify student strengths; then, our educators design plans tailored to each child's needs.

*Everyday Math* encourages our students to sharpen their math skills through concrete, real-life examples, repeated exposures to mathematical concepts and skills, frequent practice of basic computational skills, and the use of multiple methods and problem-solving strategies.

This unique spiral approach engages students through the use of interactive games. Our progressive scholastic program provides additional instructional services, including support in Language Arts, Mathematics, and English as a Second Language.

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:

November 4<sup>th</sup> & 6<sup>th</sup>  
April 21<sup>st</sup> & 22<sup>nd</sup>

- 3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

February and June 2020

- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

Every staff member has an email address and phone number.

**5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities**, as follows:

Parents and guardians are welcome to volunteer at any mutually agreeable time.

## **Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- Monitoring attendance.
- Ensuring that homework is completed.
- Monitoring amount of television children watch.
- Volunteering in child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

## **Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:**

- Do my homework every day and ask for help when I need it.
- Read at least 20 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

## **Arrival and Dismissal**

### **Arrival:**

Students enter the building at 8:55 a.m. Students are considered last at 9:05. We ask that those students who ride with parents or walk arrive at school no earlier than 8:55 a.m. We do not have the ability to supervise children prior to 8:55. If this is a need we strongly suggest that you enroll your child in the Sunrise Program which starts at 7:00 a.m.

### **Parent Drop-off:**

Enter at the main driveway and stay to the right, where a staff member will direct you to travel slowly and carefully around the back of the building. Upon reaching the first entrance on the opposite side of the school (Door 3), stop, and staff will be there to assist with children exiting cars and entering the building. Parents will then proceed to the exit driveway, where staff will be positioned to enable safe transit to the exit back onto Mills Street. **Please do not allow your child to exit the car unattended.**

### **Dismissal:**

Students who ride busses are dismissed at 3:25 p.m. Students who walk or are picked up are also dismissed at 3:25 p.m.

### **Pick-up at Dismissal:**

If you or someone else is picking up your child, please send a note in the morning. The note should be addressed to your child's teacher and signed by you. It must include the teacher's name, your child's name, who is picking your child up and date and time of pick up. You must send a separate note for each daily occasion unless you pick up your child every day. If you will be picking your child up every day, send in one note indicating that this will be the situation for the school year.

### **Please note that, except for emergencies, dismissal arrangements may not be changed after 1:30 p.m.**

The students being picked up will be called to the hallway outside of the main office and supervised by faculty members. You will be asked to sign your child out in the front vestibule and wait outside the main entrance doors. All pick up parking is in the MHS Senior Parking Lot across Mills Street or on Colonial Road, which is at the rear of the school and is accessible from Washington and Early Streets. **Cars are not permitted in the school driveway at dismissal time.**

### **Pick-Up During the School Day:**

If you wish to pick up your child before 3:25 p.m., send a note with the child in the morning. The note should be addressed to your child's teacher. When you arrive at the school go to the main office and the secretary will call the student to the main office for dismissal.

## **Attendance**

Regular attendance is essential to success in school. A student not only misses work on the day of absence but is not prepared for the next day because of missing instruction. Students must be in school at least 164 days to complete the instructional program requirements of the grade level. A letter will be mailed home when a student's absences total 8, 12, and 17 days. A waiver of attendance requirement may be granted for good cause by the principal upon recommendation of a review committee. Parents and guardians are responsible for providing documentation of the causes of all absences to the review committee in order for them to consider the waiver.

**Absences:** If your child will be late or absent the parent or guardian should call the nurse by 9:00 a.m. at 973-292-2190 ext. 4552. This will eliminate the need for the nurse to disturb you at home or the office to ensure that your child is safe.

A child with a fever of 100 degrees or more should be kept out of school. The child should be free of fever for 24 hours before returning to school. A child should be kept home if he/she shows symptoms of a contagious disease (such as chicken pox or pink eye), if the child is vomiting or has diarrhea, or if the child is unable to function at school due to illness.

Students must be in attendance during the school day in order to participate in after school programs/activities.

A written note explaining the absence or lateness is required on return to school. A doctor's note should be sent to the nurse if a child is not able to participate fully in school activities (such as after surgery or injury).

### **Tardiness:**

A student who arrives late (after 9:05 a.m.) must report to the nurse's office before going to his/her classroom to obtain a "late pass." This allows the office to correct the attendance report. Please note that prompt arrival at school is expected of all students. Late arrival disrupts classes and causes loss of instructional time.

## **Birthday Celebrations**

According to the District's Nutrition Policy, all birthday celebrations are foodless. Birthday celebrations are important and classroom teachers will recognize each student's birthday within the classroom. If your child's birthday falls during the summer months, the teacher and student will select a special date for the celebration.

If parents wish to do something extra that does not involve food, drinks or classroom interruption, they may select from the following suggestions:

1. Donate a book to the library in your child's name.
2. Donate a book to their child's classroom. The child may want to read it to his/her classmates.
3. Send inexpensive favors for the class, such as stickers, erasers or bookmarks. Please note that it is not necessary to provide anything extra for child's school celebration.

Party invitations cannot be distributed in school. Please honor this policy as it helps us to avoid hurt feelings. Also, the school can only release class lists but not addresses.

## **Bus Transportation**

The Transportation Department can be reached at (973)292-2066.

Transportation: The district transportation supervisor schedules the bus routes and sends home a notification before school opens with the student's bus route number, bus stop location, and expected pick-up time. Students from Hillcrest and Alexander Hamilton schools ride together on the same buses. Each student must adhere to their assigned bus.

Parents must send in a note in the morning indicating when a child will be picked up; otherwise the child will be sent home on the bus.

### **BUS CONDUCT**

Students are encouraged to "Ride with Pride" and adhere to the rules on the bus. Discipline problems on the bus are reported to the principal by bus drivers, who fill out bus conduct forms. If your child is involved in significant misbehavior on the bus, he/she may lose the privilege of riding the bus for a period of time. Please remind your child of the rules for safe behavior on the bus as outlined in the Code of Conduct.

## **Cell Phones**

The use of cell phones is not permitted during the school day. If there is an emergency please call the main office. Students are allowed to use office and classroom phones within the school to share important messages when needed. **NOTE:** Cell phones and/or electronic devices that take photos or videos cannot be used while on a school bus.

## **CODE OF CONDUCT**

Please refer to the Code of Conduct document.

## **Change of Address**

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Notify the school immediately if your telephone number or emergency number during the school year changes. If you have a change of address, you must go to see the Registrar at Lafayette Learning Center with proof of your new address.

## **Colors and School Mascot**

School colors are blue and gold; our school mascot is an owl. We encourage our students to identify with these symbols as a representation of our school pride and spirit! "Mine for the Gold in Everyone!"

## **Communications**

Please check your child's backpack and the Alexander Hamilton School website for a monthly school calendar and "Bits & Pieces", a monthly update of school happenings. Please refer to these for calendar updates and important notices from HSA committees and the school.

The Digital Backpack located on the district website contains flyers, notices and information about community events, sports and scouting information, etc. Please check it often: [www.morrischooldistrict.org](http://www.morrischooldistrict.org)

## **Email**

Our staff email can be accessed via our school website: alexanderhamiltonschool.org

Please use their first name. Last name @msdk12.net

## **Communicating Concerns**

Please follow the chain of command below when communicating a concern:

Parent should:	With:
1. Discuss the issue in person or by phone when concern arises	Staff member
2. Discuss issue in person or by phone; expect timetable for action	Principal
3. Document issues in writing; request conference; expect response within 5 days after conference	Assistant Superintendent
4. Discuss in person; expect written response within 10 days after meeting	Superintendent
5. Appeal Superintendent's recommendation; expect written decision within 30 days	Board of Education

The goal of this process should be to find resolution of the problem as early in the process as possible. If at any time during the process a parent/guardian has reason to believe that an action has been taken against a child as a consequence of a complaint, the parent/guardian shall immediately refer the matter to the principal.

Cases of suspected illegal, immoral, or unethical behaviors should be brought to the immediate attention of the supervisor in charge of the employee or program.

## **Dress Code**

1. All shoulders (boys and girls) must be covered. This means basketball type shirts with thin straps require a sleeved shirt under them. Girls who wear tube tops or spaghetti strap tops must wear a sleeved shirt over them.
2. All tops must cover the midriff area.
3. Skirts and shorts must be long enough to meet the fingertips when the arm is at rest at the side.
4. Backs must be covered.
5. No clothing with obscenities or inappropriate sayings will be allowed in school.
6. Shoes should have backs on them and not have too high a heel or sole. Open toe footwear is also inappropriate in terms of safety. Flip flops are NOT appropriate footwear at school. Students will be going outside to the playground and to gym class and will be best served by traditional sneakers with backs on them.
7. Hats, scarves or bandanas may not be worn in school

## **Emergency Closings and Delayed School Openings**

When it is necessary to close school due to extreme weather conditions or other emergencies the MSD will notify parents. Please ensure that you have updated all contact information.

The following TV stations will have the announcement also:

Fox TV (Channel 5), WABC (Channel 7), District Website, School Main Number

If the emergency situation develops after school has started for the day, students will be sent home four hours after the start of the day. Our office lines are usually very busy on these days, but voice mail will record any message you leave.

**On days when school is closed or dismissed early because of inclement weather or other emergency, all after-school activities, including the Sunset Program, are cancelled.**

### **Delayed School Openings: School opens at 10:55**

- Bus pick-ups will begin approximately 2 hours later than normal.
- School will dismiss at the regular time.

### **Early Dismissal: begins at 1:10**

When there is a scheduled early dismissal, the day is required by law to be at least four hours. All students will have eaten lunch before dismissal.

## **HEALTH & SAFETY**

**Emergency Phone Numbers:** All information must be updated in the parent portal.

**Fire Drills**-Fire drills are held 1 time each month, as required by law. Security codes are also practiced once a month.

**Health Records:** The nurse maintains health records on each child. All new students must have documentation of required immunizations before starting school. Documentation of recent physical exams must be submitted within 30 days of entering school. From kindergarten to grade two, height, weight, blood pressure and vision are checked annually. If a concern in any of these areas is identified during a screening, you will be notified. Any questions should be directed to the School Nurse

**Medications:** If your child requires medication or nonprescription medications during the school day, the following is necessary:

- Dispensing prescription and non-prescription medicines (Tylenol, cough meds, allergy meds. Etc.) requires a Morris School District Medication Authorization form filled out by your physician. It should list the diagnosis, name and dosage of the drug, and the time(s) to be given. Medical authorization forms are available from the school nurse. This procedure will be strictly enforced.
- All medication must be in an original, labeled container or package.

## • Homework Guidelines, Grades 3-5

The new AH homework guidelines for students grades 3-5 are a critical part of our school-wide effort to achieve the following goals:

1. An increase in students' purposeful reading and analysis of fiction, non-fiction, and informational texts across content areas.
2. Enhancing our students' ability to clearly communicate their analysis/evaluation of fictional and informational texts through succinct, accurate, and high quality writing that uses textual evidence to support claims.
3. Nightly independent practice of mathematical concepts and procedures learned in class.
4. Clear and consistent homework expectations school-wide for students.



## AH Weekly Homework Calendar

The table below illustrates the highly structured homework guidelines:

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
Math	*Students will have math homework assigned every night, Mon-Thurs, that they have math class. Math homework is to be independent practice of skills/concepts learned in class.				
Language Arts	Read for 20 minutes & alternating Weekly Writing/Reading Response	Read for 20 Minutes	Read for 20 Minutes	Read for 20 Minutes	Read for 20 Minutes and Weekly Writing/Reading Response Due
Word Study	Activity from Word Study List	Activity from Word Study List	Activity from Word Study List	Activity from Word Study List	No Homework (Test every other Friday)

### *Additional Guidelines:*

- No more than two assessments per day will be administered to students (a quiz is an assessment).

## Hours

**Office Hours: 8:00 a.m. to 4:00 p.m.**

**School Hours: 9:10 a.m. to 3:25 p.m. \***

**\*Students enter the building at 8:55**

## **Library**

Our full-time librarian teaches multi-media skills using computers and internet resources, written materials, resource gathering skills, facets of multi-culturalism (holidays, games, stories, and celebrations from around the world), and environmental responsibility. Of course, our librarian also teaches a love of reading.

All students have library class once in a six-day cycle. After a library lesson, children may select and borrow books. Books must be returned the following week or any morning during period one. A child cannot borrow another book until he/she has returned the previous book. Parents are responsible for lost or damaged books.

Teachers have access to the library's professional collection of books and teaching materials.

## **Lost and Found**

All clothing found at school is placed on a table or in bins in the lost and found area outside the auditorium. We could eliminate much of our lost and found if you put your child's name in clothing and lunchboxes. Money, jewelry, or any other articles of value are turned in to the office. Found items are kept for one marking period only.

## **Lunch/Recess**

Students have 20 minutes for lunch and 20 minutes for recess during a full day schedule. Lunchroom aides supervise and assist the children in the cafeteria and at recess.

If you are interested in applying for our Free/Reduced lunch program, please go to [morris.rocketscanapps.com](http://morris.rocketscanapps.com) to apply. Paper applications are available at each school if you cannot apply online. An application must be completed each year.

A school cafeteria lunch provides a nutritionally balanced meal for children. Lunches may be purchased daily or money may be placed on the student's lunch account to cover several days' worth of lunches (multiply the single day cost by the number of days you wish to pay for).

**Prices for school lunch are as follows:**

**\$2.85 = single day lunch**

**\$ .40 = single day reduced cost lunch**

**\$14.25 = 5 day lunch payment**

**\$ 2.00 = 5 day reduced cost lunch payment**

**\$57.00 = 20 day lunch payment (\$2.85 x 20 days)**

Send your lunch payment to school with your child or drop it off at the office. Be sure to put it in an envelope addressed to the teacher and showing your child's name, classroom, total amount enclosed and what it covers. If you pay by check, make your check payable to *Alexander Hamilton Food Service*.

Any student, even those bringing lunch from home, may buy milk separately for 60 cents. If your child forgets lunch or lunch money, lunch will be provided. The cashier will charge your child's account and notices of money owed will be sent home monthly.

**Breakfast is also available daily. Breakfast must be ordered and paid for by Thursday. Prices are as follows:**

**\$1.35 = single day breakfast**

**\$ .30 = single day reduced breakfast**

**Lunch menus are sent home once a month by backpack and posted on the AH website.**

## **Morris Board of Education Policy**

### **8550 OUTSTANDING FOOD SERVICE CHARGES**

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide the student with breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast/lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears, the Principal or designee shall contact the student's parent to provide notice of the amount in arrears.

Once the amount in arrears is greater than the value of 5 meals (either full or reduced) the following shall occur:

- The student will be provided a basic cold lunch that will contain all components of a balanced meal as prescribed by the Bureau of Child Nutrition Program.
- The students' account will be charged for the cold meal at the rate of their eligibility.
- Parents/Guardians will be responsible for all food purchases charged to the student's account.
- If a student's eligibility changes to free or reduced the parent/guardian will be responsible for any outstanding obligations incurred before the change of status.
- Parents/Guardians of students who receive meal benefits are responsible for any charges incurred before a meal application is approved and between the time that an application has expired and new one is approved.
- No la carte items can be charged to a student's account if they have a zero or negative balance.
- All balances on student accounts will be carried over to the following school year.
- Outstanding balances can result in loss of school privileges

The Principal or district designee will continue to send notices to the parent weekly for elementary and bi-weekly for middle and high school. After the second notice the parent/guardian may be requested to meet with the Principal or district designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

The provisions of N.J.S.A. 18A:33-21 and this Policy will be made available to parents of all children in the school district in a manner as determined by the Superintendent.

## **Medical Supervision**

The school nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in screening vision and teaching health. Please be sure to contact Mrs. Jill Neuman at 292-2190 ext. 4552 if your child has any unusual health problems. It is very important that she be able to reach a parent or guardian should your child become ill. Please keep her updated on any changes to your contact information.

## **Health Records**

The nurse maintains health records on each child. All new students must have documentation of required immunizations before starting school. Documentation of recent physical exams must be submitted within 30 days of entering school. Height, weight, blood pressure and vision are checked annually. If a concern in any of these areas is identified during a screening, you will be notified.

Please be advised the nurse cannot administer any medication unless these requirements have been fulfilled.

## **Parent Volunteers**

Alexander Hamilton considers its parent volunteers to be a very special resource. Please call the office, your child's teacher and/or our HSA if you have time or skills you can donate to make our school a better place for students to learn and grow.

**Please note that all volunteers must sign in at the office and obtain a visitor lanyard.**

## **Parking**

**The front parking lot is closed to traffic from 8:45 to 9:15 each morning. Cars may enter the school driveway but must stay to the right and drive slowly and carefully around the back of the building to drop off students at Door 3. Please adhere to all directions given by staff.**

Note the posted Fire Lanes and please keep them clear at all times. No parking is permitted at any time on the semicircular driveway in front of the building by order of the fire department. All parents and guests are required to park in the designated parking spaces in front and to the left side as you face the building.

**Cars may not enter the school driveway at all during dismissal time from 3:10-3:35.** Parents who are picking up students at the end of the day must park in the Morristown High School Senior Parking Lot across Mills Street or on Colonial Road, which is off of Washington Street or Early Street behind the school.

Cars illegally parked are at risk of being ticketed or towed.

## **Party Nutrition Guidelines**

The following Party Nutrition Guidelines for the Morris School District need to be followed at all celebrations and parties held at school, including holidays and any school-wide or classroom celebrations. **Birthday celebrations are foodless.**

The Party Nutrition Guidelines are consistent with the Morris School District nutrition policy, as well as **Board of Health Guidelines**.

*Please be mindful of classroom allergens.*

**Please check ALL foods with your school nurse in the Health Office.**



**Please remember:**

1. **No** food is to be heated/cooked in the classrooms.
2. All food brought in must be prepared by a kitchen that is licensed and inspected by the local health department (**FOOD CANNOT BE MADE AND PREPARED AT HOME**)
3. All food needs to be prepackaged from a store with clear ingredient labels.
4. Sugar cannot be the first ingredient.
5. No cookies, cakes, pies, cupcakes or candy of any kind.
6. No soda (regular or diet).
7. No food can have more than 8 grams of fat per serving.
8. No foods with allergens; especially peanuts and other nuts, based on class population.
9. No food (goodie bags or left overs) can go home on the bus with any student.

## **Programs for Students**

### **BAND**

Children in fourth grade band and strings will perform only at the spring concert. Fifth grade students who are in band and strings will participate in both the winter and spring concerts. The students in band and strings will have one group lesson and one full band/string rehearsal a week.

### **CLUBS**

During past school years, due to the efforts of our Home and School Association and Staff, Alexander Hamilton School offered a variety of After School Clubs. Some of these clubs have included: Wiffleball, Cheerleading, Basketball, Soccer, Ecology/Gardening, and Creative Writing. These offerings were available to all students for a fee and were offered in two six to eight week periods. We anticipate re-starting our club program during

October or November. Further details will be sent home. Any questions about extracurricular activities, please contact the main office at 973 292-2190 x6. **Note: Students must be in attendance during the school day in order to participate in after school programs/activities.**

## **CHORUS**

All Alexander Hamilton students will participate in music class once a week, where they will learn the District Curriculum as well as prepare for concerts. All Alexander Hamilton students will perform in the winter concert and spring concert.

## **ENRICHMENT**

All third, fourth, and fifth graders have the opportunity to select an enrichment unit presented by teachers and specialists. Units will include a variety of problem solving strategies that complement the multiple intelligences and interests of children. The enrichment unit is offered for one 8-week session beginning in the fall.

## **GIFTED & TALENTED**

This program identifies the top one to five percent of our district's grade 4-5 student population, who demonstrate "general intellectual talent, a wide range of general information and high levels of vocabulary, memory, abstract word knowledge, and abstract reasoning." Children are screened using multiple criteria that are recorded on a matrix. Selected students work with the teachers of the gifted and talented in an intensive pull-out program that goes beyond the scope of the regular curriculum.

## **Progress Reports**

Progress Reports are issued following the completion of the second and fourth quarters (February and June). Please carefully review your child's progress and contact the school if you have any questions.

Parent/teacher conferences are scheduled for November and April. Parents' attendance at conferences is very important. Parents may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

## **Rules for General Behavior**

(Also see "Character Code")

1. Students must always show respect for peers and adults.
2. Bullying and/ or fighting will not be tolerated.
3. School property, including books and equipment, will be respected.
4. Students must respond immediately and quietly to all safety drills. Ex: fire drill
5. Students must walk quietly on the right side in the halls and stairways, using the doors to the right.
6. Students must go directly to their destinations (e.g., restrooms, nurse, and library)
  - A. Students should be on time      B. A hall pass must be used at all times.
7. Movement from the playground to the building should be in an orderly fashion.
8. Gum, candy, toys, radios, computer games, IPODs, Pokemon and Baseball cards etc., must remain at home except with special permission.
9. Students are asked to help keep all school areas clean.

## **Sunrise/Sunset**

Sunrise/Sunset provides a safe, supportive, supervised environment for children to work and play while their parents work. It is offered through the Morris School District Community School. The district houses this program in various schools. All fees are payable to the Community School.

Before School Care: 7 a.m. until classes start. Breakfast and quiet games. At Hillcrest School.

After School Care: Dismissal time to 6:30 p.m. Snacks, physical activities, homework, study and relaxation at Aleander Hamilton.

Enrollment can be made on a full, part-time, or daily basis. Students must be enrolled in advance. More information on schedules and fees is available from Morris School District Community School at 973-292-2063.

## **Standardized Testing**

All third, fourth and fifth graders in NJ take the NJSLA Assessment. All 5<sup>th</sup> Grade students will also take the NJ Student Learning Assessment- Science (NJSLA\_S). See the Morris School District calendar for the schedule for the 2019-2020 school year. More specific dates will be sent home on the monthly calendars and “Bits and Pieces”. Please do not schedule family vacations during standardized testing weeks!

## **Student Records**

During the course of the year Alexander Hamilton School encounters situations that may necessitate the disclosure of student directory information (e.g. names, addresses, phone numbers, participation in activities/clubs/athletics, awards received) to outside sources. This information will be disclosed unless a parent/guardian decides to opt-out by notifying the school in writing that they do not want this information disclosed without their prior consent. It is the responsibility of the parent/guardian to submit this request to the school by September 30<sup>th</sup> of each academic year.

## **Study Skills**

A parent can help his or her child be aware of skills and techniques which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in discussions.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible.

## **Support Services**

Alexander Hamilton offers a variety of programs to provide extra help and individualized attention to children when and if they need it.

### **Academic Enrichment**

Classroom teachers provide extra help and individual attention for all students.

Academic Enrichment provides extra help for children who regularly need additional help in specific skill areas such as reading and math.

Based on classwork, parent input and some test scores, teachers may recommend children for Academic Enrichment and/or an English Language Learner (ELL) program.

### **English Language Learner (ELL) Program**

Students who are not native speakers of English receive language instruction from a teacher who is specially trained. This program is designed to meet individual students' needs and move students into the English-speaking mainstream as rapidly and comfortably as possible.

### **Bilingual Program**

This program is for those students who speak Spanish as their first language and whose proficiency in English indicates that they are still learning English as a second language. Students and teachers in this program use Spanish and English to develop the content concepts as well as the academic language needed to engage the content. Although instruction is in both languages, the goal of this program is that students will become more proficient in English and transition from a bilingual environment to a mainstream classroom. Students receive daily ESL instruction in addition to bilingual classes. This program is typically recommended for students who are at beginning levels of English proficiency.

### **Counseling**

If you wish to contact the counselor, call the office.

### **Intervention and Referral Team (I&RT)**

This team meets once a month and is comprised of the principal, classroom teacher, counselor, a special education teacher, and a basic skills teacher. A teacher and/or parent may request a meeting with the team to discuss strategies for children having academic, social, or behavioral difficulties. Parents are invited to attend and are participants in the development of an "Intervention Plan" to assist the teacher and parents in meeting the needs of the child. The plan includes a follow up date to assess its effectiveness. When there is a concern that a student may have a disability interfering with school performance, the I&RT and/or parent may request an evaluation by the Child Study Team.

### **Child Study Team (CST)**

The Child Study Team is comprised of a social worker, psychologist, and learning disability specialist. Each has a role to play in the referral and evaluation process. Referrals to the CST come from teachers, the counselor, or parents.

## **Support Services**

If you suspect that your child has a significant disability that prevents him/her from making progress in the general education setting, you may request a meeting to discuss this possibility. You may obtain a request form from the Child Study Team case manager at Alexander Hamilton or write a letter with your concerns and forward it to the principal, your child's teacher, or directly to the CST case manager. A full Child Study Team will meet with you, within 20 days of receipt of your letter, to discuss your child's performance and progress, and determine if there is a need for special education testing.

## **Child Find**

The Morris School District Board of Education Regulation 2460.1 contains the language "All pupils with disabilities, who are in need of special education and related services, ... regardless of the severity of their disabilities, must be located, identified and evaluated according to N.J.A.C. 6A:14-3.3." If you are concerned that your child (of any age) may have a disability that impacts or will impact their ability to succeed in school, please contact your child's teacher or the building principal to learn about the resources available to help your child. This link will provide more information for you:

[http://www.state.nj.us/education/specialed/childfind/fact\\_sheet.pdf](http://www.state.nj.us/education/specialed/childfind/fact_sheet.pdf)

## **Speech Therapist**

Our speech therapist, Ms. Kristy Maloney, is in the building 5 days per week. Students who are referred by their teachers will be evaluated and may work with the therapist on a regular basis. If any parent feels their child may need help in the area of speech development, they should contact their child's teacher or the main office to see about obtaining an evaluation from the therapist.

## **School Photos**

School photographs are taken in the fall. You will be notified of the date via our school calendar which is posted on our website.

## **Technology/Internet Use**

Access to the Internet is one of the tools students are able to use in order to extend and enrich their educational experience. Internet use occurs for specific, relevant purposes, and is always supervised by an adult. In order to be eligible to utilize computer and related technology (i.e. the Internet), all students and their parents/guardians must review, sign, and return to school the Morris School District Code of Ethics and Internet Use Forms.

Access to school technology and the Internet is considered a privilege. Students who do not follow the policy on Internet use will have their privileges revoked and may face disciplinary action.

## **Telephone Usage**

The office and nurse's telephones are business phones and should not be used by students, except in an emergency. Students should not expect to use the phone to make personal arrangements, such as requesting permission to go to another child's home after school.

Children receive their instrumental lesson schedule in advance. Be sure to post it by your calendar at home. Unless a lesson has been changed, children should not need to call home for their instrument.

## **Transfers**

If a student is to transfer to another school, parents should notify the office and teacher, in writing, at least two weeks in advance. Library books and textbooks need to be returned before leaving.

## **Visitor**

All visitors and volunteers are required to report to the school office upon entering the building to sign in and obtain a visitors lanyard. At the conclusion of each visit, the visitor must sign out at the office and return the lanyard.

### **PARENT'S RESOURCE GUIDE—PLACES TO GO WITH KIDS**

#### **Museums and Theaters**

**The Morris Museum** - The museum offers changing international exhibits and permanent exhibits in the arts, sciences and humanities; workshops, and theater performances for adults and children. The museum also offers a summer camp and arts & crafts programs. Normandy Parkway, Morristown 973-971-3700

**Macculloch Hall Historical Museum and Gardens** - Display of Thomas Nast drawings, decorative arts and paintings plus two acres of gardens planted for seasonal bloom. Morristown 973-538-2404

**Washington's Headquarters Museum and Ford Mansion** - Headquarters for George Washington during the winter of 1779 - 80. Morristown 973-539-2016 x210

**Museum of Early Trades and Crafts** - The museum tells the history of 18<sup>th</sup> and 19<sup>th</sup> century artisans through interactive exhibits, demonstrations and workshops. Madison 973-377-2982

**New Jersey Audubon Society** - Learn about nature and enjoy family hiking, Sacherman-Hoffman Sanctuary. Hardscrabble Road, Bernardsville 908-204-8998

**Paper Mill Playhouse** - New Jersey's official state theater. Several productions per year plus children's theater and Summer Festival. Millburn 973-376-4343

**Mayo Performing Arts Center** - Northwest New Jersey's premier performing arts center for music, dance, comedy and theater for both children and adults.

100 South Street, Morristown, 973-539-8008, [www.mayoarts.org](http://www.mayoarts.org)

#### **Libraries**

In addition to books, media and computers, the Morristown area libraries offer children's programs throughout the year.

**Morristown & Morris Township Public Library** - 1 Miller Road, Morristown  
973-538-6161

**Morris County Public Library** - 30 East Hanover Avenue, Whippany 973-285-6930

## **Recreation Departments**

**Town of Morristown Recreation - Call for recreation programs and Burnham Park Pool information.  
200 South Street, Morristown 973-292-6717**

**Township of Morris Recreation - Call for recreation programs and Streeter and Ginty Pool information.  
50 Woodland Avenue, Convent Station 973-326-7371**

## **Historical Sites and Parks**

**Fosterfields Living Historical Farm - A working farm with animals where turn-of-the century life is demonstrated. Enjoy hands-on-learning, displays, children's crafts, and a wagon ride. April - October, 73 Kahdena Road, Morris Township  
973-326-7600**

**Cooper Gristmill - A restored and operating 19<sup>th</sup> century mill, where grains are ground using a waterwheel. Seasonal children's programs. May - October, Chester 908-879-5463**

**Morristown National Historical Park - Washington and his army wintered in these wooded hills. Visit the elegant Ford Mansion, once Washington's headquarters and now a museum, and the soldier huts at Jockey Hollow. Morristown**

**Great Swamp National Wildlife Refuge - Approximately 7,500 acre sanctuary, including 8.5 miles of trails, observation blinds, boardwalks, and family events. Harding Township 973-635-6629**

**Frelinghuysen Arboretum - 127 acres offering walking tours of the gardens and historic mansion, classes for children and adults, and an annual gingerbread wonderland. Hanover Avenue, Morristown 973-326-7600.**

**Lewis Morris Park - Athletic fields, Saturn playground, miles of hiking and mountain biking trails are available. The Sunrise Lake area provides fishing, swimming, paddle-boating, and picnic tables.  
270 Mendham Road, Morris Township 973-267-4351, [www.parks.morris.nj.us](http://www.parks.morris.nj.us)**

**Loantaka Brook Reservation - This natural woodland features miles of hiking, walking, bicycle and horseback riding trails and a Saturn playground.  
Morris Township 973-326-7600**

**Historic Speedwell Village - Site of the Speedwell Iron Works and restored 19<sup>th</sup> century ironmasters country estate. This national historic landmark includes part of the Vail Homestead Farm, and was the birthplace of the telegraph. April - October, 333 Speedwell Avenue, Morristown 973-285-6550**

## **Sports, Fitness & Family Fun**

**Morris Center YMCA - 79 Horsehill Road, Cedar Knolls 973-267-0704**

**Madison Area YMCA - 1 Ralph Stoddard Drive, Madison 973-377-4945**

**Mennen Sports Arena - 161 East Hanover Avenue, Morris Township 973-326-7651**

**Hanover Bowling Lanes - State Highway No. 10, East Hanover 973-887-1400**

**Plaza Bowling Lanes - Main Street, Madison 973-377-8919**

**AMC Headquarters 10 Theaters – 72 Headquarters Plaza, Morristown 973-355-6413**

**Sony Theater – State Highway No. 10, East Hanover 973-515-1160**

**Bow Tie Madison Cinemas 4 - Lincoln Place, Madison 973-377-2388**